



## Additional Documents Distributed for the Finance Commission Meeting of March 28, 2024

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of the fiscal year, if any material deficiencies arise, they will be brought forward to the City Council for adjustment.

**Key Performance Indicators and Strategic Plan**

This item is in line with the Finance Department's Key Performance Indicator. The mid-year adjustment is being presented to provide a more transparent Budget process.

Attachments:

- 1) FY 2023-24 Mid-Year Expenditure and Revenue Adjustments
- 2) Capital Improvement Program (CIP) FY 2023-24 Continuing Appropriations
- 3) UAL Payment details
- 4) YTD through December 2023 Expenditures
- 5) YTD through December 2023 Revenues (Forthcoming)
- 6) YTD through January 2024 Expenditures and Revenues (Forthcoming)
- 7) YTD through December 2023 Expenditures and ~~Revenues~~—Summary (Forthcoming)
- 8) YTD through January 2024 Expenditures and ~~Revenues~~—Summary (Forthcoming)
- 9) SLRFR Overview (Forthcoming)

**REVENUE DETAIL - DECEMBER**

		Actual	Actual	Mid-Year	Actual	Adopted	Actual	Adjustments
Acct	Account Title	2020/21	2021/22	2022/23	2022/23	2023/24	2023/24	2023/24
4000-000	Property Tax - Current Secured	12,386,279	12,823,306	5,648,137	13,808,976	14,543,151	5,967,944	-
4010-000	Property Tax - Unsecured	435,198	759,197	64,988	478,937	448,243	72,327	-
4015-000	Property Tax - Residual SA	101,674	213,625	-	126,881	139,050	-	-
4020-000	Property Tax - Prior Years	(23,528)	2,129	(32,465)	(52,221)	3,090	(18,867)	-
4030-000	Property Tax - Int & Pen	45,544	51,961	21,001	47,863	30,900	23,172	-
4035-000	Property Tax - Postponement	18,790	29,653	-	-	30,542	-	-
4040-000	Highway Rental	112,115	112,334	-	105,872	115,477	-	-
4050-000	Homeowners Exemption	58,805	58,841	8,843	58,903	61,800	8,534	-
4060-000	Supplemental - Sec/Unsec	320,286	409,925	81,000	439,970	422,223	82,337	-
5002-000	Motor Vehicle In Lieu Adj.	3,318,155	3,445,099	-	3,713,192	3,905,907	-	-
<b>Property Tax</b>		<b>16,773,318</b>	<b>17,906,070</b>	<b>5,791,504</b>	<b>18,728,374</b>	<b>19,700,384</b>	<b>6,135,448</b>	<b>-</b>
4150-000	Library Special Tax	347,931	364,223	159,603	395,801	375,149	162,951	-
<b>Assessments &amp; Special Taxes</b>		<b>347,931</b>	<b>364,223</b>	<b>159,603</b>	<b>395,801</b>	<b>375,149</b>	<b>162,951</b>	<b>-</b>
4200-000	Sales & Use Tax	2,398,132	2,730,069	1,016,443	3,004,168	2,972,321	902,807	(196,523)
4200-002	Sales Tax - Measure A	2,407,750	2,993,038	1,021,835	3,134,514	3,121,000	992,003	(66,000)
4201-000	PSAF - Prop 172 Sales Tax	326,764	373,506	127,778	384,746	384,712	116,592	-
<b>Sales Tax</b>		<b>5,132,645</b>	<b>6,096,613</b>	<b>2,166,057</b>	<b>6,523,428</b>	<b>6,478,033</b>	<b>2,011,402</b>	<b>(262,523)</b>
4230-001	Utility Tax - Water	960,932	844,642	444,249	809,278	903,100	510,888	-
4230-002	Utility Tax - Electric	1,562,810	1,750,422	1,037,771	2,079,269	2,136,916	978,082	-
4230-003	Utility Tax - Gas	489,887	590,186	160,895	860,701	643,302	142,158	-
4230-004	Utility Tax - Telephone	410,435	417,483	136,834	408,223	396,609	169,644	-
4230-006	Utility Tax - Cable	314,466	272,535	92,555	273,601	272,535	107,189	-
<b>Utility Users Tax</b>		<b>3,738,531</b>	<b>3,875,268</b>	<b>1,872,305</b>	<b>4,431,072</b>	<b>4,352,462</b>	<b>1,907,961</b>	<b>-</b>
4210-001	Franchise - Refuse	553,981	575,957	273,610	639,264	593,236	328,102	-
4210-002	Franchise - Cable TV	228,125	223,941	55,399	218,246	230,659	50,041	-
4210-003	Franchise - Electric	155,020	163,883	-	198,169	168,800	-	-
4210-004	Franchise - Gas	58,579	63,688	-	75,919	68,783	-	-
4220-000	Real Property Transfer	204,703	262,064	83,344	170,180	210,000	102,237	-
<b>Other Taxes</b>		<b>1,200,408</b>	<b>1,289,532</b>	<b>412,354</b>	<b>1,301,778</b>	<b>1,271,477</b>	<b>480,380</b>	<b>-</b>
4400-000	Business License	386,163	381,395	199,657	429,784	391,000	245,346	-
4405-000	Business License SB1186 Fee	9,779	9,353	5,160	10,937	9,400	6,020	-
4420-000	Bus Lic Penalties & Trans	6,011	5,497	9,069	21,524	8,000	12,562	-
4440-000	Tobacco Retail Permit	240	960	-	-	-	-	-
4460-000	Parking Permits	283,235	280,095	144,165	264,386	252,000	149,550	-
4445-000	Filming Permits	80,498	86,130	55,560	88,261	85,000	25,232	(25,000)
4465-001	Fire Permits	14,418	19,453	8,360	15,470	12,000	10,167	-
4470-001	Grading Permits	-	-	-	628	300	-	-
4470-002	Street / Curb Permits	27,793	25,231	12,794	39,984	30,000	23,392	-
4470-004	Street Closure Permits	-	4,461	-	-	3,000	499	-
4470-005	Newsrack Permits	-	462	-	-	500	-	-
4480-000	FOG Wastewater Permit	142	1,045	-	-	5,000	292	-
<b>Licenses &amp; Permits</b>		<b>808,280</b>	<b>814,081</b>	<b>434,766</b>	<b>870,974</b>	<b>796,200</b>	<b>473,059</b>	<b>(25,000)</b>
4600-000	Vehicle Code Fines	34,108	48,049	9,164	27,321	18,500	21,031	6,500
4610-000	Parking Citations	100,057	(437)	25,812	36,237	38,000	18,904	-
4620-000	Other Court Fines	9,284	4,679	626	2,301	1,500	6,270	5,000
<b>Fines &amp; Forfeitures</b>		<b>143,449</b>	<b>52,291</b>	<b>35,602</b>	<b>65,860</b>	<b>58,000</b>	<b>46,205</b>	<b>11,500</b>
4800-000	Interest Income	238,731	224,197	18,349	423,122	950,437	-	-
4802-000	Gain / Loss on Investments	25,833	(11,890)	-	(115,979)	-	-	-
4805-000	Unrealized Gain / Loss	(261,442)	(1,125,662)	-	(234,458)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	4,665	11,572	-	7,783	5,022	5,944	-
4820-000	Rental - Stables	106,240	129,316	71,882	136,096	140,000	76,824	-
4820-001	Rental - Stables - CIP Rsv	48,693	69,608	32,946	73,008	60,000	35,211	12,000
4825-000	Rental - Tennis	79,100	78,896	47,420	91,306	108,000	25,248	(86,960)
4825-001	Rental - Tennis - CIP Rsv	4,900	-	-	-	-	-	-
4830-001	Rental - Cellular Site	4,374,440	-	-	-	-	-	-
4830-002	Rental - Cell Phone Site	23,013	-	-	-	-	-	-
4830-003	Rental - Cell Site - AT&T	15,062	-	-	-	-	-	-
4830-004	Cell Phone - CW/Billicke	20,188	-	-	-	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	17,524	26,197	-	-	-	-	-
4830-006	Cell Phone - Cingular OG	14,617	-	-	-	-	-	-
4830-009	Cell Phone - Cingular ASP	16,090	-	-	-	-	-	-
4830-010	Cell Phone - Verizon - MH	10,416	-	-	-	-	-	-
4840-000	Rental - War Memorial Building	(600)	23,707	22,936	50,039	32,000	29,455	-



**REVENUE DETAIL - DECEMBER**

		Actual	Actual	Mid-Year	Actual	Adopted	Actual	Adjustments
Acct	Account Title	2020/21	2021/22	2022/23	2022/23	2023/24	2023/24	2023/24
4850-000	Rental - Eddie Park	-	1,415	951	2,149	2,000	1,881	-
4860-000	Rental - Library Comm Room	2,954	4,182	5,115	16,037	20,000	14,581	5,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	-	2,098	2,505	11,976	12,000	2,576	(4,000)
4890-000	Rental - Farmer's Market	11,662	12,617	-	11,617	12,555	6,792	-
4891-000	Rental - Orange Grove	-	-	-	-	-	-	-
4892-000	Rental - Misc	35,730	43,647	26,951	39,491	-	6,336	-
4893-000	Rental - Batting Cages	1,153	12,642	-	-	-	-	-
4894-000	Rental - Youth House	-	2,079	1,289	2,253	3,000	1,842	-
<b>Use of Money &amp; Property</b>		<b>4,788,970</b>	<b>(495,381)</b>	<b>230,344</b>	<b>514,439</b>	<b>1,345,014</b>	<b>206,690</b>	<b>(73,960)</b>
5000-000	Motor Vehicle In Lieu	-	-	-	-	-	151	-
5400-000	Sale of Property	993	4,314	237	1,791	-	6,459	-
5020-000	State Reimb - Police Training	12,562	18,619	9,528	19,165	18,000	13,176	-
5030-000	State Mandated Cost	-	-	-	-	-	-	-
5071-003	Miscellaneous Grants	273,820	5,245	50,505	199,481	136,000	26,134	-
5071-005	Non-Federal Grants - Pub. Works	-	-	-	-	-	-	-
5071-007	Misc Federal Grant	328,205	-	-	-	-	-	-
5071-011	Library Svc. CENIC Grant	-	12,030	-	-	-	-	-
5073-001	Grants-Police	6,712	41,046	15,734	15,734	21,500	236,385	-
5073-002	Grants-Fire	-	-	-	-	-	-	-
5073-005	SLF Recovery Funds	-	-	-	-	-	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	332,914	98,272	-	-	300,000	17,946	-
<b>Revenue From Other Agencies</b>		<b>955,205</b>	<b>179,525</b>	<b>76,004</b>	<b>236,171</b>	<b>475,500</b>	<b>300,251</b>	<b>-</b>
5150-001	Business License App Fee	23,741	20,215	10,681	25,730	22,000	15,162	-
5150-002	Non Sufficient Fund Chg	105	140	123	158	-	232	-
<b>Current Services-Finance</b>		<b>23,846</b>	<b>20,355</b>	<b>10,804</b>	<b>25,888</b>	<b>22,000</b>	<b>15,394</b>	<b>-</b>
5200-001	Community Development Misc Fee	-	16,976	4,164	4,164	30,000	65	-
5200-002	Planning Fees	232,459	230,111	176,640	263,456	300,000	82,265	(155,000)
5200-003	Plan Check	334,541	760,453	471,935	811,889	700,000	335,158	40,000
5200-004	Building Permits	459,335	558,420	304,840	589,679	600,000	473,210	40,000
5200-007	Administrative Citations	1,545	-	5,089	44,968	25,000	5,881	(10,000)
5200-008	Design Review Fee	-	12,534	17,311	39,709	38,000	16,531	(8,000)
5200-009	Cultural Heritage (CHC) Fee	-	9,086	5,622	15,543	30,000	18,259	2,000
5200-010	Art Development Fee	-	-	-	-	7,500	-	-
<b>Current Services-Community Development</b>		<b>1,027,880</b>	<b>1,587,581</b>	<b>985,600</b>	<b>1,769,408</b>	<b>1,730,500</b>	<b>931,369</b>	<b>(91,000)</b>
5220-001	Engineering Fees - Misc	140,208	138,558	80,837	150,393	110,000	74,720	-
5220-002	Engineering Plan Check	345	234	756	1,260	2,500	-	-
5221-000	Public Works Plan Check Fees	-	1,044	-	-	-	767	-
5223-000	NPDES	78,305	79,225	39,904	80,073	94,000	47,313	-
5224-000	Public Works - Filming	-	-	-	-	-	-	-
<b>Current Services-Public Works</b>		<b>218,859</b>	<b>219,061</b>	<b>121,496</b>	<b>231,726</b>	<b>206,500</b>	<b>122,800</b>	<b>-</b>
5230-001	Police Special Svcs	189,262	3,385	1,144	2,415	2,500	1,668	-
5230-004	Vehicle Impound Fees	14,418	25,733	14,746	29,472	27,000	30,513	-
5230-005	Police Svcs - Filming	285,925	119,993	240,264	381,203	326,000	66,666	-
5280-001	Animal Control Fees	163	-	-	-	-	-	-
<b>Current Services-Police</b>		<b>489,768</b>	<b>149,111</b>	<b>256,154</b>	<b>413,090</b>	<b>355,500</b>	<b>98,847</b>	<b>-</b>
5255-000	Passport Services	301	-	-	-	-	-	-
<b>Current Services-Library</b>		<b>301</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5260-000	Library Fees	-	596	379	834	700	576	300
5260-002	Library Fines	575	79	-	-	-	-	-
5260-003	Library Replacements	763	7,979	4,307	6,988	6,200	3,658	1,000
5260-004	Library Equip. Rental	-	235	557	1,761	1,400	1,528	1,472
<b>Current Services-Library</b>		<b>1,337</b>	<b>8,889</b>	<b>5,244</b>	<b>9,582</b>	<b>8,300</b>	<b>5,762</b>	<b>2,772</b>
5265-002	Sr. Citizens Classes	41	11,525	8,552	16,958	16,000	10,625	(2,000)
5265-003	Sr. Citizens Membership	1,885	7,754	4,310	8,795	8,000	7,602	(500)
5265-004	Sr. Citizens Bus Trips	(40)	(230)	2,237	4,851	3,500	4,131	1,000
5265-005	Snr. Citizens Center Programs	300	9	1,077	1,088	1,120	1,314	380
5265-006	Bingo - Coffee - Med. I.D.	-	51	136	595	500	355	100
5270-001	Camp Med Fees	11,218	302,382	136,740	324,201	390,000	132,009	(90,000)
5270-002	Recreation Classes	195,086	286,146	88,790	204,699	230,000	97,958	(60,000)
5270-003	Special Events	4,897	8,212	2,829	9,601	10,000	19,836	30,000
5270-004	MTA Bus Pass - General	-	-	-	-	-	-	-

**REVENUE DETAIL - DECEMBER**

		Actual	Actual	Mid-Year	Actual	Adopted	Actual	Adjustments
Acct	Account Title	2020/21	2021/22	2022/23	2022/23	2023/24	2023/24	2023/24
5270-005	Park/Field Reservations	7,296	91,736	34,975	79,646	60,000	46,818	-
5270-007	Adult Sports	-	-	-	-	-	-	-
5270-008	Concerts in the Park	-	1,450	-	13,850	25,000	-	(10,000)
5270-009	War Memorial Kitchen	-	1,179	1,250	2,207	2,500	794	(500)
<b>Current Services-Community Services</b>		<b>220,684</b>	<b>710,215</b>	<b>280,895</b>	<b>666,491</b>	<b>746,620</b>	<b>321,442</b>	<b>(131,520)</b>
5289-001	Fire Dept - Filming	134,098	75,195	109,395	166,965	130,000	46,707	-
5289-002	Fire Dept - Plan Check	41,646	38,584	14,358	36,296	25,000	26,877	-
5289-007	Fire Dept - Inspection	114,883	113,825	76,797	147,169	100,000	83,967	-
5290-001	Paramedic Fees	599,057	681,690	396,050	786,460	625,000	545,494	-
5300-000	Paramedic Subscriptions	27,108	82,805	11,092	24,570	35,000	23,923	-
5302-000	Fire Command Reimbursements	180,143	148,774	-	64,353	157,000	-	-
5305-001	Fire Miscellaneous	12	46	15	15	100	-	-
<b>Current-Services-Fire</b>		<b>1,096,947</b>	<b>1,140,918</b>	<b>607,707</b>	<b>1,225,829</b>	<b>1,072,100</b>	<b>726,967</b>	<b>-</b>
<b>Current-Services-ALL</b>		<b>3,079,621</b>	<b>3,836,129</b>	<b>2,267,899</b>	<b>4,342,013</b>	<b>4,141,520</b>	<b>2,222,581</b>	<b>(219,748)</b>
5420-000	Workers Comp Reimb	72,416	-	-	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-	-
5430-000	Damage to City Property	1,301	250	-	-	-	5,460	-
5440-000	Candidate Filing Fee	1,571	-	500	273	-	-	-
5460-000	Recycling Revenue	2,850	11,710	12,973	18,605	16,508	4,650	-
5460-001	Recycling Container	-	-	-	-	-	-	-
5490-000	Cash Over/Short	(1,578)	(21)	-	1	-	2	-
5501-001	Donations - Misc	3	93	23	23	-	205	-
5501-003	Donations - Senior Meals	23,913	-	-	2,927	39,600	13,924	(11,600)
5501-005	Donations - Library	-	-	-	-	-	-	-
5505-000	Miscellaneous	68,511	223,089	16,367	56,910	10,000	26,382	-
5505-001	Duplication Fees	8,394	1,510	67	150	4,000	13	-
5510-000	Credit Card Transaction Fee	6,337	8,092	5,270	13,310	9,000	44,581	-
5530-400	PD Reports & Misc Fees	-	5,778	3,378	7,273	7,000	5,992	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-	-
<b>Other Revenue</b>		<b>183,717</b>	<b>250,501</b>	<b>38,578</b>	<b>99,472</b>	<b>86,108</b>	<b>101,209</b>	<b>(11,600)</b>
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022	-
5640-000	Reimbursement-Water Fund	414,362	414,362	414,362	414,362	414,362	414,362	-
<b>Reimbursements From Other Funds</b>		<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>-</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>37,635,460</b>	<b>34,652,238</b>	<b>13,968,399</b>	<b>37,992,765</b>	<b>39,563,231</b>	<b>14,531,521</b>	<b>(581,331)</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>City Council</b>										
Salaries - Permanent	-	2,060.00	-	(2,060.00)	100%	18,000.00	11,620.00	-	6,380.00	65%
Salaries - Temp / Part	18,000.00	9,000.00	-	9,000.00	50%	-	-	-	-	100%
<b>Salaries</b>	<b>18,000.00</b>	<b>11,060.00</b>	-	<b>6,940.00</b>	<b>61%</b>	<b>18,000.00</b>	<b>11,620.00</b>	-	<b>6,380.00</b>	<b>65%</b>
Workers Compensation	252.00	120.68	-	131.32	48%	333.00	91.28	-	241.72	27%
FICA - Medicare	1,450.00	753.09	-	696.91	52%	261.00	99.47	-	161.53	38%
<b>Fringe Benefits</b>	<b>1,702.00</b>	<b>873.77</b>	-	<b>828.23</b>	<b>51%</b>	<b>594.00</b>	<b>190.75</b>	-	<b>403.25</b>	<b>32%</b>
Postage	8,000.00	2,002.18	-	5,997.82	25%	100.00	-	-	100.00	0%
Special Department Expense	49,000.00	21,112.57	-	27,887.43	43%	2,000.00	1,590.72	-	409.28	80%
Discretionary Fund Program	33,700.00	2,125.00	-	31,575.00	6%	20,000.00	2,038.75	-	17,961.25	10%
Dues/Subscriptions/Memberships	500.00	-	-	500.00	0%	500.00	-	-	500.00	0%
Convention & Meeting Expense	8,000.00	11,823.39	-	(3,823.39)	148%	8,000.00	3,581.37	-	4,418.63	45%
<b>Operations &amp; Maintenance</b>	<b>99,200.00</b>	<b>37,063.14</b>	-	<b>62,136.86</b>	<b>37%</b>	<b>30,600.00</b>	<b>7,210.84</b>	-	<b>23,389.16</b>	<b>24%</b>
<b>Total City Council</b>	<b>118,902.00</b>	<b>48,996.91</b>	-	<b>69,905.09</b>	<b>41%</b>	<b>49,194.00</b>	<b>19,021.59</b>	-	<b>30,172.41</b>	<b>39%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>City Manager</b>										
Salaries - Permanent	693,542.00	355,816.72	-	337,725.28	51%	606,976.00	386,869.80	-	220,106.20	64%
Salaries - Temp / Part	35,128.00	22,154.49	-	12,973.51	63%	35,000.00	5,445.51	-	29,554.49	16%
Overtime	-	5,369.42	-	(5,369.42)	100%	-	20,848.71	-	(20,848.71)	100%
Holiday	8,847.00	-	-	8,847.00	0%	-	1,071.86	-	(1,071.86)	100%
<b>Salaries</b>	<b>737,517.00</b>	<b>383,340.63</b>	-	<b>354,176.37</b>	<b>52%</b>	<b>641,976.00</b>	<b>414,235.88</b>	-	<b>227,740.12</b>	<b>65%</b>
Leave Buyback	25,608.00	-	-	25,608.00	0%	27,000.00	2,879.18	-	24,120.82	11%
Retirement	73,787.00	37,655.02	-	36,131.98	51%	144,439.00	149,681.21	-	(5,242.21)	104%
CalPERS UAL	110,175.00	111,162.02	-	(987.02)	101%	-	-	-	-	100%
Deferred Compensation	6,820.00	3,337.74	-	3,482.26	49%	4,542.00	3,712.10	-	829.90	82%
Workers Compensation	8,081.00	3,938.04	-	4,142.96	49%	11,569.00	7,766.29	-	3,802.71	67%
Group Health Insurance	73,170.00	41,487.47	-	31,682.53	57%	53,112.00	49,036.53	-	4,075.47	92%
Optical Insurance	1,048.00	595.39	-	452.61	57%	1,080.00	1,036.12	-	43.88	96%
Dental Insurance	3,911.00	2,205.74	-	1,705.26	56%	4,050.00	3,342.78	-	707.22	83%
Life Insurance	515.00	256.68	-	258.32	50%	446.00	499.73	-	(53.73)	112%
FICA - Medicare	12,744.00	5,646.89	-	7,097.11	44%	8,517.00	12,199.87	-	(3,682.87)	143%
City Manager's Car allowance	6,000.00	3,500.00	-	2,500.00	58%	-	3,500.00	-	(3,500.00)	100%
<b>Fringe Benefits</b>	<b>321,859.00</b>	<b>209,784.99</b>	-	<b>112,074.01</b>	<b>65%</b>	<b>254,755.00</b>	<b>233,653.81</b>	-	<b>21,101.19</b>	<b>92%</b>
Office Supplies	10,000.00	3,818.64	-	6,181.36	38%	10,000.00	4,237.12	-	5,762.88	42%
Postage	4,000.00	41.28	-	3,958.72	1%	4,000.00	2,512.14	-	1,487.86	63%
Special Department Expense	8,500.00	12,455.06	-	(3,955.06)	147%	20,800.00	13,443.76	-	7,356.24	65%
Printing/Duplicating	6,000.00	4,247.94	-	1,752.06	71%	6,000.00	4,900.00	-	1,100.00	82%
Dues & Memberships	44,437.00	40,018.58	-	4,418.42	90%	47,500.00	32,376.03	-	15,123.97	68%
Convention & Meeting Expense	17,198.00	17,040.50	-	157.50	99%	16,750.00	13,475.87	-	3,274.13	80%
Vehicle Maintenance				-	100%	750.00	307.72	-	442.28	41%
Equipment Maintenance				-	100%	700.00	-	-	700.00	0%
Professional Service	40,000.00	6,433.90	3,447.50	30,118.60	16%	40,000.00	30,463.75	3,622.50	5,913.75	76%
Contract Services	10,000.00	232.00	-	9,768.00	2%	10,000.00	-	-	10,000.00	0%
CM Emergency	25,000.00	-	-	25,000.00	0%	50,000.00	24,191.27	-	25,808.73	48%
<b>Operations &amp; Maintenance</b>	<b>165,135.00</b>	<b>84,287.90</b>	<b>3,447.50</b>	<b>77,399.60</b>	<b>51%</b>	<b>206,500.00</b>	<b>125,907.66</b>	<b>3,622.50</b>	<b>76,969.84</b>	<b>61%</b>
<b>City Manager</b>	<b>1,224,511.00</b>	<b>677,413.52</b>	<b>3,447.50</b>	<b>543,649.98</b>	<b>55%</b>	<b>1,103,231.00</b>	<b>773,797.35</b>	<b>3,622.50</b>	<b>325,811.15</b>	<b>70%</b>
Printing/Duplicating	8,000.00	6,371.35	-	1,628.65	80%	8,327.83	8,050.00	-	277.83	97%
Dues & Memberships	3,275.00	-	-	3,275.00	0%	3,000.00	-	-	3,000.00	0%
Community Engagement	20,000.00	22,331.41	-	(2,331.41)	112%	71,200.00	16,279.32	-	54,920.68	23%
Communications Spec. Dep. Exp.	19,000.00	19,661.00	-	(661.00)	103%	7,180.00	1,662.30	-	5,517.70	23%
Communications Spec. Dep. Exp.				-	100%	8,400.00	2,148.00	-	6,252.00	26%
<b>Operations &amp; Maintenance</b>	<b>50,275.00</b>	<b>48,363.76</b>	-	<b>1,911.24</b>	<b>96%</b>	<b>98,107.83</b>	<b>28,139.62</b>	-	<b>69,968.21</b>	<b>29%</b>
<b>Economic Development</b>	<b>50,275.00</b>	<b>48,363.76</b>	-	<b>1,911.24</b>	<b>96%</b>	<b>98,107.83</b>	<b>28,139.62</b>	-	<b>69,968.21</b>	<b>29%</b>
<b>Total City Manager</b>	<b>1,274,786.00</b>	<b>725,777.28</b>	<b>3,447.50</b>	<b>545,561.22</b>	<b>57%</b>	<b>1,201,338.83</b>	<b>801,936.97</b>	<b>3,622.50</b>	<b>395,779.36</b>	<b>67%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>City Treasurer</b>										
Salaries - Temp / Part	8,472.00	4,942.00	-	3,530.00	58%	8,472.00	4,236.00	-	4,236.00	50%
<b>Salaries</b>	<b>8,472.00</b>	<b>4,942.00</b>	-	<b>3,530.00</b>	<b>58%</b>	<b>8,472.00</b>	<b>4,236.00</b>	-	<b>4,236.00</b>	<b>50%</b>
Workers Compensation	119.00	69.23	-	49.77	58%	157.00	59.34	-	97.66	38%
FICA - Medicare	648.00	378.07	-	269.93	58%	123.00	280.29	-	(157.29)	228%
<b>Fringe Benefits</b>	<b>767.00</b>	<b>447.30</b>	-	<b>319.70</b>	<b>58%</b>	<b>280.00</b>	<b>339.63</b>	-	<b>(59.63)</b>	<b>121%</b>
<b>City Treasurer</b>	<b>9,239.00</b>	<b>5,389.30</b>	-	<b>3,849.70</b>	<b>58%</b>	<b>8,752.00</b>	<b>4,575.63</b>	-	<b>4,176.37</b>	<b>52%</b>
<b>Total City Treasurer</b>	<b>9,239.00</b>	<b>5,389.30</b>	-	<b>3,849.70</b>	<b>58%</b>	<b>8,752.00</b>	<b>4,575.63</b>	-	<b>4,176.37</b>	<b>52%</b>
<b>Community Development</b>										
Salaries - Permanent	1,256,252.00	638,335.94	-	617,916.06	51%	1,049,544.00	531,987.81	-	517,556.19	51%
Salaries - Temp / Part	127,310.00	42,929.07	-	84,380.93	34%	109,000.00	111,827.11	-	(2,827.11)	103%
Overtime	15,000.00	6,346.74	-	8,653.26	42%	30,000.00	14,822.76	-	15,177.24	49%
Holiday	7,229.00	-	-	7,229.00	0%	-	-	-	-	100%
<b>Salaries</b>	<b>1,405,791.00</b>	<b>687,611.75</b>	-	<b>718,179.25</b>	<b>49%</b>	<b>1,188,544.00</b>	<b>658,637.68</b>	-	<b>529,906.32</b>	<b>55%</b>
Leave Buyback	9,496.00	-	-	9,496.00	0%	8,000.00	-	-	8,000.00	0%
Retirement	128,201.00	62,793.03	-	65,407.97	49%	241,120.00	202,394.43	-	38,725.57	84%
CalPERS UAL	161,675.00	163,123.39	-	(1,448.39)	101%	-	-	-	-	100%
Deferred Compensation	12,545.00	6,148.73	-	6,396.27	49%	3,005.00	2,206.69	-	798.31	73%
Workers Compensation	15,125.00	7,145.52	-	7,979.48	47%	22,266.00	6,863.56	-	15,402.44	31%
Group Health Insurance	210,060.00	73,055.82	-	137,004.18	35%	109,893.00	49,306.38	-	60,586.62	45%
Vision Insurance	2,743.00	1,318.56	-	1,424.44	48%	2,640.00	1,107.64	-	1,532.36	42%
Dental Insurance	10,250.00	4,792.92	-	5,457.08	47%	9,900.00	4,299.90	-	5,600.10	43%
Life Insurance	1,287.00	630.64	-	656.36	49%	1,089.00	544.29	-	544.71	50%
FICA - Medicare	24,241.00	10,784.10	-	13,456.90	44%	14,928.00	9,755.14	-	5,172.86	65%
<b>Fringe Benefits</b>	<b>575,623.00</b>	<b>329,792.71</b>	-	<b>245,830.29</b>	<b>57%</b>	<b>412,841.00</b>	<b>276,478.03</b>	-	<b>136,362.97</b>	<b>67%</b>
Office Supplies	20,000.00	2,939.49	-	17,060.51	15%	19,430.89	4,430.89	-	15,000.00	23%
Postage	15,000.00	4,991.86	-	10,008.14	33%	6,000.00	4,410.38	-	1,589.62	74%
Special Department Expense	6,122.00	4,822.46	-	1,299.54	79%	4,400.00	5,434.61	-	(1,034.61)	124%
Advertising	10,000.00	150.00	-	9,850.00	2%	74,205.00	-	-	74,205.00	0%
Printing/Duplicating	11,000.00	2,347.65	-	8,652.35	21%	7,000.00	5,435.39	-	1,564.61	78%
Dues & Memberships	15,009.00	12,348.46	-	2,660.54	82%	33,000.00	11,223.00	-	21,777.00	34%
Conference & Meeting Expense	27,075.00	6,509.80	-	20,565.20	24%	6,500.00	3,634.70	-	2,865.30	56%
Vehicle Maintenance	1,000.00	188.31	-	811.69	19%	1,186.00	59.30	-	1,126.70	5%
Equipment Maintenance	-	-	-	-	100%	1,314.00	-	-	1,314.00	0%
Legal Services	-	3,000.00	27,000.00	(30,000.00)	100%	-	-	-	-	100%
Legal Fees - Comm Dev	29,145.59	-	-	29,145.59	0%	90,132.37	-	-	90,132.37	0%
Professional Services	1,291,806.10	242,359.50	59,195.29	990,251.31	19%	680,523.75	242,722.29	153,558.50	284,242.96	36%
Contract Services	794,500.00	282,138.14	498,119.46	14,242.40	36%	1,394,678.00	776,467.00	443,708.96	174,502.04	56%
Training Expense	3,000.00	179.31	-	2,820.69	6%	6,000.00	95.00	-	5,905.00	2%
Boards & Commissions	4,675.00	-	-	4,675.00	0%	191.25	191.25	-	-	100%
Public Art	25,000.00	-	-	25,000.00	0%	-	-	-	-	100%
<b>Operations &amp; Maintenance</b>	<b>2,253,332.69</b>	<b>561,974.98</b>	<b>584,314.75</b>	<b>1,107,042.96</b>	<b>25%</b>	<b>2,324,561.26</b>	<b>1,054,103.81</b>	<b>597,267.46</b>	<b>673,189.99</b>	<b>45%</b>
<b>Community Development</b>	<b>4,234,746.69</b>	<b>1,579,379.44</b>	<b>584,314.75</b>	<b>2,071,052.50</b>	<b>37%</b>	<b>3,925,946.26</b>	<b>1,989,219.52</b>	<b>597,267.46</b>	<b>1,339,459.28</b>	<b>51%</b>
<b>Total Community Development</b>	<b>4,234,746.69</b>	<b>1,579,379.44</b>	<b>584,314.75</b>	<b>2,071,052.50</b>	<b>37%</b>	<b>3,925,946.26</b>	<b>1,989,219.52</b>	<b>597,267.46</b>	<b>1,339,459.28</b>	<b>51%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Community Services</b>										
Salaries - Regular Employees	76,654.00	49,281.11	-	27,372.89	64%	82,164.00	41,913.85	-	40,250.15	51%
Salaries - Temp / Part	170,665.00	84,618.27	-	86,046.73	50%	160,000.00	82,735.91	-	77,264.09	52%
Overtime	2,000.00	-	-	2,000.00	0%	-	-	-	-	100%
Holiday					100%	-	1,102.97	-	(1,102.97)	100%
<b>Salaries</b>	<b>249,319.00</b>	<b>133,899.38</b>	<b>-</b>	<b>115,419.62</b>	<b>54%</b>	<b>242,164.00</b>	<b>125,752.73</b>	<b>-</b>	<b>116,411.27</b>	<b>52%</b>
Leave Buyback	2,193.00	-	-	2,193.00	0%	2,100.00	-	-	2,100.00	0%
Retirement	6,132.00	8,049.56	-	(1,917.56)	131%	6,610.00	11,759.77	-	(5,149.77)	178%
Deferred Compensation	767.00	467.46	-	299.54	61%	822.00	404.15	-	417.85	49%
Workers Compensation Ins.	2,686.00	1,412.85	-	1,273.15	53%	3,399.00	1,389.76	-	2,009.24	41%
Group Health Insurance	8,580.00	5,305.82	-	3,274.18	62%	8,580.00	5,005.00	-	3,575.00	58%
Optical Insurance	165.00	96.04	-	68.96	58%	240.00	96.04	-	143.96	40%
Dental Insurance	610.00	338.03	-	271.97	55%	900.00	355.81	-	544.19	40%
Life Insurance	99.00	57.75	-	41.25	58%	99.00	57.75	-	41.25	58%
FICA - Medicare	14,167.00	3,956.44	-	10,210.56	28%	1,191.00	3,329.68	-	(2,138.68)	280%
<b>Fringe Benefits</b>	<b>35,399.00</b>	<b>19,683.95</b>	<b>-</b>	<b>15,715.05</b>	<b>56%</b>	<b>23,941.00</b>	<b>22,397.96</b>	<b>-</b>	<b>1,543.04</b>	<b>94%</b>
Office Supplies	3,000.00	772.03	-	2,227.97	26%	3,000.00	644.63	-	2,355.37	21%
Postage	2,500.00	301.94	-	2,198.06	12%	3,000.00	990.00	-	2,010.00	33%
Special Department Expense	30,700.00	15,740.68	1,246.66	13,712.66	51%	32,657.00	10,922.99	2,417.55	19,316.46	33%
Advertising	3,780.00	225.00	-	3,555.00	6%	2,800.00	1,065.96	-	1,734.04	38%
Printing and Duplication	4,500.00	455.48	-	4,044.52	10%	4,500.00	-	-	4,500.00	0%
Dues/Membership/Subscription	1,030.00	451.47	-	578.53	44%	760.00	472.45	-	287.55	62%
Conference & Meeting Expense	2,000.00	480.00	-	1,520.00	24%	4,000.00	630.00	-	3,370.00	16%
Equipment Maintenance	3,500.00	3,529.90	-	(29.90)	101%	3,500.00	110.00	-	3,390.00	3%
Building Maintenance	2,300.00	2,300.00	-	-	100%	3,300.00	473.71	200.00	2,626.29	14%
Contract Services	63,461.00	6,203.48	57,256.77	0.75	10%	66,003.00	8,172.37	60,230.38	(2,399.75)	12%
Training Expenses	800.00	360.00	-	440.00	45%	500.00	214.00	-	286.00	43%
Special Events	17,000.00	9,549.88	1,083.25	6,366.87	56%	17,000.00	6,629.06	1,602.30	8,768.64	39%
Classes	16,000.00	7,916.30	-	8,083.70	49%	22,400.00	8,049.20	-	14,350.80	36%
Lease Payment	2,460.00	109.80	-	2,350.20	4%	2,460.00	138.06	-	2,321.94	6%
<b>Operations &amp; Maintenance</b>	<b>153,031.00</b>	<b>48,395.96</b>	<b>59,586.68</b>	<b>45,048.36</b>	<b>32%</b>	<b>165,880.00</b>	<b>38,512.43</b>	<b>64,450.23</b>	<b>62,917.34</b>	<b>23%</b>
<b>Senior Center</b>	<b>437,749.00</b>	<b>201,979.29</b>	<b>59,586.68</b>	<b>176,183.03</b>	<b>46%</b>	<b>431,985.00</b>	<b>186,663.12</b>	<b>64,450.23</b>	<b>180,871.65</b>	<b>43%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>Community Services (Cont.)</b>										
Salaries - Permanent	168,858.00	72,375.45	-	96,482.55	43%	151,933.00	106,468.97	-	45,464.03	70%
Salaries - Temp / Part	10,500.00	-	-	10,500.00	0%	10,500.00	-	-	10,500.00	0%
Holiday	3,034.00	-	-	3,034.00	0%	-	-	-	-	100%
<b>Salaries</b>	<b>182,392.00</b>	<b>72,375.45</b>	<b>-</b>	<b>110,016.55</b>	<b>40%</b>	<b>162,433.00</b>	<b>106,468.97</b>	<b>-</b>	<b>55,964.03</b>	<b>66%</b>
Leave Buyback	3,989.00	-	-	3,989.00	0%	2,000.00	-	-	2,000.00	0%
Retirement	22,391.00	9,551.68	-	12,839.32	43%	52,913.00	45,377.81	-	7,535.19	86%
CalPERS UAL	50,114.00	50,562.95	-	(448.95)	101%	-	-	-	-	100%
Deferred Compensation	1,689.00	713.81	-	975.19	42%	1,140.00	1,049.69	-	90.31	92%
Workers Compensation	1,943.00	804.34	-	1,138.66	41%	2,705.00	1,215.36	-	1,489.64	45%
Group Health Insurance	12,285.00	6,107.34	-	6,177.66	50%	8,580.00	8,469.19	-	110.81	99%
Optical Insurance	165.00	79.90	-	85.10	48%	240.00	123.35	-	116.65	51%
Dental Insurance	682.00	327.61	-	354.39	48%	900.00	535.40	-	364.60	59%
Life Insurance	99.00	48.03	-	50.97	49%	99.00	75.50	-	23.50	76%
FICA - Medicare	2,448.00	1,024.07	-	1,423.93	42%	2,120.00	1,500.32	-	619.68	71%
<b>Fringe Benefits</b>	<b>95,805.00</b>	<b>69,219.73</b>	<b>-</b>	<b>26,585.27</b>	<b>72%</b>	<b>70,697.00</b>	<b>58,346.62</b>	<b>-</b>	<b>12,350.38</b>	<b>83%</b>
Office Supplies	1,000.00	129.57	-	870.43	13%	1,000.00	300.11	-	699.89	30%
Postage	650.00	-	-	650.00	0%	650.00	-	-	650.00	0%
Special Department Expense	12,315.36	7,473.65	-	4,841.71	61%	28,475.00	4,663.71	5,850.00	17,961.29	16%
Advertising	1,000.00	-	-	1,000.00	0%	150.00	-	-	150.00	0%
Printing/Duplicating	6,000.00	104.45	-	5,895.55	2%	11,100.00	6,051.29	-	5,048.71	55%
Dues & Memberships	705.00	705.00	-	-	100%	700.00	1,145.00	-	(445.00)	164%
Convention & Meeting Expense	2,000.00	-	-	2,000.00	0%	2,000.00	60.00	-	1,940.00	3%
Equipment Maintenance	4,100.00	368.88	-	3,731.12	9%	6,000.00	2,750.36	-	3,249.64	46%
Building Maintenance	12,500.00	2,000.00	-	10,500.00	16%	22,500.00	2,938.62	-	19,561.38	13%
Contract Services	8,450.00	4,706.69	3,682.63	60.68	56%	10,750.00	57,915.68	1,714.69	(48,880.37)	539%
Training Expense	250.00	30.00	-	220.00	12%	250.00	-	-	250.00	0%
Special Events	50,000.00	42,398.27	-	7,601.73	85%	50,000.00	4,427.92	-	45,572.08	9%
Lease Payment	300.00	109.80	-	190.20	37%	300.00	138.04	-	161.96	46%
<b>Operations &amp; Maintenance</b>	<b>99,270.36</b>	<b>58,026.31</b>	<b>3,682.63</b>	<b>37,561.42</b>	<b>58%</b>	<b>133,875.00</b>	<b>80,390.73</b>	<b>7,564.69</b>	<b>45,919.58</b>	<b>60%</b>
<b>Recreation</b>	<b>377,467.36</b>	<b>199,621.49</b>	<b>3,682.63</b>	<b>174,163.24</b>	<b>53%</b>	<b>367,005.00</b>	<b>245,206.32</b>	<b>7,564.69</b>	<b>114,233.99</b>	<b>67%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>Community Services (Cont.)</b>										
Salaries - Permanent	143,183.00	66,291.56	-	76,891.44	46%	145,584.00	72,299.36	-	73,284.64	50%
Salaries - Temp / Part	508,295.00	149,399.47	-	358,895.53	29%	300,000.00	172,692.21	-	127,307.79	58%
Overtime	2,500.00	1,119.95	-	1,380.05	45%	2,500.00	1,466.74	-	1,033.26	59%
Holiday	2,347.00	533.20	-	1,813.80	23%	-	1,894.54	-	(1,894.54)	100%
<b>Salaries</b>	<b>656,325.00</b>	<b>217,344.18</b>	<b>-</b>	<b>438,980.82</b>	<b>33%</b>	<b>448,084.00</b>	<b>248,352.85</b>	<b>-</b>	<b>199,731.15</b>	<b>55%</b>
Leave Buyback	2,193.00	-	-	2,193.00	0%	1,500.00	-	-	1,500.00	0%
Retirement	26,455.00	6,301.62	-	20,153.38	24%	11,712.00	14,732.90	-	(3,020.90)	126%
Deferred Compensation	1,432.00	802.31	-	629.69	56%	822.00	356.29	-	465.71	43%
Workers Compensation	10,897.00	2,378.51	-	8,518.49	22%	3,223.00	2,681.59	-	541.41	83%
Group Health Insurance	11,100.00	6,475.00	-	4,625.00	58%	11,100.00	6,475.00	-	4,625.00	58%
Optical Insurance	329.00	192.08	-	136.92	58%	480.00	192.08	-	287.92	40%
Dental Insurance	1,510.00	863.03	-	646.97	57%	1,800.00	880.81	-	919.19	49%
Life Insurance	198.00	115.50	-	82.50	58%	198.00	115.50	-	82.50	58%
FICA - Medicare	40,961.00	11,375.70	-	29,585.30	28%	2,111.00	12,075.82	-	(9,964.82)	572%
<b>Fringe Benefits</b>	<b>95,075.00</b>	<b>28,503.75</b>	<b>-</b>	<b>66,571.25</b>	<b>30%</b>	<b>32,946.00</b>	<b>37,509.99</b>	<b>-</b>	<b>(4,563.99)</b>	<b>114%</b>
Office Supplies	2,500.00	976.57	-	1,523.43	39%	2,500.00	847.18	-	1,652.82	34%
Postage	1,250.00	-	-	1,250.00	0%	1,250.00	250.00	-	1,000.00	20%
Special Department Expense	5,200.00	418.57	-	4,781.43	8%	9,000.00	87.82	1,602.30	7,309.88	1%
Advertising	2,800.00	-	-	2,800.00	0%	-	-	-	-	100%
Printing/Duplicating	2,400.00	263.65	-	2,136.35	11%	-	-	-	-	100%
Dues/Membership	1,195.00	340.00	-	855.00	28%	600.00	300.00	-	300.00	50%
Conference & Meeting Expense	2,500.00	960.00	-	1,540.00	38%	2,000.00	930.00	-	1,070.00	47%
Equipment Maintenance	850.00	549.69	-	300.31	65%	850.00	-	-	850.00	0%
Building Maintenance	20,450.00	7,567.16	-	12,882.84	37%	13,990.00	-	5,512.50	8,477.50	0%
Contract Services	23,004.00	12,292.18	6,050.38	4,661.44	53%	27,225.00	20,463.98	3,974.22	2,786.80	75%
Training Expense	800.00	200.00	-	600.00	25%	500.00	90.00	-	410.00	18%
Special Events	56,800.00	38,958.54	-	17,841.46	69%	51,350.00	37,025.13	-	14,324.87	72%
Classes	149,000.00	59,190.45	-	89,809.55	40%	130,000.00	90,135.46	-	39,864.54	69%
Camp Services	57,960.00	21,618.14	1,805.91	34,535.95	37%	49,140.00	13,204.37	3,850.30	32,085.33	27%
Teen Center	7,150.00	-	-	7,150.00	0%	7,150.00	1,358.60	-	5,791.40	19%
Lease Payment	260.00	109.80	-	150.20	42%	260.00	138.04	-	121.96	53%
<b>Operations &amp; Maintenance</b>	<b>334,119.00</b>	<b>143,444.75</b>	<b>7,856.29</b>	<b>182,817.96</b>	<b>43%</b>	<b>295,815.00</b>	<b>164,830.58</b>	<b>14,939.32</b>	<b>116,045.10</b>	<b>56%</b>
<b>After-School Day Care</b>	<b>1,085,519.00</b>	<b>389,292.68</b>	<b>7,856.29</b>	<b>688,370.03</b>	<b>36%</b>	<b>776,845.00</b>	<b>450,693.42</b>	<b>14,939.32</b>	<b>311,212.26</b>	<b>58%</b>
<b>Total Community Services</b>	<b>1,900,735.36</b>	<b>790,893.46</b>	<b>71,125.60</b>	<b>1,038,716.30</b>	<b>42%</b>	<b>1,575,835.00</b>	<b>882,562.86</b>	<b>86,954.24</b>	<b>606,317.90</b>	<b>56%</b>



**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Finance</b>										
Salaries - Permanent	535,178.00	274,272.53	-	260,905.47	51%	539,155.96	208,286.26	-	330,869.70	39%
Salaries - Temp/Part				-	100%	48,071.00	89,406.25	-	(41,335.25)	186%
Overtime	-	222.40	-	(222.40)	100%	2,050.00	4,032.64	-	(1,982.64)	197%
Holiday	4,540.00	-	-	4,540.00	0%	6,780.00	-	-	6,780.00	0%
<b>Salaries</b>	<b>539,718.00</b>	<b>274,494.93</b>	-	<b>265,223.07</b>	<b>51%</b>	<b>596,056.96</b>	<b>301,725.15</b>	-	<b>294,331.81</b>	<b>51%</b>
Leave Buyback	10,318.00	-	-	10,318.00	0%	26,000.00	5,485.47	-	20,514.53	21%
Retirement	42,762.00	19,938.18	-	22,823.82	47%	68,587.00	57,429.57	-	11,157.43	84%
Deferred Compensation	5,338.00	2,647.70	-	2,690.30	50%	2,493.00	860.22	-	1,632.78	35%
Workers Compensation	5,966.00	2,657.46	-	3,308.54	45%	8,229.00	3,031.40	-	5,197.60	37%
Group Health Insurance	73,147.00	24,742.87	-	48,404.13	34%	39,761.00	20,350.25	-	19,410.75	51%
Optical Insurance	998.00	479.46	-	518.54	48%	1,034.00	413.52	-	620.48	40%
Dental Insurance	3,736.00	1,747.51	-	1,988.49	47%	3,879.00	1,553.31	-	2,325.69	40%
Life Insurance	494.00	235.75	-	258.25	48%	427.00	208.69	-	218.31	49%
FICA - Medicare	7,760.00	3,944.10	-	3,815.90	51%	10,127.00	4,721.39	-	5,405.61	47%
<b>Fringe Benefits</b>	<b>150,519.00</b>	<b>56,393.03</b>	-	<b>94,125.97</b>	<b>37%</b>	<b>160,537.00</b>	<b>94,053.82</b>	-	<b>66,483.18</b>	<b>59%</b>
Office Supplies	9,330.00	2,494.49	-	6,835.51	27%	9,000.00	4,444.51	-	4,555.49	49%
Postage	3,000.00	1,716.12	-	1,283.88	57%	3,500.00	1,050.88	-	2,449.12	30%
Special Department Expense	140,551.00	70,401.18	-	70,149.82	50%	72,648.00	74,598.15	1,089.00	(3,039.15)	103%
Printing/Duplicating	3,950.00	3,022.94	-	927.06	77%	2,000.00	2,000.00	-	-	100%
Dues & Memberships	971.00	955.00	-	16.00	98%	2,500.00	1,068.29	-	1,431.71	43%
Convention & Meeting Expense	6,793.00	8,838.46	-	(2,045.46)	130%	5,000.00	5,635.54	-	(635.54)	113%
Equipment Maintenance				-	100%	300.00	-	-	300.00	0%
Professional Service	149,887.00	78,621.89	17,337.42	53,927.69	52%	86,877.11	65,548.73	28,330.80	(7,002.42)	75%
Contract Services	100,000.00	77,376.39	17,897.31	4,726.30	77%	280,750.00	26,051.25	10,318.75	244,380.00	9%
Training Expense	3,916.00	3,552.96	-	363.04	91%	4,000.00	3,663.22	-	336.78	92%
<b>Operations &amp; Maintenance</b>	<b>418,398.00</b>	<b>246,979.43</b>	<b>35,234.73</b>	<b>136,183.84</b>	<b>59%</b>	<b>466,575.11</b>	<b>184,060.57</b>	<b>39,738.55</b>	<b>242,775.99</b>	<b>39%</b>
<b>Finance</b>	<b>1,108,635.00</b>	<b>577,867.39</b>	<b>35,234.73</b>	<b>495,532.88</b>	<b>52%</b>	<b>1,223,169.07</b>	<b>579,839.54</b>	<b>39,738.55</b>	<b>603,590.98</b>	<b>47%</b>
Unemployment Insurance	-	3,439.00	-	(3,439.00)	100%	-	155,705.25	-	(155,705.25)	100%
Retiree Health Insurance	592,250.00	185,785.88	-	406,464.12	31%	600,000.00	298,081.95	-	301,918.05	50%
<b>Fringe Benefits</b>	<b>592,250.00</b>	<b>189,224.88</b>	-	<b>403,025.12</b>	<b>32%</b>	<b>600,000.00</b>	<b>453,787.20</b>	-	<b>146,212.80</b>	<b>76%</b>
Special Department Expense	9,600.00	10,469.00	-	(869.00)	109%	-	7,331.44	-	(7,331.44)	100%
Dues & Memberships	1,525.00	1,737.13	-	(212.13)	114%	1,400.00	1,524.89	-	(124.89)	109%
Utilities	495,000.00	262,667.74	-	232,332.26	53%	495,000.00	281,663.24	-	213,336.76	57%
Professional Services	135,000.00	44,201.96	10,073.04	80,725.00	33%	214,640.00	30,137.96	33,300.00	151,202.04	14%
Contract Services	19,000.00	12,955.96	6,044.04	-	68%	16,000.00	7,136.32	8,863.68	-	45%
Liability & Surety Bonds	1,110,000.00	-	-	1,110,000.00	0%	1,190,000.00	-	-	1,190,000.00	0%
Property Tax Admin. Fee	177,069.00	189,686.19	-	(12,617.19)	107%	177,100.00	177,069.26	-	30.74	100%
<b>Operations &amp; Maintenance</b>	<b>1,947,194.00</b>	<b>521,717.98</b>	<b>16,117.08</b>	<b>1,409,358.94</b>	<b>27%</b>	<b>2,094,140.00</b>	<b>504,863.11</b>	<b>42,163.68</b>	<b>1,547,113.21</b>	<b>24%</b>
<b>Non-Departmental/Overhead</b>	<b>2,539,444.00</b>	<b>710,942.86</b>	<b>16,117.08</b>	<b>1,812,384.06</b>	<b>28%</b>	<b>2,694,140.00</b>	<b>958,650.31</b>	<b>42,163.68</b>	<b>1,693,326.01</b>	<b>36%</b>
<b>Total Finance</b>	<b>3,648,079.00</b>	<b>1,288,810.25</b>	<b>51,351.81</b>	<b>2,307,916.94</b>	<b>35%</b>	<b>3,917,309.07</b>	<b>1,538,489.85</b>	<b>81,902.23</b>	<b>2,296,916.99</b>	<b>39%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>Fire</b>										
Salaries - Permanent	2,745,719.00	1,203,557.87	-	1,542,161.13	44%	2,478,360.00	1,740,142.22	-	738,217.78	70%
Salaries - Temp/Part				-	100%	28,576.00	11,226.32	-	17,349.68	39%
Overtime	800,000.00	581,617.44	-	218,382.56	73%	600,000.00	599,845.39	-	154.61	100%
Overtime - Flsa	98,000.00	16,357.85	-	81,642.15	17%	97,000.00	26,392.47	-	70,607.53	27%
Overtime - Fire Strike	300,000.00	-	-	300,000.00	0%	300,000.00	-	-	300,000.00	0%
Holiday	129,891.00	54,844.86	-	75,046.14	42%	90,000.00	73,825.38	-	16,174.62	82%
Overtime - Special Detail	100,000.00	41,918.75	-	58,081.25	42%	100,000.00	112,402.50	-	(12,402.50)	112%
<b>Salaries</b>	<b>4,173,610.00</b>	<b>1,898,296.77</b>	<b>-</b>	<b>2,275,313.23</b>	<b>45%</b>	<b>3,693,936.00</b>	<b>2,563,834.28</b>	<b>-</b>	<b>1,130,101.72</b>	<b>69%</b>
IOD - Safety	-	140,473.39	-	(140,473.39)	100%	-	161,282.85	-	(161,282.85)	100%
Fitness	10,500.00	4,500.00	-	6,000.00	43%	9,000.00	5,900.00	-	3,100.00	66%
Leave Buyback	34,214.00	7,432.51	-	26,781.49	22%	50,000.00	26,111.86	-	23,888.14	52%
Retirement	538,397.00	269,804.66	-	268,592.34	50%	1,378,154.00	1,099,397.78	-	278,756.22	80%
CalPERS UAL	1,024,111.00	970,913.51	-	53,197.49	95%	-	-	-	-	100%
Deferred Compensation	26,898.00	20,247.61	-	6,650.39	75%	5,034.00	5,251.05	-	(217.05)	104%
Workers Compensation	238,767.00	157,296.97	-	81,470.03	66%	337,652.00	212,805.23	-	124,846.77	63%
Disability Insurance	-	8,900.91	-	(8,900.91)	100%	-	72,181.12	-	(72,181.12)	100%
Group Health Insurance	401,460.00	154,663.90	-	246,796.10	39%	269,760.00	154,550.00	-	115,210.00	57%
Optical Insurance	5,143.00	2,423.60	-	2,719.40	47%	5,280.00	2,809.96	-	2,470.04	53%
Dental Insurance	18,960.00	8,789.23	-	10,170.77	46%	19,800.00	9,816.50	-	9,983.50	50%
Life Insurance	2,277.00	1,140.83	-	1,136.17	50%	2,178.00	1,270.50	-	907.50	58%
FICA - Medicare	40,074.00	27,257.22	-	12,816.78	68%	35,936.00	38,873.24	-	(2,937.24)	108%
Uniform Allowance	18,992.00	9,074.45	-	9,917.55	48%	15,850.00	10,656.92	-	5,193.08	67%
<b>Fringe Benefits</b>	<b>2,359,793.00</b>	<b>1,782,918.79</b>	<b>-</b>	<b>576,874.21</b>	<b>76%</b>	<b>2,128,644.00</b>	<b>1,800,907.01</b>	<b>-</b>	<b>327,736.99</b>	<b>85%</b>
Office Supplies	3,700.00	1,229.47	-	2,470.53	33%	3,700.00	1,368.06	-	2,331.94	37%
Postage	1,100.00	192.71	-	907.29	18%	1,000.00	577.20	-	422.80	58%
Special Department Expense	44,000.00	13,375.61	8,666.63	21,957.76	30%	44,000.00	13,719.77	9,340.17	20,940.06	31%
Fire Strike Team Expense				-	100%	15,000.00	1,321.10	-	13,678.90	9%
Medical Supplies	36,500.00	13,334.10	11,410.48	11,755.42	37%	124,060.00	95,573.31	21,375.44	7,111.25	77%
Hazardous Materials	3,550.00	-	-	3,550.00	0%	500.00	156.44	-	343.56	31%
Ground Emergency Medical Trans	10,000.00	-	-	10,000.00	0%	37,000.00	13,119.22	-	23,880.78	35%
Accelerant Detection K9	3,500.00	3,382.90	-	117.10	97%	5,000.00	982.56	-	4,017.44	20%
Printing/Duplicating	500.00	683.31	-	(183.31)	137%	2,500.00	1,800.81	-	699.19	72%
Dues & Memberships	1,500.00	-	-	1,500.00	0%	2,000.00	1,791.10	-	208.90	90%
Books & Periodicals	2,000.00	-	-	2,000.00	0%	2,000.00	1,168.61	-	831.39	58%
Conference & Meeting Expense	3,000.00	1,200.00	-	1,800.00	40%	3,000.00	1,613.77	-	1,386.23	54%
Vehicle Maintenance	52,500.00	29,273.03	-	23,226.97	56%	42,500.00	24,066.81	1,240.40	17,192.79	57%
Fuel	30,000.00	5,703.11	114.90	24,181.99	19%	30,000.00	2,772.32	-	27,227.68	9%
Equipment Maintenance	11,000.00	736.68	-	10,263.32	7%	11,000.00	2,255.00	-	8,745.00	21%
Building Maintenance	10,000.00	9,582.74	-	417.26	96%	10,000.00	2,719.19	-	7,280.81	27%
Safety Clothing/Equipment	35,000.00	15,483.22	5,378.62	14,138.16	44%	131,000.00	29,469.45	154,153.96	(52,623.41)	22%
Professional Service	103,950.00	16,694.05	18,755.95	68,500.00	16%	42,000.00	13,939.47	25,510.53	2,550.00	33%
Contract Services	264,372.00	154,943.99	26,567.37	82,860.64	59%	225,000.00	101,386.94	43,663.28	79,949.78	45%
Contract Svcs-Command Sharing	132,500.00	33,851.82	-	98,648.18	26%	95,000.00	25,918.38	-	69,081.62	27%
Training Expense	12,000.00	4,603.88	-	7,396.12	38%	14,000.00	6,103.22	-	7,896.78	44%
Machinery & Equipment				-	100%	7,500.00	-	-	7,500.00	0%
<b>Operations &amp; Maintenance</b>	<b>760,672.00</b>	<b>304,270.62</b>	<b>70,893.95</b>	<b>385,507.43</b>	<b>40%</b>	<b>847,760.00</b>	<b>341,822.73</b>	<b>255,283.78</b>	<b>250,653.49</b>	<b>40%</b>
<b>Fire</b>	<b>7,294,075.00</b>	<b>3,985,486.18</b>	<b>70,893.95</b>	<b>3,237,694.87</b>	<b>55%</b>	<b>6,670,340.00</b>	<b>4,706,564.02</b>	<b>255,283.78</b>	<b>1,708,492.20</b>	<b>71%</b>
Special Department Expense	29,500.00	8,090.91	-	21,409.09	27%	40,000.00	27,503.35	-	12,496.65	69%
Contract Services	25,500.00	16,500.00	-	9,000.00	65%	15,000.00	-	-	15,000.00	0%
<b>Operations &amp; Maintenance</b>	<b>55,000.00</b>	<b>24,590.91</b>	<b>-</b>	<b>30,409.09</b>	<b>45%</b>	<b>55,000.00</b>	<b>27,503.35</b>	<b>-</b>	<b>27,496.65</b>	<b>50%</b>
<b>Emergency Preparedness</b>	<b>55,000.00</b>	<b>24,590.91</b>	<b>-</b>	<b>30,409.09</b>	<b>45%</b>	<b>55,000.00</b>	<b>27,503.35</b>	<b>-</b>	<b>27,496.65</b>	<b>50%</b>
<b>Total Fire</b>	<b>7,349,075.00</b>	<b>4,010,077.09</b>	<b>70,893.95</b>	<b>3,268,103.96</b>	<b>55%</b>	<b>6,725,340.00</b>	<b>4,734,067.37</b>	<b>255,283.78</b>	<b>1,735,988.85</b>	<b>70%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Library</b>										
Salaries - Permanent	904,837.00	461,098.80	-	443,738.20	51%	824,172.00	432,879.08	-	391,292.92	53%
Salaries - Temp / Part	360,000.00	155,272.84	-	204,727.16	43%	342,000.00	165,475.75	-	176,524.25	48%
Overtime	-	24.32	-	(24.32)	100%	1,000.00	149.54	-	850.46	15%
Holiday	13,598.00	405.69	-	13,192.31	3%	2,000.00	1,391.30	-	608.70	70%
<b>Salaries</b>	<b>1,278,435.00</b>	<b>616,801.65</b>	-	<b>661,633.35</b>	<b>48%</b>	<b>1,169,172.00</b>	<b>599,895.67</b>	-	<b>569,276.33</b>	<b>51%</b>
Leave Buyback	18,553.00	-	-	18,553.00	0%	18,000.00	5,964.58	-	12,035.42	33%
Retirement	100,577.00	54,123.61	-	46,453.39	54%	191,378.00	164,023.84	-	27,354.16	86%
CalPERS UAL	153,309.00	154,682.44	-	(1,373.44)	101%	-	-	-	-	100%
Deferred Compensation	8,947.00	4,377.08	-	4,569.92	49%	1,387.00	1,034.45	-	352.55	75%
Workers Compensation	19,762.00	7,134.22	-	12,627.78	36%	15,145.00	7,069.04	-	8,075.96	47%
Group Health Insurance	154,200.00	63,355.00	-	90,845.00	41%	104,280.00	58,055.00	-	46,225.00	56%
Optical Insurance	2,174.00	1,111.60	-	1,062.40	51%	2,400.00	960.68	-	1,439.32	40%
Dental Insurance	7,840.00	4,073.70	-	3,766.30	52%	9,000.00	3,946.58	-	5,053.42	44%
Life Insurance	990.00	494.68	-	495.32	50%	990.00	487.50	-	502.50	49%
FICA - Medicare	66,051.00	15,969.90	-	50,081.10	24%	33,246.00	16,230.92	-	17,015.08	49%
<b>Fringe Benefits</b>	<b>532,403.00</b>	<b>305,322.23</b>	-	<b>227,080.77</b>	<b>57%</b>	<b>375,826.00</b>	<b>257,772.59</b>	-	<b>118,053.41</b>	<b>69%</b>
Office Supplies	7,500.00	2,585.77	-	4,914.23	34%	6,500.00	3,099.88	-	3,400.12	48%
Postage	2,200.00	-	-	2,200.00	0%	1,500.00	(106.29)	-	1,606.29	-7%
Special Department Expense	36,270.00	20,167.48	-	16,102.52	56%	20,000.00	12,468.81	-	7,531.19	62%
Library Periodicals	7,100.00	5,774.33	-	1,325.67	81%	7,000.00	6,431.83	104.76	463.41	92%
Digital Resources	20,000.00	19,908.81	-	91.19	100%	20,000.00	17,682.48	-	2,317.52	88%
Advertising	-	-	-	-	100%	1,000.00	-	-	1,000.00	0%
Printing/Duplicating	4,500.00	1,365.04	-	3,134.96	30%	3,500.00	3,313.02	-	186.98	95%
Dues & Memberships	5,400.00	2,981.00	-	2,419.00	55%	4,200.00	3,009.00	-	1,191.00	72%
Mileage Reimbursement	100.00	12.53	-	87.47	13%	100.00	-	-	100.00	0%
Books/DVDs/CDs	113,000.00	55,184.29	52,605.52	5,210.19	49%	106,000.00	50,073.61	55,911.22	15.17	47%
E-Books	38,000.00	27,943.72	8,056.28	2,000.00	74%	35,000.00	22,538.72	12,461.28	-	64%
Conference & Meeting Expense	6,845.00	302.48	-	6,542.52	4%	2,000.00	700.22	-	1,299.78	35%
Equipment Maintenance	3,000.00	1,300.40	-	1,699.60	43%	3,000.00	1,216.72	-	1,783.28	41%
Building Maintenance	6,250.00	1,549.99	-	4,700.01	25%	5,000.00	1,491.99	-	3,508.01	30%
CENIC WiFi Expenses	11,500.00	4,425.33	7,074.67	-	38%	11,500.00	5,435.16	6,064.84	-	47%
Equipment Leasing	450.00	432.24	-	17.76	96%	-	-	-	-	100%
Professional Service	15,800.00	7,028.69	2,196.31	6,575.00	44%	34,600.00	5,143.40	21,456.60	8,000.00	15%
Contract Services	84,050.00	81,209.14	1,012.55	1,828.31	97%	73,000.00	72,308.38	996.45	(304.83)	99%
Training Expense	2,500.00	986.09	-	1,513.91	39%	1,500.00	430.43	-	1,069.57	29%
Board Commission Expense	1,500.00	266.02	-	1,233.98	18%	1,500.00	-	-	1,500.00	0%
Buildings & Improvements	10,000.00	-	-	10,000.00	0%	38,900.00	-	-	38,900.00	0%
Computer Equipment	-	-	-	-	100%	2,000.00	-	-	2,000.00	0%
<b>Operations &amp; Maintenance</b>	<b>375,965.00</b>	<b>233,423.35</b>	<b>70,945.33</b>	<b>71,596.32</b>	<b>62%</b>	<b>377,800.00</b>	<b>205,237.36</b>	<b>96,995.15</b>	<b>75,567.49</b>	<b>54%</b>
Machinery & Equipment	49,000.00	-	-	49,000.00	0%	15,000.00	219.40	4,004.11	10,776.49	1%
<b>Capital Outlay</b>	<b>49,000.00</b>	<b>-</b>	<b>-</b>	<b>49,000.00</b>	<b>0%</b>	<b>15,000.00</b>	<b>219.40</b>	<b>4,004.11</b>	<b>10,776.49</b>	<b>1%</b>
<b>Library</b>	<b>2,235,803.00</b>	<b>1,155,547.23</b>	<b>70,945.33</b>	<b>1,009,310.44</b>	<b>52%</b>	<b>1,937,798.00</b>	<b>1,063,125.02</b>	<b>100,999.26</b>	<b>773,673.72</b>	<b>55%</b>
<b>Total Library</b>	<b>2,235,803.00</b>	<b>1,155,547.23</b>	<b>70,945.33</b>	<b>1,009,310.44</b>	<b>52%</b>	<b>1,937,798.00</b>	<b>1,063,125.02</b>	<b>100,999.26</b>	<b>773,673.72</b>	<b>55%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Management Services</b>										100%
Postage	100.00	-	-	100.00	0%	-	-	-	-	100%
Special Department Expense		-	-	-	100%	1,343.00	1,342.17	-	0.83	100%
Advertising	2,300.00	-	-	2,300.00	0%	5,000.00	855.00	-	4,145.00	17%
Professional Service	61,500.00	(75.92)	-	61,575.92	0%	78,292.00	902.38	-	77,389.62	1%
<b>Operations &amp; Maintenance</b>	<b>63,900.00</b>	<b>(75.92)</b>	-	<b>63,975.92</b>	<b>0%</b>	<b>84,635.00</b>	<b>3,099.55</b>	-	<b>81,535.45</b>	<b>4%</b>
<b>Elections</b>	<b>63,900.00</b>	<b>(75.92)</b>	-	<b>63,975.92</b>	<b>0%</b>	<b>84,635.00</b>	<b>3,099.55</b>	-	<b>81,535.45</b>	<b>4%</b>
Salaries Permanent	170,781.00	169,091.55	-	1,689.45	99%	244,509.00	96,592.64	-	147,916.36	40%
Salaries - Temp / Part	78,000.00	(7,893.74)	-	85,893.74	-10%	95,000.00	28,092.15	-	66,907.85	30%
Overtime	-	2,400.76	-	(2,400.76)	100%	5,000.00	-	-	5,000.00	0%
<b>Salaries</b>	<b>248,781.00</b>	<b>163,598.57</b>	-	<b>85,182.43</b>	<b>66%</b>	<b>344,509.00</b>	<b>124,684.79</b>	-	<b>219,824.21</b>	<b>36%</b>
Leave Buyback	3,146.00	-	-	3,146.00	0%	15,000.00	-	-	15,000.00	0%
Retirement	22,646.00	17,502.08	-	5,143.92	77%	61,369.00	38,507.36	-	22,861.64	63%
CalPERS UAL	50,376.00	50,827.30	-	(451.30)	101%	-	-	-	-	100%
Deferred Compensation	1,708.00	1,623.48	-	84.52	95%	1,527.00	488.83	-	1,038.17	32%
Workers Compensation	2,392.00	1,592.53	-	799.47	67%	4,229.00	518.52	-	3,710.48	12%
Group Health Insurance	7,979.00	12,382.46	-	(4,403.46)	155%	9,348.00	2,659.79	-	6,688.21	28%
Optical Insurance	153.00	240.23	-	(87.23)	157%	415.00	51.02	-	363.98	12%
Dental Insurance	567.00	845.56	-	(278.56)	149%	1,557.00	189.09	-	1,367.91	12%
Life Insurance	92.00	132.81	-	(40.81)	144%	171.00	24.39	-	146.61	14%
FICA - Medicare	6,263.00	2,327.49	-	3,935.51	37%	3,315.00	785.39	-	2,529.61	24%
<b>Fringe Benefits</b>	<b>95,322.00</b>	<b>87,473.94</b>	-	<b>7,848.06</b>	<b>92%</b>	<b>96,931.00</b>	<b>43,224.39</b>	-	<b>53,706.61</b>	<b>45%</b>
Office Supplies	15,000.00	4,342.03	-	10,657.97	29%	16,000.00	8,755.26	-	7,244.74	55%
Postage	300.00	-	-	300.00	0%	300.00	-	-	300.00	0%
Special Department Expense	1,000.00	908.96	-	91.04	91%	-	-	-	-	100%
Printing/Duplicating	500.00	-	-	500.00	0%	70.00	-	-	70.00	0%
Dues & Memberships	700.00	745.00	-	(45.00)	106%	605.00	90.00	-	515.00	15%
Convention & Meeting Expense	4,000.00	3,035.66	-	964.34	76%	400.00	-	-	400.00	0%
Equipment Maintenance				-	100%	500.00	-	-	500.00	0%
Professional Service	10,000.00	-	-	10,000.00	0%	200.00	-	-	200.00	0%
Contract Services	120,000.00	41,829.42	42,770.58	35,400.00	35%	-	-	-	-	100%
Training Expense	500.00	-	-	500.00	0%	-	-	-	-	100%
<b>Operations &amp; Maintenance</b>	<b>152,000.00</b>	<b>50,861.07</b>	<b>42,770.58</b>	<b>58,368.35</b>	<b>33%</b>	<b>18,075.00</b>	<b>8,845.26</b>	-	<b>9,229.74</b>	<b>49%</b>
<b>Management Services</b>	<b>496,103.00</b>	<b>301,933.58</b>	<b>42,770.58</b>	<b>151,398.84</b>	<b>61%</b>	<b>459,515.00</b>	<b>176,754.44</b>	-	<b>282,760.56</b>	<b>38%</b>
Special Department Expense	1,000.00	-	-	1,000.00	0%	1,000.00	-	-	1,000.00	0%
Dues & Memberships	475.00	100.00	-	375.00	21%	200.00	230.00	-	(30.00)	115%
Telephone	398,528.00	199,058.97	-	199,469.03	50%	369,000.00	192,919.75	-	176,080.25	52%
Equipment Maintenance				-	100%	230.00	-	-	230.00	0%
Professional Service	301,000.00	199,854.36	81,459.68	19,685.96	66%	306,808.00	184,613.35	-	122,194.65	60%
Contract Services	207,036.00	95,082.32	-	111,953.68	46%	93,044.00	50,413.66	-	42,630.34	54%
Lease Payment	24,000.00	11,783.00	12,217.00	-	49%	25,000.00	15,487.54	-	9,512.46	62%
Copier Usage Charge	26,000.00	16,796.83	-	9,203.17	65%	20,000.00	12,361.89	-	7,638.11	62%
<b>Operations &amp; Maintenance</b>	<b>958,039.00</b>	<b>522,675.48</b>	<b>93,676.68</b>	<b>341,686.84</b>	<b>55%</b>	<b>815,282.00</b>	<b>456,026.19</b>	-	<b>359,255.81</b>	<b>56%</b>
Computer Equipment	197,000.00	94,951.17	64,902.43	37,146.40	48%	127,000.00	38,410.93	-	88,589.07	30%
<b>Capital Outlay</b>	<b>197,000.00</b>	<b>94,951.17</b>	<b>64,902.43</b>	<b>37,146.40</b>	<b>48%</b>	<b>127,000.00</b>	<b>38,410.93</b>	-	<b>88,589.07</b>	<b>30%</b>
<b>Information Services</b>	<b>1,155,039.00</b>	<b>617,626.65</b>	<b>158,579.11</b>	<b>378,833.24</b>	<b>53%</b>	<b>942,282.00</b>	<b>494,437.12</b>	-	<b>447,844.88</b>	<b>52%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>Management Services (Cont.)</b>										
Salaries - Permanent	182,655.00	61,848.85	-	120,806.15	34%	195,943.00	61,197.82	-	134,745.18	31%
Salaries - Temp / Part				-	100%	40,925.00	57,738.72	-	(16,813.72)	141%
Overtime	-	3,564.78	-	(3,564.78)	100%	-	-	-	-	100%
<b>Salaries</b>	<b>182,655.00</b>	<b>65,413.63</b>	-	<b>117,241.37</b>	<b>36%</b>	<b>236,868.00</b>	<b>118,936.54</b>	-	<b>117,931.46</b>	<b>50%</b>
Retirement	14,612.00	4,701.61	-	9,910.39	32%	49,993.00	36,826.41	-	13,166.59	74%
Deferred Compensation	1,827.00	563.02	-	1,263.98	31%	1,216.00	475.17	-	740.83	39%
Workers Compensation	1,984.00	637.28	-	1,346.72	32%	3,625.00	634.42	-	2,990.58	18%
Group Health Insurance	29,820.00	6,875.00	-	22,945.00	23%	28,386.00	2,860.00	-	25,526.00	10%
Optical Insurance	405.00	150.92	-	254.08	37%	456.00	68.60	-	387.40	15%
Dental Insurance	1,510.00	531.19	-	978.81	35%	1,710.00	254.15	-	1,455.85	15%
Life Insurance	198.00	73.93	-	124.07	37%	188.00	34.50	-	153.50	18%
FICA - Medicare	2,648.00	926.90	-	1,721.10	35%	2,841.00	686.08	-	2,154.92	24%
<b>Fringe Benefits</b>	<b>53,004.00</b>	<b>14,459.85</b>	-	<b>38,544.15</b>	<b>27%</b>	<b>88,415.00</b>	<b>41,839.33</b>	-	<b>46,575.67</b>	<b>47%</b>
Postage	750.00	32.05	-	717.95	4%	500.00	97.50	-	402.50	20%
Special Department Expense	2,400.00	960.59	-	1,439.41	40%	4,300.00	925.71	-	3,374.29	22%
Advertising	44,850.00	30,598.53	-	14,251.47	68%	20,000.00	120.00	-	19,880.00	1%
Printing/Duplicating	1,000.00	148.23	-	851.77	15%	500.00	230.45	-	269.55	46%
Dues & Memberships	800.00	240.00	-	560.00	30%	1,000.00	-	-	1,000.00	0%
Mileage/Auto Allowance	500.00	-	-	500.00	0%	500.00	-	-	500.00	0%
Convention & Meeting Expense	2,460.00	395.00	-	2,065.00	16%	3,000.00	741.90	-	2,258.10	25%
Commissioner Congress			-	-	100%	8,000.00	-	-	8,000.00	0%
Equipment Maintenance			-	-	100%	2,000.00	299.02	-	1,700.98	15%
Professional Service	75,000.00	32,415.00	42,585.00	-	43%	97,000.00	28,985.00	53,970.00	14,045.00	30%
Contract Services	83,200.00	5,076.33	40,007.27	38,116.40	6%	52,483.00	19,647.72	-	32,835.28	37%
Training Expense	700.00	50.22	-	649.78	7%	1,000.00	500.00	-	500.00	50%
<b>Operations &amp; Maintenance</b>	<b>211,660.00</b>	<b>69,915.95</b>	<b>82,592.27</b>	<b>59,151.78</b>	<b>33%</b>	<b>190,283.00</b>	<b>51,547.30</b>	<b>53,970.00</b>	<b>84,765.70</b>	<b>27%</b>
<b>City Clerk</b>	<b>447,319.00</b>	<b>149,789.43</b>	<b>82,592.27</b>	<b>214,937.30</b>	<b>33%</b>	<b>515,566.00</b>	<b>212,323.17</b>	<b>53,970.00</b>	<b>249,272.83</b>	<b>41%</b>
Salaries - Permanent	268,340.00	126,500.31	-	141,839.69	47%	247,824.00	155,201.98	-	92,622.02	63%
Salaries - Temp / Part	75,080.00	124,777.06	-	(49,697.06)	166%	31,075.00	24,993.16	-	6,081.84	80%
Overtime	-	4,032.78	-	(4,032.78)	100%	-	-	-	-	100%
<b>Salaries</b>	<b>343,420.00</b>	<b>255,310.15</b>	-	<b>88,109.85</b>	<b>74%</b>	<b>278,899.00</b>	<b>180,195.14</b>	-	<b>98,703.86</b>	<b>65%</b>
Retirement	27,489.00	13,843.76	-	13,645.24	50%	52,738.00	33,091.64	-	19,646.36	63%
CalPERS UAL	37,944.00	38,283.93	-	(339.93)	101%	-	-	-	-	100%
Deferred Compensation	2,683.00	1,255.09	-	1,427.91	47%	1,166.00	-	-	1,166.00	0%
Workers Compensation	2,914.00	4,109.62	-	(1,195.62)	141%	4,585.00	-	-	4,585.00	0%
Group Health Insurance	44,067.00	14,548.73	-	29,518.27	33%	34,618.00	-	-	34,618.00	0%
Optical Insurance	536.00	234.48	-	301.52	44%	576.00	-	-	576.00	0%
Dental Insurance	2,003.00	848.26	-	1,154.74	42%	2,160.00	-	-	2,160.00	0%
Life Insurance	248.00	122.11	-	125.89	49%	238.00	-	-	238.00	0%
FICA - Medicare	3,891.00	3,672.17	-	218.83	94%	3,593.00	-	-	3,593.00	0%
<b>Fringe Benefits</b>	<b>121,775.00</b>	<b>76,918.15</b>	-	<b>44,856.85</b>	<b>63%</b>	<b>99,674.00</b>	<b>33,091.64</b>	-	<b>66,582.36</b>	<b>33%</b>
Postage	350.00	11.85	-	338.15	3%	350.00	70.54	-	279.46	20%
Special Department Expense	34,500.00	29,895.33	-	4,604.67	87%	38,000.00	42,499.48	-	(4,499.48)	112%
Advertising	10,000.00	3,630.43	-	6,369.57	36%	7,000.00	2,317.40	-	4,682.60	33%
Printing/Duplicating	1,000.00	-	-	1,000.00	0%	1,000.00	717.73	-	282.27	72%
Dues & Memberships	6,319.00	5,038.43	-	1,280.57	80%	6,000.00	5,493.60	-	506.40	92%
Convention & Meeting Expense	7,250.00	75.00	-	7,175.00	1%	8,000.00	7,432.57	-	567.43	93%
Legal Service	130,000.00	3,852.90	-	126,147.10	3%	119,569.00	30,498.10	-	89,070.90	26%
Professional Service	35,000.00	35,404.73	507.93	(912.66)	101%	332,500.00	75,163.54	2,310.00	255,026.46	23%
Contract Services	142,000.00	25,442.55	23,189.11	93,368.34	18%	105,000.00	39,239.94	-	65,760.06	37%
Training Expense	10,000.00	6,888.43	2,025.00	1,086.57	69%	1,656.00	380.65	-	1,275.35	23%
<b>Operations &amp; Maintenance</b>	<b>376,419.00</b>	<b>110,239.65</b>	<b>25,722.04</b>	<b>240,457.31</b>	<b>29%</b>	<b>619,075.00</b>	<b>203,813.55</b>	<b>2,310.00</b>	<b>412,951.45</b>	<b>33%</b>
<b>Human Resources</b>	<b>841,614.00</b>	<b>442,467.95</b>	<b>25,722.04</b>	<b>373,424.01</b>	<b>53%</b>	<b>997,648.00</b>	<b>417,100.33</b>	<b>2,310.00</b>	<b>578,237.67</b>	<b>42%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Management Services (Cont.)</b>										
Legal Services	420,000.00	410,987.08	-	9,012.92	98%	895,139.73	519,539.73	16,848.00	358,752.00	58%
Legal Services-CalTrans Housng	53,000.00	33,676.46	7,976.54	11,347.00	64%	71,063.00	-	-	71,063.00	0%
Professional Services	-	7,211.40	-	(7,211.40)	100%	-	-	-	-	100%
<b>Operations &amp; Maintenance</b>	<b>473,000.00</b>	<b>451,874.94</b>	<b>7,976.54</b>	<b>13,148.52</b>	<b>96%</b>	<b>966,202.73</b>	<b>519,539.73</b>	<b>16,848.00</b>	<b>429,815.00</b>	<b>54%</b>
Legal Services	473,000.00	451,874.94	7,976.54	13,148.52	96%	966,202.73	519,539.73	16,848.00	429,815.00	54%
<b>Total Management Services</b>	<b>3,476,975.00</b>	<b>1,963,616.63</b>	<b>317,640.54</b>	<b>1,195,717.83</b>	<b>56%</b>	<b>3,965,848.73</b>	<b>1,823,254.34</b>	<b>73,128.00</b>	<b>2,069,466.39</b>	<b>46%</b>
<b>Police</b>										
Salaries - Permanent	5,137,092.00	2,195,529.50	-	2,941,562.50	43%	4,944,653.00	2,468,753.38	-	2,475,899.62	50%
Salaries - Temp / Part	104,419.00	87,470.10	-	16,948.90	84%	160,000.00	79,609.91	-	80,390.09	50%
Overtime	885,071.00	750,092.56	-	134,978.44	85%	792,000.00	521,883.07	-	270,116.93	66%
Holiday	226,708.00	111,092.61	-	115,615.39	49%	200,000.00	136,569.12	-	63,430.88	68%
Overtime - Special Detail	450,000.00	56,684.46	-	393,315.54	13%	250,000.00	259,129.64	-	(9,129.64)	104%
Overtime - DUI Checkpoint	47,000.00	17,724.95	-	29,275.05	38%	67,000.00	11,465.20	-	55,534.80	17%
<b>Salaries</b>	<b>6,850,290.00</b>	<b>3,218,594.18</b>	-	<b>3,631,695.82</b>	<b>47%</b>	<b>6,413,653.00</b>	<b>3,477,410.32</b>	-	<b>2,936,242.68</b>	<b>54%</b>
IOD - Safety	-	69,543.30	-	(69,543.30)	100%	76,200.00	115,831.87	-	(39,631.87)	152%
Leave Buyback	13,683.00	683.20	-	12,999.80	5%	38,000.00	22,946.51	-	15,053.49	60%
Retirement	858,701.00	414,538.51	-	444,162.49	48%	2,227,309.00	1,754,947.65	-	472,361.35	79%
CalPERS UAL	1,237,237.00	1,172,734.49	-	64,502.51	95%	-	-	-	-	100%
Deferred Compensation	50,434.00	32,683.35	-	17,750.65	65%	4,780.00	6,620.09	-	(1,840.09)	138%
Workers Compensation	201,506.00	112,318.93	-	89,187.07	56%	228,697.00	123,754.19	-	104,942.81	54%
Disability Insurance	-	8,940.85	-	(8,940.85)	100%	-	20,976.75	-	(20,976.75)	100%
Group Health Insurance	846,120.00	285,425.74	-	560,694.26	34%	477,314.00	271,399.28	-	205,914.72	57%
Optical Insurance	11,994.00	5,104.84	-	6,889.16	43%	12,960.00	5,328.72	-	7,631.28	41%
Dental Insurance	43,409.00	18,098.25	-	25,310.75	42%	48,600.00	19,336.95	-	29,263.05	40%
Life Insurance	5,445.00	2,492.71	-	2,952.29	46%	5,346.00	2,632.50	-	2,713.50	49%
FICA - Medicare	83,281.00	47,382.13	-	35,898.87	57%	71,684.00	51,108.23	-	20,575.77	71%
Uniform Allowance	-	23,107.20	-	(23,107.20)	100%	45,000.00	26,633.55	-	18,366.45	59%
<b>Fringe Benefits</b>	<b>3,351,810.00</b>	<b>2,193,053.50</b>	-	<b>1,158,756.50</b>	<b>65%</b>	<b>3,235,890.00</b>	<b>2,421,516.29</b>	-	<b>814,373.71</b>	<b>75%</b>
Office Supplies	29,000.00	10,916.57	-	18,083.43	38%	29,000.00	10,696.17	-	18,303.83	37%
Postage	5,250.00	2,644.57	-	2,605.43	50%	5,000.00	3,546.57	-	1,453.43	71%
Special Department Expense	112,500.00	25,597.23	322.51	86,580.26	23%	64,500.00	17,993.09	-	46,506.91	28%
OTS Grant Expenses	8,000.00	3,450.03	-	4,549.97	43%	8,000.00	1,000.84	-	6,999.16	13%
K9 Expenses	9,000.00	8,376.72	-	623.28	93%	9,000.00	7,874.42	-	1,125.58	87%
Printing/Duplicating	22,000.00	11,714.32	5,358.62	4,927.06	53%	20,000.00	13,826.19	3,542.87	2,630.94	69%
Dues & Memberships	3,700.00	585.00	-	3,115.00	16%	3,700.00	2,025.00	-	1,675.00	55%
Convention & Meeting Expense	8,000.00	7,226.85	-	773.15	90%	8,000.00	1,050.18	-	6,949.82	13%
Vehicle Maintenance	81,000.00	27,312.71	35,591.78	18,095.51	34%	130,000.00	36,574.60	52,521.31	40,904.09	28%
Fuel	65,000.00	38,597.17	-	26,402.83	59%	120,000.00	41,363.77	-	78,636.23	34%
Equipment	25,000.00	8,486.26	-	16,513.74	34%	25,000.00	440.86	549.51	24,009.63	2%
Equipment Maintenance	21,000.00	5,512.35	7,000.00	8,487.65	26%	20,000.00	7,952.32	4,728.80	7,318.88	40%
Safety Clothing/Equipment	35,000.00	13,422.71	5,913.26	15,664.03	38%	30,000.00	5,992.36	6,769.49	17,238.15	20%
Professional Service	205,823.00	70,525.36	50,669.91	84,627.73	34%	189,250.00	132,129.41	30,303.47	26,817.12	70%
Reserves and Volunteers	7,500.00	-	-	7,500.00	0%	7,500.00	-	-	7,500.00	0%
Contract Services	686,472.00	255,551.00	331,212.92	99,708.08	37%	652,037.00	290,797.49	254,928.25	106,311.26	45%
Training Expense	40,000.00	26,804.53	-	13,195.47	67%	33,000.00	15,367.24	-	17,632.76	47%
Training Expense - POST Reimb.	30,000.00	28,238.82	-	1,761.18	94%	30,000.00	14,893.82	-	15,106.18	50%
<b>Operations &amp; Maintenance</b>	<b>1,394,245.00</b>	<b>544,962.20</b>	<b>436,069.00</b>	<b>413,213.80</b>	<b>39%</b>	<b>1,383,987.00</b>	<b>603,524.33</b>	<b>353,343.70</b>	<b>427,118.97</b>	<b>44%</b>
<b>Police</b>	<b>11,596,345.00</b>	<b>5,956,609.88</b>	<b>436,069.00</b>	<b>5,203,666.12</b>	<b>51%</b>	<b>11,033,530.00</b>	<b>6,502,450.94</b>	<b>353,343.70</b>	<b>4,177,735.36</b>	<b>59%</b>
<b>Total Police</b>	<b>11,596,345.00</b>	<b>5,956,609.88</b>	<b>436,069.00</b>	<b>5,203,666.12</b>	<b>51%</b>	<b>11,033,530.00</b>	<b>6,502,450.94</b>	<b>353,343.70</b>	<b>4,177,735.36</b>	<b>59%</b>



**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Public Works</b>										
Salaries - Permanent	479,259.00	217,436.17	-	261,822.83	45%	315,329.00	154,945.65	-	160,383.35	49%
Salaries - Temp / Part	31,247.00	3,277.34	-	27,969.66	10%	22,000.00	7,788.68	-	14,211.32	35%
Overtime	-	1,080.61	-	(1,080.61)	100%	7,000.00	1,018.16	-	5,981.84	15%
Holiday	-	181.47	-	(181.47)	100%	-	-	-	-	100%
<b>Salaries</b>	<b>510,506.00</b>	<b>221,975.59</b>	-	<b>288,530.41</b>	<b>43%</b>	<b>344,329.00</b>	<b>163,752.49</b>	-	<b>180,576.51</b>	<b>48%</b>
Leave Buyback	3,919.00	-	-	3,919.00	0%	7,894.00	-	-	7,894.00	0%
Retirement	50,837.00	23,342.56	-	27,494.44	46%	71,359.00	58,315.63	-	13,043.37	82%
CalPERS UAL	71,623.00	72,264.65	-	(641.65)	101%	-	-	-	-	100%
Deferred Compensation	4,793.00	2,226.62	-	2,566.38	46%	1,741.00	540.86	-	1,200.14	31%
Workers Compensation	6,120.00	2,663.70	-	3,456.30	44%	7,914.00	1,778.54	-	6,135.46	22%
Disability Insurance	-	10,158.83	-	(10,158.83)	100%	-	2,594.12	-	(2,594.12)	100%
Group Health Insurance	68,466.00	26,589.85	-	41,876.15	39%	22,197.00	12,225.02	-	9,971.98	55%
Optical Insurance	983.00	471.29	-	511.71	48%	732.00	334.04	-	397.96	46%
Dental Insurance	3,908.00	1,879.09	-	2,028.91	48%	2,745.00	1,262.39	-	1,482.61	46%
Life Insurance	455.00	223.92	-	231.08	49%	302.00	174.58	-	127.42	58%
FICA - Medicare	9,340.00	3,475.32	-	5,864.68	37%	4,563.00	2,525.80	-	2,037.20	55%
<b>Fringe Benefits</b>	<b>220,444.00</b>	<b>143,295.83</b>	-	<b>77,148.17</b>	<b>65%</b>	<b>119,447.00</b>	<b>79,750.98</b>	-	<b>39,696.02</b>	<b>67%</b>
Office Supplies	3,000.00	1,258.42	-	1,741.58	42%	3,000.00	2,095.58	-	904.42	70%
Postage	2,000.00	639.44	-	1,360.56	32%	2,000.00	539.46	-	1,460.54	27%
Special Department Expense	31,000.00	20,198.58	300.00	10,501.42	65%	30,000.00	57,703.70	1,027.33	(28,731.03)	192%
Advertising	2,000.00	-	-	2,000.00	0%	4,500.00	1,446.75	-	3,053.25	32%
Printing/Duplicating	7,500.00	4,144.19	-	3,355.81	55%	7,500.00	451.86	-	7,048.14	6%
Dues & Memberships	4,400.00	(25.07)	-	4,425.07	-1%	2,250.00	-	-	2,250.00	0%
Conference & Meeting Expense	3,700.00	1,876.81	-	1,823.19	51%	3,700.00	35.47	-	3,664.53	1%
Vehicle Maintenance	2,000.00	379.60	-	1,620.40	19%	2,000.00	21,070.65	250.00	(19,320.65)	1054%
Fuel	3,000.00	852.48	2.25	2,145.27	28%	3,000.00	-	-	3,000.00	0%
Safety Clothing/Equipment	1,500.00	452.33	547.67	500.00	30%	1,500.00	698.48	142.47	659.05	47%
Professional Service	400,000.00	9,262.50	18,037.50	372,700.00	2%	400,000.00	47,715.00	-	352,285.00	12%
Contract Services	50,000.00	-	-	50,000.00	0%	-	-	-	-	100%
Training Expense	2,200.00	-	-	2,200.00	0%	2,000.00	-	-	2,000.00	0%
<b>Operations &amp; Maintenance</b>	<b>512,300.00</b>	<b>39,039.28</b>	<b>18,887.42</b>	<b>454,373.30</b>	<b>8%</b>	<b>461,450.00</b>	<b>131,756.95</b>	<b>1,419.80</b>	<b>328,273.25</b>	<b>29%</b>
<b>Admin. &amp; Engineering</b>	<b>1,243,250.00</b>	<b>404,310.70</b>	<b>18,887.42</b>	<b>820,051.88</b>	<b>33%</b>	<b>925,226.00</b>	<b>375,260.42</b>	<b>1,419.80</b>	<b>548,545.78</b>	<b>41%</b>
Salaries - Permanent	56,167.00	22,183.22	-	33,983.78	39%	136,348.00	11,315.61	-	125,032.39	8%
Salaries - Temp/ Part	-	-	-	-	100%	4,000.00	1,383.55	-	2,616.45	35%
Overtime	-	117.68	-	(117.68)	100%	-	59.29	-	(59.29)	100%
Holiday	-	42.33	-	(42.33)	100%	-	-	-	-	100%
<b>Salaries</b>	<b>56,167.00</b>	<b>22,343.23</b>	-	<b>33,823.77</b>	<b>40%</b>	<b>140,348.00</b>	<b>12,758.45</b>	-	<b>127,589.55</b>	<b>9%</b>
Leave Buyback	980.00	-	-	980.00	0%	-	-	-	-	100%
Retirement	6,249.00	2,581.21	-	3,667.79	41%	19,616.00	13,419.15	-	6,196.85	68%
CalPERS UAL	10,002.00	10,091.60	-	(89.60)	101%	-	-	-	-	100%
Deferred Compensation	562.00	216.60	-	345.40	39%	348.00	84.12	-	263.88	24%
Workers Compensation	610.00	222.89	-	387.11	37%	3,323.00	126.19	-	3,196.81	4%
Group Health Insurance	7,914.00	1,957.54	-	5,956.46	25%	14,343.00	455.01	-	13,887.99	3%
Vision Insurance	112.00	37.64	-	74.36	34%	276.00	22.29	-	253.71	8%
Dental Insurance	421.00	138.81	-	282.19	33%	1,035.00	83.00	-	952.00	8%
Life Insurance	50.00	17.29	-	32.71	35%	114.00	10.79	-	103.21	9%
FICA - Medicare	814.00	316.34	-	497.66	39%	1,977.00	188.71	-	1,788.29	10%
<b>Fringe Benefits</b>	<b>27,714.00</b>	<b>15,579.92</b>	-	<b>12,134.08</b>	<b>56%</b>	<b>41,032.00</b>	<b>14,389.26</b>	-	<b>26,642.74</b>	<b>35%</b>

**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23			Percent of Bdgt 58% of FY	
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.		Balance
<b>Public Works (Cont.)</b>										
Postage	5,000.00	-	-	5,000.00	0%	5,000.00	-	-	5,000.00	0%
Special Department Expense	25,000.00	1,044.28	-	23,955.72	4%	25,000.00	63.96	-	24,936.04	0%
Advertising	3,000.00	-	-	3,000.00	0%	3,000.00	-	-	3,000.00	0%
Printing/Duplicating	15,000.00	-	-	15,000.00	0%	15,000.00	-	-	15,000.00	0%
Conference & Meeting Expense	600.00	-	-	600.00	0%	600.00	-	-	600.00	0%
Professional Services	75,000.00	4,635.00	29,619.00	40,746.00	6%	75,000.00	25,525.00	-	49,475.00	34%
<b>Operations &amp; Maintenance</b>	<b>123,600.00</b>	<b>5,679.28</b>	<b>29,619.00</b>	<b>88,301.72</b>	<b>5%</b>	<b>123,600.00</b>	<b>25,588.96</b>	-	<b>98,011.04</b>	<b>21%</b>
<b>Environmental Services</b>	<b>207,481.00</b>	<b>43,602.43</b>	<b>29,619.00</b>	<b>134,259.57</b>	<b>21%</b>	<b>304,980.00</b>	<b>52,736.67</b>	-	<b>252,243.33</b>	<b>17%</b>
Salaries - Permanent	101,744.00	39,849.50	-	61,894.50	39%	151,858.00	62,151.08	-	89,706.92	41%
Overtime	-	1,077.74	-	(1,077.74)	100%	2,000.00	1,751.10	-	248.90	88%
Holiday	2,902.00	284.47	-	2,617.53	10%	-	-	-	-	100%
<b>Salaries</b>	<b>104,646.00</b>	<b>41,211.71</b>	-	<b>63,434.29</b>	<b>39%</b>	<b>153,858.00</b>	<b>63,902.18</b>	-	<b>89,955.82</b>	<b>42%</b>
Leave Buyback	1,539.00	-	-	1,539.00	0%	2,000.00	-	-	2,000.00	0%
Retirement	10,992.00	4,618.30	-	6,373.70	42%	40,077.00	31,434.35	-	8,642.65	78%
CalPERS UAL	16,478.00	16,625.62	-	(147.62)	101%	-	-	-	-	100%
Deferred Compensation	1,013.00	392.04	-	620.96	39%	82.00	349.08	-	(267.08)	426%
Workers Compensation	3,472.00	1,186.23	-	2,285.77	34%	5,682.00	1,189.49	-	4,492.51	21%
Disability Insurance	-	-	-	-	100%	-	907.79	-	(907.79)	100%
Group Health Insurance	26,874.00	6,982.59	-	19,891.41	26%	19,966.00	7,053.29	-	12,912.71	35%
Optical Insurance	330.00	116.31	-	213.69	35%	504.00	159.34	-	344.66	32%
Dental Insurance	1,234.00	428.26	-	805.74	35%	1,890.00	596.34	-	1,293.66	32%
Life Insurance	149.00	53.19	-	95.81	36%	208.00	71.33	-	136.67	34%
FICA - Medicare	1,475.00	571.28	-	903.72	39%	2,202.00	908.06	-	1,293.94	41%
<b>Fringe Benefits</b>	<b>63,556.00</b>	<b>30,973.82</b>	-	<b>32,582.18</b>	<b>49%</b>	<b>72,611.00</b>	<b>42,669.07</b>	-	<b>29,941.93</b>	<b>59%</b>
Office Supplies	1,000.00	534.83	-	465.17	53%	1,000.00	48.71	-	951.29	5%
Special Department Expense	56,200.00	22,247.32	9,211.26	24,741.42	40%	28,000.00	6,604.17	14,516.00	6,879.83	24%
Mileage/Auto Allowance	500.00	232.30	-	267.70	46%	500.00	-	-	500.00	0%
Vehicle Maintenance	7,000.00	920.73	6,051.69	27.58	13%	1,500.00	156.27	1,250.00	93.73	10%
Equipment Maintenance	5,000.00	2,500.00	1,000.00	1,500.00	50%	2,500.00	-	-	2,500.00	0%
Utilities	50,000.00	22,170.76	-	27,829.24	44%	50,000.00	19,309.97	-	30,690.03	39%
Professional Service	15,000.00	3,655.00	6,745.00	4,600.00	24%	170,000.00	-	15,000.00	155,000.00	0%
Contract Services	721,766.00	272,429.19	318,115.81	131,221.00	38%	584,325.00	55,321.70	112,178.30	416,825.00	9%
Training Expense	2,000.00	-	-	2,000.00	0%	2,000.00	-	-	2,000.00	0%
Taxes	-	855.36	-	(855.36)	100%	-	833.89	-	(833.89)	100%
Graffiti Removal	20,000.00	8,379.00	11,621.00	-	42%	20,000.00	5,472.00	14,528.00	-	27%
<b>Operations &amp; Maintenance</b>	<b>878,466.00</b>	<b>333,924.49</b>	<b>352,744.76</b>	<b>191,796.75</b>	<b>38%</b>	<b>859,825.00</b>	<b>87,746.71</b>	<b>157,472.30</b>	<b>614,605.99</b>	<b>10%</b>
<b>Park Maintenance</b>	<b>1,046,668.00</b>	<b>406,110.02</b>	<b>352,744.76</b>	<b>287,813.22</b>	<b>39%</b>	<b>1,086,294.00</b>	<b>194,317.96</b>	<b>157,472.30</b>	<b>734,503.74</b>	<b>18%</b>
Salaries - Permanent	297,244.00	124,018.52	-	173,225.48	42%	296,936.00	99,648.73	-	197,287.27	34%
Overtime	-	7,563.35	-	(7,563.35)	100%	3,000.00	7,429.92	-	(4,429.92)	248%
Holiday Pay	7,938.00	397.08	-	7,540.92	5%	-	149.36	-	(149.36)	100%
<b>Salaries</b>	<b>305,182.00</b>	<b>131,978.95</b>	-	<b>173,203.05</b>	<b>43%</b>	<b>299,936.00</b>	<b>107,228.01</b>	-	<b>192,707.99</b>	<b>36%</b>
Leave Buyback	575.00	-	-	575.00	0%	2,000.00	-	-	2,000.00	0%
Retirement	29,605.00	12,410.81	-	17,194.19	42%	60,600.00	46,869.96	-	13,730.04	77%
CalPERS UAL	34,424.00	34,732.39	-	(308.39)	101%	-	-	-	-	100%
Deferred Compensation	2,952.00	1,286.02	-	1,665.98	44%	194.00	66.34	-	127.66	34%
Workers Compensation	11,568.00	4,638.32	-	6,929.68	40%	8,767.00	3,993.28	-	4,773.72	46%
Disability Insurance	-	-	-	-	100%	-	907.79	-	(907.79)	100%
Group Health Insurance	83,376.00	28,644.98	-	54,731.02	34%	43,800.00	19,272.72	-	24,527.28	44%
Optical Insurance	943.00	407.11	-	535.89	43%	960.00	306.47	-	653.53	32%
Dental Insurance	3,532.00	1,512.01	-	2,019.99	43%	3,600.00	1,147.59	-	2,452.41	32%
Life Insurance	411.00	172.43	-	238.57	42%	396.00	132.41	-	263.59	33%
FICA - Medicare	4,310.00	1,791.93	-	2,518.07	42%	4,306.00	1,470.25	-	2,835.75	34%
<b>Fringe Benefits</b>	<b>171,696.00</b>	<b>85,596.00</b>	-	<b>86,000.00</b>	<b>50%</b>	<b>124,623.00</b>	<b>74,166.81</b>	-	<b>50,456.19</b>	<b>60%</b>



**City of South Pasadena**  
**Year to date Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Public Works (Cont.)</b>										
Office Supplies	1,500.00	312.23	-	1,187.77	21%	1,500.00	-	-	1,500.00	0%
Special Department Expense	32,000.00	23,729.99	2,450.00	5,820.01	74%	55,500.00	24,163.87	18,147.93	13,188.20	44%
Due/Memberships	700.00	-	-	700.00	0%	700.00	-	-	700.00	0%
Mileage/Auto Allowance	700.00	119.91	-	580.09	17%	700.00	-	-	700.00	0%
Vehicle Maintenance	12,000.00	296.58	-	11,703.42	2%	10,500.00	-	9,476.13	1,023.87	0%
Fuel	15,000.00	4,262.41	11.24	10,726.35	28%	15,000.00	-	-	15,000.00	0%
Equipment Maintenance	4,000.00	1,200.00	1,000.00	1,800.00	30%	500.00	-	-	500.00	0%
Building Maintenance	197,000.00	45,993.63	9,076.48	141,929.89	23%	153,000.00	29,313.39	21,149.00	102,537.61	19%
Small Tools	3,000.00	272.29	-	2,727.71	9%	500.00	-	-	500.00	0%
Uniform Expense	3,500.00	861.19	2,638.81	-	25%	2,500.00	524.40	1,221.19	754.41	21%
Safety Equipment & Supplies	40,000.00	5,419.75	32,608.25	1,972.00	14%	2,100.00	1,289.08	703.96	106.96	61%
Utilities	247,000.00	126,294.47	-	120,705.53	51%	240,000.00	113,888.69	-	126,111.31	47%
Contract Services	308,000.00	118,915.34	96,483.00	92,601.66	39%	261,400.00	75,398.11	171,894.08	14,107.81	29%
Training Expense	1,500.00	-	-	1,500.00	0%	1,500.00	-	-	1,500.00	0%
<b>Operations &amp; Maintenance</b>	<b>865,900.00</b>	<b>327,677.79</b>	<b>144,267.78</b>	<b>393,954.43</b>	<b>38%</b>	<b>745,400.00</b>	<b>244,577.54</b>	<b>222,592.29</b>	<b>278,230.17</b>	<b>33%</b>
Computer Equipment	2,000.00	-	-	2,000.00	0%	2,000.00	-	-	2,000.00	0%
<b>Capital Outlay</b>	<b>2,000.00</b>	<b>-</b>	<b>-</b>	<b>2,000.00</b>	<b>0%</b>	<b>2,000.00</b>	<b>-</b>	<b>-</b>	<b>2,000.00</b>	<b>0%</b>
<b>Facilities Maintenance</b>	<b>1,344,778.00</b>	<b>545,252.74</b>	<b>144,267.78</b>	<b>655,257.48</b>	<b>41%</b>	<b>1,171,959.00</b>	<b>425,972.36</b>	<b>222,592.29</b>	<b>523,394.35</b>	<b>36%</b>
<b>Total Public Works</b>	<b>3,842,177.00</b>	<b>1,399,275.89</b>	<b>545,518.96</b>	<b>1,897,382.15</b>	<b>36%</b>	<b>3,488,459.00</b>	<b>1,048,287.41</b>	<b>381,484.39</b>	<b>2,058,687.20</b>	<b>30%</b>
<b>Total General Fund</b>	<b>39,686,863.05</b>	<b>18,924,373.36</b>	<b>2,151,307.44</b>	<b>18,611,182.25</b>	<b>48%</b>	<b>37,829,350.89</b>	<b>20,406,991.50</b>	<b>1,933,985.56</b>	<b>15,488,373.83</b>	<b>54%</b>

**REVENUE DETAIL - JANUARY 2024**

		Actual	Actual	Actual As of	Actual	Adopted	Actual As of
Acct	Account Title	2020/21	2021/22	January	2022/23	2023/24	January
4000-000	Property Tax - Current Secured	12,386,279	12,823,306	7,037,981	13,808,976	14,543,151	7,435,104
4010-000	Property Tax - Unsecured	435,198	759,197	64,988	478,937	448,243	72,327
4015-000	Property Tax - Residual SA	101,674	213,625	101,461	126,881	139,050	199,631
4020-000	Property Tax - Prior Years	(23,528)	2,129	(34,454)	(52,221)	3,090	(21,278)
4030-000	Property Tax - Int & Pen	45,544	51,961	21,001	47,863	30,900	23,172
4035-000	Property Tax - Postponement	18,790	29,653	-	-	30,542	-
4040-000	Highway Rental	112,115	112,334	105,813	105,872	115,477	-
4050-000	Homeowners Exemption	58,805	58,841	29,476	58,903	61,800	28,447
4060-000	Supplemental - Sec/Unsec	320,286	409,925	128,341	439,970	422,223	118,456
5002-000	Motor Vehicle In Lieu Adj.	3,318,155	3,445,099	1,856,596	3,713,192	3,905,907	1,956,546
<b>Property Tax</b>		<b>16,773,318</b>	<b>17,906,070</b>	<b>9,311,203</b>	<b>18,728,374</b>	<b>19,700,384</b>	<b>9,812,405</b>
4150-000	Library Special Tax	347,931	364,223	199,282	395,801	375,149	203,688
<b>Assessments &amp; Special Taxes</b>		<b>347,931</b>	<b>364,223</b>	<b>199,282</b>	<b>395,801</b>	<b>375,149</b>	<b>203,688</b>
4200-000	Sales & Use Tax	2,398,132	2,730,069	1,221,128	3,004,168	2,972,321	1,350,544
4200-002	Sales Tax - Measure A	2,407,750	2,993,038	1,242,153	3,134,514	3,121,000	992,003
4201-000	PSAF - Prop 172 Sales Tax	326,764	373,506	158,872	384,746	384,712	146,799
<b>Sales Tax</b>		<b>5,132,645</b>	<b>6,096,613</b>	<b>2,622,153</b>	<b>6,523,428</b>	<b>6,478,033</b>	<b>2,489,345</b>
4230-001	Utility Tax - Water	960,932	844,642	510,422	809,278	903,100	510,888
4230-002	Utility Tax - Electric	1,562,810	1,750,422	1,182,312	2,079,269	2,136,916	1,060,040
4230-003	Utility Tax - Gas	489,887	590,186	221,500	860,701	643,302	182,052
4230-004	Utility Tax - Telephone	410,435	417,483	167,016	408,223	396,609	169,644
4230-006	Utility Tax - Cable	314,466	272,535	115,645	273,601	272,535	107,189
<b>Utility Users Tax</b>		<b>3,738,531</b>	<b>3,875,268</b>	<b>2,196,896</b>	<b>4,431,072</b>	<b>4,352,462</b>	<b>2,029,813</b>
4210-001	Franchise - Refuse	553,981	575,957	285,952	639,264	593,236	343,878
4210-002	Franchise - Cable TV	228,125	223,941	55,399	218,246	230,659	50,041
4210-003	Franchise - Electric	155,020	163,883	-	198,169	168,800	-
4210-004	Franchise - Gas	58,579	63,688	-	75,919	68,783	-
4220-000	Real Property Transfer	204,703	262,064	110,555	170,180	210,000	115,874
<b>Other Taxes</b>		<b>1,200,408</b>	<b>1,289,532</b>	<b>451,906</b>	<b>1,301,778</b>	<b>1,271,477</b>	<b>509,793</b>
4400-000	Business License	386,163	381,395	224,144	429,784	391,000	245,346
4405-000	Business License SB1186 Fee	9,779	9,353	5,676	10,937	9,400	6,020
4420-000	Bus Lic Penalties & Trans	6,011	5,497	10,684	21,524	8,000	12,562
4440-000	Tobacco Retail Permit	240	960	-	-	-	-
4460-000	Parking Permits	283,235	280,095	171,679	264,386	252,000	152,245
4445-000	Filming Permits	80,498	86,130	58,730	88,261	85,000	26,953
4465-001	Fire Permits	14,418	19,453	8,588	15,470	12,000	10,167
4470-001	Grading Permits	-	-	-	628	300	-
4470-002	Street / Curb Permits	27,793	25,231	16,370	39,984	30,000	27,815
4470-004	Street Closure Permits	-	4,461	-	-	3,000	499
4470-005	Newsrack Permits	-	462	-	-	500	-
4480-000	FOG Wastewater Permit	142	1,045	-	-	5,000	292
<b>Licenses &amp; Permits</b>		<b>808,280</b>	<b>814,081</b>	<b>495,871</b>	<b>870,974</b>	<b>796,200</b>	<b>481,898</b>
4600-000	Vehicle Code Fines	34,108	48,049	11,067	27,321	18,500	21,031
4610-000	Parking Citations	100,057	(437)	27,387	36,237	38,000	22,336
4620-000	Other Court Fines	9,284	4,679	678	2,301	1,500	6,270
<b>Fines &amp; Forfeitures</b>		<b>143,449</b>	<b>52,291</b>	<b>39,132</b>	<b>65,860</b>	<b>58,000</b>	<b>49,637</b>
4800-000	Interest Income	238,731	224,197	29,460	423,122	950,437	-
4802-000	Gain / Loss on Investments	25,833	(11,890)	-	(115,979)	-	-
4805-000	Unrealized Gain / Loss	(261,442)	(1,125,662)	-	(234,458)	-	-
4815-000	Chamber Farmers Mkt Cap Impr	4,665	11,572	1,950	7,783	5,022	5,944
4820-000	Rental - Stables	106,240	129,316	82,601	136,096	140,000	91,263
4820-001	Rental - Stables - CIP Rsv	48,693	69,608	37,859	73,008	60,000	41,829
4825-000	Rental - Tennis	79,100	78,896	55,775	91,306	108,000	29,456
4825-001	Rental - Tennis - CIP Rsv	4,900	-	-	-	-	-
4830-001	Rental - Cellular Site	4,374,440	-	-	-	-	-
4830-002	Rental - Cell Phone Site	23,013	-	-	-	-	-
4830-003	Rental - Cell Site - AT&T	15,062	-	-	-	-	-
4830-004	Cell Phone - CW/Billicke	20,188	-	-	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	17,524	26,197	-	-	-	-
4830-006	Cell Phone - Cingular OG	14,617	-	-	-	-	-
4830-009	Cell Phone - Cingular ASP	16,090	-	-	-	-	-
4830-010	Cell Phone - Verizon - MH	10,416	-	-	-	-	-
4840-000	Rental - War Memorial Building	(600)	23,707	26,953	50,039	32,000	29,455

**REVENUE DETAIL - JANUARY 2024**

		Actual	Actual	Actual As of	Actual	Adopted	Actual As of
Acct	Account Title	2020/21	2021/22	January	2022/23	2023/24	January
		2020/21	2021/22	2022/23	2022/23	2023/24	2023/24
4850-000	Rental - Eddie Park	-	1,415	1,039	2,149	2,000	1,881
4860-000	Rental - Library Comm Room	2,954	4,182	6,358	16,037	20,000	14,581
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	-	2,098	2,505	11,976	12,000	2,576
4890-000	Rental - Farmer's Market	11,662	12,617	4,874	11,617	12,555	6,792
4891-000	Rental - Orange Grove	-	-	-	-	-	-
4892-000	Rental - Misc	35,730	43,647	27,543	39,491	-	6,952
4893-000	Rental - Batting Cages	1,153	12,642	-	-	-	-
4894-000	Rental - Youth House	-	2,079	1,289	2,253	3,000	1,842
<b>Use of Money &amp; Property</b>		<b>4,788,970</b>	<b>(495,381)</b>	<b>278,205</b>	<b>514,439</b>	<b>1,345,014</b>	<b>232,572</b>
5000-000	Motor Vehicle In Lieu	-	-	-	-	-	151
5400-000	Sale of Property	993	4,314	350	1,791	-	6,459
5020-000	State Reimb - Police Training	12,562	18,619	12,787	19,165	18,000	13,176
5030-000	State Mandated Cost	-	-	-	-	-	-
5071-003	Miscellaneous Grants	273,820	5,245	136,634	199,481	136,000	26,134
5071-005	Non-Federal Grants - Pub. Works	-	-	-	-	-	-
5071-007	Misc Federal Grant	328,205	-	-	-	-	-
5071-011	Library Svc. CENIC Grant	-	12,030	-	-	-	-
5073-001	Grants-Police	6,712	41,046	15,734	15,734	21,500	236,385
5073-002	Grants-Fire	-	-	-	-	-	-
5073-005	SLF Recovery Funds	-	-	-	-	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	332,914	98,272	-	-	300,000	17,946
<b>Revenue From Other Agencies</b>		<b>955,205</b>	<b>179,525</b>	<b>165,505</b>	<b>236,171</b>	<b>475,500</b>	<b>300,251</b>
5150-001	Business License App Fee	23,741	20,215	12,035	25,730	22,000	15,162
5150-002	Non Sufficient Fund Chg	105	140	123	158	-	232
<b>Current Services-Finance</b>		<b>23,846</b>	<b>20,355</b>	<b>12,158</b>	<b>25,888</b>	<b>22,000</b>	<b>15,394</b>
5200-001	Community Development Misc Fee	-	16,976	4,164	4,164	30,000	65
5200-002	Planning Fees	232,459	230,111	183,587	263,456	300,000	89,612
5200-003	Plan Check	334,541	760,453	512,956	811,889	700,000	368,488
5200-004	Building Permits	459,335	558,420	332,683	589,679	600,000	523,391
5200-007	Administrative Citations	1,545	-	6,772	44,968	25,000	7,088
5200-008	Design Review Fee	-	12,534	17,311	39,709	38,000	21,123
5200-009	Cultural Heritage (CHC) Fee	-	9,086	12,910	15,543	30,000	20,028
5200-010	Art Development Fee	-	-	-	-	7,500	-
<b>Current Services-Community Development</b>		<b>1,027,880</b>	<b>1,587,581</b>	<b>1,070,382</b>	<b>1,769,408</b>	<b>1,730,500</b>	<b>1,029,795</b>
5220-001	Engineering Fees - Misc	140,208	138,558	86,420	150,393	110,000	80,785
5220-002	Engineering Plan Check	345	234	882	1,260	2,500	-
5221-000	Public Works Plan Check Fees	-	1,044	-	-	-	767
5223-000	NPDES	78,305	79,225	46,300	80,073	94,000	47,313
5224-000	Public Works - Filming	-	-	-	-	-	-
<b>Current Services-Public Works</b>		<b>218,859</b>	<b>219,061</b>	<b>133,602</b>	<b>231,726</b>	<b>206,500</b>	<b>128,865</b>
5230-001	Police Special Svcs	189,262	3,385	1,256	2,415	2,500	1,668
5230-004	Vehicle Impound Fees	14,418	25,733	16,618	29,472	27,000	30,513
5230-005	Police Svcs - Filming	285,925	119,993	240,264	381,203	326,000	69,421
5280-001	Animal Control Fees	163	-	-	-	-	-
<b>Current Services-Police</b>		<b>489,768</b>	<b>149,111</b>	<b>258,138</b>	<b>413,090</b>	<b>355,500</b>	<b>101,602</b>
5255-000	Passport Services	301	-	-	-	-	-
<b>Current Services-Library</b>		<b>301</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
5260-000	Library Fees	-	596	466	834	700	576
5260-002	Library Fines	575	79	-	-	-	-
5260-003	Library Replacements	763	7,979	4,756	6,988	6,200	3,658
5260-004	Library Equip. Rental	-	235	664	1,761	1,400	1,528
<b>Current Services-Library</b>		<b>1,337</b>	<b>8,889</b>	<b>5,885</b>	<b>9,582</b>	<b>8,300</b>	<b>5,762</b>
5265-002	Sr. Citizens Classes	41	11,525	10,262	16,958	16,000	10,625
5265-003	Sr. Citizens Membership	1,885	7,754	5,180	8,795	8,000	7,602
5265-004	Sr. Citizens Bus Trips	(40)	(230)	2,345	4,851	3,500	4,131
5265-005	Snr. Citizens Center Programs	300	9	1,083	1,088	1,120	1,314
5265-006	Bingo - Coffee - Med. I.D.	-	51	163	595	500	355
5270-001	Camp Med Fees	11,218	302,382	158,658	324,201	390,000	132,009
5270-002	Recreation Classes	195,086	286,146	96,068	204,699	230,000	97,958
5270-003	Special Events	4,897	8,212	2,829	9,601	10,000	19,836
5270-004	MTA Bus Pass - General	-	-	-	-	-	-

**REVENUE DETAIL - JANUARY 2024**

		Actual	Actual	Actual As of	Actual	Adopted	Actual As of
Acct	Account Title	2020/21	2021/22	January	2022/23	2023/24	2023/24
5270-005	Park/Field Reservations	7,296	91,736	43,661	79,646	60,000	46,818
5270-007	Adult Sports	-	-	-	-	-	-
5270-008	Concerts in the Park	-	1,450	6,400	13,850	25,000	-
5270-009	War Memorial Kitchen	-	1,179	1,419	2,207	2,500	794
<b>Current Services-Community Services</b>		<b>220,684</b>	<b>710,215</b>	<b>328,067</b>	<b>666,491</b>	<b>746,620</b>	<b>321,442</b>
5289-001	Fire Dept - Filming	134,098	75,195	109,395	166,965	130,000	46,707
5289-002	Fire Dept - Plan Check	41,646	38,584	17,421	36,296	25,000	29,770
5289-007	Fire Dept - Inspection	114,883	113,825	82,096	147,169	100,000	83,967
5290-001	Paramedic Fees	599,057	681,690	449,695	786,460	625,000	649,664
5300-000	Paramedic Subscriptions	27,108	82,805	22,768	24,570	35,000	23,923
5302-000	Fire Command Reimbursements	180,143	148,774	-	64,353	157,000	-
5305-001	Fire Miscellaneous	12	46	15	15	100	-
<b>Current-Services-Fire</b>		<b>1,096,947</b>	<b>1,140,918</b>	<b>681,391</b>	<b>1,225,829</b>	<b>1,072,100</b>	<b>834,031</b>
<b>Current-Services-ALL</b>		<b>3,079,621</b>	<b>3,836,129</b>	<b>2,489,623</b>	<b>4,342,013</b>	<b>4,141,520</b>	<b>2,436,891</b>
5420-000	Workers Comp Reimb	72,416	-	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-
5430-000	Damage to City Property	1,301	250	-	-	-	5,460
5440-000	Candidate Filing Fee	1,571	-	273	273	-	-
5460-000	Recycling Revenue	2,850	11,710	12,973	18,605	16,508	4,650
5460-001	Recycling Container	-	-	-	-	-	-
5490-000	Cash Over/Short	(1,578)	(21)	1	1	-	(58)
5501-001	Donations - Misc	3	93	23	23	-	205
5501-003	Donations - Senior Meals	23,913	-	-	2,927	39,600	13,924
5501-005	Donations - Library	-	-	-	-	-	-
5505-000	Miscellaneous	68,511	223,089	18,168	56,910	10,000	25,615
5505-001	Duplication Fees	8,394	1,510	135	150	4,000	13
5510-000	Credit Card Transaction Fee	6,337	8,092	6,421	13,310	9,000	49,620
5530-400	PD Reports & Misc Fees	-	5,778	4,352	7,273	7,000	5,992
5550-000	Prior Year Adjustment	-	-	-	-	-	-
<b>Other Revenue</b>		<b>183,717</b>	<b>250,501</b>	<b>42,346</b>	<b>99,472</b>	<b>86,108</b>	<b>105,422</b>
5610-000	Reimbursement-Sewer Fund	69,022	69,022	69,022	69,022	69,022	69,022
5640-000	Reimbursement-Water Fund	414,362	414,362	414,362	414,362	414,362	414,362
<b>Reimbursements From Other Funds</b>		<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>	<b>483,384</b>
<b>101 - GENERAL FUND TOTAL</b>		<b>37,635,460</b>	<b>34,652,238</b>	<b>18,775,506</b>	<b>37,992,765</b>	<b>39,563,231</b>	<b>19,135,100</b>

**City of South Pasadena**  
**Year to date Summary Expenditures by Department**  
**As of December 31, 2023**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 50% of FY	FY 2022-23				Percent of Bdgt 50% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>City Council</b>										
Salaries	18,000.00	11,060.00	-	6,940.00	61%	18,000.00	7,680.00	-	10,320.00	43%
Fringe Benefits	1,702.00	873.77	-	828.23	51%	594.00	163.50	-	430.50	28%
Operations & Maintenance	99,200.00	35,745.17	-	63,454.83	36%	30,600.00	6,241.99	-	24,358.01	20%
<b>Total City Council</b>	<b>118,902.00</b>	<b>47,678.94</b>	<b>-</b>	<b>71,223.06</b>	<b>40%</b>	<b>49,194.00</b>	<b>14,085.49</b>	<b>-</b>	<b>35,108.51</b>	<b>29%</b>
<b>City Manager</b>										
Salaries	737,517.00	417,951.07	-	319,565.93	57%	641,976.00	642,216.54	-	(240.54)	100%
Fringe Benefits	321,859.00	215,396.45	-	106,462.55	67%	254,755.00	213,549.21	-	41,205.79	84%
Operations & Maintenance	165,135.00	99,190.65	3,447.50	62,496.85	62%	168,550.00	104,835.47	3,622.50	60,092.03	64%
City Manager	1,224,511.00	732,538.17	3,447.50	488,525.33	60%	1,065,281.00	960,601.22	3,622.50	101,057.28	91%
Operations & Maintenance	50,275.00	47,950.35	-	2,324.65	95%	79,400.00	28,084.62	-	51,315.38	35%
Economic Development	50,275.00	47,950.35	-	2,324.65	95%	79,400.00	28,084.62	-	51,315.38	35%
<b>Total City Manager</b>	<b>1,274,786.00</b>	<b>780,488.52</b>	<b>3,447.50</b>	<b>490,849.98</b>	<b>61%</b>	<b>1,144,681.00</b>	<b>988,685.84</b>	<b>3,622.50</b>	<b>152,372.66</b>	<b>87%</b>
<b>City Treasurer</b>										
Salaries	8,472.00	4,942.00	-	3,530.00	58%	8,472.00	4,236.00	-	4,236.00	50%
Fringe Benefits	767.00	447.30	-	319.70	58%	280.00	339.63	-	(59.63)	121%
City Treasurer	9,239.00	5,389.30	-	3,849.70	58%	8,752.00	4,575.63	-	4,176.37	52%
<b>Total City Treasurer</b>	<b>9,239.00</b>	<b>5,389.30</b>	<b>-</b>	<b>3,849.70</b>	<b>58%</b>	<b>8,752.00</b>	<b>4,575.63</b>	<b>-</b>	<b>4,176.37</b>	<b>52%</b>
<b>Community Development</b>										
Salaries	1,405,791.00	739,291.13	-	666,499.87	53%	1,143,544.00	569,026.61	-	574,517.39	50%
Fringe Benefits	575,623.00	336,536.65	-	239,086.35	58%	412,841.00	258,308.97	-	154,532.03	63%
Operations & Maintenance	2,253,332.69	562,203.73	574,409.75	1,116,719.21	50%	1,438,500.00	752,927.71	732,600.85	(47,028.56)	103%
Community Development	4,234,746.69	1,638,031.51	574,409.75	2,022,305.43	52%	2,994,885.00	1,580,263.29	732,600.85	682,020.86	77%
<b>Total Community Development</b>	<b>4,234,746.69</b>	<b>1,638,031.51</b>	<b>574,409.75</b>	<b>2,022,305.43</b>	<b>52%</b>	<b>2,994,885.00</b>	<b>1,580,263.29</b>	<b>732,600.85</b>	<b>682,020.86</b>	<b>77%</b>
<b>Community Services</b>										
Salaries	249,319.00	141,905.34	-	107,413.66	57%	242,164.00	112,420.94	-	129,743.06	46%
Fringe Benefits	35,399.00	20,538.87	-	14,860.13	58%	23,941.00	20,209.45	-	3,731.55	84%
Operations & Maintenance	153,031.00	48,821.73	59,586.68	44,622.59	71%	161,823.00	26,733.96	63,744.90	71,344.14	56%
Senior Center	437,749.00	211,265.94	59,586.68	166,896.38	62%	427,928.00	159,364.35	63,744.90	204,818.75	52%
Salaries	182,392.00	77,678.45	-	104,713.55	43%	158,428.00	92,663.01	-	65,764.99	58%
Fringe Benefits	95,805.00	70,114.92	-	25,690.08	73%	70,697.00	55,166.72	-	15,530.28	78%
Operations & Maintenance	99,270.36	57,796.20	3,682.63	37,791.53	62%	161,430.00	58,099.37	24,158.35	79,172.28	51%
Recreation	377,467.36	205,589.57	3,682.63	168,195.16	55%	390,555.00	205,929.10	24,158.35	160,467.55	59%

**City of South Pasadena**  
**Year to date Summary Expenditures by Department**  
**As of December 31, 2023**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 50% of FY	FY 2022-23				Percent of Bdgt 50% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
Salaries	656,325.00	231,277.35	-	425,047.65	35%	448,084.00	221,345.45	-	226,738.55	49%
Fringe Benefits	95,075.00	29,898.50	-	65,176.50	31%	32,946.00	34,070.54	-	(1,124.54)	103%
Operations & Maintenance	334,119.00	151,580.11	7,296.24	175,242.65	48%	290,175.00	151,154.68	15,692.90	123,327.42	57%
After-School Day Care	1,085,519.00	412,755.96	7,296.24	665,466.80	39%	771,205.00	406,570.67	15,692.90	348,941.43	55%
<b>Total Community Services</b>	<b>1,900,735.36</b>	<b>829,611.47</b>	<b>70,565.55</b>	<b>1,000,558.34</b>	<b>47%</b>	<b>1,589,688.00</b>	<b>771,864.12</b>	<b>103,596.15</b>	<b>714,227.73</b>	<b>55%</b>
<b>Finance</b>										
Salaries	539,718.00	291,745.43	-	247,972.57	54%	576,768.00	264,074.55	-	312,693.45	46%
Fringe Benefits	150,519.00	58,380.66	-	92,138.34	39%	160,537.00	85,420.56	-	75,116.44	53%
Operations & Maintenance	418,398.00	240,102.59	35,234.73	143,060.68	66%	213,589.00	142,847.67	38,687.81	32,053.52	85%
Finance	1,108,635.00	590,228.68	35,234.73	483,171.59	56%	950,894.00	492,342.78	38,687.81	419,863.41	56%
Fringe Benefits	592,250.00	189,224.88	-	403,025.12	32%	600,000.00	259,624.10	-	340,375.90	43%
Operations & Maintenance	1,947,194.00	521,717.98	16,117.08	1,409,358.94	28%	7,574,292.00	479,526.50	8,863.68	7,085,901.82	6%
Non-Departmental/Overhead	2,539,444.00	710,942.86	16,117.08	1,812,384.06	29%	8,174,292.00	739,150.60	8,863.68	7,426,277.72	9%
<b>Total Finance</b>	<b>3,648,079.00</b>	<b>1,301,171.54</b>	<b>51,351.81</b>	<b>2,295,555.65</b>	<b>37%</b>	<b>9,125,186.00</b>	<b>1,231,493.38</b>	<b>47,551.49</b>	<b>7,846,141.13</b>	<b>14%</b>
<b>Fire</b>										
Salaries	4,173,610.00	2,040,395.10	-	2,133,214.90	49%	3,693,936.00	2,177,021.17	-	1,516,914.83	59%
Fringe Benefits	2,359,793.00	1,822,022.56	-	537,770.44	77%	2,128,644.00	1,686,375.89	-	442,268.11	79%
Operations & Maintenance	760,672.00	329,194.75	58,754.07	372,723.18	51%	994,808.00	302,652.79	251,229.99	440,925.22	56%
Fire	7,294,075.00	4,191,612.41	58,754.07	3,043,708.52	58%	6,817,388.00	4,166,049.85	251,229.99	2,400,108.16	65%
Operations & Maintenance	55,000.00	24,590.91	-	30,409.09	45%	55,000.00	26,121.16	-	28,878.84	47%
Emergency Preparedness	55,000.00	24,590.91	-	30,409.09	45%	55,000.00	26,121.16	-	28,878.84	47%
<b>Total Fire</b>	<b>7,349,075.00</b>	<b>4,216,203.32</b>	<b>58,754.07</b>	<b>3,074,117.61</b>	<b>58%</b>	<b>6,872,388.00</b>	<b>4,192,171.01</b>	<b>251,229.99</b>	<b>2,428,987.00</b>	<b>65%</b>
<b>Library</b>										
Salaries	1,278,435.00	664,183.15	-	614,251.85	52%	1,160,664.00	522,523.43	-	638,140.57	45%
Fringe Benefits	532,403.00	311,712.43	-	220,690.57	59%	354,451.00	238,075.33	-	116,375.67	67%
Operations & Maintenance	351,395.00	233,153.64	70,945.33	47,296.03	87%	370,800.00	185,105.36	108,569.88	77,124.76	79%
Capital Outlay	49,000.00	-	-	49,000.00	0%	12,000.00	219.40	4,004.11	7,776.49	35%
Library	2,211,233.00	1,209,049.22	70,945.33	931,238.45	58%	1,897,915.00	945,923.52	112,573.99	839,417.49	56%
<b>Total Library</b>	<b>2,211,233.00</b>	<b>1,209,049.22</b>	<b>70,945.33</b>	<b>931,238.45</b>	<b>58%</b>	<b>1,897,915.00</b>	<b>945,923.52</b>	<b>112,573.99</b>	<b>839,417.49</b>	<b>56%</b>
<b>Management Services</b>										
Operations & Maintenance	63,900.00	(75.92)	-	63,975.92	0%	166,000.00	2,826.74	-	163,173.26	2%
Elections	63,900.00	(75.92)	-	63,975.92	0%	166,000.00	2,826.74	-	163,173.26	2%

City of South Pasadena  
Year to date Summary Expenditures by Department  
As of December 31, 2023  
(Unaudited)

Description	FY 2023-24				Percent of Bdgt 50% of FY	FY 2022-23				Percent of Bdgt 50% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
Salaries	248,781.00	177,073.16	-	71,707.84	71%	328,614.00	37,810.69	-	290,803.31	12%
Fringe Benefits	95,322.00	89,387.06	-	5,934.94	94%	96,931.00	42,088.25	-	54,842.75	43%
Operations & Maintenance	152,000.00	50,861.07	42,770.58	58,368.35	62%	33,800.00	6,680.69	-	27,119.31	20%
Management Services	496,103.00	317,321.29	42,770.58	136,011.13	73%	459,345.00	86,579.63	-	372,765.37	19%
Operations & Maintenance	958,039.00	522,322.81	97,176.68	338,539.51	65%	664,200.00	349,521.63	-	314,678.37	53%
Capital Outlay	197,000.00	94,327.12	64,902.43	37,770.45	81%	100,000.00	21,199.70	-	78,800.30	21%
Information Services	1,155,039.00	616,649.93	162,079.11	376,309.96	67%	764,200.00	370,721.33	-	393,478.67	49%
Salaries	182,655.00	70,958.05	-	111,696.95	39%	195,943.00	35,855.05	-	160,087.95	18%
Fringe Benefits	53,004.00	15,082.94	-	37,921.06	28%	88,415.00	39,273.43	-	49,141.57	44%
Operations & Maintenance	211,660.00	69,915.95	86,491.67	55,252.38	74%	125,000.00	26,662.68	72,425.00	25,912.32	79%
City Clerk	447,319.00	155,956.94	86,491.67	204,870.39	54%	409,358.00	101,791.16	72,425.00	235,141.84	43%
Salaries	343,420.00	275,714.94	-	67,705.06	80%	247,824.00	-	-	247,824.00	0%
Fringe Benefits	121,775.00	79,152.68	-	42,622.32	65%	99,674.00	33,091.64	-	66,582.36	33%
Operations & Maintenance	376,419.00	107,933.78	30,029.79	238,455.43	37%	515,350.00	176,644.88	2,310.00	336,395.12	35%
Human Resources	841,614.00	462,801.40	30,029.79	348,782.81	59%	862,848.00	209,736.52	2,310.00	650,801.48	25%
Operations & Maintenance	473,000.00	451,874.94	7,976.54	13,148.52	97%	450,000.00	328,771.13	-	121,228.87	73%
Legal Services	473,000.00	451,874.94	7,976.54	13,148.52	97%	450,000.00	328,771.13	-	121,228.87	73%
Total Management Services	3,476,975.00	2,004,528.58	329,347.69	1,143,098.73	67%	3,111,751.00	1,100,426.51	74,735.00	1,936,589.49	38%
<b>Police</b>										
Salaries	6,850,290.00	3,470,089.35	-	3,380,200.65	51%	6,412,712.00	3,033,300.86	-	3,379,411.14	47%
Fringe Benefits	3,351,810.00	2,242,548.15	-	1,109,261.85	67%	3,169,690.00	2,262,240.19	-	907,449.81	71%
Operations & Maintenance	1,394,245.00	621,038.76	403,137.91	370,068.33	73%	1,386,191.00	479,612.00	367,289.75	539,289.25	61%
Police	11,596,345.00	6,333,676.26	403,137.91	4,859,530.83	58%	10,968,593.00	5,775,153.05	367,289.75	4,826,150.20	56%
Total Police	11,596,345.00	6,333,676.26	403,137.91	4,859,530.83	58%	10,968,593.00	5,775,153.05	367,289.75	4,826,150.20	56%
<b>Public Works</b>										
Salaries	510,506.00	237,904.45	-	272,601.55	47%	343,724.00	139,884.02	-	203,839.98	41%
Fringe Benefits	220,444.00	146,597.92	-	73,846.08	67%	119,447.00	73,917.33	-	45,529.67	62%
Operations & Maintenance	512,300.00	38,119.67	168,887.42	305,292.91	40%	309,950.00	108,191.11	2,083.86	199,675.03	36%
Admin. & Engineering	1,243,250.00	422,622.04	168,887.42	651,740.54	48%	773,121.00	321,992.46	2,083.86	449,044.68	42%
Salaries	56,167.00	24,105.52	-	32,061.48	43%	140,348.00	10,795.61	-	129,552.39	8%
Fringe Benefits	27,714.00	15,850.71	-	11,863.29	57%	41,032.00	14,027.07	-	27,004.93	34%
Operations & Maintenance	123,600.00	5,679.28	29,619.00	88,301.72	29%	123,600.00	25,550.00	-	98,050.00	21%
Environmental Services	207,481.00	45,635.51	29,619.00	132,226.49	36%	304,980.00	50,372.68	-	254,607.32	17%
Salaries	104,646.00	44,665.26	-	59,980.74	43%	153,858.00	56,027.79	-	97,830.21	36%
Fringe Benefits	63,556.00	31,600.45	-	31,955.55	50%	72,611.00	39,941.26	-	32,669.74	55%
Operations & Maintenance	807,700.00	336,061.82	351,544.76	120,093.42	85%	835,500.00	84,741.61	157,871.30	592,887.09	29%
Park Maintenance	975,902.00	412,327.53	351,544.76	212,029.71	78%	1,061,969.00	180,710.66	157,871.30	723,387.04	32%



**City of South Pasadena**  
**Year to date Summary Expenditures by Department**  
**As of December 31, 2023**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdgt 50% of FY	FY 2022-23				Percent of Bdgt 50% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
Salaries	305,182.00	143,284.22	-	161,897.78	47%	299,936.00	93,240.60	-	206,695.40	31%
Fringe Benefits	171,696.00	87,198.14	-	84,497.86	51%	124,623.00	68,469.46	-	56,153.54	55%
Operations & Maintenance	865,900.00	337,122.29	168,168.05	360,609.66	58%	606,900.00	233,084.38	223,724.41	150,091.21	75%
Capital Outlay	2,000.00	-	-	2,000.00	0%	2,000.00	-	-	2,000.00	0%
Facilities Maintenance	1,344,778.00	567,604.65	168,168.05	609,005.30	55%	1,033,459.00	394,794.44	223,724.41	414,940.15	60%
<b>Total Public Works</b>	<b>3,771,411.00</b>	<b>1,448,189.73</b>	<b>718,219.23</b>	<b>1,605,002.04</b>	<b>57%</b>	<b>3,173,529.00</b>	<b>947,870.24</b>	<b>383,679.57</b>	<b>1,841,979.19</b>	<b>42%</b>
<b>Total General Fund</b>	<b>\$ 39,591,527.05</b>	<b>\$ 19,814,018.39</b>	<b>\$ 2,280,178.84</b>	<b>\$ 17,497,329.82</b>	<b>56%</b>	<b>\$ 40,936,562.00</b>	<b>\$ 17,552,512.08</b>	<b>\$ 2,076,879.29</b>	<b>\$ 21,307,170.63</b>	<b>48%</b>



**City of South Pasadena**  
**Year to date Summary Expenditures by Department**  
**As of January 31, 2024**  
**(Unaudited)**

Description	FY 2023-24				Percent of Bdg't 58% of FY	FY 2022-23		FY 2022-23		Percent of Bdg't 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>City Council</b>										
Salaries	18,000.00	11,060.00	-	6,940.00	61%	18,000.00	11,620.00	-	6,380.00	65%
Fringe Benefits	1,702.00	873.77	-	828.23	51%	594.00	190.75	-	403.25	32%
Operations & Maintenance	99,200.00	37,063.14	-	62,136.86	37%	30,600.00	7,210.84	-	23,389.16	24%
<b>Total City Council</b>	<b>118,902.00</b>	<b>48,996.91</b>	<b>-</b>	<b>69,905.09</b>	<b>41%</b>	<b>49,194.00</b>	<b>19,021.59</b>	<b>-</b>	<b>30,172.41</b>	<b>39%</b>
<b>City Manager</b>										
Salaries	737,517.00	383,340.63	-	354,176.37	52%	641,976.00	414,235.88	-	227,740.12	65%
Fringe Benefits	321,859.00	209,784.99	-	112,074.01	65%	254,755.00	233,653.81	-	21,101.19	92%
Operations & Maintenance	165,135.00	84,287.90	3,447.50	77,399.60	51%	206,500.00	125,907.66	3,622.50	76,969.84	61%
City Manager	1,224,511.00	677,413.52	3,447.50	543,649.98	55%	1,103,231.00	773,797.35	3,622.50	325,811.15	70%
Operations & Maintenance	50,275.00	48,363.76	-	1,911.24	96%	98,107.83	28,139.62	-	69,968.21	29%
Economic Development	50,275.00	48,363.76	-	1,911.24	96%	98,107.83	28,139.62	-	69,968.21	29%
<b>Total City Manager</b>	<b>1,274,786.00</b>	<b>725,777.28</b>	<b>3,447.50</b>	<b>545,561.22</b>	<b>57%</b>	<b>1,201,338.83</b>	<b>801,936.97</b>	<b>3,622.50</b>	<b>395,779.36</b>	<b>67%</b>
<b>City Treasurer</b>										
Salaries	8,472.00	4,942.00	-	3,530.00	58%	8,472.00	4,236.00	-	4,236.00	50%
Fringe Benefits	767.00	447.30	-	319.70	58%	280.00	339.63	-	(59.63)	121%
City Treasurer	9,239.00	5,389.30	-	3,849.70	58%	8,752.00	4,575.63	-	4,176.37	52%
<b>Total City Treasurer</b>	<b>9,239.00</b>	<b>5,389.30</b>	<b>-</b>	<b>3,849.70</b>	<b>58%</b>	<b>8,752.00</b>	<b>4,575.63</b>	<b>-</b>	<b>4,176.37</b>	<b>52%</b>
<b>Community Development</b>										
Salaries	1,405,791.00	687,611.75	-	718,179.25	49%	1,188,544.00	658,637.68	-	529,906.32	55%
Fringe Benefits	575,623.00	329,792.71	-	245,830.29	57%	412,841.00	276,478.03	-	136,362.97	67%
Operations & Maintenance	2,253,332.69	561,974.98	584,314.75	1,107,042.96	25%	2,324,561.26	1,054,103.81	597,267.46	673,189.99	45%
Community Development	4,234,746.69	1,579,379.44	584,314.75	2,071,052.50	37%	3,925,946.26	1,989,219.52	597,267.46	1,339,459.28	51%
<b>Total Community Development</b>	<b>4,234,746.69</b>	<b>1,579,379.44</b>	<b>584,314.75</b>	<b>2,071,052.50</b>	<b>37%</b>	<b>3,925,946.26</b>	<b>1,989,219.52</b>	<b>597,267.46</b>	<b>1,339,459.28</b>	<b>51%</b>
<b>Community Services</b>										
Salaries	249,319.00	133,899.38	-	115,419.62	54%	242,164.00	125,752.73	-	116,411.27	52%
Fringe Benefits	35,399.00	19,683.95	-	15,715.05	56%	23,941.00	22,397.96	-	1,543.04	94%
Operations & Maintenance	153,031.00	48,395.96	59,586.68	45,048.36	32%	165,880.00	38,512.43	64,450.23	62,917.34	23%
Senior Center	437,749.00	201,979.29	59,586.68	176,183.03	46%	431,985.00	186,663.12	64,450.23	180,871.65	43%
<b>Community Services (Cont.)</b>										
Salaries	182,392.00	72,375.45	-	110,016.55	40%	162,433.00	106,468.97	-	55,964.03	66%
Fringe Benefits	95,805.00	69,219.73	-	26,585.27	72%	70,697.00	58,346.62	-	12,350.38	83%
Operations & Maintenance	99,270.36	58,026.31	3,682.63	37,561.42	58%	133,875.00	80,390.73	7,564.69	45,919.58	60%
Recreation	377,467.36	199,621.49	3,682.63	174,163.24	53%	367,005.00	245,206.32	7,564.69	114,233.99	67%
<b>Community Services (Cont.)</b>										
Salaries	656,325.00	217,344.18	-	438,980.82	33%	448,084.00	248,352.85	-	199,731.15	55%
Fringe Benefits	95,075.00	28,503.75	-	66,571.25	30%	32,946.00	37,509.99	-	(4,563.99)	114%
Operations & Maintenance	334,119.00	143,444.75	7,856.29	182,817.96	43%	295,815.00	164,830.58	14,939.32	116,045.10	56%
After-School Day Care	1,085,519.00	389,292.68	7,856.29	688,370.03	36%	776,845.00	450,693.42	14,939.32	311,212.26	58%
<b>Total Community Services</b>	<b>1,900,735.36</b>	<b>790,893.46</b>	<b>71,125.60</b>	<b>1,038,716.30</b>	<b>42%</b>	<b>1,575,835.00</b>	<b>882,562.86</b>	<b>86,954.24</b>	<b>606,317.90</b>	<b>56%</b>

City of South Pasadena  
Year to date Summary Expenditures by Department  
As of January 31, 2024  
(Unaudited)

Description	FY 2023-24				Percent of Bdg't 58% of FY	FY 2022-23		FY 2022-23		Percent of Bdg't 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Finance</b>										
Salaries	539,718.00	274,494.93	-	265,223.07	51%	596,056.96	301,725.15	-	294,331.81	51%
Fringe Benefits	150,519.00	56,393.03	-	94,125.97	37%	160,537.00	94,053.82	-	66,483.18	59%
Operations & Maintenance	418,398.00	246,979.43	35,234.73	136,183.84	59%	466,575.11	184,060.57	39,738.55	242,775.99	39%
Finance	1,108,635.00	577,867.39	35,234.73	495,532.88	52%	1,223,169.07	579,839.54	39,738.55	603,590.98	47%
Fringe Benefits	592,250.00	189,224.88	-	403,025.12	32%	600,000.00	453,787.20	-	146,212.80	76%
Operations & Maintenance	1,947,194.00	521,717.98	16,117.08	1,409,358.94	27%	2,094,140.00	504,863.11	42,163.68	1,547,113.21	24%
Non-Departmental/Overhead	2,539,444.00	710,942.86	16,117.08	1,812,384.06	28%	2,694,140.00	958,650.31	42,163.68	1,693,326.01	36%
<b>Total Finance</b>	<b>3,648,079.00</b>	<b>1,288,810.25</b>	<b>51,351.81</b>	<b>2,307,916.94</b>	<b>35%</b>	<b>3,917,309.07</b>	<b>1,538,489.85</b>	<b>81,902.23</b>	<b>2,296,916.99</b>	<b>39%</b>
<b>Fire</b>										
Salaries	4,173,610.00	1,898,296.77	-	2,275,313.23	45%	3,693,936.00	2,563,834.28	-	1,130,101.72	69%
Fringe Benefits	2,359,793.00	1,782,918.79	-	576,874.21	76%	2,128,644.00	1,800,907.01	-	327,736.99	85%
Operations & Maintenance	760,672.00	304,270.62	70,893.95	385,507.43	40%	847,760.00	341,822.73	255,283.78	250,653.49	40%
Fire	7,294,075.00	3,985,486.18	70,893.95	3,237,694.87	55%	6,670,340.00	4,706,564.02	255,283.78	1,708,492.20	71%
Operations & Maintenance	55,000.00	24,590.91	-	30,409.09	45%	55,000.00	27,503.35	-	27,496.65	50%
Emergency Preparedness	55,000.00	24,590.91	-	30,409.09	45%	55,000.00	27,503.35	-	27,496.65	50%
<b>Total Fire</b>	<b>7,349,075.00</b>	<b>4,010,077.09</b>	<b>70,893.95</b>	<b>3,268,103.96</b>	<b>55%</b>	<b>6,725,340.00</b>	<b>4,734,067.37</b>	<b>255,283.78</b>	<b>1,735,988.85</b>	<b>70%</b>
<b>Library</b>										
Salaries	1,278,435.00	616,801.65	-	661,633.35	48%	1,169,172.00	599,895.67	-	569,276.33	51%
Fringe Benefits	532,403.00	305,322.23	-	227,080.77	57%	375,826.00	257,772.59	-	118,053.41	69%
Operations & Maintenance	375,965.00	233,423.35	70,945.33	71,596.32	62%	377,800.00	205,237.36	96,995.15	75,567.49	54%
Capital Outlay	49,000.00	-	-	49,000.00	0%	15,000.00	219.40	4,004.11	10,776.49	1%
Library	2,235,803.00	1,155,547.23	70,945.33	1,009,310.44	52%	1,937,798.00	1,063,125.02	100,999.26	773,673.72	55%
<b>Total Library</b>	<b>2,235,803.00</b>	<b>1,155,547.23</b>	<b>70,945.33</b>	<b>1,009,310.44</b>	<b>52%</b>	<b>1,937,798.00</b>	<b>1,063,125.02</b>	<b>100,999.26</b>	<b>773,673.72</b>	<b>55%</b>
<b>Management Services</b>										100%
Operations & Maintenance	63,900.00	(75.92)	-	63,975.92	0%	84,635.00	3,099.55	-	81,535.45	4%
Elections	63,900.00	(75.92)	-	63,975.92	0%	84,635.00	3,099.55	-	81,535.45	4%
Salaries	248,781.00	163,598.57	-	85,182.43	66%	344,509.00	124,684.79	-	219,824.21	36%
Fringe Benefits	95,322.00	87,473.94	-	7,848.06	92%	96,931.00	43,224.39	-	53,706.61	45%
Operations & Maintenance	152,000.00	50,861.07	42,770.58	58,368.35	33%	18,075.00	8,845.26	-	9,229.74	49%
<b>Management Services</b>	<b>496,103.00</b>	<b>301,933.58</b>	<b>42,770.58</b>	<b>151,398.84</b>	<b>61%</b>	<b>459,515.00</b>	<b>176,754.44</b>	<b>-</b>	<b>282,760.56</b>	<b>38%</b>
<b>Operations &amp; Maintenance</b>	<b>958,039.00</b>	<b>522,675.48</b>	<b>93,676.68</b>	<b>341,686.84</b>	<b>55%</b>	<b>815,282.00</b>	<b>456,026.19</b>	<b>-</b>	<b>359,255.81</b>	<b>56%</b>
<b>Capital Outlay</b>	<b>197,000.00</b>	<b>94,951.17</b>	<b>64,902.43</b>	<b>37,146.40</b>	<b>48%</b>	<b>127,000.00</b>	<b>38,410.93</b>	<b>-</b>	<b>88,589.07</b>	<b>30%</b>
<b>Information Services</b>	<b>1,155,039.00</b>	<b>617,626.65</b>	<b>158,579.11</b>	<b>378,833.24</b>	<b>53%</b>	<b>942,282.00</b>	<b>494,437.12</b>	<b>-</b>	<b>447,844.88</b>	<b>52%</b>
<b>Salaries</b>	<b>182,655.00</b>	<b>65,413.63</b>	<b>-</b>	<b>117,241.37</b>	<b>36%</b>	<b>236,868.00</b>	<b>118,936.54</b>	<b>-</b>	<b>117,931.46</b>	<b>50%</b>
<b>Fringe Benefits</b>	<b>53,004.00</b>	<b>14,459.85</b>	<b>-</b>	<b>38,544.15</b>	<b>27%</b>	<b>88,415.00</b>	<b>41,839.33</b>	<b>-</b>	<b>46,575.67</b>	<b>47%</b>
<b>Operations &amp; Maintenance</b>	<b>211,660.00</b>	<b>69,915.95</b>	<b>82,592.27</b>	<b>59,151.78</b>	<b>33%</b>	<b>190,283.00</b>	<b>51,547.30</b>	<b>53,970.00</b>	<b>84,765.70</b>	<b>27%</b>
<b>City Clerk</b>	<b>447,319.00</b>	<b>149,789.43</b>	<b>82,592.27</b>	<b>214,937.30</b>	<b>33%</b>	<b>515,566.00</b>	<b>212,323.17</b>	<b>53,970.00</b>	<b>249,272.83</b>	<b>41%</b>
<b>Salaries</b>	<b>343,420.00</b>	<b>255,310.15</b>	<b>-</b>	<b>88,109.85</b>	<b>74%</b>	<b>278,899.00</b>	<b>180,195.14</b>	<b>-</b>	<b>98,703.86</b>	<b>65%</b>
<b>Fringe Benefits</b>	<b>121,775.00</b>	<b>76,918.15</b>	<b>-</b>	<b>44,856.85</b>	<b>63%</b>	<b>99,674.00</b>	<b>33,091.64</b>	<b>-</b>	<b>66,582.36</b>	<b>33%</b>
<b>Operations &amp; Maintenance</b>	<b>376,419.00</b>	<b>110,239.65</b>	<b>25,722.04</b>	<b>240,457.31</b>	<b>29%</b>	<b>619,075.00</b>	<b>203,813.55</b>	<b>2,310.00</b>	<b>412,951.45</b>	<b>33%</b>
<b>Human Resources</b>	<b>841,614.00</b>	<b>442,467.95</b>	<b>25,722.04</b>	<b>373,424.01</b>	<b>53%</b>	<b>997,648.00</b>	<b>417,100.33</b>	<b>2,310.00</b>	<b>578,237.67</b>	<b>42%</b>
<b>Operations &amp; Maintenance</b>	<b>473,000.00</b>	<b>451,874.94</b>	<b>7,976.54</b>	<b>13,148.52</b>	<b>96%</b>	<b>966,202.73</b>	<b>519,539.73</b>	<b>16,848.00</b>	<b>429,815.00</b>	<b>54%</b>
<b>Legal Services</b>	<b>473,000.00</b>	<b>451,874.94</b>	<b>7,976.54</b>	<b>13,148.52</b>	<b>96%</b>	<b>966,202.73</b>	<b>519,539.73</b>	<b>16,848.00</b>	<b>429,815.00</b>	<b>54%</b>

City of South Pasadena  
Year to date Summary Expenditures by Department  
As of January 31, 2024  
(Unaudited)

Description	FY 2023-24				Percent of Bdgt 58% of FY	FY 2022-23				Percent of Bdgt 58% of FY
	Budget	YTD Actuals	Enc.	Balance		Budget	YTD Actuals	Enc.	Balance	
<b>Total Management Services</b>	<b>3,476,975.00</b>	<b>1,963,616.63</b>	<b>317,640.54</b>	<b>1,195,717.83</b>	<b>56%</b>	<b>3,965,848.73</b>	<b>1,823,254.34</b>	<b>73,128.00</b>	<b>2,069,466.39</b>	<b>46%</b>
<b>Police</b>										
Salaries	6,850,290.00	3,218,594.18	-	3,631,695.82	47%	6,413,653.00	3,477,410.32	-	2,936,242.68	54%
Fringe Benefits	3,351,810.00	2,193,053.50	-	1,158,756.50	65%	3,235,890.00	2,421,516.29	-	814,373.71	75%
Operations & Maintenance	1,394,245.00	544,962.20	436,069.00	413,213.80	39%	1,383,987.00	603,524.33	353,343.70	427,118.97	44%
Police	11,596,345.00	5,956,609.88	436,069.00	5,203,666.12	51%	11,033,530.00	6,502,450.94	353,343.70	4,177,735.36	59%
<b>Total Police</b>	<b>11,596,345.00</b>	<b>5,956,609.88</b>	<b>436,069.00</b>	<b>5,203,666.12</b>	<b>51%</b>	<b>11,033,530.00</b>	<b>6,502,450.94</b>	<b>353,343.70</b>	<b>4,177,735.36</b>	<b>59%</b>
<b>Public Works</b>										
Salaries	510,506.00	221,975.59	-	288,530.41	43%	344,329.00	163,752.49	-	180,576.51	48%
Fringe Benefits	220,444.00	143,295.83	-	77,148.17	65%	119,447.00	79,750.98	-	39,696.02	67%
Operations & Maintenance	512,300.00	39,039.28	18,887.42	454,373.30	8%	461,450.00	131,756.95	1,419.80	328,273.25	29%
Admin. & Engineering	1,243,250.00	404,310.70	18,887.42	820,051.88	33%	925,226.00	375,260.42	1,419.80	548,545.78	41%
Salaries	56,167.00	22,343.23	-	33,823.77	40%	140,348.00	12,758.45	-	127,589.55	9%
Fringe Benefits	27,714.00	15,579.92	-	12,134.08	56%	41,032.00	14,389.26	-	26,642.74	35%
Public Works (Cont.)										
Operations & Maintenance	123,600.00	5,679.28	29,619.00	88,301.72	5%	123,600.00	25,588.96	-	98,011.04	21%
Environmental Services	207,481.00	43,602.43	29,619.00	134,259.57	21%	304,980.00	52,736.67	-	252,243.33	17%
Salaries	104,646.00	41,211.71	-	63,434.29	39%	153,858.00	63,902.18	-	89,955.82	42%
Fringe Benefits	63,556.00	30,973.82	-	32,582.18	49%	72,611.00	42,669.07	-	29,941.93	59%
Operations & Maintenance	878,466.00	333,924.49	352,744.76	191,796.75	38%	859,825.00	87,746.71	157,472.30	614,605.99	10%
Park Maintenance	1,046,668.00	406,110.02	352,744.76	287,813.22	39%	1,086,294.00	194,317.96	157,472.30	734,503.74	18%
Salaries	305,182.00	131,978.95	-	173,203.05	43%	299,936.00	107,228.01	-	192,707.99	36%
Fringe Benefits	171,696.00	85,596.00	-	86,100.00	50%	124,623.00	74,166.81	-	50,456.19	60%
Operations & Maintenance	865,900.00	327,677.79	144,267.78	393,954.43	38%	745,400.00	244,577.54	222,592.29	278,230.17	33%
Capital Outlay	2,000.00	-	-	2,000.00	0%	2,000.00	-	-	2,000.00	0%
Facilities Maintenance	1,344,778.00	545,252.74	144,267.78	655,257.48	41%	1,171,959.00	425,972.36	222,592.29	523,394.35	36%
<b>Total Public Works</b>	<b>3,842,177.00</b>	<b>1,399,275.89</b>	<b>545,518.96</b>	<b>1,897,382.15</b>	<b>36%</b>	<b>3,488,459.00</b>	<b>1,048,287.41</b>	<b>381,484.39</b>	<b>2,058,687.20</b>	<b>30%</b>
<b>Total General Fund</b>	<b>39,686,863.05</b>	<b>18,924,373.36</b>	<b>2,151,307.44</b>	<b>18,611,182.25</b>	<b>48%</b>	<b>37,829,350.89</b>	<b>20,406,991.50</b>	<b>1,933,985.56</b>	<b>15,488,373.83</b>	<b>54%</b>

## 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 Fire: Breathing Apparatus \$152,046

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

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

## SLFRF 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

## SLFRF 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)
<b>Unprogrammed Balance</b>	<b>\$</b>	<b>1,441,864</b>



## Firefighters' Association (FFA) 2024 Summary of Benefits

<b>Medical</b>
Effective January 1, 2024, the City agrees to provide the following monthly contributions: <ul style="list-style-type: none"><li>▪ Employee Only                   \$625 (base) + \$200 = \$825</li><li>▪ Employee + 1                    \$1,300 + \$260 = \$1,560</li><li>▪ Employee + Family            \$1,500 + \$360 = \$1,860</li></ul>
Opt-out Provision: Employees may opt-out of the City's health program and receive \$300.00 per month.
<b>Dental</b>
The City agrees to provide up to \$75.00 per month for employee and dependent dental coverage through Delta Dental Services.
<b>Vision</b>
The City agrees to provide up to \$20.00 per month for employee and dependent vision care coverage through Ameritas Eye Care.
<b>Life Insurance</b>
The City agrees to provide each FFA employee with a \$50,000 Life Insurance/Accidental Death & Dismemberment policy at no cost to the employee.
<b>Long Term Disability</b>
The City agrees to contribute 100% of the full cost of a Long-Term Disability (LTD) policy for every employee represented by the FFA association.
<b>Holidays</b>
The City shall grant ten (10) federally recognized holidays to all FFA employees with compensation based on a regular 12-hour period regardless of number of hours scheduled to work on that day.
<b>Floating Holidays</b>
FFA employees shall be granted 2 floating holiday shifts per year. A floating holiday shall be defined as a 24-hour period.
<b>Vacation</b>
FFA employees shall accrue vacation time at regular intervals beginning at eight (8) SHIFTS during the first two (2) years of service. Refer to the accrual table in FFA MOU for more information.
<b>Sick Leave</b>
FFA employee shall accrue paid sick leave at the rate of 5.54 hours per pay period.



<b>Bereavement Leave</b>	
FFA employees shall receive four (4) shifts of bereavement and Family Illness Leave each fiscal year.	
<b>Uniforms</b>	
The City shall provide new FFA employees with 1 Class "A" uniform upon completion of their probationary period. Additionally, the City shall provide yearly allowances of \$700 and \$225 for uniform replacement and uniform maintenance respectively.	
<b>Longevity</b>	
Each FFA employee shall receive a 2% increase in salary every five years of service.	
<b>Physical Fitness Program</b>	
FFA employees shall receive \$300, \$400, or \$500 cash bonuses upon voluntarily passing physical fitness standards established by the South Pasadena Firefighters' Association.	
<b>Paramedic Incentive Pay</b>	
Captains and Engineers who maintain their paramedic certification shall receive a specialty incentive pay equal to 5% of their base salary.	
<b>Positional Incentive Pay</b>	
The City shall increase the pay of each FFA employee assigned to work on additional positional duties by 5% of their base pay and for the duration of the assignment. Refer to FFA MOU for a list of additional assignments.	
<b>Bilingual Pay</b>	
FFA employees who can communicate conversationally in Spanish or Chinese on a regular or reoccurring basis shall receive an additional \$125 in compensation per month. Employees will be required to pass a bilingual proficiency test prior to receiving such compensation.	
<b>CalPERS Retirement</b>	
<p style="text-align: center;"><b><u>Classic Member – Fire Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 50 computed on the highest single year's salary</li> <li>▪ 9% employee contribution</li> </ul>	<p style="text-align: center;"><b><u>New PEPR – Fire Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2.7% at 57 computed on the highest average annual salary during a consecutive period of 36 months</li> <li>▪ 14.5% member contribution</li> </ul>
<p style="text-align: center;"><b><u>Classic Member – Non-Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 55 computed on the highest single year's salary</li> <li>▪ 7% member contribution</li> </ul>	<p style="text-align: center;"><b><u>New PEPR – Non-Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 62 computed on the highest average annual salary during a consecutive period of 36 months</li> <li>▪ 8.25% member contribution</li> </ul>
<b>Retired Employee Medical Coverage</b>	
The City's contribution to an individual retiree's health benefit plan shall be in the amount of \$625.00 monthly, subject to CalPERS mandated reductions in coordination with Medicare coverage.	



### Deferred Comp

The City shall contribute 1% of an employee's base salary to their deferred compensation plan effective January 2024.

\*\*\*This summary is NOT an exhaustive description of the benefits outline above. Refer to your Associations MOU for a complete description. \*\*\*





## Management Employees 2024 Summary of Benefits

<b>Medical</b>
<p>Effective January 1, 2024, the City agrees to provide the following monthly contributions:</p> <ul style="list-style-type: none"> <li>▪ Employee Only = \$915</li> <li>▪ Employee + 1 = \$1,650</li> <li>▪ Employee + Family = \$1,950</li> </ul>
<b>Dental</b>
<p>The City agrees to provide up to \$75.00 per month for employee and dependent dental coverage through Delta Dental Services.</p>
<b>Vision</b>
<p>The City agrees to provide up to \$20.00 per month for employee and dependent vision care coverage through Ameritas Eye Care.</p>
<b>Life Insurance</b>
<p>The City agrees to provide each management employee with a \$50,000 Life Insurance policy at no cost to the employee.</p>
<b>Accidental Death &amp; Dismemberment</b>
<p>The City agrees to provide each management employee with an Accidental Death &amp; Dismemberment Insurance policy in the sum of \$50,000. Additional coverage up to \$500,000 can be purchased at the employee's expense.</p>
<b>Long Term Disability</b>
<p>The City shall provide Long Term Disability coverage under self-insured status for all full-time management employees who have been employed for six (6) months.</p>
<b>Merit Pay</b>
<p>Merit incentive pay, up to 2% above the salary step in the pay schedule in recognition of outstanding performance, special project assignment, or successful completion of Department Key Performance Indicators.</p>
<b>Holidays</b>
<p>The City shall grant eleven (11) federally recognized holidays to all management employees with compensation based on the number of hours they were scheduled to work on that day.</p>
<b>Winter Holiday Closure</b>
<p>City Hall shall close each year from December 25<sup>th</sup> to January 1<sup>st</sup>. Management employees shall receive three (3) days of holiday pay during this period in addition to December 25<sup>th</sup> and January 1<sup>st</sup></p>





<b>Floating Holidays</b>
Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal.
<b>Management Leave</b>
Management employees shall receive ninety (90) hours of management leave each fiscal year. Employees may cash out up to sixty (60) hours of unused management leave available to them for that period.
<b>Vacation</b>
Management employees shall accrue vacation hours at regular intervals based on years of service beginning at one hundred and twenty (120) hours per year during years 1-5. Refer to Management Employees MOU for subsequent accrual rates. Management employees hired after July 1, 2022 may recuperate vacation accruals accumulated at other public agencies at the discretion of the City Manager. Relevant and verifiable documentation of public service is required for the recuperation of vacation accruals.
<b>Sick Leave</b>
Management employees shall accrue paid sick leave at the rate of eight (8) hours per month of service to the City. Unused sick leave shall accumulate with no limit maximum and can be converted to service credits upon retirement. Conversion to service credits shall be based on the predetermined formula set forth by CalPERS.
<b>Bereavement Leave</b>
Management employees shall receive three (3) days of paid bereavement leave.
<b>Work Schedule</b>
Management employees working at City Hall will work a 4-day/10-hour work schedule with Fridays as the day off.
<b>Remote Work Policy</b>
Employees may work remotely one day out of the week upon approval of the City Manager.
<b>Retired Employee Medical Coverage</b>
For employees hired between July 1, 2012 and June 30, 2020, Employees who became annuitants prior July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible. For employees hired on or after July 1, 2020, the City's retiree medical contributions shall be limited to the PEMHCA minimum employer contribution (\$157.00 for 2024) for all employees who are eligible and elect to enroll in CalPERS' health insurance plans.



**CalPERS Retirement**

**Classic Members – Safety Members**

- 2% at 50 computed on the highest single year's salary
- 9% employee contribution

**New PEPRA – Safety Members**

- 2.7% at 57 computed on the highest average annual salary during a consecutive period of 36 months
- 14.5% employee contribution

**Classic Members – Non-Safety**

- 2% at 55 computed on the highest single year's salary
- 7% employee contribution

**New PEPRA – Non-Safety**

- 2% at 62 computed on the highest average annual salary during a consecutive period of 36 months
- 8.25% employee contribution

**Deferred Comp**

The City shall contribute 1% of a management employee's base salary to their deferred compensation plan.

\*\*\*This summary is NOT an exhaustive description of the benefits outline above. Refer to your Associations MOU for a complete description. \*\*\*



## Police Officers' Association (POA) 2024 Summary of Benefits

Medical
Effective January 1, 2024, the City agrees to provide the following monthly contributions: <ul style="list-style-type: none"><li>▪ Employee Only                   \$625 (base) + \$200 = \$825</li><li>▪ Employee + 1                    \$1,300 + \$260 = \$1,560</li><li>▪ Employee + Family            \$1,500 + \$360 = \$1,860</li></ul> Opt-out Provision: Employees may opt-out of the City's health program and receive \$300.00 per month.
Dental
The City agrees to provide up to \$75.00 per month for employee and dependent dental coverage through Delta Dental Services.
Vision
The City agrees to provide up to \$20.00 per month for employee and dependent vision care coverage through Ameritas Eye Care.
Life Insurance
The City agrees to provide each POA employee with a \$50,000 Life Insurance policy for all employees at no cost to them. Additional coverage shall be made available from the City at the employee's expense.
Accidental Death & Injury Policy
The City shall provide an Accidental Death & Injury Policy in the amount of \$50,000 for POA employees at no cost to them. Additional coverage shall be made available from the City at the employee's expense.
Holidays
The City shall grant eleven (11) federally recognized holidays to all POA employees with compensation based on the number of hours affected on the employee's regular work schedule.
Floating Holidays
POA employees shall become eligible for three (3) floating holidays after six (6) months of service. Once accrued, floating holidays must be taken within the same fiscal year in which they are accrued.
Vacation
POA employees shall accrue vacation time at regular intervals beginning at eighty-eight (88) hours upon completing their first year of service. Refer to POA MOU for more information.
Sick Leave
Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.



<b>Bereavement Leave</b>	
Employees shall receive three (3) shifts of paid bereavement leave each fiscal year after being employed by the City for six (6) consecutive months.	
<b>Uniforms</b>	
The City shall provide new Police Officer hires the needed uniform and equipment. Sworn POA employees shall receive \$800 per year thereafter for the purchase of uniforms and equipment. Non-sworn employees shall receive \$600 per year for the purchase of uniforms and equipment. Additionally, POA employees shall receive a uniform cleaning allowance of \$400 per year.	
<b>Longevity</b>	
Each POA employee shall receive a 2% increase in salary every five years of service.	
<b>Differential Pay</b>	
Employees assigned to work the night shift shall receive a shift differential pay increase of 3% over their base pay during the term of such assignment.	
<b>Educational Incentive</b>	
POA personnel shall be compensated at a rate of 2.5% and 5% of their base salary upon completion of Intermediate P.O.S.T. certification and Advanced P.O.S.T. certification respectively.	
<b>Bilingual Pay</b>	
Employees who can communicate conversationally in Spanish or Chinese on a regular or reoccurring basis shall receive an additional \$125 in compensation per month. Employees will be required to pass a bilingual proficiency test prior to receiving such compensation.	
<b>CalPERS Retirement</b>	
<p style="text-align: center;"><b><u>Classic Member – Police Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 50 computed on the highest single year’s salary</li> <li>▪ 9% employee contribution</li> </ul> <p style="text-align: center;"><b><u>Classic Member – Non-Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 55 computed on the highest single year’s salary</li> <li>▪ 7% member contribution</li> </ul>	<p style="text-align: center;"><b><u>New PEPR – Police Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2.7% at 57 computed on the highest average annual salary during a consecutive period of 36 months</li> <li>▪ 14.5% member contribution</li> </ul> <p style="text-align: center;"><b><u>New PEPR – Non-Safety</u></b></p> <ul style="list-style-type: none"> <li>▪ 2% at 62 computed on the highest average annual salary during a consecutive period of 36 months</li> <li>▪ 8.25% member contribution</li> </ul>
<b>Retired Employee Medical Coverage</b>	
The City’s contribution to an individual retiree’s health benefit plan shall be in the amount of \$625.00 monthly, subject to CalPERS mandated reductions in coordination with Medicare coverage.	
<b>Deferred Comp</b>	
The City shall contribute 1% of an employee’s base salary to their deferred compensation plan effective January 2024.	

\*\*\*This summary is NOT an exhaustive description of the benefits outline above. Refer to your Associations MOU for a complete description. \*\*\*



## Public Service Employees' Association (PSEA) 2024 Summary of Benefits

Medical
Effective January 1, 2024, the City agrees to provide the following monthly contributions: <ul style="list-style-type: none"><li>▪ Employee Only                   \$625 (base) + \$200 = \$825</li><li>▪ Employee + 1                    \$1,300 + \$260 = \$1,560</li><li>▪ Employee + Family            \$1,500 + \$360 = \$1,860</li></ul>
Opt-out Provision: Employees may opt-out of the City's health program and receive \$300.00 per month.
Dental
The City agrees to provide up to \$75.00 per month for employee and dependent dental coverage through Delta Dental Services.
Vision
The City agrees to provide up to \$20.00 per month for employee and dependent vision care coverage through Ameritas Eye Care.
Life Insurance
The City agrees to provide each PSEA employee with a \$50,000 Life Insurance/Accidental Death & Dismemberment policy at no cost to the employee.
Long Term Disability
The City agrees to contribute 100% of the full cost of a Long-Term Disability (LTD) policy for every employee represented by the PSEA association.
Work Schedule
PSEA employees working at City Hall and the Public Works Yard will work at 4-day/10-hour work schedule with Fridays as the day off.
Holidays
The City shall grant eleven (11) federally recognized holidays to all PSEA employees with compensation based on the number of hours they were scheduled to work on that day.
Floating Holidays
PSEA employees working a 9/80 work schedule shall receive twenty-seven (27) floating holiday hours per fiscal year. PSEA employees working a 4/10 work schedule shall receive thirty (30) floating holiday hours per fiscal year. PSEA employees working a 5-day work week shall receive thirty-three (33) floating holiday hours per fiscal year.



<b>Winter Holiday Closure</b>
City Hall shall close each year from December 25 <sup>th</sup> to January 1 <sup>st</sup> . PSEA employees shall receive three (3) additional days off with pay during this period in addition to December 25 <sup>th</sup> and January 1 <sup>st</sup> .
<b>Vacation</b>
PSEA employees shall accrue vacation hours at regular intervals beginning at eighty-eight (88) hours during their first year of service. Refer to the accrual table in the PSEA MOU for more information.
<b>Sick Leave</b>
PSEA employees shall accrue paid sick leave at the rate of 3.69 hours per pay period. Unused sick leave shall accumulate with no limit maximum and can be converted to service credits upon retirement. Conversion to service credits shall be based on the predetermined formula set forth by CalPERS.
<b>Bereavement Leave</b>
PSEA employees shall receive three (3) days of paid bereavement leave.
<b>Remote Work Policy</b>
PSEA employees may work remotely one day out of the week upon approval of the City Manager.
<b>Uniforms</b>
The City shall provide five (5) work shirts, five (5) cotton shirts, and five (5) pairs of pants for all Field Service employees. Uniforms will be replaced as deemed necessary by the Public Works Superintendent. The City shall reimburse all Field Services employees up to \$250 for the purchase of steel toe safety boots/shoes each year.
<b>Performance Based Step Increases</b>
Merit-based step increases are contingent upon satisfactory completion of an annual performance evaluation in which the increase is justified.
<b>Differential Pay</b>
PSEA employees assigned to work a Sunday schedule shall receive time and one-half (1.5) for all hours worked.
<b>Bilingual Pay</b>
PSEA employees who can communicate conversationally in Spanish or Chinese on a regular or reoccurring basis shall receive an additional \$125 in compensation per month. Employees will be required to pass a bilingual proficiency test prior to receiving such compensation.
<b>Incentive Pay</b>
PSEA employees obtaining higher certifications other than what is the minimum required for their job classification shall be compensated 2.5% of their base monthly salary up to a maximum of 5% for more than one certification.





<b>Longevity Pay</b>	
PSEA employees shall receive a 2% increase in salary every five years of service.	
<b>Deferred Comp</b>	
The City shall contribute 1% of an employee's base salary to their deferred compensation plan effective January 2024.	
<b>CalPERS Retirement</b>	
<u>Classic Members</u>	<u>New PEPRRA</u>
<ul style="list-style-type: none"> <li>▪ 2% at 55 computed on the highest single year's salary</li> <li>▪ 7% employee contribution</li> </ul>	<ul style="list-style-type: none"> <li>▪ 2% at 62 computed on the highest average annual salary during a consecutive period of 36 months</li> <li>▪ 8.25% member contribution</li> </ul>
<b>Retired Employee Medical Coverage</b>	
<p>For employees hired between July 1, 2012 and June 30, 2020, the City's contribution to an individual retiree's health benefit plan shall be in the amount of \$625.00 monthly subject to CalPERS mandated reductions in coordination with Medicare coverage.</p> <p>For employees hired on or after July 1, 2020, the City's retiree medical contributions shall be limited to the PEMHCA minimum employer contribution (\$157.00 for 2024) for all employees who are eligible and elect to enroll in CalPERS' health insurance plans.</p>	

\*\*\*This summary is NOT an exhaustive description of the benefits outline above. Refer to your Associations MOU for a complete description. \*\*\*



Library	Library Aide I	Vacant	PT	0.5	Recruitment in progress, applications being reviewed.	Aides perform core customer service duties working the public desk, and essential functions like emptying the bookdrop, shelving returned materials, and keeping materials neat and in order. Without Aides we would not be able to remain open 58 hours/week and would not be able to handle the volume of materials borrowed.
Library	Library Aide I	Vacant	PT	0.5	Resigned 01/23/2024	Aides perform core customer service duties working the public desk, and essential functions like emptying the bookdrop, shelving returned materials, and keeping materials neat and in order. Without Aides we would not be able to remain open 58 hours/week and would not be able to handle the volume of materials borrowed.
Library	Substitute Librarian	Vacant	PT	0.5	PT Childrens Librarian. Resigned 08/25/2023, recruitment in progress, offer accepted.	One of two part-time Children's Librarians. They work the reference desk, present storytimes and other programs, and maintain sections of the library's collection--weeding and selecting new materials. We would not be able to provide core services in the Children's Division during the 58 hours/week that we are open to the public without the PT Children's Librarians.
Library	Substitute Librarian	Vacant	PT	0.5	Resigned 12/18/2023	Substitute librarians primarily provide reference services and assist with managing instances of patron misconduct. Without them, we could not provide core reference services for the full 58 hours/week we are open to the public, and we would not be adequately staffed to maintain safety during certain times of the week.
Library	Substitute Librarian	Vacant	PT	0.5		
Library	Substitute Librarian	Vacant	PT	0.5	PT Librarian In-Charge	1 of 2 approved "Librarian In-Charge" positions. We are not seeking to fill it at this time only because the other Weekend Supervisor is able to fill all the Saturday/Sunday shifts we need.] This position is critical to the Library's ability to be open to the public on weekends, as they are trained to perform "in-charge" duties, like managing incidents of patron misconduct, building emergencies, and adjusting staff work assignments based on unexpected circumstances.
Library	Typist Clerk I	Vacant	PT	0.5		Clerks perform core duties like working the public desk and managing more complex customer service interactions, and processing new materials for the collection. Without Clerks we would not be able to remain open to the public 58 hours/week.
Library	Typist Clerk II	Vacant	PT	0.5		This position was dedicated to providing Passport Services. The Library is not currently offering these services so the position does not need to be filled at this time. If the City determines it wants to offer Passport Services again, staffing will be required, whether those services are provided by the Library or another department.
Management Services	Chief City Clerk	Vacant	FT	1	Vacant as of 12/08/2023, temporary underfilling with Deputy City Clerk. Conditional Offer Accepted, Candidate in backgrounds	Critical - This position is critical to city operations and in meeting legal mandates. The Deputy City Clerk is one of two positions in the City Clerk's Office, and is responsible for agenda and minute preparations, citywide records management, elections, and FPCC compliance, and Public Records Requests.
Management Services	Senior Human Resource Analyst	Vacant	FT	1	Vacant as of 2/9/23, underfilling with HR Analyst Applications being accepted, position closes on 03/07/2024	Critical - This position is one of two staff-level positions in Human Resources, and assists in benefits and risk management administration, recruitments, and safety and training functions. Without this position, the vacancy rate will increase, recruitment timelines will increase (time to fill positions), and key tasks like benefit reconciliations and proactive risk management will all but cease.
Police Department	Deputy Police Chief	Vacant	FT	1	Conditional offer accepted, Applicant in backgrounds	Hiring a 960 contractor.
Police Department	Management Analyst	Vacant	FT	1	Vacant as of 01/29/2024, applications currently being accepted, post closes on 03/13/2024	The absence of this position creates a delay in processing invoices, staff reports, and budgeting
Police Department	Parking Control Officer	Vacant	FT	1		The absence of a parking control officer reduced weekend coverage and enforcement by 1/3.
Police Department	Police Assistant	Vacant	FT	1		This position functions as a dispatcher. There is one shift that has a single dispatcher, unable to take breaks.
Police Department	Police Assistant	Vacant	FT	1		With the absence of this position, daily administrative duties have been transferred to the MA
Police Department	Police Cadet	Vacant	PT	0.5	Vacant as of 06/07/2023	Front counter customer service.
Police Department	Police Cadet	Vacant	PT	0.5		Front counter customer service.
Police Department	Police Cadet	Vacant	PT	0.5		Front counter customer service.
Police Department	Police Cadet	Vacant	PT	0.5		Front counter customer service.
Police Department	Police Clerk II	Vacant	FT	1		The absence of this position has created additional work for the other clerks, causing increased delays in criminal case filings and other administrative functions.
Police Department	Police Corporal	Vacant	FT	1		This position is for patrol and covers as a watch commander in the absence of a sergeant. Without the position, there is a lack of supervision.
Police Department	Police Lieutenant	Vacant	FT	1	Vacant as of 12/28/2023	This position oversees records, parking control, dispatch, and records.
Police Department	Police Officer	Vacant	FT	1	Vacant as of 06/17/2023	
Police Department	Police Officer	Vacant	FT	1		Assigned to patrol
Police Department	Sergeant (Office of Professional Standards)	Vacant	FT	1	Request for FY 2023-24 Budget	This position oversees policy, training, hiring, and internal investigations.
Public Works	Associate Civil Engineer	Vacant	FT	1	Interviews being scheduled.	Critical - Position handles CIP projects, residential/commercial development review, regulatory reporting, and other critical tasks - these would be delayed/deferred if not filling.
Public Works	Facilities and Parks Supervisor	Vacant	FT	1	Conditional offer accepted on 01/06/2024, in backgrounds	Critical - Position oversees all facilities and parks maintenance and repairs (roofs, etc.), major City contracts including trees, landscaping, janitorial, etc. - these would be delayed/deferred if not filling.
Public Works	Maintenance Worker I/II	Vacant	FT	1		Not funded by General Fund - Position focuses on street and related infrastructure repair (asphalt, sidewalk, concrete, storm drain, sewer, etc.) - not filling will affect service request response time.
Public Works	Maintenance Worker II	Vacant	FT	1	Resigned 10/05/2023, Conditional offer accepted, candidate start date 03/18/2024	Not funded by General Fund - Position focuses on street and related infrastructure repair (asphalt, sidewalk, concrete, storm drain, sewer, etc.) - not filling will affect service request response time.
Public Works	Management Analyst	Vacant	FT	1	Vacant since 1/11/24, Conditional Offer Accepted, candidate in backgrounds	Critical - Position handles Council staff reports, PW contracts and vendor management, PW project management - these would be delayed/deferred if not filling.
Public Works	Management Analyst	Vacant	FT	1	Conditional offer made	Not funded by General Fund - Position oversees water conservation programs and environmental commission liaison - not filling will impact ability to continue these programs.
Public Works	Management Intern	Vacant	PT	0.5		2nd Intern position reports to engineering and handles administrative tasks related to CIP, permitting, and may coordinate small projects - not filling will delay ability to provide these services/support.

Public Works	Water Operations Supervisor	Vacant	FT	1		Not funded by General Fund - Critical - Position oversees water staff and operations - production and distribution of water - not filling will affect service request response time.
Public Works	Water Utility Worker I	Vacant	FT	1	In budget as Water Utility Worker I/II. Conditional offer accepted on 3/1/24, candidate in backgrounds	Not funded by General Fund - Critical - Position captures water meter reading for billing, water sampling, system maintenance, main break and leak repair - not filling will affect service request response time.
				<b>TOTAL VACANT FTE</b>	<b>27</b>	
				<b>TOTAL VACANT PT</b>	<b>26</b>	(technically 13 FTE equivalent)

## CITY OF SOUTH PASADENA

<b>Budgeted Authorized Positions</b>				
Fiscal Year	Full Time	Part Time	Total	Change Year Over Year
2018/2019	151	84	235	
2019/2020	149	86	235	0
2020/2021	146	92	238	+3
2021/2022	156	88	244	+6
2022/2023	163	89	252	+8
2022/2023	163	89	252	+8
2023/2024	173	87	260	+9

<b>Actual Headcount</b>				
Fiscal Year	Full Time	Part Time	Total	Change Year Over Year
2018/2019	125	80	205	
2019/2020	143	50	193	-12
2020/2021	137	65	202	9
2021/2022	140	69	209	7
2022/2023	139	68	207	-2
2023/2024*	143	61	204	-3

\*As of 2/26/24

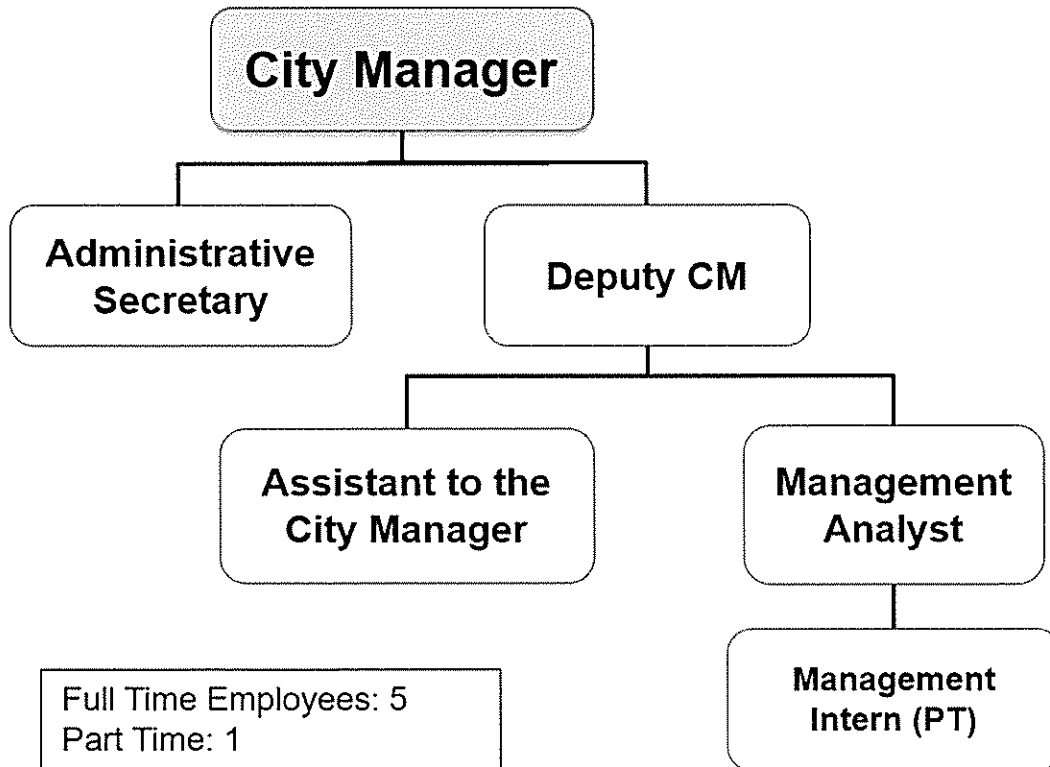
<b>Vacancy Rate Report</b>			
Fiscal Year	Number of Unfilled Positions	% of Positions Filled	% of Positions Unfilled
2018/2019	30	87%	13%
2019/2020	42	82%	18%
2020/2021	36	85%	15%
2021/2022	35	86%	14%
2022/2023	45	82%	18%
2023/2024	54	79%	21%

Vacancy rate is considering both full time and part time position vacancies

Budget Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2019/20</b>	<b>Actual 2020/21</b>	<b>Actual 2021/22</b>	<b>Budgeted 2022/23</b>	<b>Estimated 2022/23</b>	<b>Adopted 2023/24</b>
Wages & Benefits	1,350,983	1,363,498	1,670,242	896,731	881,155	1,059,376
Operations & Maintenance	271,386	321,158	250,626	416,608	347,438	348,910
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>1,622,368</b>	<b>1,684,656</b>	<b>1,920,868</b>	<b>1,313,339</b>	<b>1,228,593</b>	<b>1,408,285</b>
[101-2011] City Manager	1,457,590	1,577,395	1,815,368	1,103,231	1,021,485	1,224,510
[101-2012] Economic Development	55,278	261	-	98,108	95,108	50,275
[220-2301] Community Promotion	109,500	107,000	105,500	112,000	112,000	133,500
<b>Total Expenses by Program</b>	<b>1,622,368</b>	<b>1,684,656</b>	<b>1,920,868</b>	<b>1,313,339</b>	<b>1,228,593</b>	<b>1,408,285</b>

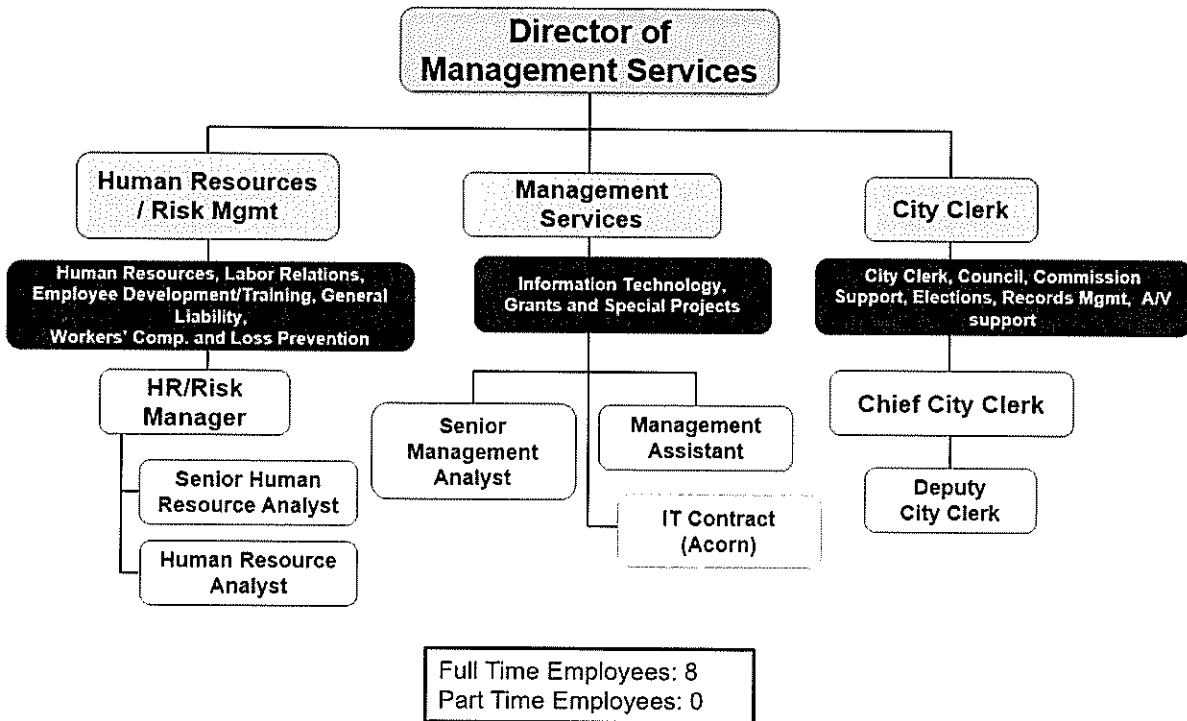
Authorized Positions



Budget Summary

<b>EXPENDITURE SUMMARY</b>	<b>Actual 2019/20</b>	<b>Actual 2020/21</b>	<b>Actual 2021/22</b>	<b>Budgeted 2022/23</b>	<b>Estimated 2022/23</b>	<b>Adopted 2023/24</b>
Wages & Benefits	6,764	30,959	6,615	1,144,286	1,088,369	1,033,959
Operations & Maintenance	1,627,845	1,647,496	665,364	2,499,490	2,418,567	2,189,490
Capital Outlay	68,556	91,035	7,495	100,000	100,000	197,000
<b>Total Expenses by Category</b>	<b>1,703,165</b>	<b>1,769,490</b>	<b>679,474</b>	<b>3,743,776</b>	<b>3,606,936</b>	<b>3,420,449</b>
[101-2033] City Clerk	113,311	115,512	-	470,283	389,517	458,319
[101-1022] Elections	185,743	76,843	93,242	166,000	110,809	63,900
[101-2034] Human Resources	324,830	350,761	-	898,923	905,818	841,614
[101-2021] Transportation Planning	12,835	287	90	-	-	-
[101-2031] Management Services	-	-	6,615	480,230	415,995	485,105
[101-2032] Information Services	573,881	541,110	-	833,200	889,657	1,151,511
[101-2501] Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
[105-3032] Information Services	-	77,691	7,495	-	-	-
<b>Total Expenses by Program</b>	<b>1,703,165</b>	<b>1,769,490</b>	<b>679,474</b>	<b>3,743,776</b>	<b>3,606,936</b>	<b>3,420,449</b>

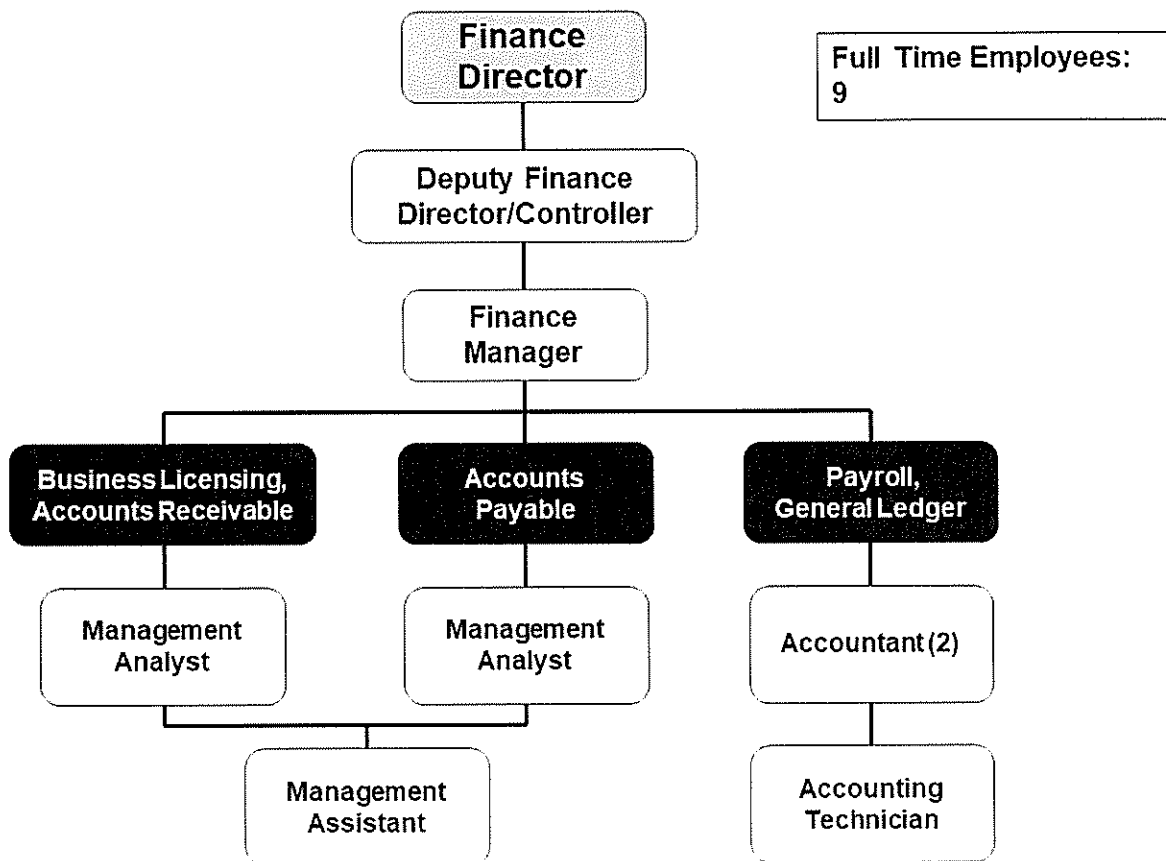
Authorized Positions



Budget Summary

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
<b>EXPENDITURE SUMMARY</b>						
Wages & Benefits	1,106,306	1,286,845	1,303,684	1,612,958	1,511,610	1,797,323
Operations & Maintenance	4,558,267	3,482,901	7,144,759	11,372,398	10,080,242	10,116,534
Capital Outlay	-	-	-	282,608	282,608	-
<b>Total Expenses by Category</b>	<b>5,664,573</b>	<b>4,769,746</b>	<b>8,448,443</b>	<b>13,267,964</b>	<b>11,874,460</b>	<b>11,913,857</b>
[101-3011] Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
[101-3041] Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
[103-2501] Insurance Services	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
[110-3011] OPEB Trust Fund	-	-	-	1,000	1,000	1,000
[206-XXXX] SLFRF Fund	-	-	-	5,830,000	2,560,519	3,498,717
[500-3012] Utility Billing	907,936	734,984	866,944	942,833	812,979	1,257,956
<b>Total Expenses by Program</b>	<b>5,664,573</b>	<b>4,769,746</b>	<b>8,448,443</b>	<b>13,267,964</b>	<b>11,874,460</b>	<b>11,913,857</b>

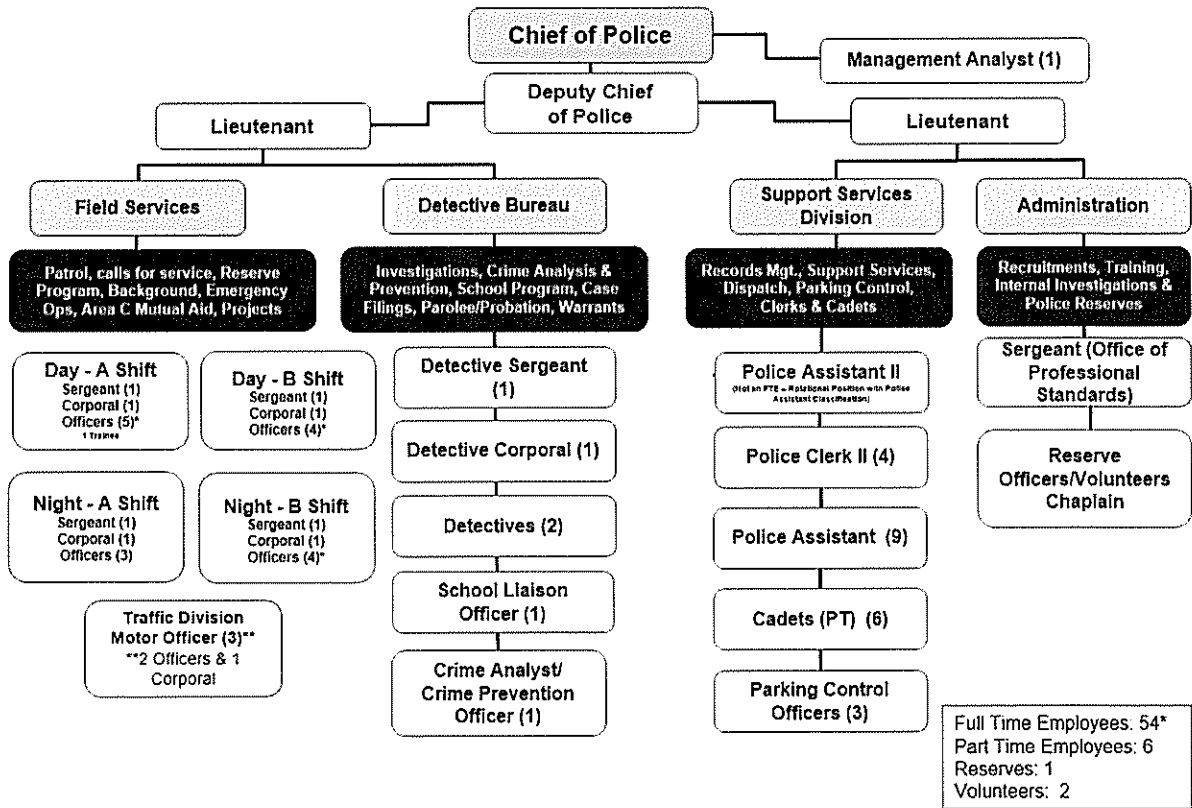
Authorized Positions



Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Wages & Benefits	8,442,920	9,760,540	10,451,997	9,705,685	9,595,647	10,155,100
Operations & Maintenance	806,777	679,040	1,001,511	1,536,987	1,554,440	1,785,380
Capital Outlay	66,745	24,478	258,055	301,240	180,000	228,011
<b>Total Expenses by Category</b>	<b>9,316,441</b>	<b>10,464,058</b>	<b>11,711,564</b>	<b>11,543,912</b>	<b>11,330,087</b>	<b>12,168,491</b>
[101-4011] Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,398,978
[105-4011] Facilities & Equipment Replacement	42,645	-	(6,553)	263,000	120,000	531,502
[241-4011] Measure H	77,957	38,582	50,982	57,083	-	-
[270-4011] Police	-	-	20,100	10,000	10,000	10,000
[270-4015] Police Asset Forfeiture	-	-	-	50,000	50,000	50,000
[272-4018] Police State Grant - AB 3229	24,100	24,478	136,767	130,000	130,000	178,011
[274-4019] Homeland Security Grant	-	-	125,360	1,240	-	-
<b>Total Expenses by Program</b>	<b>9,316,441</b>	<b>10,464,058</b>	<b>11,711,564</b>	<b>11,543,912</b>	<b>11,330,087</b>	<b>12,168,491</b>

Authorized Positions

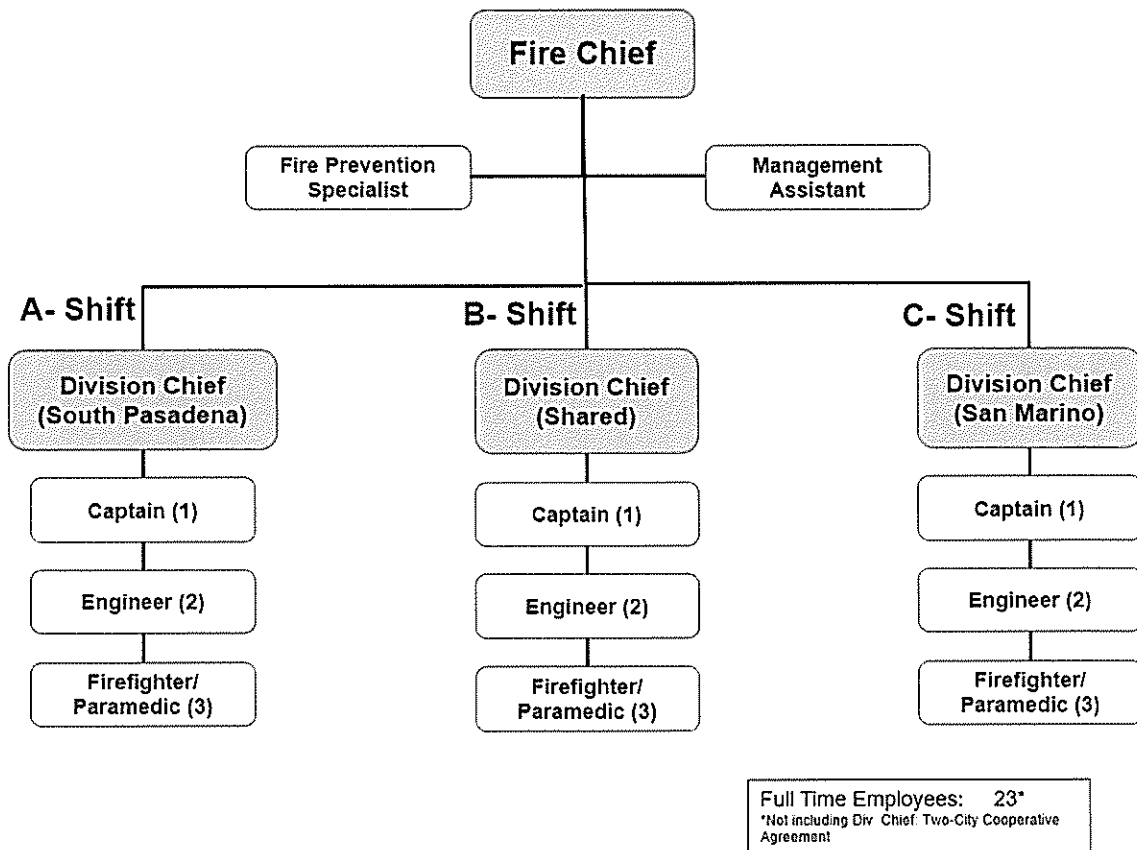




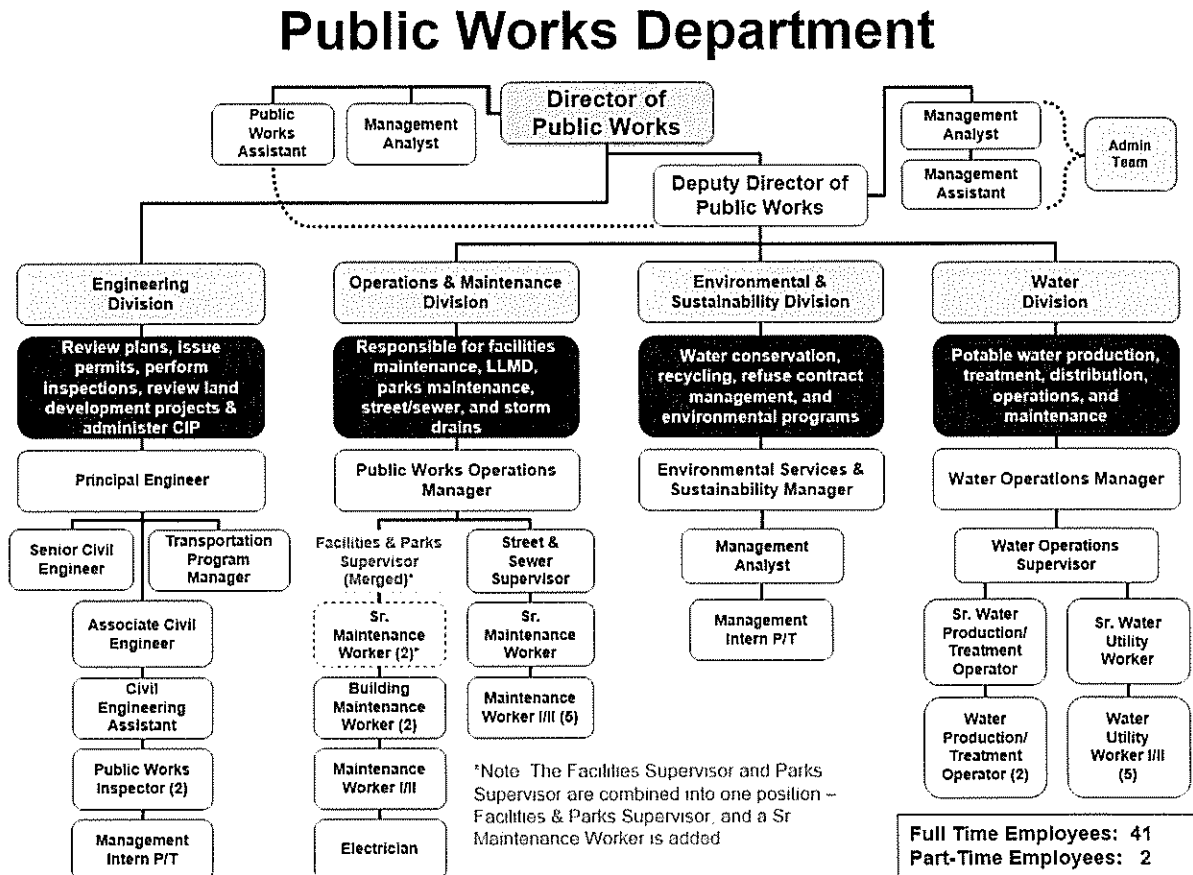
Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Wages & Benefits	4,900,576	5,775,579	7,146,473	5,822,580	6,314,569	6,533,402
Operations & Maintenance	587,004	572,103	617,116	755,260	935,156	822,200
Capital Outlay	39,751	-	-	147,500	-	-
<b>Total Expenses by Category</b>	<b>5,527,332</b>	<b>6,347,681</b>	<b>7,763,589</b>	<b>6,725,340</b>	<b>7,249,725</b>	<b>7,355,602</b>
[101-5011] Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
[101-5012] Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
[105-5011] Facilities & Equipment Replacement	-	-	-	-	-	-
<b>Total Expenses by Program</b>	<b>5,527,332</b>	<b>6,347,681</b>	<b>7,763,589</b>	<b>6,725,340</b>	<b>7,249,725</b>	<b>7,355,602</b>

Authorized Positions



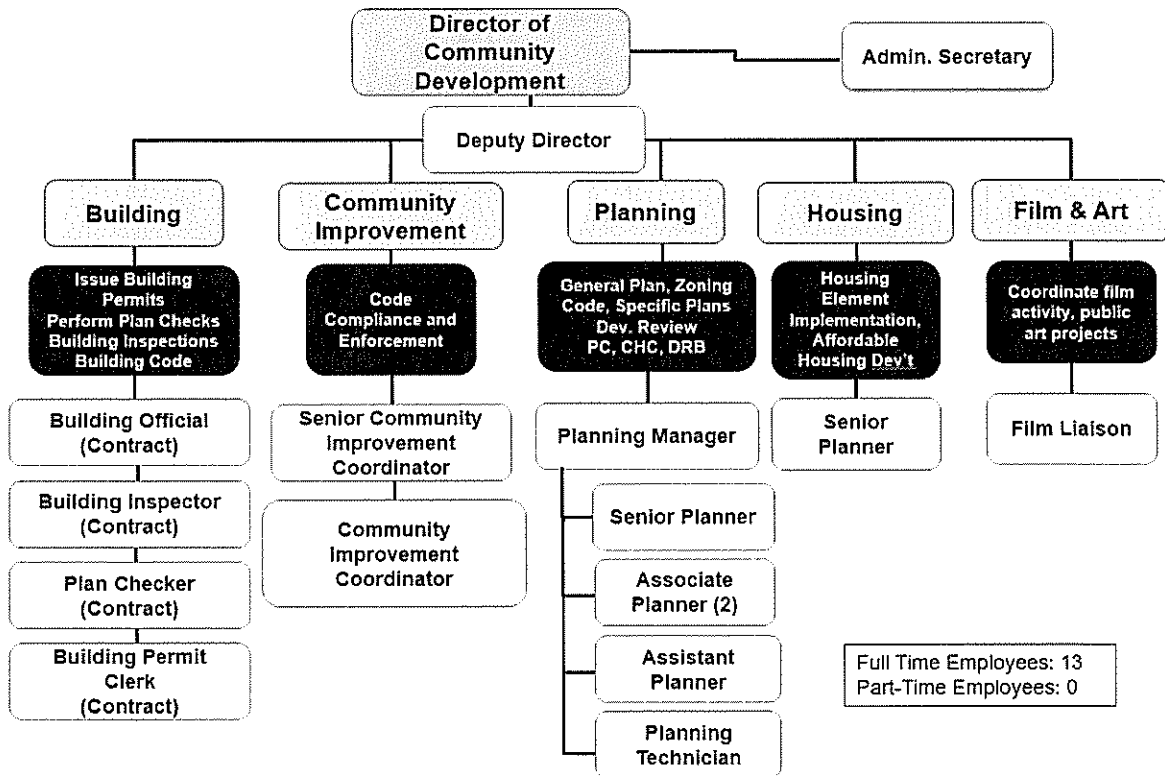
Authorized Positions



Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Adopted
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	826,247	1,108,800	1,304,611	1,601,385	1,573,629	1,981,414
Operations & Maintenance	1,052,408	721,329	1,124,402	2,032,514	1,485,700	2,135,581
Capital Outlay	-	-	-	-	-	-
<b>Total Expenses by Category</b>	<b>1,878,655</b>	<b>1,830,130</b>	<b>2,429,014</b>	<b>3,633,899</b>	<b>3,059,329</b>	<b>4,116,995</b>
[101-7011] Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,100,795
[105-7011] Facilities & Equipment Replacement	(12,802)	-	-	-	-	-
[228-7220] Housing Authority	15,199	10,361	373	11,700	11,700	16,200
<b>Total Expenses by Program</b>	<b>1,878,655</b>	<b>1,830,130</b>	<b>2,429,014</b>	<b>3,633,899</b>	<b>3,059,329</b>	<b>4,116,995</b>

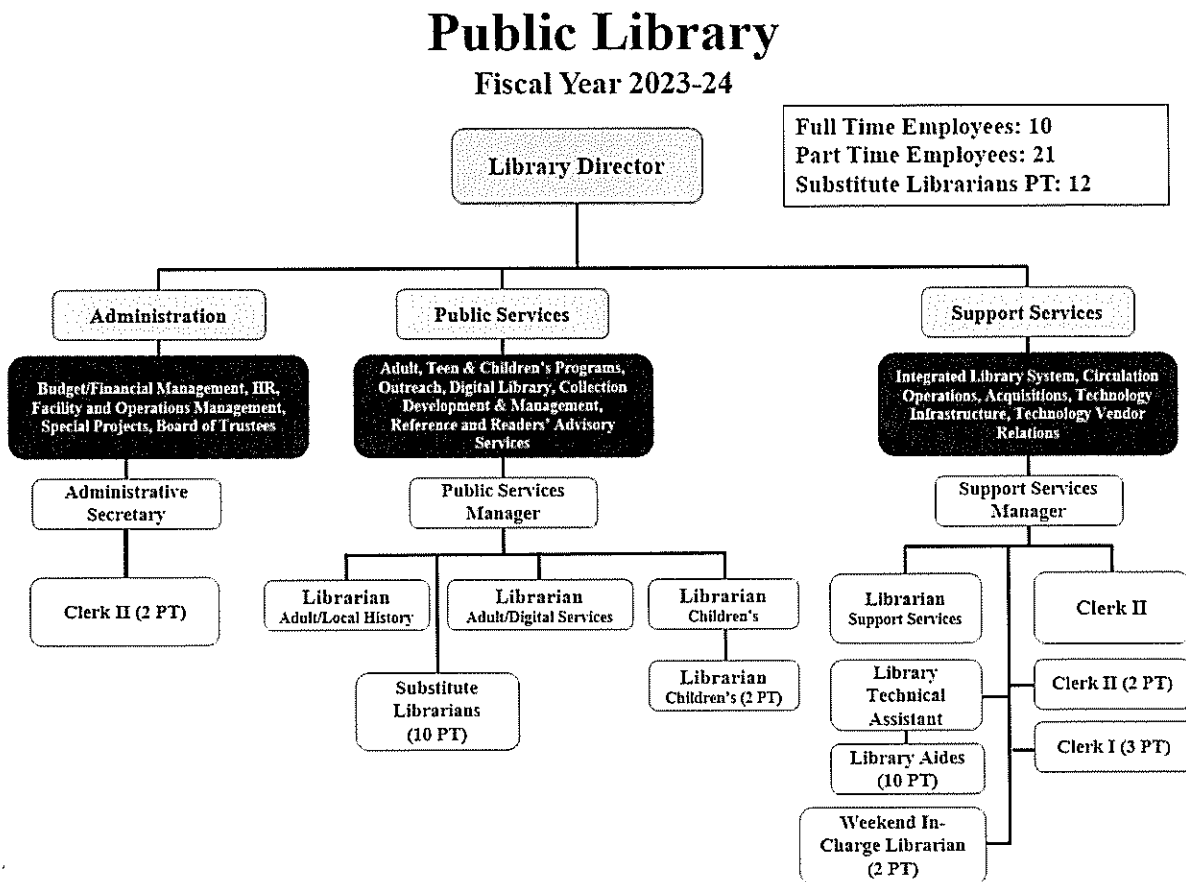
Authorized Positions



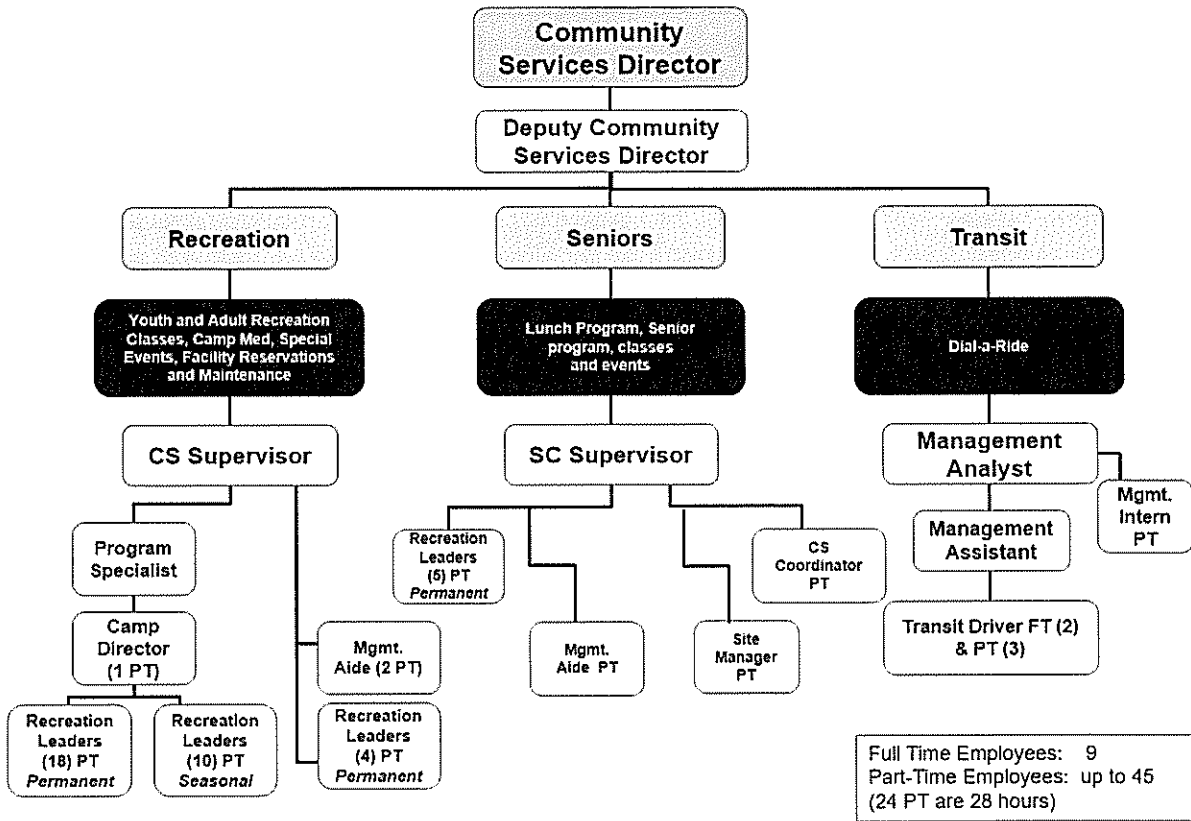
Budget Summary

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
<b>EXPENDITURE SUMMARY</b>						
Wages & Benefits	1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
Operations & Maintenance	310,714	248,738	284,301	336,900	328,165	341,395
Capital Outlay	1,112	24,442	10,525	55,900	55,900	59,000
<b>Total Expenses by Category</b>	<b>1,525,685</b>	<b>1,608,369</b>	<b>1,839,131</b>	<b>1,932,290</b>	<b>1,866,927</b>	<b>2,211,234</b>
[101-8011] Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
<b>Total Expenses by Program</b>	<b>1,525,685</b>	<b>1,608,369</b>	<b>1,839,131</b>	<b>1,932,290</b>	<b>1,866,927</b>	<b>2,211,234</b>

Authorized Positions



Authorized Positions



**RESOLUTION NO. 7776**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA FIREFIGHTERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7622**

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, in early 2022, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with ten other comparable public agency cities of similar size, demographics and services to the public; and

**WHEREAS**, the City's negotiating team met and conferred with the South Pasadena Firefighters' Association (FFA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the FFA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Firefighters' Association, attached as Exhibit A, is approved and adopted by the City Council of the City of South Pasadena.

**SECTION 2.** The City Council declares that this resolution supersedes Resolution No. 7622, which represented the previous Memorandum of Understanding between the City and the South Pasadena Firefighters' Association.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

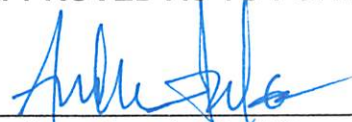
**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of June, 2022.

  
\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Andrew Jared, City Attorney

**I HEREBY CERTIFY** the foregoing Resolution No. 7776 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15<sup>th</sup> day of June, 2022, by the following vote:

- AYES:** Donovan, Mahmud, Zneimer, Primuth, Mayor Cacciotti  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAINED:** None.

  
\_\_\_\_\_  
Christina Muñoz Deputy City Clerk



**ATTACHMENT A**

**Memorandum of Understanding between the City of South Pasadena and  
the South Pasadena Firefighters' Association**

**CITY**  
*of*  
**SOUTH PASADENA**

**AND**

**FIREFIGHTERS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2022-2025**

**EFFECTIVE JULY 1, 2012 – JUNE 30, 2025**

**CITY OF SOUTH PASADENA  
MEMORANDUM OF UNDERSTANDING  
2022-2025**

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1. PARTIES, TERMS AND CLASSIFICATIONS RECOGNIZED

1(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA FIREFIGHTERS ASSOCIATION hereinafter referred to as the "Association" as the exclusive representative for all full-time officers and employees, excepting the classifications of Fire Chief, Deputy Chief, Fire Intern, and Administrative Secretary of the South Pasadena Fire Department.

1(b) REPRESENTED CLASSIFICATIONS

Existing Classifications: The following are the classifications represented by the Firefighters Association:

- |                |                             |
|----------------|-----------------------------|
| A. ....Captain | C.....Firefighter/Paramedic |
| B.....Engineer | D. ....Firefighter          |
|                | E.....Fire Inspector        |

1(c) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the Association pursuant to Government Code section 3500 et. seq.

1(d) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2022 and shall continue in full force until June 30, 2025.

1(e) REOPENERS

A. SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2022-2023, 2023-2024, or 2024-2025 fiscal years:

1. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the July 1 through December 31 period of time in the in the previous fiscal year.

2. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year.

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction),

The Association agrees to meet and confer within fifteen (15) calendar days of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

#### **B. PERSONNEL RULES AND EMPLOYER-EMPLOYEE RELATIONS RESOLUTION/ORDINANCE REOPENER**

During the term of this MOU, the parties agree that the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

During the term of this MOU, the parties agree that the City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

#### **C. HEALTH INSURANCE REOPENER**

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.



2. ASSOCIATION RIGHTS AND RESPONSIBILITIES

2(a) ASSOCIATIONS AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyers-Milias-Brown Act (MMBA) governing meet and confer rights of employee organizations. Each party shall retain those rights respectively vested by local, state and federal law.

2(b) DUES AND BENEFITS DEDUCTIONS

1. The City shall during the term of this MOU, deduct monies for membership dues and Association-sponsored benefit program premiums on a regular basis from the pay of all members who have authorized these deductions in writing. Membership dues will be deducted based on authorization in writing retained by the Association and shall submit to the City a certified list of members and the amount to be deducted for each. The Association shall update that list after members are added or withdraw or when the withholding amount changes. The updated list shall be provided to the City promptly. The City may request a copy of a member or member's signed authorization card when there is a dispute. If changes in deduction cannot be implemented within 30 days, the City shall notify the Association. The City shall remit such funds to the Association within thirty (30) days following the deduction.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for purpose of complying with the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

2(b) CHANGE OF STATUS REPORT

The City shall send to the Association on a monthly basis a change-of-status record of those Association members who are terminated, on leave-of absence, or temporarily disabled.

2(c) GRIEVANCE REPRESENTATION

The City shall provide for the following rule on representation and grievance procedures:

An employee with a grievance may select a representative from the association to assist the employee in utilizing the grievance procedure:

1. The representative shall obtain approval of his/her immediate supervisor before spending any work time in activity related to the grievance procedure. Representatives may spend the time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to grievance processing, investigate allegations that may form the basis for the grievance, and if so requested, appear with the grievant at all levels of grievance resolution. This activity may be undertaken without reprisal, discrimination or intimidation.

The following steps shall be taken to ensure that this activity does not interfere with the ongoing operations of the Department:

2. The representative may not leave his/her workstation or enter a work location under the supervision of other than his immediate supervisor without obtaining prior approval of the concerned supervisors.
3. No overtime pay will be paid for any time spent in the processing of grievances and the time spent on grievance representation and processing shall not be considered "hours worked" for purposes of overtime calculations.

### 3. MANAGEMENT RIGHTS

The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

- a. The exclusive right to determine the mission of its constituent departments, commissions, boards;
- b. Set standards and levels of service;
- c. Determine the procedures and standards of selection of employment and promotions;
- d. Direct its employees;
- e. Establish and enforce dress and grooming standards;

- f. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted;
- g. Determine the content and intent of job classifications;
- h. Determine methods of financing;
- i. Determine the style and/or types of City-issued wearing apparel, equipment or technology to be used;
- j. Determine and/or change the facilities, methods, technology, means, or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted;
- k. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions, including but not of the limited to, the right to contract for or sub-contract any work or operations of the City;
- l. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice;
- m. Establish and modify productivity and performance programs and standards;
- n. Discharge, suspend, demote, reprimand, withhold salary increases and benefits, or otherwise discipline employees in accordance with applicable law;
- o. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith;
- p. Take all necessary actions to carry out its mission in emergencies and;
- q. Exercise complete control and discretion over its organization and technology of performing its work.

The exercise by the City of its management rights shall not in any way, directly or indirectly, supersede the City Personnel Rules and MOU'S. Except in emergencies or when the City is required to make changes in its operations because of the requirement of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other

terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights, is provided for in the MOU, or in the Personnel Rules and Salary Resolutions. By agreeing to Meet and Confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

#### 4. COMPENSATION

##### 4(a)

##### 4(b) SALARY SCHEDULE ADJUSTMENT

###### Non-Safety (Fire Inspector):

1. Effective the first full pay period in July (July 4, 2022), the salaries shall be as stated in Appendix A, titled "July 2022 FFA FT Salary Schedule" which reflect a 4% increase;
2. Effective the first full pay period July (July 3, 2023), the salaries shall be as stated in Appendix B, titled "July 2023 FFAFT Salary Schedule", which reflects a 3% increase over Appendix A; and
3. Effective the first full pay period in July (July 1, 2024), the salaries shall be as stated in Appendix C, titled "July 1, 2024 FFA FT Salary Schedule", which reflects a 2% increase over Appendix B.

###### Safety:

1. Effective the first full pay period in July (July 4, 2022), the salaries shall be as stated in Appendix A, titled "July 2022 FT Salary Schedule" which reflect a five percent (5%) increase;
2. Effective the first full pay period July (July 3, 2023), the salaries shall be as stated in Appendix B, titled "July 2023 FFA FT Salary Schedule", which reflects a five percent (5%) increase over Appendix A; and
3. Effective the first full pay period in July (July 1, 2024), the salaries shall be as stated in Appendix C, titled "July 1, 2024 FFA FT Salary Schedule", which reflects a four percent (4%) increase over Appendix B.

#### 4(b) MOVIE DETAILS

A standardized movie detail pay scale will be applied to all Fire Department ranks at a flat rate of \$90 per hour for details worked on or after January 1, 2021. Effective July 4, 2022, the movie detail rate shall increase to \$95. The following movie detail policy applies to all members covered by this agreement:

Definition: FSO shall be the abbreviation for the Fire Safety Officer.

Any FSO scheduled to work a movie detail shall be paid a minimum of eight (8) hours.

An FSO who is notified of a cancellation of his/her movie detail 24 hours or less from the scheduled start time of the detail shall be paid for the entire scheduled detail.

An FSO who is notified of a change in scheduled hours of his/her movie detail 24 hours or less from the scheduled start time shall be paid for the originally scheduled hours, or the re-scheduled hours, whichever is greater.

In the event a member would otherwise be forced hired for a movie detail, the Association agrees that a Deputy Chief, who is an employee of the City of South Pasadena will be allowed, but not required, to work the movie detail.

Employees on leave pursuant to Labor Code section 4850 may not work on movie details.

Employees on modified light duty or non-work-related injury leaves may be eligible to work movie details if they are cleared medically to do so, by a City approved physician.

#### 4(c) ACTING APPOINTMENTS

Terms: Employees who work one or more shift(s) in a higher classification shall thereafter be paid acting pay equal to the first step of the applicable range of salary of that higher acting classification and in no case less than 5% above the applicable base salary of the affected employee until completion of the acting assignment. Management shall have the discretion to staff vacancies by either rank-for-rank appointments or "move-up" or "move down" acting appointments whereby employees

who are deemed qualified to act in a higher/lower classification, are temporarily utilized to staff the higher/lower classification vacancy. An employee is deemed qualified for an acting appointment if: 1) the employee is a full-time City of South Pasadena Fire Department employee and 2) the employee has successfully passed all portions of the applicable exam, e.g., engineers or captains test, and meets all requests on the current job flier for the rank in which the employee shall be acting. An employee who "moves down," shall not be subject to a decrease in compensation. It shall be the goal of management to take reasonable steps to provide that vacation picks, floating holidays and shift assignments shall not be impacted by an employee's acting status.

#### 4(d) OVERTIME CALCULATIONS

With the exception of sick leave, paid Time-Off shall be considered time worked for the purposes of calculating overtime. If an employee uses sick leave during a 12-day work period, the time out on sick leave shall not count as hours worked in calculating whether the employee is entitled to overtime pay for that 12-day work period. However, if the employee works non-scheduled shifts during a 12-day work period in which sick leave is taken, all the time actually worked during the non-scheduled shifts is considered hours worked in determining whether the 91-hour threshold for overtime pay has been exceeded in that 12-day work period, except where the non-scheduled shifts are worked pursuant to a shift trade with another employee.

The City has established a Fair Labor Standards Act ("FLSA") 7(k) overtime exemption for its sworn employees, setting the work period at twelve (12) days. For non-sworn employees, the seven (7) day workweek shall apply. The workweek or work period for each employee will be noted in their personnel file.

#### 2017-2019 MOU Resolution of Overtime Calculation Dispute

This provision is included for historical context. The City and the Association discovered during the negotiations leading to agreement on the terms of this MOU that payroll has been calculated incorrectly over a period of time. Specifically, (1) vacation time has not been included in time worked for purposes of calculating overtime; and (2) in those FLSA 7(k) 12-day work periods in which no vacation time was taken, unit members were overpaid by five (5) hours at straight time rates. In order to resolve any and all disputes the City and the Association may have

regarding the incorrect payroll calculations, and to avoid grievances, lawsuits and/or other legal actions, the City and the Association agree as part of this MOU as follows:

Beginning July 17, 2019 and adoption of the MOU by the City Council:

1. The City shall include vacation time in time worked for purposes of calculating overtime;
2. The City shall no longer pay the additional five (5) hours at straight time rates for any FLSA 7(k) 12-day work period;
3. The City agrees not to seek to collect any overpayments received by unit members resulting from the miscalculation of payroll described above; and
4. The Association agrees not to seek to collect any underpayments made to its members resulting from the miscalculation of payroll described above, nor assist any of its members to do so.

The City also increased the vacation balances and accrual caps for all unit members employed by the City before June 1, 2017, by a total of 192 hours.

#### **4(e) Lump Sum Non-PERSable Payment for Fire Safety and Non-Safety Personnel**

On or before July 30, 2022, City will provide a lump-sum non-PERSable payment of \$1,750 to active employees hired on or before June 30, 2022 who have passed an initial probationary period. Those employees hired on or before June 30, 2022 who have not yet passed their probationary period, will be paid the \$1,750 lump-sum non-Persable payment upon an employee's successful completion of their probationary period. No lump sum payments will be paid after June 30, 2023.

#### **4(f) Additional LUMP Sum Non-PERSable Payment for Fire Safety Personnel**

In addition to the Lump Sum payment in section 4(e) above, Fire Safety personnel (Captains, Engineers, Fire Fighters and Fire Fire/Paramedics) shall receive an additional non-PERSable Lumpsum payment as follows: On or before July 30, 2022, City will provide a lump-sum non-PERSable payment of \$1,000 to active employees hired on or before June 30, 2022 who have passed an initial probationary period. Those employees hired on or before June 30, 2022 who have not yet passed their probationary period, will be paid the \$1,000 lump-sum non-

Persable payment upon an employee's successful completion of their probationary period. No lump sum payments will be paid after June 30, 2023.

4(g) Class and Compensation Study: The City commits to conducting a classification and compensation study to be completed by January 1, 2025. This classification and compensation study will guide the City to provide equity adjustments to bring classifications to within 5% of the average for their classification in July 2025. The parties agree to re-open on the results of the classification and compensation study during the term of this agreement. Any change(s) to compensation are subject to mutual agreement and are not subject to impasse resolution procedures.

5. RETIREMENT BENEFITS (SUBJECT TO AB 340 LANGUAGE BELOW)

5(a) CALPERS (FIRE SAFETY)

1. 2% at 50: The City agrees to continue its current contract with PERS to provide all classic Fire Safety Employees with the 2% at age fifty option (Government Code Section 21362.) Classic members are those that do not meet the definition of "new member" under the California Public Employees' Pension Reform Act of 2013 ("PEPRA").
2. Veterans: The City shall contract with PERS to provide for veterans to buy back military service time (Government Code Section 20996.)
3. The City shall provide the Post Retirement Survivor Allowance benefit, Level 4 (Government Code Section 21624, 21626, 21628.)
4. The City has adopted a resolution implementing IRS Section 414(h)(2). This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.
5. Sick Leave Conversion: The City agrees to contract for the benefit of sick leave conversion pursuant to Section 20862.8 and 20963 of the California Government Code.
6. Highest one year: Effective January 1, 1982, the computation for retirement benefit for each classic employee in the bargaining unit shall be computed on their highest single year's salary pursuant to Section 20042 of the State Government Code.



7. City Paid Portion Employee's Share: Effective July 1, 2013.  
All classic sworn unit members shall pay 100% of the statutorily required member contribution.

AB 340 (the California Public Employees' Pension Reform Act of 2013," PEPRA") as it may from time to time exist, shall in its entirety be given full force and effect. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government Code section 7522.30)

"New members" as defined by PEPRA on and after January 1, 2013, shall be enrolled in SAFETY OPTION PLAN TWO (2.7% at 57) (Government Code section 7522.25(e)).

All "new members" shall have their final compensation determined by reference to the highest average annual pensionable compensation earned by the member during a period of 36 consecutive months immediately preceding retirement or other 36 consecutive month period as allowed by Government Code § 7522.32(1).

8. CalPERS (NON-SAFETY)

a) Classic non-safety miscellaneous members (e.g., Fire Inspector) shall be enrolled in the CalPERS 2% @ 55 retirement formula. Classic non-sworn members shall pay the entire statutory employee contribution to CalPERS;

b) Non-safety miscellaneous "New Members" shall be enrolled in the CalPERS 2% @ 62 formula and shall pay the PEPRA mandated contributions (as described above).

9. RETIRED EMPLOYEE'S MEDICAL COVERAGE

Employees who became annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only. Payment will be based on the actual employee only premium for insurance programs offered through PERS prior to being Medicare eligible and based upon PERS supplemental plans that mandate enrollment upon becoming Medicare eligible. As regards unit employees hired on or after the date of City Council adoption of Resolution No. 7226 on June 20, 2012, the City contribution to an individual employee's health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward. (9-1012) As regards all unit employees employed by the City prior to City Council adoption of Resolution No. 7226 on June 20, 2012, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of \$625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

10. DEFERRED COMPENSATION

Effective the first full pay period in January 2023, or as soon thereafter as practicable, the City will make changes to its deferred compensation program to allow for a City contribution for the employees covered under this agreement. Effective in January 2023, or as soon thereafter as City can reasonably update the program, the City will contribute One percent (1%) of employee's base salary to their deferred compensation plan.

6. INSURANCE BENEFITS

6(a) MEDICAL INSURANCE

The employer contribution for available health benefit plans shall be the minimum amount mandated by Government Code section 22892 as it may from time to time change. The difference between the statutory minimum and the amounts set forth below, shall be provided to unit members by means of an IRS approved cafeteria plan, depending on the level of coverage selected.

Employee only	\$625
Employee + 1	\$1,025
Employee + family	\$ 1,200

Effective July 1, 2020, the City's monthly contributions shall as follows:

Employee only	\$625 (base) + \$200 = \$825
Employee + 1	\$1,025
Employee + family	\$1,200

Effective January 1, 2023, the City's monthly contributions shall be as follows:

Employee only	\$625 (base) + \$200 = \$825
Employee + 1	\$1,025 + \$275 = \$1,300
Employee + family	\$1,200 + \$300 = \$1,500

Effective January 1, 2024, the City's monthly contributions shall be as follows:

Employee only	\$625 (base) + \$200 = \$825
Employee + 1	\$1,300 + \$260 = \$1,560
Employee + family	\$1,500 + \$360 = \$1,860

For employee only coverage, the additional \$200 per month represents an additional contribution made only if needed to pay for the employee's chosen medical insurance plan coverage and may not be used as any form of cash in lieu.

For all other coverage options, the amount stated is to cover plan premiums, and may not be used as any form of cash in lieu.

6(b) DENTAL INSURANCE

1. The City agrees to provide \$75.00 per month for employee and dependent dental coverage.
2. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost to the City for a new carrier does not exceed the current \$75.00 per month.
3. The above dental fund shall be paid by adding \$75.00 to the above cafeteria plan.

6(c) LIFE INSURANCE

Employee Coverage: Effective July 1, 1992, the City agreed to provide for each employee in the bargaining unit a life insurance policy in the sum of fifty thousand dollars (\$50,000).

6(d) VISION CARE

Employee and Dependent Coverage: It is agreed that the City will pay up to \$20.00/mo. of the employee and dependent premium. Said amount shall be paid by being added to the above cafeteria plan.

6(e) LONG TERM DISABILITY

1. The City will contribute 100% of the full cost of a Long-Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.

6(f) OPT OUT PROVISION

Employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period.

An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not make payment if it knows or has reason to know that the employee or tax family member does not have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu in the amount of \$300 per month. Cancellation of the coverage becomes effective on the first day of any month after the 45-day written notice is received.

**6(g) RE-ENROLLMENT PROVISION**

Employee who opts out under Section 7(f) may choose to re-enroll in the MEDICAL INSURANCE coverage as provided by the City of South Pasadena. Employee who wishes to re-enroll may do so only during the open enrollment period unless a qualifying event or retirement occurs, which will then permit the employee to re-enroll before the next open enrollment period.

**6(h) IRS 125 PLAN**

The City has implemented an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

**7. RECOGNIZED HOLIDAYS**

The City shall grant the following holidays to all employees, including regular (permanent) part-time employees:

1. January 1 .....New Year's Day
2. 3rd Monday in February .....President's Day
3. Last Monday in May .....Memorial Day
4. June 19 .....Juneteenth
4. July 4.....Independence Day
5. 1st Monday in September .....Labor Day
7. November 11 .....Veteran's Day
8. 4th Thursday in November .....Thanksgiving Day
9. 4th Friday in November.....Friday after Thanksgiving
10. December 25 .....Christmas Day

Holiday Shift: For the purpose of this MOU, a holiday is defined as a 12-hour period.

Holiday Pay: Any employee whose regular schedule does not require the employee to work on a Holiday shall be paid at the rate of twelve (12) hours of straight time. Any employee whose regular schedule requires the employee to work on a holiday shall be paid for a 12-hour holiday in addition to their salary for the shift.

8. FLOATING HOLIDAYS

8(a) ACCRUAL RATES

Two floating holiday shifts are granted to the employee during each fiscal year after (6) months of employment at his/her request at a time he/she selects, which meet the approval of the department head. A floating holiday shift shall be defined as a 24-hour period.

8(b) USE OF FLOATING HOLIDAYS

Each employee is entitled to two (2) Floating Holiday shifts between July 1 and June 30 of each fiscal year. These floating Holidays may be taken either in time off or in pay, subject to the irrevocable election requirement set forth in Section 10(h). Floating Holidays may not be carried over.

9. VACATION

All vacation time shall be subject to the exceptions set forth in Section 4(d) of this MOU, entitled "Overtime Calculations," where applicable.

9(a) ACCRUAL RATES

It is understood that vacation is earned as per this Vacation Time Schedule Chart:

VACATION TIME SCHEDULE CHART

YEARS OF SERVICES	SHIFTS OF VACATION
0 - 2 YEARS .....	8 SHIFTS
3 - 4 YEARS .....	9 SHIFTS
5TH YEAR .....	10 SHIFTS
6 - 10 YEARS .....	11 SHIFTS
11 - 15 YEARS .....	12 SHIFTS
16 - 20 YEARS .....	13 SHIFTS

21 - 24 YEARS .....14 SHIFTS  
25TH YEAR & OVER .....17 SHIFTS

Employees hired on or after the effective date of this Agreement (July 1, 2022), the City Manager, shall credit an employee's previous fire safety experience to be counted towards an employee's total Years of Service calculation. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

Employees hired before the effective date of this agreement, may request that prior fire safety experience count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department.,. This adjustment shall be effective on the date of City Manager approval.

9(b) MAXIMUM ACCUMULATION

It is the goal of association members and the City that no more than a one-year allocation of shifts as per the Vacation Time Chart be accumulated. It shall be incumbent upon the Fire Chief to ensure that employees are allowed time off. If, an employee's vacation accumulation exceeds the equivalent of eighteen (18) months' worth of accrual, the employee's vacation accrual will cease until it falls below eighteen (18) months. For employees hired before June 1, 2017, this cap shall be increased by 192 hours. Except, however that the City Manager, at their sole discretion, and upon written request, may grant vacation hours to carryover, for extenuating circumstances up to an additional year of accumulation.

9(c) BUY-BACK

Vacation: Upon the request of a member and the approval of the Fire Chief, a member will have the option of payment in lieu of time-off for up to six 24 hour shifts each fiscal year, subject to the irrevocable election requirement in Section 10(h).

10. SICK LEAVE

10(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 5.54 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. One sick leave day is equivalent to one 24-hour shift.

10(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

10(c) SICK LEAVE INCENTIVE

1. At the end of each fiscal year, employees who have accumulated 240 hours of sick leave may convert up to 48 hours accumulated sick leave to cash at the rate of one hundred percent (100%).

For employees hired on or after July 1, 2000, a maximum of 24 hours combined during their first and second years of employment, if those hours are accumulated and unused.

After the second year of employment, employee is eligible for the regular buy-back incentive.

2. Please note that all buy-backs shall be implemented one time each fiscal year and paid by a separate payroll check between the first and second regular payrolls that end in July. This will be subject to the irrevocable election procedure in Section 10(h). The individual seeking a buy-back shall be employed as of June 30 of any year where a buy back is applicable. Employees' sick leave accumulation balance will be decreased by the corresponding number of hours the employee has received in cash buy-back.
3. Sick leave transferred to another employee's sick leave bank will not be counted for the purposes of the incentive buy-back program.



10(d) CONVERSION TO CALPERS SERVICE CREDIT

Employees on service retirement may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

10(e) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave.

Employees must give their immediate supervisor reasonable advance written or oral notice. If the need for sick leave is not foreseeable, the employee shall provide written or oral notice of the need for the leave as soon as practicable.

Employees shall be entitled to use accrued paid sick days beginning on the 90th day of employment, after which day the employee may use paid sick days as they are accrued.

Accumulated sick leave may be used for the following:

- (1) **Employee's own illnesses** that may cause the employee to miss work or attend a medical appointment. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested.
- (2) **Employee's family member's illness**  
Employees may use their accrued and available sick leave in an amount up to one half of what an employee accrues annually to attend to the illness of any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.
- (3) **Employee who is a victim of domestic violence**  
Employees may use their accrued and available sick leave to  
(a) obtain or attempt to obtain a temporary restraining order or

other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety

**10(f) SICK LEAVE USED ON HOLIDAYS**

If an employee uses sick leave during a holiday, the time shall be deducted from the employee's sick leave and the holiday pay will remain. A holiday shall be defined as beginning at 7:00 a.m. of the day the holiday actually occurs and continue until 7:00 a.m. the following day. This definition shall be used only for the purpose of determining whether or not a firefighter uses sick leave during a holiday.

**10(g) VERIFICATION OF SICK LEAVE**

1. The City shall have the option to require a doctor's verification of the adequacy of the reason for an employee's absence during the time for which sick leave was requested only after three consecutive sick leave shifts are used.
2. If the employee has a history or pattern of sick leave misuse or overuse, to the extent allowed by law, the City may require written verification or medical documentation even if the employee does not use three consecutive shifts of sick leave as outlined above. Examples of misuse or overuse include but are not limited to:
  - Use of sick leave in conjunction with vacation, trades, or other authorized leave.
  - Significantly lower number of accumulated sick leave hours than the average of other employees.
  - Significantly higher number of sick leave days taken compared to other employees.

**10(h) IRREVOCABLE ELECTION REQUIREMENT FOR LEAVE BUY BACKS/CASH OUTS**

Beginning in December, 2019, and each December thereafter, employees who wish to have the City buy back floating holidays under Section 8(b), vacation under Section 9(c) or sick leave under Section 10(c) in the following calendar year, shall make an irrevocable election and submit it to the City, in writing in December, as to the number of hours they want to cash out the following calendar year. The election for floating holidays

under Section 8(b) shall be an election based on those hours that the employee will receive on July 1 of the next calendar year. The election for vacation under Section 9(c) or sick leave under Section 10(c) shall be an election based on the accrual of those leaves between January 1 through June 30 of the next calendar year. Employees must meet all other existing requirements to cash out leave under these sections. Payment for eligible cash outs will be made in July. Employees may request payment for eligible cash outs for vacation leave to be made in June and/or December of each year.

The City shall make a form available to employees to make the irrevocable election.

## 11. BEREAVEMENT LEAVE

### 11(a) ACCRUAL RATES

Employees shall receive a total of four (4) shifts of paid Bereavement and Family Illness Leave each fiscal year.

### 11(b) USE OF BEREAVEMENT LEAVE

Use of Bereavement Leave shall be limited to two (2) occurrences per fiscal year, and two (2) shifts per occurrence.

Employees may use Bereavement Leave for the preparation and/or attendance of services of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, registered domestic partner, parents, step-parents child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

## 12. UNIFORMS

Uniform Replacement Allowance: Effective upon City Council adoption of the 2022-2025MOU, employees shall be provided a \$700.00 uniform replacement allowance per fiscal year for the purchase of uniforms for sworn employees and also be provided a Uniform Maintenance Allowance of \$225 per fiscal year. These allowances shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.

Class "A" Uniform: new employees who successfully complete their probationary period will be provided with one (1) Class "A" uniform. The definition of a class "A" uniform will be established by way of a memorandum. Any proposed change to the list of items shall be discussed with department members prior to implementing the change.

### 13. WORKING CONDITIONS

#### 13(a) ADDITIONAL DUTIES

It is agreed that during the term of this MOU, Fire Department personnel, with full understanding that emergency fire, medical and related duties shall be given highest priority, will perform from time-to-time the following additional duties:

1. Inspections: Firefighters will in conjunction with the Fire Department conduct inspections, check City business licenses.
2. Volunteer Training: Firefighters will train Fire Volunteers pursuant to State Firefighter I Certification Program.

#### 13(b) MEALS

1. Meals Together: Effective upon the execution of this MOU, the City shall amend the South Pasadena Municipal Code so as to include a requirement that all shift personnel through and including the rank of Division Chief shall be required to eat all on-duty meals together.

#### 13(c) WORK SCHEDULE (SWORN)

1. Work Week Defined: For all members of the bargaining unit, a workweek shall be defined as fifty-six (56) hours worked in a seven (7) day period.
2. Shift Schedule: Effective April 11, 1991, the work shift schedule for all suppression personnel will be 48 hours on duty and 96 hours off duty.
3. FLSA Cycle: The FLSA cycle will consist of a twelve (12) day cycle starting at 0700 hours, and consisting of 91 maximum non-overtime hours.

4. Shift Trade - December 24<sup>th</sup> and 25<sup>th</sup>: In the event a shift is required to work December 24<sup>th</sup> and December 25<sup>th</sup>, the shift assigned to work December 23<sup>rd</sup> will work on December 24<sup>th</sup> and the shift assigned to work on December 24<sup>th</sup> will work on December 23<sup>rd</sup>. For the purpose of payroll, this will be considered a 24-hour trade.

Non-sworn – the non-sworn employees shall be scheduled to work forty (40) hours in an FLSA workweek.

#### 14. OTHER BENEFITS

##### 14(a) LONGEVITY PAY

1. 2% Each 5 Years: It is agreed that effective July 1, 1984, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year intervals of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired after January 1, 1996. Members on the City payroll on or before December 31, 1995 will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions of Section 2A "2% Each 5 Years". Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.

##### 14(b) ADDITIONAL ASSIGNMENTS AND PAY

5% Incentive Pay: The City shall increase the pay of each employee assigned to the additional positional duties listed below by 5 % of their base pay for the duration of their assignments. The Fire Chief will make said appointments from existing personnel and the individual shall serve at the pleasure of the Fire Chief.

###### Types of Assignments:

- A. Paramedic Coordinator
- B. Certified mechanic to be assigned to fire department equipment only.
- C. Fire Investigator
- D. CERT Coordinator

- E. Fitness Coordinator (see Section 14(d)(2) this Article for program Description)

The Fire Chief may from time-to-time, through the City budget process, create other additional assigned positional duties.

- F. One (1) Department of Motor Vehicle (DMV) Coordinator
- G. One (1) Safety Equipment Coordinator
- H. One (1) Breathing Apparatus Coordinator (BAC)

These last three assignments are discretionary appointments by the Fire Chief and appointments shall be made or not made, at the Fire Chief's discretion, every year.

Representative duties while on these appointments are below.

**A. Paramedic Coordinator:**

- Ensure that the fire department and its personnel are compliant with all local, state and federal policies and procedures.
- Monitor compliance with personnel certificates and licenses.
- Maintain records and correspondences.
- Act as our fire department liaison for our Medical Director, nurse educator and all local hospitals.
- Review and seek corrections for the controlled medication log Ref 702.2
- Respond to all correspondences required with local provider agencies and DHS.
- Maintain stock levels of EMS supplies including hard goods and medications.
- Communicate all changes in personnel status to DHS.
- Request prescription annually from our medical director.
- All other related duties as required

**B. Certified Fire Mechanic:**

- Maintain maintenance records for each fire apparatus
- Perform routine and basic maintenance of fire apparatus and other vehicles assigned to the fire department.
- Schedule periodic maintenance and repairs for all fire apparatus.
- Manage the annual budget for apparatus repair and maintenance.

**C. Fire Investigator:**

- Respond to and investigate fire scenes
- Identifying and collecting evidence
- Determining whether or not a crime has been committed
- Writing reports and maintenance
- Identifying potential motives and suspects
- Interviewing witnesses and interrogating suspects
- Arresting suspects
- Working closely with other law enforcement partners
- Providing courtroom testimony
- Participate in South Pasadena Police department firearms and arrest and control training per their training schedule
- Complete Verdugo cities task book for investigators

**D. One (1) CERT Coordinator:**

- Annually review and update as needed the CERT Standard Operating Procedures Manual.
- Manage the annual budget for CERT
- Publish an annual CERT calendar of events
- Schedule and teach up to two Basic CERT classes per year.
- Schedule and teach one CERT Refresher class per year.
- Develop, organize and maintain a CERT Team
- Schedule one CERT Team drill per year.
- Schedule CERT Team members to represent CERT at public events

**E. Fitness Coordinator (See also Section 14(d)(2) for additional description):**

- Prepare and implement program standards.
- Set up a required record keeping process.
- Conduct voluntary physical fitness testing twice annually.
- Establish and maintain a reporting process.
- Provide the finance department the names of the employees who voluntarily took and passed both fitness tests and how much of a bonus each employee is due. This notification shall be made at least 30 days before the required due date as indicated by the finance department.

**F. Department of Motor Vehicle (DMV) Coordinator**

- Ensures record of Class B Licenses are all current and valid
- Maintains records of all Firefighter Endorsements
- Prepares driving route for Engineer's Exams
- Ensure records are complete and maintains all records are current and valid

**G. One (1) Safety Equipment Coordinator**

- Maintain records for replacement, and issued safety equipment.
- Manage the annual budget for Safety Equipment and Clothing.
- Maintain spare stock of common equipment for immediate replacement.
- Replace old, damaged or lost equipment as needed.
- Send damaged salvageable safety equipment out for repair.

**H. One (1) Breathing Apparatus Coordinator (AKA - BAC/SCBA Coordinator):**

- Maintain records for all maintenance, repairs, annual and five year testing requirements.
- Manage the annual SCBA budget.
- Schedule all required testing of SCBA backpacks, Cylinders and personnel fit testing.
- Schedule all needed repairs.
- Track 15-year life span and replace SCBA bottles as necessary.

**14(c) SENIORITY**

For administrative purposes, seniority shall date from the date of the first appointment to the Department, whether temporary, limited, or otherwise - provided, however, that service is unbroken. If service is broken by resignation or removal, seniority shall date from the date of last appointment to the department.

**14(d) FITNESS PROGRAM**

1. Annual Cash Bonus: Members who pass standards of a voluntary physical fitness program, which is currently established by the South Pasadena Firefighter's Association, will receive a \$300, \$400, or \$500 annual cash bonus. Bonus shall be paid in December of each year that the member meets program standards.
2. Fitness Coordinator: There shall be authorized one (1) program coordinator who shall be responsible for the implementation and operation of the program.
  - a. Appointment of the coordinator shall be made by the Fire Chief. The coordinator shall receive 5 % of base salary for management of program activities. Said 5 % shall be effective January 1, 1993.



- b. Duties: Fitness Coordinator shall prepare and implement program standards and shall be responsible for setting up required record keeping process, conducting voluntary physical fitness tests and for the establishment of a program reporting process, which, along with other needs, provides the Finance Department with a timely schedule of which employees and how much of a fitness bonus each employee shall receive. Timely notice shall be at least 30 days.

#### 14(e) EMPLOYEE WELLNESS, BALANCE AND PROFESSIONAL DEVELOPMENT

The City recognizes the importance of promoting employee wellness, balance and professional development. As such, the City shall bring the below listed benefits, as offerings and supplemental optional employee wellness & balance and professional development initiatives/programs, at no cost to the employee:

- (a) A meditation room will be made available for employee use to create a calm space that allows for mindfulness and wellness; and
- (b) Yoga & fitness classes will be offered on a regular basis in Council Chambers and/or at other city facilities, to support employee health and wellness; and
- (c) City sponsored Toastmasters club on site (includes membership & lunch) to provide opportunity for employees to develop public speaking and engagement skills with fellow city employees; and
- (d) A natural green space area will be created behind City Hall to facilitate time outside for lunches or meetings.

#### 14(f) TUITION REIMBURSEMENT

There shall be no tuition reimbursement. However, where an employee is already enrolled in a City Manager/designee approved course prior to the City Council resolution of the 2011-2012 impasse, the employee shall be eligible for reimbursement for said course(s) only.

#### 14(g) REIMBURSEMENT FOR MEETINGS AND SEMINARS

Quarterly Officers Meetings: It is agreed that the City will compensate each off-duty officer who attends quarterly meetings at the rate of time and one-half of the employee's base rate.

Seminars: It is agreed that the City will provide a per diem for employees who voluntarily attend approved seminars to compensate for meals, travel, lodging, and other related charges.

14(h) EDUCATIONAL INCENTIVE PAY

AA or AS Degrees: Unit members employed prior to January 31, 1998 and who prior to July 31, 1998 possessed or earned an AA or AS degree, shall receive a two and one-half (2.5%) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible for this differential upon proof of having completed thirty (30) fire service related units and Department Head approval, prior to July 31, 1998.

BA or BS Degrees: Unit members employed prior to January 31, 1998 and who prior to January 31, 1998 possessed or earned a BA or BS degree as of January 31, 1998, shall receive a five percent (5 %) pay differential. Subject to the above January 31, 1998 restrictions, an employee will also be eligible upon proof of sixty (60) fire service related units and Department Head Approval, having occurred prior to January 31, 1998.

5% maximum: However, in no case shall the total education pay differential for any employee exceed five percent.

14(i) CERTIFICATE BONUS PAY

1. As of January 1, 1999, the City will provide "in-house" continuing education for paramedic certification. So long as the city continues such training, the bonus payment of \$1,000 paid to firefighter paramedics will not be paid. In the event the "in house" training becomes unavailable for any reason, firefighter paramedics will begin to receive the bonus and will be required to obtain training necessary to maintain their certifications off duty as was done prior to this agreement.

2. If during the period a paramedic is in the process of continuing education the in-house program is discontinued for any reason and the paramedic' certification lapses because of the discontinuation of the program, the City agrees to compensate the paramedic for the required coursework and will continue to pay the paramedic at the firefighter paramedic rate of pay while he is completing the certification even though he or she may not be able to perform

paramedic duties. This provision does not apply to a firefighter paramedic who fails to obtain his certification.

14(j) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional one hundred and twenty-five dollars (\$125) each month, for a total of \$1500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, members shall be required to take and pass a bilingual proficiency test as established and agreed to between the City and the Association. The program will become effective upon the adoption of this resolution.

14(k) PARAMEDIC INCENTIVE PAY

Effective July 1, 2019, Captains and Engineers who maintain their paramedic certification will receive a specialty incentive pay equal to 5% of base salary.

15. PROMOTION/LAYOFF PROCEDURE

15(a) FIREFIGHTER/PARAMEDICS PROMOTION

Appointment: All firefighter/paramedic vacancies shall be filled on a promotional basis provided that qualified personnel are available for appointment.

15(b) LAYOFF PROCEDURE

Layoffs shall occur according to Rule 14.3 of the City's Personnel Rules and Regulations.

Any Fire Captain promoted to Division Chief during the term of this MOU will, if the command staff structure changes and Division Chief position(s) are eliminated, have the right to bump back to the position of Fire Captain.

The position of Fire Captain is subject to being bumped by a Fire Division Chief that is laid off. The Fire Captain to be bumped will be the Fire Captain with the least seniority in the Fire Captain classification in the City. The Fire Captain to be bumped may choose to bump a Fire Engineer in lieu of layoff with the least City seniority in the position of Fire Engineer, if the Fire Captain previously served as a Fire Engineer for the

City. If not, the Fire Captain can bump a Firefighter/Paramedic in lieu of layoff with the least seniority in the position of Firefighter/Paramedic. The Fire Engineer to be bumped may choose to bump a Firefighter/Paramedic in lieu of layoff with the least City seniority in the position of Firefighter/Paramedic.

16. PAYMENT PROCEDURES

16(a) UNIFORMS

Uniform replacement and maintenance allowances shall be paid in July via direct deposit within the employee's regular payroll.

16(b) BONUS CHECKS

Physical Fitness bonus checks, as earned under section 14(d), shall be paid via direct deposit separate from regular payroll and shall be made in December.

16(c) FORM W-4 REGARDING TAX WITHHOLDING CHANGES

Employees are permitted to make changes to their Form W-4 tax withholdings.

17. STAFFING

17(a) Each shift shall be staffed with a minimum of six full-time South Pasadena fire department employees. The six (6) employee staffing shall consist of: One (1) Captain, two (2) Engineers, and three (3) Firefighters/paramedics.

18. GENERAL PROVISIONS

18(a) SEVERABILITY PROVISION

Should any provision of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdictions, all other provisions of this MOU shall remain in full force and effect for the duration of this MOU.

18(b) EFFECT

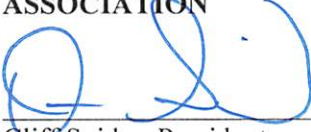
It is understood and agreed that this Agreement shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City

Council to approve in whole or in part. If the City Council approves in full, then this Agreement shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises, and representation made by either party; and both parties acknowledge that each has met and conferred in good faith in negotiations to this point.

19. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15 day of June 2022.

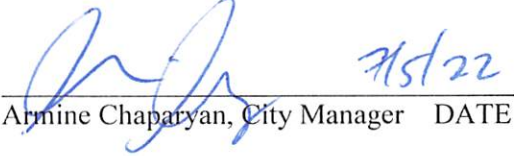
**SOUTH PASADENA FIREFIGHTERS ASSOCIATION**

  
Cliff Snider, President      7/5/22      DATE

  
Anthony Corrao, Vice President      7/5/22      DATE

**CITY OF SOUTH PASADENA**

  
Michael A. Cacciotti Mayor      7/14/22      DATE

  
Armine Chaparyan, City Manager      7/5/22      DATE

**APPENDIX A (Current)**

**Firefighters' Association Monthly Salary Schedule**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
<b>Captain</b>	\$8,113	\$8,519	\$8,945	\$9,392	\$9,861	
<b>Fire Fighter/Paramedic</b>	\$6,990	\$7,340	\$7,707	\$8,092	\$8,496	
<b>Fire Engineer</b>	\$6,682	\$7,016	\$7,367	\$7,735	\$8,122	\$8,528
<b>Firefighter</b>	\$5,303	\$5,568	\$5,847	\$6,139	\$6,446	
<i>non-sworn</i>						
<b>Fire Inspector</b>	\$6,036	\$6,338	\$6,655	\$6,988	\$7,337	

**APPENDIX B**

**Firefighters' Association Monthly Salary Schedule**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Captain	\$8,519	\$8,945	\$9,392	\$9,861	\$10,354	
Fire Fighter/Paramedic	\$7,340	\$7,707	\$8,092	\$8,497	\$8,922	
Fire Engineer	\$7,016	\$7,367	\$7,735	\$8,122	\$8,528	\$8,955
Firefighter	\$5,568	\$5,847	\$6,139	\$6,446	\$6,768	
<i>non-sworn</i>						
Fire Inspector	\$6,277	\$6,591	\$6,921	\$7,267	\$7,630	

*Effective first full payroll period following July 1, 2022*

## APPENDIX C

### Firefighters' Association Monthly Salary Schedule

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Captain	\$8,945	\$9,392	\$9,861	\$10,354	\$10,872	
Fire Fighter/Paramedic	\$7,707	\$8,092	\$8,497	\$8,922	\$9,368	
Fire Engineer	\$7,367	\$7,735	\$8,122	\$8,528	\$8,955	\$9,402
Firefighter	\$5,847	\$6,139	\$6,446	\$6,768	\$7,107	
<i>non-sworn</i>						
Fire Inspector	\$6,466	\$6,789	\$7,129	\$7,485	\$7,859	

*Effective first full payroll period following July 1, 2023*



## APPENDIX D

### Firefighters' Association Monthly Salary Schedule

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Captain	\$9,302	\$9,767	\$10,256	\$10,769	\$11,307	
Fire Fighter/Paramedic	\$8,015	\$8,416	\$8,837	\$9,279	\$9,743	
Fire Engineer	\$7,662	\$8,045	\$8,447	\$8,869	\$9,313	\$9,778
Firefighter	\$6,080	\$6,384	\$6,704	\$7,039	\$7,391	
<i>non-sworn</i>						
Fire Inspector	\$6,595	\$6,925	\$7,271	\$7,635	\$8,016	

*Effective first full payroll period following July 1, 2024*

**RESOLUTION NO. 7775**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, APPROVING UNREPRESENTED MANAGEMENT EMPLOYEE BENEFITS LISTING AND MANAGEMENT SALARY SCHEDULE SUPERSEDING RESOLUTION NO. 7626**

**WHEREAS**, the City Council has set a priority to establish salaries at a level that both attracts and retains the most qualified staff while carefully managing scarce resources; and

**WHEREAS**, the City Manager has reviewed the compensation package applicable to managers and has evaluated it in the context of the current and future fiscal environment; and

**WHEREAS**, the City Council finds that the salary and benefit adjustments set forth in this resolution are reasonable and address the recruitment, retention, and fiscal needs of the City.

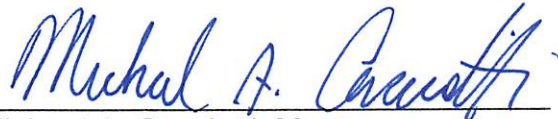
**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** Management Benefits as set forth in "Exhibit A" and the Management Salary Schedules set forth in "Exhibit B" shall be approved.

**SECTION 2.** The City Council declares that this resolution supersedes Resolution No. 7626, which represented the previous benefits listing and salary schedule for unrepresented management employees.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of June, 2022.




Michael A. Cacciotti, Mayor

**ATTEST:**



Christina Muñoz, Deputy City Clerk

**APPROVED AS TO FORM:**



Andrew Jared, City Attorney

**I HEREBY CERTIFY** the foregoing Resolution No. 7775 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15<sup>th</sup> day of June, 2022, by the following vote:

- AYES:** Donovan, Mahmud, Zneimer, Primuth, Mayor Cacciotti
- NOES:** None.
- ABSENT:** None.
- ABSTAINED:** None.



Christina Muñoz Deputy City Clerk

**EXHIBIT A**

**MANAGEMENT BENEFITS**

The following shall be the classifications, compensation and benefit plan for management employees:

**SECTION 1. TERM**

The following established classifications, salaries and benefits of employment for management employees shall be in effect upon adoption by the City Council.

**SECTION 2. CLASSIFICATIONS**

Accounting Manager  
Assistant City Manager  
Assistant Library Director  
Assistant to the City Manager  
Chief City Clerk  
Community Development Director  
Community Services Director  
Community Services Supervisor  
Deputy City Manager  
Deputy Community Development Director  
Deputy Community Services Director  
Deputy Public Works Director  
Deputy Fire Chief  
Deputy Police Chief  
Environmental & Sustainability Manager  
Executive Assistant  
Finance Director  
Finance Manager  
Fire Chief  
Fire Division Chief  
Human Resources & Risk Manager  
Library Director  
Management Services Director  
Planning Manager  
Police Chief  
Police Lieutenant  
Principal Management Analyst  
Public Works Director  
Public Works Operations Manager  
Sr. Civil Engineer  
Water Operations Manager

### **SECTION 3. SALARY**

(a) All classifications shall receive a four percent (4%) salary increase in first full pay period in July 2022 or first full pay period after Council ratification, whichever is later; and

(b) All classifications shall receive a three percent (3%) salary increase in first full pay period in July 2023 or first full pay period after Council ratification, whichever is later; and

(c) All classifications shall receive a two percent (2%) salary increase in first full pay period in July 2024 or first full pay period after Council ratification, whichever is later; and

The salaries for management employees shall be those contained in Exhibit B, "Management Salary Schedules."

### **SECTION 4. RETIREMENT**

A. The City agrees to participate in the California Public Service Employees' Retirement System (CalPERS). Classic CalPERS safety members (Police Chief, Fire Chief, Deputy Fire Chief, Fire Division Chief and Police Captains) i.e., those that do not qualify as "new" members under the California Public Employees' Pension Reform Act of 2013 ("PEPRA" or "AB 340") shall participate in the 2%@50 plan with single highest year compensation. As required under PEPRA, new CalPERS safety members shall participate in the 2.7%@57 plan with the highest average annual pensionable compensation earned during a period of 36 consecutive months rather than single highest year. For all non-safety Management employees, Classic CalPERS members shall participate in the 2%@55 plan with single highest year final compensation and as required under PEPRA, new members shall participate in the 2.0%@62 plan with highest average annual pensionable compensation earned during a period of 36 consecutive months.

B. Classic members shall pay a member contribution rate of seven percent (7%) (non-safety) or nine (percent) 9% (safety) of their compensation. New members shall pay a member contribution equal to fifty percent (50%) of the normal cost (as determined by CalPERS).

C. The City's plan shall provide the sick leave conversion benefit.

### **SECTION 5. RETIRED EMPLOYEE'S MEDICAL COVERAGE**

Employees who became annuitants prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only, with said payment not exceeding the premium requirement for insurance programs offered through CalPERS, both prior to and after becoming Medicare eligible.

Effective on July 1, 2020, the City shall restructure the way it funds current employee and retiree medical insurance benefits. The City's goal is to keep all current retirees and employees whole while reducing the future retiree

medical benefits of new employees hired on or after July 1, 2020. Therefore, the City has adopted the following changes effective on July 1, 2020 to apply to employees hired on or after July 1, 2020:

(a) Modify the City's PEMHCA resolution with CalPERS to reduce the City's PEMHCA contribution to the PEMHCA minimum as it changes from year to year (currently \$136/month but increasing to \$139/month in 2020);

(b) Provide retirees who retired before July 1, 2020 who are eligible for, and have elected to participate in, CalPERS health insurance as a retiree, and employees hired between July 1, 2012 and June 30, 2020, when they become eligible retirees and elect retiree CalPERS medical coverage, with a contribution directly to CalPERS for the PEMHCA minimum contribution, and the difference between the PEMHCA minimum and \$915/month as a contribution to a Health Reimbursement Account that will be directed to the retiree; and

(c) For all employees hired on or after July 1, 2020, who retire from the City in the future and are eligible to, and elect to enroll in, CalPERS' health insurance plans, City retiree medical contributions shall be limited to the PEMHCA minimum employer contribution at the time.

#### **SECTION 6. DEFERRED COMPENSATION**

The City shall pay the equivalent of one percent (1%) of each management employees' base salary into a deferred compensation plan.

#### **SECTION 7. SICK LEAVE**

A. Sick leave shall be earned at the rate of eight (8) hours per month of service to the City.

B. Management employees may accrue unlimited sick leave.

C. At the employee's termination, the accumulated sick leave hours shall have no cash value.

#### **SECTION 8. CONVERSION TO CALPERS SERVICE CREDIT**

Upon retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. According to CalPERS, in order to receive sick leave credit, the employees' retirement date must be within 120 days from the date of separation from the City.

#### **SECTION 9. BEREAVEMENT LEAVE**

A. Bereavement leave shall be granted by the City Manager for the death of a spouse, parent, step-parent, child, step-child, grandparent, grandchildren, brother, and/or sister, for three work days per each fiscal year.

B. Additional occurrences shall be deducted from the employee's own sick leave.

C. Bereavement leave may be used not only for attendance at funerals, but for time spent in assisting in the preparation of funerals.

**SECTION 10. MANAGEMENT LEAVE**

A. Employees shall receive 90 hours of management leave each fiscal year.

B. Employees may cash out up to sixty (60) hours of unused Management Leave during a fiscal year. Consistent with the City's practice of granting Administrative or Management Leave prospectively, cash out of unused Management Leave is an annual compensation benefit for management staff, and as such will be distributed prospectively during the course of each fiscal year in accordance with this resolution.

C. Beginning July 1, 2014, employees can cash out up to thirty (30) hours of Management Leave, during a special payroll that will occur between the first and second regular payrolls in July of each year, and may cash out another thirty (30) hours of Management Leave, during a special payroll that will occur between the first and second regular payrolls in December of each year.

D. Unused or non-cashed out management leave shall not be carried over to the next fiscal year.

E. Beginning December 2019, employees shall qualify to cash out up to 60 hours of Management Leave. This cash out opportunity shall take place once a year and shall replace the previous procedure that allowed for two opportunities to cash out up to 30 hours each time throughout the year. To qualify to cash out Management Leave, the employee must irrevocably elect in writing, in December, the number of hours of Management Leave they elect to cash out in the next calendar year. Subject to a sixty (60) hour maximum. Employees must elect (12 months prior) via an election form to cash out up to 60 hours of Management Leave. The cash out of those hours will take place once a year in December of the calendar year after the election is made. The City will make a form available to make the irrevocable election. The form must be submitted to the City's Finance Department in December.

**SECTION 11. VACATION**

A. Vacation shall be accrued based on the years of service as follows:

1 – 5 years	120 hours
6 – 10 years	128 hours
11 – 15 years	136 hours
16 – 20 years	152 hours
Over 20 years	160 hours

B. Employees who have achieved more than twenty years of service with the City as of the date of this resolution and whose vacation benefits are subject to the terms of this resolution as of July 7, 1999 shall be allowed to accrue vacation pursuant to the schedule contained in City Council Resolution No. 6558.

C. Employees with twenty years of service with South Pasadena and who are appointed to management positions after July 7, 1999 shall receive vacation benefits in accordance with the provisions of Section 11A above.

D. Employees subject to this resolution shall endeavor to take annual vacation leave equal to the time accrued. An employee's accrued vacation shall be capped at two years' worth of vacation hours. Employees will cease accruing vacation hours until the accrued hours fall below the maximum accumulation allowed. Employees may carry over up to two (2) years accumulation of vacation time. Upon written request, the City Manager may grant vacation hours to carryover for extenuating circumstances up to an additional year of accumulation.

E. Employees shall qualify to cash out accrued Vacation Leave, subject to leaving a balance of eighty (80) hours. To qualify to cash out Vacation Leave, the employee must irrevocably elect in writing, in December, the number of hours of Vacation Leave they elect to cash out in the next calendar year. Employees can cash out accrued time above an eighty (80) hour minimum maintained in their bank. Employees must elect (12 months prior) via an election form to cash out Vacation Leave. The cash out of those hours will take place once a year in December of the calendar year after the election is made. The City will make a form available to make the irrevocable election. The form must be submitted to the City's Finance Department in December.

F. For employees hired on or after July 1, 2022, the City Manager, at their sole discretion, may credit an employee's previous relevant experience to be counted towards an employee's total Years of Service calculation. An employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

Employees hired before July 1, 2022, may request prior relevant experience to count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

## **SECTION 12. HOLIDAYS**

Employees shall receive the following fourteen (14) paid holidays per fiscal year:

1. January 1 – New Year's Day
2. 3<sup>rd</sup> Monday in January – Martin Luther King, Jr. Birthday
3. 3<sup>rd</sup> Monday in February – President's Day
4. Last Monday in May – Memorial Day
5. June 19 - Juneteenth
6. July 4 – Independence Day



7. 1<sup>st</sup> Monday in September – Labor Day
8. November 11 – Veteran’s Day
9. 4<sup>th</sup> Thursday in November – Thanksgiving Day
10. Friday after Thanksgiving – Substitute for Admission’s Day
11. December 25 – Christmas Day
12. Winter Holiday Closure – three additional paid days between December 25<sup>th</sup> to January 1

Winter Holiday Closure – City Hall shall close each year from December 25 to January 1. Employees shall receive three additional days off with pay during that period, in addition to December 25 and January 1.

If a recognized holiday (December 25 and/or January 1) falls on a Saturday, the employee shall receive the prior Friday as a day off with pay. If that Friday is the employee’s regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on a Sunday, employees shall receive the following Monday as a day off with pay. If that Monday is the employee’s regular day off, employees will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on the employee’s regular day off, the employee will receive either: 1) in the case of a regularly scheduled Monday off, Tuesday off with pay; or 2) in the case of a regularly scheduled Friday off, then Thursday off with pay.

A. Fire Division Chiefs and Police Lieutenants only –Fire Division Chiefs shall be paid at the rate of twelve (12) hours of the employee’s hourly rate for each City designated paid holiday, including floating holiday. Police Lieutenants shall be paid at the rate of ten (10) hours of the employee’s hourly rate for each City designated paid holiday, including floating holiday.

B. Management employees shall receive two (2) floating holidays per fiscal year. Floating holidays may not be carried over to the next fiscal year.

**SECTION 13. INSURANCE**

A. City paid medical insurance coverage is provided as follows:

The City’s monthly contributions to the medical premium contribution plan shall be as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= \$ 915
Employee + 1	= \$ 1,115
Employee + family	= \$ 1,290

Beginning January 1, 2023, the City’s monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= \$ 915
Employee + 1	= \$ 1,400
Employee + family	= \$ 1,600

Beginning January 1, 2024, the City’s monthly contributions to the medical premium contribution plan shall be increased as follows to the maximum stated, depending on the level of coverage selected:

Employee only	= \$ 915
Employee + 1	= \$ 1,650
Employee + family	= \$ 1,950

The amounts stated above are to cover plan premiums, and may not be used as any form of cash in lieu.

- B. City paid dental coverage is provided up to \$75 per month.
- C. City paid vision care coverage is provided up to \$20 per month.
- D. City paid life insurance policy in the sum of \$50,000 provided.
- E. City paid accidental death & dismemberment insurance policy in the sum of \$50,000 provided. Additional coverage up to \$500,000 available at employee’s expense.
- F. Optional Supplemental Insurance Plans available through AFLAC at the employee’s expense.

**SECTION 14. LONG TERM DISABILITY**

A. For full-time employees who have been employed by the City for six months, the City shall provide long-term disability coverage under a self-insured status. The City may require reasonable proof of the disabling illness and retains the right to define “long term disability.” The City will pay two-thirds of the employee’s monthly salary effective the day disability is approved and for the duration the employee continues to be disabled or for one year, whichever is less.

B. There is a 30-day elimination period during which the employee must use his or her accrued sick leave. If the employee has less than 30 days of accrued sick leave, the employee may choose to use other accrued leave or take the remaining days unpaid.

C. Benefits shall be paid for one year for the approved disability. The City Manager may, upon review of the nature of the disability, grant up to one additional year of disability benefits.

D. The City shall continue to pay all of the insurance premiums listed in Section 13 during the City-recognized period of long term disability.

#### **SECTION 15. UNIFORMS**

Full-time Fire Chief, Police Chief, Deputy Police Chief and Deputy Fire Chief shall receive \$1,000 annually for the cleaning of and maintenance of their uniforms. Full-time Fire Division Chief and Police Lieutenant shall receive \$675 annually for the cleaning of and maintenance of their uniforms. Uniform pay shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.

#### **SECTION 16. WORK SCHEDULE**

Beginning September 2019, City Hall employees shall operate on a 4/10 work schedule. All other departments shall if feasible transition to a 4/10 work schedule by December 31, 2019.

#### **SECTION 17. LONGEVITY**

Employees hired before January 1, 1996, who have been eligible for Longevity Pay under the former Longevity Pay Program"(2% Each 5 Years" up to a maximum of 4%) shall continue to be compensated the additional Longevity Pay as provided in the Longevity Pay policy in effect on December 31, 1995.

Effective January 1, 1996, the Longevity Pay Plan was terminated for all members hired on or after January 1, 1996. Employees on the City payroll on or before December 31, 1995, were permitted to accrue time for an additional four percent (4%) in Longevity Pay. Once an employee hired on or before December 31, 1995 has earned the additional four percent (4%), the Longevity Pay Program is permanently frozen. Employees hired on or after January 1, 1996 are not eligible for longevity pay.

#### **SECTION 18. MERIT PAY**

For Department Directors only, the City Manager may grant additional merit incentive pay, up to two percent (2%), above the salary step in the pay schedule, in recognition of outstanding performance, special project assignment, or successful completion of Department Key Performance Indicators.

**SECTION 19. LUMP SUM PAYMENT**

On or before July 30, 2022, City will provide a lump-sum non-PERSable payment of \$1,500 to active employees hired on or before June 30, 2022 who have passed an initial probationary period. Those employees hired on or before June 30, 2022 who have not yet passed their probationary period, will be paid the \$1,500 lump-sum non-PERSable payment upon an employee's successful completion of their probationary period. No lump sum payments will be paid after June 30, 2023.

**EXHIBIT B**  
**MANAGEMENT MONTHLY SALARY SCHEDULE**  
*Effective First Full Pay Period in July 2022*

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Accounting Manager	\$7,154	\$7,512	\$7,887	\$8,282	\$8,696	\$9,131	\$9,587
Assistant City Manager	\$12,028	\$12,629	\$13,260	\$13,923	\$14,620	\$15,351	\$16,118
Assistant Library Director	\$7,655	\$8,038	\$8,440	\$8,862	\$9,305	\$9,770	\$10,259
Assistant to the City Manager	\$8,282	\$8,696	\$9,130	\$9,587	\$10,066	\$10,570	\$11,098
Chief City Clerk	\$8,282	\$8,696	\$9,130	\$9,587	\$10,066	\$10,570	\$11,098
Community Development Director	\$11,086	\$11,641	\$12,223	\$12,834	\$13,476	\$14,149	\$14,857
Community Services Director	\$9,827	\$10,318	\$10,834	\$11,376	\$11,945	\$12,542	\$13,169
Community Services Supervisor	\$5,313	\$5,579	\$5,858	\$6,151	\$6,458	\$6,781	\$7,120
Deputy City Manager	\$11,086	\$11,641	\$12,223	\$12,834	\$13,476	\$14,149	\$14,857
Deputy Community Development Director	\$8,787	\$9,226	\$9,688	\$10,172	\$10,681	\$11,215	\$11,775
Deputy Community Services Director	\$8,348	\$8,765	\$9,204	\$9,664	\$10,147	\$10,655	\$11,187
Deputy Director of Public Works	\$8,787	\$9,226	\$9,688	\$10,172	\$10,681	\$11,215	\$11,775
Deputy Fire Chief	\$10,622	\$11,153	\$11,710	\$12,296	\$12,911	\$13,556	\$14,234
Deputy Police Chief	\$10,622	\$11,153	\$11,710	\$12,296	\$12,911	\$13,556	\$14,234
Environmental & Sustainability Manager	\$7,544	\$7,921	\$8,317	\$8,733	\$9,170	\$9,628	\$10,110
Executive Assistant	\$5,755	\$6,043	\$6,345	\$6,663	\$6,996	\$7,345	\$7,713
Finance Director	\$11,086	\$11,641	\$12,223	\$12,834	\$13,476	\$14,149	\$14,857
Finance Manager	\$7,154	\$7,512	\$7,887	\$8,282	\$8,696	\$9,131	\$9,587
Fire Chief	\$13,207	\$13,867	\$14,561	\$15,289	\$16,053	\$16,856	\$17,699
Fire Division Chief	\$9,673	\$10,157	\$10,665	\$11,198	\$11,758	\$12,346	\$12,963
Human Resources & Risk Manager	\$9,424	\$9,896	\$10,390	\$10,910	\$11,456	\$12,028	\$12,630
Library Director	\$8,967	\$9,415	\$9,886	\$10,380	\$10,899	\$11,444	\$12,016
Management Services Director	\$10,622	\$11,153	\$11,710	\$12,296	\$12,911	\$13,556	\$14,234
Planning Manager	\$8,282	\$8,696	\$9,130	\$9,587	\$10,066	\$10,570	\$11,098
Police Chief	\$13,176	\$13,835	\$14,526	\$15,253	\$16,015	\$16,816	\$17,657
Police Lieutenant	\$8,852	\$9,295	\$9,760	\$10,248	\$10,760	\$11,298	\$11,863
Principal Management Analyst	\$8,282	\$8,696	\$9,130	\$9,587	\$10,066	\$10,570	\$11,098
Public Works Director	\$11,086	\$11,641	\$12,223	\$12,834	\$13,476	\$14,149	\$14,857
Public Works Operation Manager	\$7,544	\$7,921	\$8,317	\$8,733	\$9,170	\$9,628	\$10,110
Sr. Civil Engineer	\$7,248	\$7,610	\$7,991	\$8,390	\$8,810	\$9,250	\$9,713
Water Operations Manager	\$8,097	\$8,502	\$8,927	\$9,374	\$9,842	\$10,335	\$10,851
Special Arrangement additional Hours - Fire Division Chief	\$55.81	\$58.60	\$61.53	\$64.60	\$67.83	\$71.22	\$74.79
Special Arrangement additional Hours - Police Lieutenant	\$51.07	\$53.63	\$56.31	\$59.13	\$62.08	\$65.19	\$68.44

MANAGEMENT MONTHLY SALARY SCHEDULE  
*Effective First Full Pay Period in July 2023*

	A	B	C	D	E	F	G
Accounting Manager	\$7,369	\$7,737	\$8,124	\$8,530	\$8,957	\$9,405	\$9,875
Assistant City Manager	\$12,388	\$13,008	\$13,658	\$14,341	\$15,058	\$15,811	\$16,602
Assistant Library Director	\$7,885	\$8,279	\$8,693	\$9,128	\$9,584	\$10,064	\$10,567
Assistant to the City Manager	\$8,530	\$8,956	\$9,404	\$9,875	\$10,368	\$10,887	\$11,431
Chief City Clerk	\$8,530	\$8,956	\$9,404	\$9,875	\$10,368	\$10,887	\$11,431
Community Development Director	\$11,419	\$11,990	\$12,589	\$13,219	\$13,880	\$14,574	\$15,303
Community Services Director	\$10,122	\$10,628	\$11,159	\$11,717	\$12,303	\$12,918	\$13,564
Community Services Supervisor	\$5,473	\$5,746	\$6,034	\$6,335	\$6,652	\$6,985	\$7,334
Deputy City Manager	\$11,419	\$11,990	\$12,589	\$13,219	\$13,880	\$14,574	\$15,303
Deputy Community Development Director	\$9,051	\$9,503	\$9,978	\$10,477	\$11,001	\$11,551	\$12,129
Deputy Community Services Director	\$8,599	\$9,028	\$9,480	\$9,954	\$10,452	\$10,974	\$11,523
Deputy Director of Public Works	\$9,051	\$9,503	\$9,978	\$10,477	\$11,001	\$11,551	\$12,129
Deputy Fire Chief	\$10,940	\$11,487	\$12,062	\$12,665	\$13,298	\$13,963	\$14,661
Deputy Police Chief	\$10,940	\$11,487	\$12,062	\$12,665	\$13,298	\$13,963	\$14,661
Environmental & Sustainability Manager	\$7,770	\$8,159	\$8,567	\$8,995	\$9,445	\$9,917	\$10,413
Executive Assistant	\$5,928	\$6,224	\$6,536	\$6,862	\$7,206	\$7,566	\$7,944
Finance Director	\$11,419	\$11,990	\$12,589	\$13,219	\$13,880	\$14,574	\$15,303
Finance Manager	\$7,369	\$7,737	\$8,124	\$8,530	\$8,957	\$9,405	\$9,875
Fire Chief	\$13,603	\$14,283	\$14,997	\$15,747	\$16,535	\$17,361	\$18,230
Fire Division Chief	\$9,963	\$10,461	\$10,984	\$11,534	\$12,110	\$12,716	\$13,352
Human Resources & Risk Manager	\$9,707	\$10,193	\$10,702	\$11,237	\$11,799	\$12,389	\$13,009
Library Director	\$9,236	\$9,698	\$10,183	\$10,692	\$11,226	\$11,788	\$12,377
Management Services Director	\$10,940	\$11,487	\$12,062	\$12,665	\$13,298	\$13,963	\$14,661
Planning Manager	\$8,530	\$8,956	\$9,404	\$9,875	\$10,368	\$10,887	\$11,431
Police Chief	\$13,571	\$14,250	\$14,962	\$15,710	\$16,496	\$17,320	\$18,186
Police Lieutenant	\$9,118	\$9,574	\$10,053	\$10,555	\$11,083	\$11,637	\$12,219
Principal Management Analyst	\$8,530	\$8,956	\$9,404	\$9,875	\$10,368	\$10,887	\$11,431
Public Works Director	\$11,419	\$11,990	\$12,589	\$13,219	\$13,880	\$14,574	\$15,303
Public Works Operation Manager	\$7,770	\$8,159	\$8,567	\$8,995	\$9,445	\$9,917	\$10,413
Sr. Civil Engineer	\$7,465	\$7,838	\$8,230	\$8,642	\$9,074	\$9,528	\$10,004
Water Operations Manager	\$8,340	\$8,757	\$9,195	\$9,655	\$10,138	\$10,645	\$11,177
Special Arrangement additional Hours - Fire Division Chief	\$57.48	\$60.35	\$63.37	\$66.54	\$69.87	\$73.36	\$77.03
Special Arrangement additional Hours - Police Lieutenant	\$52.61	\$55.24	\$58.00	\$60.90	\$63.94	\$67.14	\$70.50

MANAGEMENT MONTHLY SALARY SCHEDULE  
*Effective First Full Pay Period in July 2024*

	A	B	C	D	E	F	G
Accounting Manager	\$7,516	\$7,892	\$8,287	\$8,701	\$9,136	\$9,593	\$10,072
Assistant City Manager	\$12,636	\$13,268	\$13,931	\$14,628	\$15,359	\$16,127	\$16,934
Assistant Library Director	\$8,043	\$8,445	\$8,867	\$9,311	\$9,776	\$10,265	\$10,778
Assistant to the City Manager	\$8,701	\$9,136	\$9,592	\$10,072	\$10,576	\$11,104	\$11,660
Chief City Clerk	\$8,701	\$9,136	\$9,592	\$10,072	\$10,576	\$11,104	\$11,660
Community Development Director	\$11,647	\$12,230	\$12,841	\$13,483	\$14,157	\$14,865	\$15,609
Community Services Director	\$10,324	\$10,840	\$11,382	\$11,952	\$12,549	\$13,177	\$13,835
Community Services Supervisor	\$5,582	\$5,861	\$6,154	\$6,462	\$6,785	\$7,124	\$7,481
Deputy City Manager	\$11,647	\$12,230	\$12,841	\$13,483	\$14,157	\$14,865	\$15,609
Deputy Community Development Director	\$9,232	\$9,693	\$10,178	\$10,687	\$11,221	\$11,782	\$12,371
Deputy Community Services Director	\$8,770	\$9,209	\$9,669	\$10,153	\$10,661	\$11,194	\$11,753
Deputy Director of Public Works	\$9,232	\$9,693	\$10,178	\$10,687	\$11,221	\$11,782	\$12,371
Deputy Fire Chief	\$11,159	\$11,717	\$12,303	\$12,918	\$13,564	\$14,242	\$14,954
Deputy Police Chief	\$11,159	\$11,717	\$12,303	\$12,918	\$13,564	\$14,242	\$14,954
Environmental & Sustainability Manager	\$7,926	\$8,322	\$8,738	\$9,175	\$9,634	\$10,116	\$10,621
Executive Assistant	\$6,047	\$6,349	\$6,666	\$7,000	\$7,350	\$7,717	\$8,103
Finance Director	\$11,647	\$12,230	\$12,841	\$13,483	\$14,157	\$14,865	\$15,609
Finance Manager	\$7,516	\$7,892	\$8,287	\$8,701	\$9,136	\$9,593	\$10,072
Fire Chief	\$13,875	\$14,569	\$15,297	\$16,062	\$16,865	\$17,709	\$18,594
Fire Division Chief	\$10,162	\$10,671	\$11,204	\$11,764	\$12,353	\$12,970	\$13,619
Human Resources & Risk Manager	\$9,901	\$10,396	\$10,916	\$11,462	\$12,035	\$12,637	\$13,269
Library Director	\$9,421	\$9,892	\$10,386	\$10,906	\$11,451	\$12,023	\$12,625
Management Services Director	\$11,159	\$11,717	\$12,303	\$12,918	\$13,564	\$14,242	\$14,954
Planning Manager	\$8,701	\$9,136	\$9,592	\$10,072	\$10,576	\$11,104	\$11,660
Police Chief	\$13,842	\$14,535	\$15,261	\$16,024	\$16,826	\$17,667	\$18,550
Police Lieutenant	\$9,300	\$9,765	\$10,254	\$10,766	\$11,305	\$11,870	\$12,463
Principal Management Analyst	\$8,701	\$9,136	\$9,592	\$10,072	\$10,576	\$11,104	\$11,660
Public Works Director	\$11,647	\$12,230	\$12,841	\$13,483	\$14,157	\$14,865	\$15,609
Public Works Operation Manager	\$7,926	\$8,322	\$8,738	\$9,175	\$9,634	\$10,116	\$10,621
Sr. Civil Engineer	\$7,614	\$7,995	\$8,395	\$8,815	\$9,255	\$9,718	\$10,204
Water Operations Manager	\$8,507	\$8,933	\$9,379	\$9,848	\$10,341	\$10,858	\$11,400
Special Arrangement additional Hours - Fire Division Chief	\$58.63	\$61.56	\$64.64	\$67.87	\$71.27	\$74.83	\$78.57
Special Arrangement additional Hours - Police Lieutenant	\$53.66	\$56.34	\$59.16	\$62.12	\$65.22	\$68.48	\$71.91

**RESOLUTION NO. 7625**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF SOUTH PASADENA, CALIFORNIA,  
ADOPTING A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF SOUTH PASADENA AND  
THE SOUTH PASADENA PUBLIC SERVICE EMPLOYEES  
ASSOCIATION (PART TIME UNIT) SUPERSEDING  
RESOLUTION NO. 7383 AND RESOLUTION NO. 7480**

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, the City's negotiating team met and conferred with the South Pasadena Public Service Employees' Association Part Time (PSEA PT) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the PSEA PT has agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** As agreed upon by the PSEA PT, the following position shall be removed from Section 1, "Classifications Represented" section of the MOU as this is a classification that has been identified as vacant and currently not utilized by the City:

Secretary

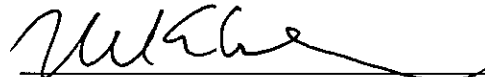
**SECTION 3.** In accordance with the State of California Minimum Wage Order, effective January 1, 2019, January 1, 2020, January 1, 2021, and January 1, 2022, the hourly salary scales for the following shall be adjusted and updated to meet the requirements of the Minimum Wage Order and to address any compaction issues for classifications belonging within a series. As agreed upon by the PSEA PT, the new pay rate and first salary schedule attached hereto (Appendix A of Exhibit A – SPPSEA PT Hourly Salary Schedules) shall be effective the first pay period following ratification (July 22, 2019). All subsequent salary schedules shall become effective if the sales tax measure on the November 2019 ballot passes.

**SECTION 3.** Exhibit A is approved and adopted by the City Council of the City of South Pasadena.



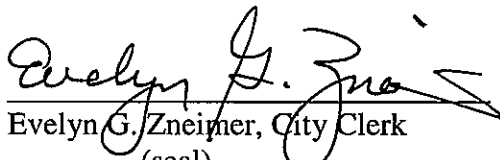
**SECTION 4.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

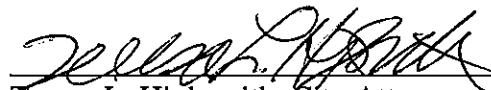
**PASSED, APPROVED AND ADOPTED ON** this 17<sup>th</sup> day of July, 2019.

  
\_\_\_\_\_  
Marina Khubesrian, M.D., Mayor

**ATTEST:**

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

  
\_\_\_\_\_  
Teresa L. Highsmith, City Attorney

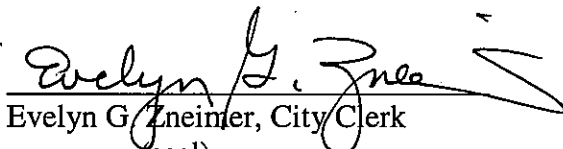
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17<sup>th</sup> day of July, 2019, by the following vote:

**AYES:** Cacciotti, Mahmud, Schneider, Joe, and Mayor Khubesrian

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

  
\_\_\_\_\_  
Evelyn G. Zneimer, City Clerk  
(seal)

**EXHIBIT A**

**CITY**  
*of*  
**SOUTH PASADENA**

**AND**

**PUBLIC SERVICE EMPLOYEES' ASSOCIATION**  
**(PART TIME UNIT)**

**MEMORANDUM OF UNDERSTANDING**

**2019-2023**

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**CITY OF SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2019-2023**

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1. CLASSIFICATIONS REPRESENTED

The City hereby confirms the SPPSEA is the representative of the part time employees in the classifications listed below:

Principal Management Analyst	Transportation Driver
Senior Management Analyst	Recreation Leader
Management Analyst	Site Manager
Community Services Coordinator	Typist Clerk II
Management Assistant	Parking Control Aide
Reference Librarian	Intern (Incumbent)
Librarian	Intern (hired after 11/5/14)
Management Aide	Typist Clerk I
Program Specialist	Police Cadet
Film Liaison	Accounting Clerk
Management Intern (Incumbent)	Library Aide II
Management Intern (hired after 11/5/14)	Library Aide I
Fire Prevention Specialist	High School Intern (Incumbent)
Recreation Camp Director	High School Intern (hired after 11/5/14)
Maintenance Assistant	
Lead Transportation Driver	
Secretary	

The City acknowledges that the SPPSEA Part Time Unit has contracted with the SPPSEA Full-Time Unit to provide representation services on all matters governed by the Meyers-Miliias-Brown Act (Government Code section 3500, et seq.), the South Pasadena Personnel Rules and applicable rules and regulations.

2. GENERAL PROVISIONS

2(a) SEVERABILITY

If any Article or Section of this 2019-2023 MOU document, or any Addendum thereto, should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal or office, the remainder of this document shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

2(b) EFFECT

It is understood and agreed that this 2019-2023 MOU document shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part.

If the City Council approves in full, then this document shall become immediately effective. If the City Council fails to approve in full without modification, then this document shall become null and void.

3. ASSOCIATION RIGHTS

3(a) MONTHLY CHANGE OF STATUS REPORT

The City shall provide the Association with a monthly change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled.

3(b) NEW EMPLOYEE INFORMATION

The City shall provide each new employee eligible for Association representation with a membership statement, provided by the Association, and notify the Association President that such person has been hired and provide the Association President with the employee name, classification and department.

3(c) DUES AND BENEFITS DEDUCTIONS

1. The City shall deduct dues and Association sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorizes the deduction. The City shall remit such funds to the Association within 30 days following the deduction. The Association shall send the City's Human Resources Department a certified list of all individuals who have agreed to membership in the Association and the amount of dues the employee authorized to be deducted. The Association shall maintain the original dues authorizations forms and shall present them to the City on request if there is a dispute regarding the employee's membership status and/or authorization to deduct dues. The Association shall promptly send an updated certified list as members are added or withdraw from membership.
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2. Hold Harmless Clause - The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits arising as a result of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

4. MANAGEMENT RIGHTS

- 4(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:
    1. The exclusive right to determine the mission of its constituent departments, commissions, boards.
    2. Set standards and levels of service.
    3. Determine the procedures and standards of selection for employment and promotions.
    4. Direct its employees.
    5. Establish and enforce dress and grooming standards.
    6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.
    7. Maintain the efficiency of governmental operation.
    8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
    9. Determine methods of financing.
    10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.
    11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.
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12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including but not limited to, the right to contract for or subcontract any work or operations of the City.
  13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.
  14. Establish and modify productivity and performance programs and standards.
  15. Discharge, suspend, demote, reprimand, withhold salary increases and benefits or otherwise discipline employees in accordance with applicable law.
  16. Establish employee performance standards including but not limited to, quality and quantity standards, and to require compliance therewith.
  17. Take all necessary actions to carry out its mission in emergencies.
  18. Exercise complete control and discretion over its organization and the technology of performing its work.
- 4(b) The exercise by the City of its management rights shall not in any way, directly or indirectly, be subject to the grievance procedure herein and shall not supersede the City Personnel Rules, and Memoranda of Understanding. Except in emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this MOU document or in the Personnel Rules and Salary resolutions. By agreeing to meet and confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.
- 4(c) Management Generalist Series
1. The parties have agreed to a part-time management generalist series, to be within the part-time unit and represented by PSEA, comprised of the
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following classifications: Management Aide, Management Assistant, Management Analyst, Senior Management Analyst and Principal Management Analyst.

2. City has the management right to promote any employee holding a PSEA PT-represented Management Generalist position to a position outside of the PSEA PT-represented bargaining unit within the full-time Management Generalist series without meeting and conferring regarding either its decision to promote, or the impacts of its decision to promote.
3. City will not promote a PSEA PT-represented employee to any position within the Part Time Management Generalist series or to the full-time Management Generalist series without the employee's consent.
4. City will respect and honor the decision of any PSEA PT-represented employee who does not want to promote to any position within either the part-time or full-time Management Generalist Series.
5. With the agreement of incumbent PSEA PT employees within the classification of part time Secretary, the City will retitle all existing part time Secretary classifications to part time Management Aide.
6. As with all other part time positions, positions within the part time Management Generalist series are subject to the City's "Part Time Hours Policy."
7. PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to promote a PSEA PT-represented employee to any position within the full-time or part-time Management Generalist series.
8. PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to appoint a PSEA PT-represented employee to any position within the full-time or part-time Management Generalist series.

## 5. GRIEVANCES

### DEFINITION OF GRIEVANCE

A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding, any

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supplemental agreements and personnel rules and regulations. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.

City Personnel Rules 13.2, Steps 1 and 2 only, shall be applicable to part time unit members. This means that part time unit members shall be authorized to pursue a grievance through meetings with the immediate Supervisor and the Department Head, with the Department Head (and not the City Manager) issuing a final and binding grievance determination that shall not be subject to any further administrative appeal.

6. MEAL AND REST PERIODS

After completion of five consecutive hours of work during a designated shift, each such affected employee shall be provided a thirty minute, unpaid meal break. In addition, at the conclusion of each four (4) consecutive hour period of work during a single designated shift, the affected employee shall be provided a ten minute paid rest period. Use of either or both meal and rest periods shall be subject to prior approval by the employees' supervisor. Although use of the time shall not be unreasonably withheld, the parties agree that the needs of the City shall prevail over those of the employee in determining whether or not to grant the meal or rest period. Denial of a meal or rest period shall not be subject to the grievance procedure or to any other form of challenge.

7. CONDUCT OF ASSOCIATION BUSINESS

Part Time Unit representatives shall be prohibited from engaging in Association-related business during scheduled hours of work, unless prior written authorization to do so is provided by a supervisor. Reasonable requests for such leave time shall be accommodated, consistent with City needs taking priority. This section does not impact the statutory leave time provided to unit members while literally involved in the meet and confer process.

The type of "Association Business" for which leave time may be granted, is confined to existing grievance-related investigations, preparation meetings and meetings with a supervisor and/or department head. However, "Association Business" leave time shall not be paid by the City (unlike paid statutory leave time for the meet and confer process) and shall be capped at a maximum of one hour for each scheduled work-shift, unless otherwise approved in writing by the employees' supervisor.

8. SERVICE RECOGNITION

Service Pins and certificates will be given to all part time employees upon the completion of every five years of service to the City.

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9. PARTICIPATION IN 457 PLAN

Association members will be eligible to participate in the City's 457 plan, subject to the City's rules, procedures and policies governing that program, for so long as the City elects to maintain such a program. Participation in the City's 457 program shall be cost neutral to the City. Any cost associated with association members' participation in the 457 program will be the responsibility of the association member.

10. PARTICIPATION IN OPTIONAL SUPPLEMENTAL INSURANCE PLAN

Association members will be eligible to participate in the City's Optional Supplemental Insurance Plan, subject to the City's rules, procedures and policies governing that program, for so long as the City elects to maintain such a program. Participation in the City's Optional Supplemental Insurance Plan program shall be cost neutral to the City. Any cost associated with association members' participation in the Optional Supplemental Insurance Plan program will be the responsibility of the association member.

11. COMPENSATION – SALARY SCHEDULE ADJUSTMENT

Effective beginning with the first full pay period starting after ratification by the Council, (July 22, 2019) the salary schedule set forth in Appendix "A" shall be applicable.

If the sales tax measure scheduled for the November, 2019 election is passed by the electorate:

Effective January 1, 2020, the salary schedule set forth in Appendix "B" shall be applicable.

Effective January 1, 2021, the salary schedule set forth in Appendix "C" shall be applicable.

Effective January 1, 2022, the salary schedule set forth in Appendix "D" shall be applicable.

At all times, employees shall be paid at least the California minimum wage.

If the sales tax increase is not approved by the City's voters in the November 2019 election, Appendix A shall be in effect throughout the term of the MOU.

12. REOPENERS

A. AFFORDABLE CARE ACT

The City and SPPSEA agreed to a Part-Time Hours Policy, as follows:

- a. **Category 1: All Part Time Employees in the Transit Division of the Community Services Department:** All part time employees in the Transit Division of the Community Services Department, including the positions of Lead Transportation Driver, Professional Intern, Program Specialist, Transit Assistant, Transportation Coordinator and Transportation Driver, shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.
- b. **Category 2: All Part Time Employees Hired On or After July 1, 2013 Not in Category 1:** All part time employees hired on or after July 1, 2013 who are not in Category 1 shall be restricted to working no more than 18 hours per week, no more than 72 hours per calendar month, and no more than 936 hours per fiscal year.
- c. **Category 3: Part Time Employees Enrolled in CalPERS as of July 1, 2013:** All part time employees enrolled in CalPERS as of July 1, 2013, shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.
- d. **Category 4: Part Time Employees Not in Category 1 and Not Enrolled in CalPERS as of July 1, 2013:** All part time employees who are not in Category 1 and who are not enrolled in CalPERS as of July 1, 2013, shall be restricted to working no more than 18 hours per week, no more than 72 hours per month, and no more than 936 hours per fiscal year.

In addition, the City Manager reserves the right to allow additional classifications not listed in the above categories to work up to 28 hours per a week and no more than 112 hours per a calendar month.

In the event that the Affordable Care Act (“ACA”) is modified to raise the threshold for “full-time” employment higher than the current 30 hours per week, the City agrees to reopen negotiations with the PSEA Part Time Unit regarding the Part-Time Hours Policy and/or Personnel Rule 16, to allow part time City employees’ hours to increase above the current 28 hour per week cap.

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B. SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2019-2020, 2020-2021 or 2021-2022, or 2022-2023 fiscal years:

1. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction) or,
2. A determination by the City Council to implement this Section 1. shall not be subject to administrative challenge.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2022-2023 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

C. PERSONNEL RULES

During the term of this MOU, the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

13. INTERNS

There are three Intern positions in this unit: Management Intern, Intern and High School Intern. All Intern positions are intended to be limited term. Except in rare circumstances, Intern positions shall not exceed one year. All incumbent Interns at the time of ratification of this MOU by the City Council shall continue to have a salary schedule with five steps (A-E). All individuals who become any of the three Intern classifications after ratification of this MOU shall be eligible for steps A-C only, as reflected in the Salary Schedules attached to this MOU, for the time period applicable.

14. SICK LEAVE

The City shall conform with the California Healthy Families Act of 2014. Employees

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shall receive 24 hours of paid sick leave on July 1 of each year. Unused sick leave shall not carry over to the following fiscal year.

15. EMPLOYEE WELLNESS, BALANCE AND PROFESSIONAL DEVELOPMENT

The City recognizes the importance of promoting employee wellness, balance and professional development. As such, the City shall bring the below listed benefits, as offerings and supplemental optional employee wellness & balance and professional development initiatives/programs, at no cost to the employee:

- (a) A meditation room will be made available for employee use to create a calm space that allows for mindfulness and wellness; and
- (b) Yoga & fitness classes will be offered on a regular basis in Council Chambers and/or at other city facilities, to support employee health and wellness; and
- (c) City sponsored Toastmasters club on site (includes membership & lunch) to provide opportunity for employees to develop public speaking and engagement skills with fellow city employees; and
- (d) A natural green space area will be created behind City Hall to facilitate time outside for lunches or meetings.

16. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 17<sup>th</sup> day of July, 2019.

**South Pasadena Public Service  
Employees' Association (Part Time Unit)**

**City of South Pasadena**

William Lopez 07-03-2019  
William Lopez, President Date

Marina Khubesrian 7/18/19  
Marina Khubesrian, M.D., Mayor Date

Stephanie DeWolfe  
Stephanie DeWolfe, City Manager Date

## APPENDIX A

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 44.69	\$ 46.92	\$ 49.27	\$ 51.73	\$ 54.32
Senior Management Analyst	\$ 37.16	\$ 39.02	\$ 40.97	\$ 43.02	\$ 45.17
Management Analyst	\$ 30.95	\$ 32.50	\$ 34.12	\$ 35.83	\$ 37.62
Community Services Coordinator	\$ 26.57	\$ 27.90	\$ 29.29	\$ 30.76	\$ 32.30
Management Assistant	\$ 26.09	\$ 27.39	\$ 28.76	\$ 30.20	\$ 31.71
Reference Librarian	\$ 22.31	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.12
Librarian	\$ 22.31	\$ 23.43	\$ 24.60	\$ 25.83	\$ 27.12
Management Aide	\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89
Program Specialist	\$ 22.12	\$ 23.23	\$ 24.39	\$ 25.61	\$ 26.89
Film Liaison	\$ 21.06	\$ 22.11	\$ 23.22	\$ 24.38	\$ 25.60
Management Intern ( <i>Incumbent</i> )	\$ 20.22	\$ 21.23	\$ 22.29	\$ 23.41	\$ 24.58
Management Intern ( <i>hired after 11/5/14</i> )	\$ 20.22	\$ 21.23	\$ 22.29		
Fire Prevention Specialist	\$ 19.52	\$ 20.50	\$ 21.52	\$ 22.60	\$ 23.73
Recreation Camp Director	\$ 19.52	\$ 20.50	\$ 21.52	\$ 22.60	\$ 23.73
Maintenance Assistant	\$ 18.45	\$ 19.37	\$ 20.34	\$ 21.36	\$ 22.43
Lead Transportation Driver	\$ 18.45	\$ 19.37	\$ 20.34	\$ 21.36	\$ 22.43
Secretary	\$ 17.83	\$ 18.72	\$ 19.66	\$ 20.64	\$ 21.67
Transportation Driver	\$ 17.29	\$ 18.15	\$ 19.06	\$ 20.02	\$ 21.02
Recreation Leader	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31	\$ 17.13
Site Manager	\$ 14.09	\$ 14.79	\$ 15.53	\$ 16.31	\$ 17.13
Typist Clerk II	\$ 13.67	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.62
Parking Control Aide	\$ 13.51	\$ 14.19	\$ 14.89	\$ 15.64	\$ 16.42
Intern ( <i>Incumbent</i> )	\$ 13.25	\$ 13.91	\$ 14.61	\$ 15.34	\$ 16.11
Intern ( <i>hired after 11/5/14</i> )	\$ 13.35	\$ 14.02	\$ 14.72		
Typist Clerk I	\$ 12.75	\$ 13.39	\$ 14.06	\$ 14.76	\$ 15.50
Police Cadet	\$ 12.37	\$ 12.99	\$ 13.64	\$ 14.32	\$ 15.04
Accounting Clerk	\$ 12.35	\$ 12.97	\$ 13.62	\$ 14.30	\$ 15.01
Library Aide II	\$ 12.21	\$ 12.82	\$ 13.46	\$ 14.13	\$ 14.84
Library Aide I	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
High School Intern ( <i>Incumbent</i> )	\$ 12.00	\$ 12.60	\$ 13.23	\$ 13.89	\$ 14.59
High School Intern ( <i>hired after 11/5/14</i> )	\$ 12.00	\$ 12.60	\$ 13.23		

Effective the first full pay period beginning after ratification (Effective July 22, 2019) – *If sales tax measure scheduled for the November 2019 election is not passed by the electorate, salaries as listed in Appendix A shall remain in effect for the entire term of the MOU.*



## APPENDIX B

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 45.69	\$ 47.97	\$ 50.37	\$ 52.89	\$ 55.54
Senior Management Analyst	\$ 38.16	\$ 40.07	\$ 42.07	\$ 44.17	\$ 46.38
Management Analyst	\$ 31.95	\$ 33.55	\$ 35.22	\$ 36.99	\$ 38.84
Community Services Coordinator	\$ 27.57	\$ 28.95	\$ 30.40	\$ 31.92	\$ 33.51
Management Assistant	\$ 27.09	\$ 28.44	\$ 29.87	\$ 31.36	\$ 32.93
Reference Librarian	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.98	\$ 28.33
Librarian	\$ 23.31	\$ 24.48	\$ 25.70	\$ 26.98	\$ 28.33
Management Aide	\$ 23.12	\$ 24.28	\$ 25.49	\$ 26.76	\$ 28.10
Program Specialist	\$ 23.12	\$ 24.28	\$ 25.49	\$ 26.76	\$ 28.10
Film Liaison	\$ 22.06	\$ 23.16	\$ 24.32	\$ 25.54	\$ 26.81
Management Intern ( <i>Incumbent</i> )	\$ 21.22	\$ 22.28	\$ 23.40	\$ 24.56	\$ 25.79
Management Intern ( <i>hired after 11/5/14</i> )	\$ 21.22	\$ 22.28	\$ 23.40		
Fire Prevention Specialist	\$ 20.52	\$ 21.55	\$ 22.62	\$ 23.75	\$ 24.94
Recreation Camp Director	\$ 20.52	\$ 21.55	\$ 22.62	\$ 23.75	\$ 24.94
Maintenance Assistant	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64
Lead Transportation Driver	\$ 19.45	\$ 20.42	\$ 21.44	\$ 22.52	\$ 23.64
Secretary	\$ 18.83	\$ 19.77	\$ 20.76	\$ 21.80	\$ 22.89
Transportation Driver	\$ 18.29	\$ 19.20	\$ 20.16	\$ 21.17	\$ 22.23
Recreation Leader	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47	\$ 18.34
Site Manager	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47	\$ 18.34
Typist Clerk II	\$ 14.67	\$ 15.40	\$ 16.17	\$ 16.98	\$ 17.83
Parking Control Aide	\$ 14.51	\$ 15.24	\$ 16.00	\$ 16.80	\$ 17.64
Intern ( <i>Incumbent</i> )	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.61	\$ 17.44
Intern ( <i>hired after 11/5/14</i> )	\$ 14.35	\$ 15.07	\$ 15.82		
Typist Clerk I	\$ 13.75	\$ 14.44	\$ 15.16	\$ 15.92	\$ 16.71
Police Cadet	\$ 13.37	\$ 14.04	\$ 14.74	\$ 15.48	\$ 16.25
Accounting Clerk	\$ 13.35	\$ 14.02	\$ 14.72	\$ 15.45	\$ 16.23
Library Aide II	\$ 13.21	\$ 13.87	\$ 14.56	\$ 15.29	\$ 16.06
Library Aide I	\$ 13.00	\$ 13.65	\$ 14.33	\$ 15.05	\$ 15.80
High School Intern ( <i>Incumbent</i> )	\$ 13.00	\$ 13.65	\$ 14.33	\$ 15.05	\$ 15.80
High School Intern ( <i>hired after 11/5/14</i> )	\$ 13.00	\$ 13.65	\$ 14.33		

Effective December 23, 2019 – *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX C

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 46.69	\$ 49.02	\$ 51.48	\$ 54.05	\$ 56.75
Senior Management Analyst	\$ 39.16	\$ 41.12	\$ 43.17	\$ 45.33	\$ 47.60
Management Analyst	\$ 32.95	\$ 34.60	\$ 36.33	\$ 38.14	\$ 40.05
Community Services Coordinator	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73
Management Assistant	\$ 28.09	\$ 29.49	\$ 30.97	\$ 32.52	\$ 34.14
Reference Librarian	\$ 24.31	\$ 25.53	\$ 26.80	\$ 28.14	\$ 29.55
Librarian	\$ 24.31	\$ 25.53	\$ 26.80	\$ 28.14	\$ 29.55
Management Aide	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92	\$ 29.32
Program Specialist	\$ 24.12	\$ 25.33	\$ 26.59	\$ 27.92	\$ 29.32
Film Liaison	\$ 23.06	\$ 24.21	\$ 25.42	\$ 26.69	\$ 28.03
Management Intern ( <i>Incumbent</i> )	\$ 22.22	\$ 23.33	\$ 24.50	\$ 25.72	\$ 27.01
Management Intern ( <i>hired after 11/5/14</i> )	\$ 22.22	\$ 23.33	\$ 24.50		
Fire Prevention Specialist	\$ 21.52	\$ 22.60	\$ 23.73	\$ 24.91	\$ 26.16
Recreation Camp Director	\$ 21.52	\$ 22.60	\$ 23.73	\$ 24.91	\$ 26.16
Maintenance Assistant	\$ 20.45	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86
Lead Transportation Driver	\$ 20.45	\$ 21.47	\$ 22.55	\$ 23.67	\$ 24.86
Secretary	\$ 19.83	\$ 20.82	\$ 21.86	\$ 22.96	\$ 24.10
Transportation Driver	\$ 19.29	\$ 20.25	\$ 21.27	\$ 22.33	\$ 23.45
Recreation Leader	\$ 16.09	\$ 16.89	\$ 17.74	\$ 18.63	\$ 19.56
Site Manager	\$ 16.09	\$ 16.89	\$ 17.74	\$ 18.63	\$ 19.56
Typist Clerk II	\$ 15.67	\$ 16.45	\$ 17.28	\$ 18.14	\$ 19.05
Parking Control Aide	\$ 15.51	\$ 16.29	\$ 17.10	\$ 17.95	\$ 18.85
Intern ( <i>Incumbent</i> )	\$ 15.35	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66
Intern ( <i>hired after 11/5/14</i> )	\$ 15.35	\$ 16.12	\$ 16.92		
Typist Clerk I	\$ 14.75	\$ 15.49	\$ 16.26	\$ 17.07	\$ 17.93
Police Cadet	\$ 14.37	\$ 15.09	\$ 15.84	\$ 16.64	\$ 17.47
Accounting Clerk	\$ 14.35	\$ 15.07	\$ 15.82	\$ 16.61	\$ 17.44
Library Aide II	\$ 14.21	\$ 14.92	\$ 15.67	\$ 16.45	\$ 17.27
Library Aide I	\$ 14.00	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02
High School Intern ( <i>Incumbent</i> )	\$ 14.00	\$ 14.70	\$ 15.44	\$ 16.21	\$ 17.02
High School Intern ( <i>hired after 11/5/14</i> )	\$ 14.00	\$ 14.70	\$ 15.44		

Effective December 21, 2020 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

## APPENDIX D

### Public Service Part Time Employees Hourly Salary Schedule

	A	B	C	D	E
Principal Management Analyst	\$ 47.69	\$ 50.07	\$ 52.58	\$ 55.21	\$ 57.97
Senior Management Analyst	\$ 40.16	\$ 42.17	\$ 44.28	\$ 46.49	\$ 48.81
Management Analyst	\$ 33.95	\$ 35.65	\$ 37.43	\$ 39.30	\$ 41.27
Community Services Coordinator	\$ 28.57	\$ 30.00	\$ 31.50	\$ 33.07	\$ 34.73
Management Assistant	\$ 29.09	\$ 30.54	\$ 32.07	\$ 33.68	\$ 35.36
Reference Librarian	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76
Librarian	\$ 25.31	\$ 26.58	\$ 27.90	\$ 29.30	\$ 30.76
Management Aide	\$ 25.12	\$ 26.38	\$ 27.69	\$ 29.08	\$ 30.53
Program Specialist	\$ 25.12	\$ 26.38	\$ 27.69	\$ 29.08	\$ 30.53
Film Liaison	\$ 24.06	\$ 25.26	\$ 26.53	\$ 27.85	\$ 29.25
Management Intern ( <i>Incumbent</i> )	\$ 23.22	\$ 24.38	\$ 25.60	\$ 26.88	\$ 28.22
Management Intern ( <i>hired after 11/5/14</i> )	\$ 23.22	\$ 24.38	\$ 25.60		
Fire Prevention Specialist	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.37
Recreation Camp Director	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07	\$ 27.37
Maintenance Assistant	\$ 21.45	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07
Lead Transportation Driver	\$ 21.45	\$ 22.52	\$ 23.65	\$ 24.83	\$ 26.07
Secretary	\$ 20.83	\$ 21.87	\$ 22.97	\$ 24.11	\$ 25.32
Transportation Driver	\$ 20.29	\$ 21.30	\$ 22.37	\$ 23.49	\$ 24.66
Recreation Leader	\$ 17.09	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77
Site Manager	\$ 17.09	\$ 17.94	\$ 18.84	\$ 19.78	\$ 20.77
Typist Clerk II	\$ 16.67	\$ 17.50	\$ 18.38	\$ 19.30	\$ 20.26
Parking Control Aide	\$ 16.51	\$ 17.34	\$ 18.20	\$ 19.11	\$ 20.07
Intern ( <i>Incumbent</i> )	\$ 16.35	\$ 17.17	\$ 18.03	\$ 18.93	\$ 19.87
Intern ( <i>hired after 11/5/14</i> )	\$ 16.35	\$ 17.17	\$ 18.03		
Typist Clerk I	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23	\$ 19.14
Police Cadet	\$ 15.37	\$ 16.14	\$ 16.95	\$ 17.79	\$ 18.68
Accounting Clerk	\$ 15.35	\$ 16.12	\$ 16.92	\$ 17.77	\$ 18.66
Library Aide II	\$ 15.21	\$ 15.97	\$ 16.77	\$ 17.61	\$ 18.49
Library Aide I	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
High School Intern ( <i>Incumbent</i> )	\$ 15.00	\$ 15.75	\$ 16.54	\$ 17.36	\$ 18.23
High School Intern ( <i>hired after 11/5/14</i> )	\$ 15.00	\$ 15.75	\$ 16.54		

Effective December 20, 2021 - *If sales tax measure scheduled for the November 2019 election is passed by the electorate*

**RESOLUTION NO. 7774**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA PUBLIC SERVICE EMPLOYEES' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7624**

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, in early 2022, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with nine other comparable public agency cities of similar size, demographics and services to the public; and

**WHEREAS**, the City's negotiating team met and conferred with the South Pasadena Public Service Employees' Association (PSEA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the PSEA has agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Public Service Employees' Association, attached as Exhibit A, is approved and adopted by the City Council of the City of South Pasadena.

**SECTION 2.** The City Council declares that this resolution supersedes Resolution No. 7624, which represented the previous Memorandum of Understanding between the City and the South Pasadena Public Service Employees' Association.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of June, 2022.



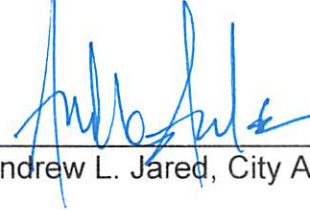
Michael A. Cacciotti, Mayor

**ATTEST:**



Christina A. Muñoz  
Deputy City Clerk

**APPROVED AS TO FORM:**



Andrew L. Jared, City Attorney

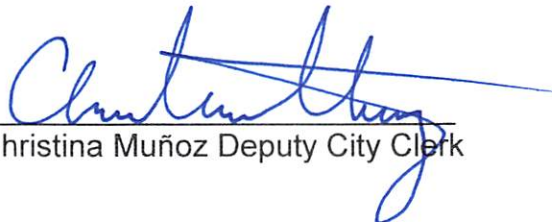
**I HEREBY CERTIFY** the foregoing Resolution No. 7774 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15<sup>th</sup> day of June, 2022, by the following vote:

**AYES:** Donovan, Mahmud, Zneimer, Primuth, Mayor Cacciotti

**NOES:** None.

**ABSENT:** None.

**ABSTAINED:** None.



Christina Muñoz Deputy City Clerk

**ATTACHMENT A**

**Memorandum of Understanding between the City of South Pasadena and  
the Public Service Employees' Association**

**CITY**  
*of*  
**SOUTH PASADENA**

**PUBLIC SERVICE EMPLOYEES' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**

**2022-2025**

**EFFECTIVE JULY 1, 2022 – JUNE 30, 2025**

**CITY OF SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES' ASSOCIATION  
MEMORANDUM OF UNDERSTANDING  
2022-2025**

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1. RECOGNIZED REPRESENTATIVES, PARTIES, TERMS AND REOPENERS

1(a) RECOGNIZED REPRESENTATIVES

The City recognizes the SOUTH PASADENA PUBLIC SERVICE EMPLOYEES' ASSOCIATION (Association) as the exclusive representative for all employees identified in Section 2, "Represented Classifications"

1(b) PARTIES

This Memorandum of Understanding hereinafter referred to as the "MOU" is made and entered into by and between the City of South Pasadena, a Municipal Corporation hereinafter referred to as the "City", and the South Pasadena Public Service Employees' Association pursuant to Government Code Section 3500 et. seq.

1(c) TERM OF AGREEMENT

This Memorandum of Understanding shall be in effect on July 1, 2022 and shall continue in full force until June 30, 2025.

1(d) REOPENERS

This MOU shall be subject to a reopener at the sole discretion of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2022-2023, 2023-2024 or 2024-2025 Fiscal Years:

- a. Five percent (5%) or greater reduction in general fund revenues during the period July 1 through December 31 compared to the July 1 through December period of time in the previous fiscal year;
- b. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year..

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction).

A determination by the City Council to reopen negotiations under this Section a. shall not be subject to administrative challenge. The Association agrees to meet and confer within fifteen calendar days of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2022-2025 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

**PERSONNEL RULES AND EMPLOYER EMPLOYEE RELATIONS  
RESOLUTION/ORDINANCE REOPENER:**

During the term of this MOU, the parties agree that the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

During the term of this MOU, the parties agree that the City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

**HEALTHCARE REOPENER**

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

**2. REPRESENTED CLASSIFICATIONS**

The City hereby confirms the South Pasadena Public Service Employees' Association as the representative of the employees in the classification listed below:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| Account Clerk                     | Maintenance Worker I              |
| Accountant                        | Maintenance Worker II             |
| Accounting Technician I           | Management Aide                   |
| Accounting Technician II          | Management Analyst                |
| Administrative Secretary          | Management Assistant              |
| Assistant Planner                 | Parks Supervisor                  |
| Associate Planner                 | Program Specialist                |
| Associate Civil Engineer          | Public Works Assistant            |
| Building Maintenance Worker       | Public Works Inspector            |
| Civil Engineering Assistant       | Senior Electrician                |
| Community Improvement Coordinator | Senior Maintenance Worker         |
| Community Services Coordinator    | Senior Management Analyst         |
| Deputy City Clerk                 | Senior Planner                    |
| Electrician                       | Senior Water Utility Worker       |
| Facilities Maintenance Supervisor | Senior Water Production/Treatment |

Film Liaison  
Grants Analyst  
Librarian  
Library Associate  
Library Clerk I  
Library Clerk II  
  
Library Digital Services Manager  
Library Public Services Manager  
Library Support Services Manager  
Library Technical Assistant

Operator  
Street Supervisor  
Transportation Driver  
Water Operations Supervisor  
Water Conservation Analyst  
Water Production/Treatment Operator  
Water Utility Worker I  
Water Utility Worker II

3. GENERAL PROVISIONS

3(a) SEVERABILITY

If any Article or Section of this MOU, or any Addendum thereto, should be held invalid by operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal or office, the remainder of this MOU shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

3(b) EFFECT

It is understood and agreed that this MOU shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part. If the City Council approves in full, then this MOU shall become immediately effective. If the City Council fails to approve in full without modification, then this MOU shall become null and void. This MOU constitutes and includes all negotiations, compromises and representations made by either party; and both parties acknowledge that each has met and conferred in good faith herein.

4. ASSOCIATION RIGHTS

4(a) MONTHLY CHANGE OF STATUS RECORD

The City shall provide the Association with a monthly change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled.

#### 4(b) STEWARDS TRAINING

The City shall provide up to a combined total of forty (40) hours for all stewards, subject to supervisory approval, of City time per year for Association Stewards to attend Association sponsored steward Training Programs.

#### 4(c) STEWARDS PROGRAM

1. List of Stewards - It is agreed by the parties to this Memorandum of Understanding that the recognized employee organization may select one Steward per work site or appoint the members of the Board of Directors as the Stewards for this unit. The recognized employee organization shall give the City's Human Resources Manager a written list of employees who have been selected as Stewards. This list shall be kept current by the recognized employee organization.
2. Stewards may spend a reasonable amount of time needed to expeditiously conduct the following activities: discuss matters with grievant, record information, advise or recommend action, assist in completion of documents necessary to formal grievance processing, investigate allegations which may form the basis for the grievance, and if so requested, appear with the grievant during all phases of the grievance process. This activity may be undertaken without reprisal, discrimination or intimidation.
3. Permission to Leave to Conduct Grievance Activities - Stewards, when leaving their work locations to transact such investigations or processing, shall first obtain permission from their immediate supervisor and inform him/her of the nature of the business. Permission to leave will be granted promptly unless such absence would cause undue interruption of work. If such permission cannot be granted promptly, the Steward will be immediately informed when the time will be made available. Stewards shall give their immediate supervisor reasonable advance notice of the need to take time away from their work for these activities, unless unable to do so because of exigent circumstances.
4. Upon entering a work location, the Steward shall inform the grievant's immediate supervisor of the nature of his/her business. Permission to leave the job will be granted promptly to the grievant unless the absence would cause an undue interruption of work. If the employee cannot be made available, the Steward will be immediately informed when the employee will be made available.

5. No Compensatory or Overtime Pay for Steward Functions - The recognized employee organization agrees that a Steward shall not log compensatory time or overtime pay for the time spent performing any function of a Steward and such time spent shall not constitute hours worked for purposes of calculating overtime.
6. Role of Steward - The role of the Steward is to provide timely grievance representation at the first steps of the grievance procedure in an effort to resolve grievances at the lowest possible level and to increase communication between the recognized employee organization and the City.

#### 4(d) DEFINITION OF GRIEVANCE

1. A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding or any supplemental agreements. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.
2. A claim by any employee or a group of employees or by the recognized employee organization in his/her, their or its own behalf, of a violation, misinterpretation, or inequitable application of existing policy, orders, rules, and regulations or then existing practice applicable to the public jurisdiction or its employees or the recognized employee organization.

#### 4(e) DUES AND BENEFITS DEDUCTIONS

1. New Employee Orientation. In accordance with AB 119, the City shall notify the Association President and Treasurer by email when a new employee is hired into the bargaining unit, including during new employee onboarding and when a new employee orientation occurs. The President or Treasurer will notify the City's Human Resources Department by email when a new employee has signed a membership card authorizing membership dues deduction and when such deductions shall begin. The City shall also provide the President and Treasurer with periodic lists of employees in the bargaining unit. The City shall also provide paid release time of one hour for one Association representative to meet with new employees for the purposes of discussing membership in the Association. This meeting shall take place at the end of the new employee orientation.
2. Dues Deductions. The City shall deduct dues on a regular payroll basis from the pay of all Association members. Such deductions shall be authorized in writing on a form approved and provided by the Association for this purpose. The membership cards shall be retained by the Association. The City shall rely on a certification from the Association for the authorization, modification, or cancellation of any/all dues

deductions. The City shall remit such funds to the Association within thirty (30) days following their deduction. The Association shall update its certified list of members as new members are added or members withdraw, and submit that updated certified list to the City promptly. The City shall only request to see an actual authorization form if there is a dispute about it.

3. Indemnification. In accordance with SB 866, the Association shall indemnify, defend, and hold the City harmless against any liability arising from any claims, demands, or other action relating to the City's compliance with the terms of this Article.

## 5. MANAGEMENT RIGHTS

5(a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively retains its management rights, which include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards.
2. Set standards and levels of service.
3. Determine the procedures and standards of selection for employment and promotions.
4. Direct its employees.
5. Establish and enforce dress and grooming standards.
6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.
7. Maintain the efficiency of governmental operation.
8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
9. Determine methods of financing.
10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.
11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.



12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including but not limited to, the right to contract for or subcontract any work or operations of the City.
13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.
14. Establish and modify productivity and performance programs and standards.
15. Discharge, suspend, demote, reprimand, withhold salary increases and benefits or otherwise discipline employees in accordance with applicable law.
16. Establish employee performance standards including but not limited to, quality and quantity standards, and to require compliance therewith.
17. Take all necessary actions to carry out its mission in emergencies.
18. Exercise complete control and discretion over its organization and the technology of performing its work.

5(b) The exercise by the City of its management rights shall not in any way, directly or indirectly, supersede the City Personnel Rules and this Memorandum of Understanding. Except in emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact on members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights is provided for in the Memorandum of Understanding or in the Personnel Rules and Salary resolutions. By agreeing to meet and confer with the Association as to the impacts of the exercise and of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.

5(c) The following incorporates the side letters entered into by the City and Association, which are listed here for historical context and shall continue in effect during the term of this MOU:

1. For the 2012-2014 MOU, the side letter recognizes that the parties agree that the substance of the side letter executed by them on or about July 23,

2013 and ratified by the City Council by Resolution No. 7311 on August 14, 2013 is incorporated into the appropriate sections of this MOU where warranted. Changes set forth in the side letter included, but were not necessarily limited to:

The Management Generalist series of classifications, the first five of which are represented by PSEA (Management Aide, Management Assistant, Management Analyst, Water Conservation Analyst (equivalent to Management Analyst), Senior Management Analyst, and Principal Management Analyst).

City has the management right to promote any employee holding a PSEA-represented position to a position outside of the PSEA-represented bargaining unit within the Management Generalist series without meeting and conferring regarding either its decision to promote, or the impacts of its decision to promote.

City will not promote a PSEA-represented employee to any position within the Management Generalist series position without the employee's consent.

PSEA-represented employees who accept promotion to the unrepresented Principal Management Analyst classification position shall have no "right of return" to their PSEA-represented position. PSEA-represented employees who accept promotion to Management Assistant, Management Analyst or Senior Management Analyst will have those "bumping" rights as set forth in Rule 14 of the City's Personnel Rules and Regulations.

City will respect and honor the decision of any PSEA-represented employee who does not want to promote to any position within the Management Generalist Series.

PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to promote a PSEA-represented employee to any position within the Management Generalist series.

PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to appoint a PSEA-represented employee to any position within the Management Generalist series.

2. For the 2014-2017 MOU, the side letter recognizes that the parties agree that the substance of the side letter executed by them on or about September 7, 2016 and ratified by the City Council by Resolution No. 7479 on September 21, 2016 is incorporated into the appropriate sections of this MOU where warranted. Changes set forth in the side letter included, but were not necessarily limited to:

Revising the job description and salary schedule for the Program Specialist classification, reclassifying an existing Program Specialist position in the Recreation Division, and reclassifying a Program Specialist position in the Transit Division to the Management Aide classification;

Reorganization of the City's Transit Division to reflect the elimination of the Community Services Coordinator position from the Transit Division;

Revising the job description and salary schedule for the Community Services Coordinator classification and reclassification of existing Community Services Coordinator to new classification and salary schedule;

Revising the job description for the Transportation Driver classification;

Revising the job description for the Associate Planner and Senior Planner classifications and creation of a "Planner" classification series, consisting of the Assistant Planner, Associate Planner and Senior Planner classifications; and

Eliminating the Human Resources Technician classification and reclassifying it to the Management Assistant classification.

- 5(d) For the 2017-2019 MOU, in order to implement the changes approved by the South Pasadena Library Board of Trustees and City Council in the 2016 South Pasadena Public Library Operations Plan, the following changes and reclassifications set forth shall be agreed to for the term of the 2017-2019 MOU:

The parties agree that:

1. A new classification of Library Public Services and Support Services Manager shall be created;
2. The Senior Librarian classification shall be eliminated;
3. Two current employees in the Senior Librarian classification shall be reclassified as Library Public Services and Support Services Managers;
4. One vacant Senior Librarian position shall be reclassified to Library Digital Services Manager;
5. The Librarian classification job description shall be revised; and
6. A new classification of Library Associate shall be created.

- 5(e) Furthermore, also regarding the July 1, 2017-June 30, 2019 MOU, the parties agreed to the following:

The City may enter into a contract with HdL to perform business license and related functions for the City. The City may also abolish the Senior Account Clerk classification and layoff the current employees serving in that classification.

The City may enter into a contract with ADP to perform payroll and related functions for the City. The City may also abolish the Payroll Coordinator classification and layoff the current employee serving in that classification.

The following classifications were created:

Accounting Technician I,  
Accounting Technician II; and  
Accountant.

## 6. COMPENSATION

### 6(a) SALARY SCHEDULE AS OF JUNE 30, 2022

Salaries as of June 30, 2022 are stated in Appendix A titled "June 2022 PSEA FT Salary Schedule"

### 6(b) SALARY SCHEDULES

1. Effective July 4, 2022, the salaries shall be as stated in Appendix B, titled "July 2022 PSEA FT Salary Schedule" which reflect a 4% increase over Appendix A;
2. Effective July 3, 2023, the salaries shall be as stated in Appendix C, titled "July 2023 PSEA FT Salary Schedule", which reflects a 3% increase over Appendix B; and
3. Effective July 1, 2024, the salaries shall be as stated in Appendix D, titled "July 2024 PSEA FT Salary Schedule", which reflects a 2% increase over Appendix C.

### 6(c) ONE-TIME LUMP SUM

On or before July 30, 2022, the City will provide a lump-sum non-PERSable payment of \$1,500 to active employees hired on or before June 30, 2022 who have passed an initial probationary period. Those employees hired on or before June 30, 2022 who have not yet passed their probationary period, will be paid the \$1,500 lump-sum non-PERSable payment upon an employee's successful completion of their probationary period. No lump sum payments will be paid after June 30, 2023.

## 7. HOURS

### 7(a) OVERTIME

1. The City shall compensate employees at the rate of time and one-half for all hours worked in excess of their daily shift; hours worked in excess of a regularly scheduled workweek; eighty hours in a pay period; and holidays (exclusive of holiday pay). However, the City shall not use these hours twice to calculate overtime.
2. Subject to limitations in Section 7(a)(3)(4) below, overtime compensation may be made either in the form of cash payment or in Compensatory Time Off (hereinafter termed "CTO") at the option of the employee between January 1, and November 30. During December, overtime worked will be paid as a cash payment with payroll.
3. All employees shall be permitted to accumulate CTO to a maximum of 100 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 100 hours. To the extent permitted by law, the City shall retain the option to exercising discretion to require employees to utilize already accumulated CTO hours.
4. The use of CTO is subject to approval by the Department Head and shall not cause projected additional overtime to be incurred by the Department. And approved CTO shall not be denied less than 72 hours prior to the effective use of CTO unless extraordinary circumstances occur as determined by the City Manager.
5. Use of earned and accrued CTO hours shall be subject to prior approval by the supervisor of the employee requesting use of said time off. The determination as to granting or denying use of the CTO shall be based on considerations including but not limited to: impact of the CTO use on overtime expenditures and on operational needs of the impacted City Department.
6. Beginning January 1, 2020, CTO may not be cashed out at the employee's discretion. Beginning January 1, 2020, any CTO accrued between January 1 through November 30, that was not used for time off, shall be paid in cash with payroll in December. CTO balances as of December 31, 2019 will not be cashed out and are available to be used as time off.

7(b) WORK SCHEDULES/CITY HALL/PUBLIC WORKS YARD

Employees working at City Hall and the Public Works Yard will work a 4/10 schedule, with Friday being the day off, to the extent possible, for all classifications.

7(c) DIFFERENTIAL PAY FOR SUNDAY HOURS

Any full-time permanent employee who is in the Public Service Employees' Association and is assigned to work a Sunday schedule shall receive time and one-half (1-1/2) for all Sunday hours worked.

7(d) EXTENDED OVERTIME PAY

Any employee who is required to work a shift of more than twelve (12) hours in a single shift shall receive double time for all hours beyond twelve (12) hours. A shift shall be defined as the first 24 hours following the employee's normal starting time.

7(e) WINTER HOLIDAY CLOSURE

City Hall shall close each year from December 25 to January 1. Each unit employee shall receive three additional days off with pay during that period, in addition to December 25 and January 1. If a recognized holiday (December 25 and/or January 1) falls on a Saturday, the employee shall receive the prior Friday as a day off with pay. If that Friday is the employee's regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months. If the recognized holiday (December 25 and/or January 1) falls on a Sunday, the employee shall receive the following Monday as a day off with pay. If that Monday is the employee's regular day off, the employee will receive a floating holiday to use within the following 12 months. That floating holiday is not subject to cash out, nor can it be rolled over beyond the initial 12 months.

If the recognized holiday (December 25 and/or January 1) falls on the employee's regular day off, the employee will receive either: 1) in the case of a regularly scheduled Monday off, then Tuesday will be given off with pay; or 2) in the case of a regularly scheduled Friday off, then Thursday will be given off with pay.

Applicable to Public Works Water Division Operations Only: If any employee is required to work during the holiday closure, they will receive a floating holiday for each day they work. The floating holiday will be subject to the rules described in this subsection.

2022

Tuesday, December 27, 2022 through Thursday, December 29, 2022, will be the three additional days off for the Holiday Closure. Monday, December 26, 2022 and January 2, 2023, will count as regular Holidays, per section 10(a).

2023

Tuesday December 26, 2023 through Thursday, December 28, 2023, will be the three additional days off for the Holiday Closure. Monday, December 25, 2023 and January 1, 2024, are regular Holidays, per section 10(a).

2024

Thursday, December 26, 2024 through Tuesday, December 31, 2024, will be the will be the three additional days off for the Holiday Closure. Wednesday, December 25, 2024 and Wednesday, January 1, 2025, are regular Holidays, per section 10(a).

8. RETIREMENT (SUBJECT TO AB 340 LANGUAGE BELOW)

8(a) PARTICIPATION IN PERS

For “classic members”, (i.e., employees who are not “new members” under the California Public Employees’ Pension Reform Act of 2013 (“PEPRA”), the City agrees to participate in the California Public Employees’ Retirement System, 2%@55 plan and to provide a “single highest year” benefit (Section 20042 of the *Government Code*)

8(b) EMPLOYEE’S SHARE

Effective July 1, 2013, all classic members shall pay 100% of the statutorily required member contribution.

8(c) SICK LEAVE CONVERSION

The City has contracted for the benefit of sick leave conversion pursuant to Section 20965 of the California Government Code.

8(d) RETIRED EMPLOYEE’S MEDICAL COVERAGE

As regards unit employees hired on or after the date of City Council adoption of the 2012-14 MOU or resolution of an impasse regarding the 2012-13 fiscal year, the City contribution to an individual employee’s health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward as required by Section 22892. As regards all unit employees employed by the City prior to

City Council adoption of the 2012-14 MOU, or resolution of an impasse regarding the 2012-13 fiscal year, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of \$625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

Effective July 1, 2020, the City shall modify its resolution filed with CalPERS to set the City's equal contribution for Association employees and annuitants at the minimum amount required under Government Code section 22892, which amount may be changed annually by CalPERS. For retirees who currently qualify as annuitants and currently participate in a CalPERS retiree medical plan, and for all employees hired on or before June 30, 2020 who later retire from the City and qualify as an annuitant and participate in a CalPERS retiree medical plan, the City will make the statutory minimum contribution directly to CalPERS. The City will make a separate contribution to a Health Reimbursement Account ("HRA") in the retiree's name for the difference between the Government Code section 22892 monthly minimum contribution for that year and \$625. However, the HRA contribution shall not be more than necessary to pay, in conjunction with the City's payment directly to CalPERS, the premium for the CalPERS health insurance plan selected by the retiree.

For employees hired on or after July 1, 2020, who retire from the City, qualify as an annuitant and choose to participate in a CalPERS health insurance plan as a retiree, the City shall make a contribution to CalPERS equal to the statutory minimum under Government Code section 22892 for that year. No HRA contribution will be made for these retirees.

8(e) PARTICIPATION IN IRS SECTION 414(H)(2)

The City has adopted a resolution implementing IRS Section 414(h)(2) . This article shall be operative only as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

8(f) PEPRA

AB 340 (the California Public Employees' Pension Reform Act of 2013, ("PEPRA")) as it may from time to time exist, shall in its entirety be given full force and effect during and after the term of the 2014-17 MOU. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation predating.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the



normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government code section 7522.30)

“New members” as defined by PEPRA on and after January 1, 2013, shall be enrolled in the PEPRA required retirement formula (2% @ 62) (Government Code section 7522.20(a). Final pensionable compensation (as defined for new members in Government Code section 7522.34) shall be determined by reference to the highest average annual pensionable compensation earned during a period of 36 consecutive months (Government Code section 7522.32(a)).

8(g) DEFERRED COMPENSATION

Effective in first full pay period in January 2023, or as soon thereafter as practicable, the City will institute a deferred compensation program to be consistent with the existing deferred compensation for managers. Effective in January 2023, or as soon thereafter as City can reasonably implement the program, the City will contribute One percent (1%) of employee’s base salary to their deferred compensation plan.

9. INSURANCE

9(a) MEDICAL INSURANCE

The employer contribution for available health benefit plans shall be the minimum amount mandated by Government Code section 22892 as it may from time to time change. The difference between the statutory minimum and the amounts set forth below, shall be provided to unit members by means of an IRS approved cafeteria plan, depending on the level of coverage selected.

Employee only	\$625
Employee + 1	\$1,025
Employee + family	\$ 1,200

Effective July 1, 2020, the City’s monthly contributions shall as follows:

Employee only	\$625 (base) + \$200 = \$825
Employee + 1	\$1,025
Employee + family	\$1,200

Effective January 1, 2023, the City's monthly contributions shall be as follows:

Employee only	$\$625 \text{ (base)} + \$200 = \$825$
Employee + 1	$\$1,025 + \$275 = \$1,300$
Employee + family	$\$1,200 + \$300 = \$1,500$

Effective January 1, 2024, the City's monthly contributions shall be as follows:

Employee only	$\$625 \text{ (base)} + \$200 = \$825$
Employee + 1	$\$1,300 + \$260 = \$1,560$
Employee + family	$\$1,500 + \$360 = \$1,860$

For employee only coverage, the additional \$200 per month represents an additional contribution made only if needed to pay for the employee's chosen medical insurance plan coverage.

The amounts stated above are to cover plan premiums, and may not be used as any form of cash in lieu.

#### 9(b) OPT OUT PROVISION

All employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out of the coverage, and complies with the opt out provisions outlined above, the employee shall be eligible to receive a monthly allowance of \$300. Cancellation of the coverage becomes effective on the first day of any month after a 45-day written notice is received.

9(c) DENTAL COVERAGE

The City agrees to provide \$75.00 per month for employee and dependent dental coverage. The dental fund shall be paid by adding \$75.00 to the above cafeteria plan.

9(d) VISION CARE

The City agrees to provide up to \$20.00 toward the monthly premiums to a vision care plan, which covers both employees and their dependents. The vision fund shall be paid by adding \$75.00 to the above cafeteria plan.

9(e) LIFE INSURANCE

The City agrees to provide each employee with a \$50,000 life insurance/Accidental Death & Dismemberment policy.

9(f) LONG TERM DISABILITY BENEFITS

1. The City will contribute 100% of the full cost of a Long Term Disability policy (LTD) for every employee represented by the Association. The LTD policy shall have a 30-day or the total amount of accumulated sick leave (whichever is greater) per illness and/or injury elimination clause, which will cover sick leave and will pay two-thirds of monthly salary. The City or insurance carrier may require reasonable proof of disabling illness.
2. Benefits shall be to a maximum of one (1) year on a disability and/or illness. The City Manager may, in the event of extenuating circumstances, extend benefits for up to one additional year. Said LTD policy shall thereafter be kept in force and effect, but the City's contribution shall remain constant at the entry level, subject to change only by mutual consent.
3. Insurance Pay While on LTD - Once an employee has exhausted all other recognized forms of leave and has been placed on long-term disability, the City will continue to make the contributions toward insurance as set forth under Section 9(a) above during the City recognized period of Long Term Disability. In the event that the City Manager grants an extension of benefits, the City will continue to pay all insurance premiums as set forth under Section 9(a) above during the approved extension.
4. Benefits Effective Date - it is agreed that Benefits Effective Date - It is agreed that long term disability insurance benefits shall become effective after thirty (30) calendar days from the date of injury or illness. The City agrees to establish a Dispute Resolution Procedure to resolve any conflicts

that may arise between the City and disabled employees. This procedure will most likely be medical arbitration. The Resolution procedure will be provided at no cost to the employee.

9(g) IRS 125 PLAN

The City has implemented an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

10. HOLIDAYS

10(a) RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees (including permanent part-time employees):

1. January 1 .....New Year's Day
2. 3<sup>rd</sup> Monday in January .....Martin Luther King, Jr. Birthday
3. 3<sup>rd</sup> Monday in February .....President's Day
4. Last Monday in May.....Memorial Day
5. June 19 ..... Juneteenth
6. July 4.....Independence Day
7. 1<sup>st</sup> Monday in September .....Labor Day
8. November 11 .....Veteran's Day
9. 4<sup>th</sup> Thursday in November ..... Thanksgiving Day
10. Friday after Thanksgiving.....Substitute for Admission's Day
11. December 25 .....Christmas Day

Employees shall be compensated for recognized holidays based on the number of hours they were scheduled to work on that day.

10(b) FALLING ON SCHEDULED SHIFTS OFF

1. Holidays Falling on Scheduled Shifts Off - If a holiday falls on a Saturday, the previous Friday shall be deemed the holiday and City Hall will be closed. If a holiday falls on Sunday, the following Monday shall be deemed to be the holiday and City Hall will be closed. When a holiday falls on an employee's Friday off, employees scheduled off that Friday shall have the previous day off. With respect to the Friday after Thanksgiving, those employees whose regularly scheduled day off falls on Friday shall have the Wednesday before Thanksgiving as a paid holiday, and City Hall will be closed.
2. Due to the library's seven day per week schedule, if a holiday falls on a Saturday, the library will be closed to the public both Friday and Saturday. When a holiday falls on a Sunday, the library will be closed to the public

both Sunday and Monday. In both cases, library staff will work the same number of hours as all other City staff during the week in which the holiday occurs.

3. During the winter holiday closure, the procedure set forth in Section 7(e) of this MOU shall apply.

#### 10(c) EXCEPTIONS

1. Regularly Scheduled Employees: Any employee whose regular schedule requires him/her to work on a holiday shall be given compensatory time-off for such work or paid the straight time daily equivalent to his/her salary at the discretion of the department head.
2. Holiday Pay - Any employee required to work a fixed holiday shall receive pay equivalent to double time and one-half for all holiday hours worked.

### 11. FLOATING HOLIDAYS

#### 11(a) ACCRUAL RATES

Employees working a 9/80 schedule shall receive 27 floating holiday hours per fiscal year. Employees working a 5-day work week shall receive 33 floating holiday hours per fiscal year.

Employees working a 4/10 schedule shall receive 30 floating holiday hours.

#### 11(b) MAXIMUM ACCUMULATION

Floating holidays are non-compensable and must be used within the fiscal year.

12. VACATION

12(a) ACCRUAL RATES

Employees shall accrue vacation as follows:

YEARS OF SERVICE (COMPLETED)	HOURS PER YEAR
1 .....	88
2 .....	96
3 .....	104
4 .....	112
5 .....	120
6-10 .....	128
11-15 .....	136
16-20 .....	152
21-24 .....	160
25 .....	200
Each Year Thereafter .....	Add'l 8 Hrs per Year

12(b) MAXIMUM ACCUMULATION

Employees shall not accumulate more than 2 years' worth of vacation. The two-year total is based on the current bi-weekly accrual rate, times 52 payrolls. A freeze on vacation accrual will be implemented when an employee reaches the 2-year maximum limit. In such case, vacation shall not be earned or accrued.

Upon written request, the City Manager may grant vacation hours to carryover for extenuating circumstances up to an additional year of accumulation.

12(c) USE OF VACATION

The City shall allow employees to use vacation time in increments of no less than one half shift subject to supervisory approval.

12(d) BUY BACK

The City agrees to annually purchase, at the member's option, eighty (80) hours of vacation time at base salary.

Beginning in December 2019, and each December thereafter, employees who wish to have the City buy back vacation hours in the next calendar year, shall make an irrevocable election and submit it to the City, in writing in December, as to the number of hours they will accrue the next calendar year that they elect for buy back. In order to elect buy back, the employees must have eighty (80) or more hours of vacation balance at the time of the irrevocable election. The City

shall make a form available to employees to make the irrevocable election. Beginning December 2020, cashed out hours will be paid in December of each year.

### 13. SICK LEAVE

#### 13(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay. Employees will continue to accrue sick leave while on paid sick leave.

#### 13(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

#### 13(c) CONVERSION TO CALPERS SERVICE CREDIT

Upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

#### 13(d) USE OF SICK LEAVE

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave, but the City will not permit sick leave use to exceed 440 hours per fiscal year unless approved by the City Manager at his/her discretion. Accumulated sick leave may be used for the following:

- (1) **Employee's own illness, or for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee.**

**(2) Employee's family member's illness**

The employee may use up to 48 hours of accrued but unused sick leave per year for the following purposes:

- For the diagnosis, care, or treatment of an existing health condition, or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent; parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.
- For the employee who is a victim of domestic violence, sexual assault, or stalking: (a) to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

**13(f) VERIFICATION OF SICK LEAVE**

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

- (1) The employee request approval for the use of four (4) hours or more sick leave for a single doctor's appointment.
- (2) The employee has a history or pattern of misuse or overuse of sick leave. Examples of such misuse or overuse include but are not limited to:
  - Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.
  - Frequent late arrival to or early departure from work for medical or dental appointments.
  - Frequent medical or dental appointments.
- (3) The employee has been absent three (3) or more workdays or used twenty-four (24) hours of sick leave, whichever is greater, that involves the illness of the employee or family member in a calendar year:

**13(g) USE OF SICK LEAVE BY PROBATIONARY EMPLOYEE**

A probationary employee shall be authorized to utilize up to, but not exceeding, 50% of sick leave earned and accrued during the first ninety (90) days of employment, but after that time, may use sick leave during the remainder of the probationary period in the same manner as non-probationary employees . Such



use shall be subject to all rules and regulations governing the use of sick leave. However, probationary employees shall not be allowed to participate in the above SICK LEAVE INCENTIVE. This section does not apply to promotional probationary employees, who may use sick leave in the same manner as non-probationary employees.

#### 14. BEREAVMENT LEAVE

##### 14(a) USAGE

Employees shall receive three (3) days of paid Bereavement Leave each fiscal year.

##### 14(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one day and may be used for the following:

##### **Death of a Family Member**

Employees may use Bereavement Leave for the preparation and/or attendance of services of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

#### 15 EMPLOYEE WELLNESS, BALANCE AND PROFESSIONAL DEVELOPMENT

The City recognizes the importance of promoting employee wellness, balance and professional development. As such, the City shall bring the below listed benefits, as offerings and supplemental optional employee wellness & balance and professional development initiatives/programs, at no cost to the employee:

- (a) A meditation room will be made available for employee use to create a calm space that allows for mindfulness and wellness; and
- (b) Yoga & fitness classes will be offered on a regular basis in Council Chambers and/or at other city facilities, to support employee health and wellness; and
- (c) City sponsored Toastmasters club on site (includes membership & lunch) to provide opportunity for employees to develop public speaking and engagement skills with fellow city employees; and
- (d) A natural green space area will be created behind City Hall to facilitate time outside for lunches or meetings.

16. WORKING CONDITIONS

16(a) UNIFORMS

1. It is agreed that the City shall provide 5 work shirts, 5 cotton t-shirts and 5 pairs of pants for all Field Service employees. Uniforms will be replaced as deemed necessary by the Public Works Superintendent.
2. The City shall reimburse all Field Service employees up to \$250 for the purchase of steel toe safety boots/shoes each year. In the event the employee's boots/shoes are damaged on the job and deemed unsafe (as opposed to normal wear and tear), the City will replace the boots/shoes for the employee even if the \$250 maximum has been reached.
  - 2(a) Probationary employees shall receive reimbursement for 1 pair of boots up to a maximum of \$250 at the start of employment.
  - 2(b) Permanent employees shall receive reimbursement for up to two pairs of boots up to a maximum of \$250 at the start of the fiscal year.
3. Authorization and reimbursement:
  - 3(a) City-designated vendor: Employee must first receive authorization from the Public Works Superintendent prior to purchase from a city-designated vendor. City may provide a voucher for this purpose.
  - 3(b) Vendor of employee's choice: Employee must provide proof of purchase or receipt to Public Works Superintendent for reimbursement.

16(b) TURN-AROUND TIME / STANDBY TIME

1. When possible, management will attempt to provide all employees with at least eight hours between shifts.
2. In emergency situations, employees whose normal starting time would require them to return to work before eight hours have elapsed shall have the option, subject to management's prior approval, of reporting to work after said eight-hour period has elapsed, while being paid straight time from the time they would normally have reported to work.
3. If management directs the employee or if the employee elects, with prior management approval, to report to work before that eight-hour period has elapsed, then the employee shall be paid double time from the time that

they report to work until the time that the eight hour period would have elapsed. The employee will then be paid straight time for the remaining hours of their normal work shift.

4. Employees required to be on stand-by call during off-duty period, including holidays, and weekend periods, shall be compensated as follows:
  - a. Employees shall be compensated a daily stipend of \$ 20.00 per day for stand-by time
  - b. When the employee must report back to work, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of three hours of compensation.
  - c. When it is feasible for the employee to respond to an emergency from home, employee shall be compensated at the overtime rate (time and one-half) for all hours worked with a minimum of one hour of compensation.
  - d. Stand-by time is only for the time there are no other city workers schedule to work within a particular division. An employee is not entitled to stand-by time on his/her Fridays off when working a 9/80 schedule and other city employees are working an eight (8) hour day.

#### 16(c) PERFORMANCE EVALUATION-BASED MERIT STEP INCREASES

Where a merit step increase is contingent upon provision of an annual (or other) performance evaluation report which justifies a new step increase, and where such report is completed, but not on a timely basis, the merit step increase shall be implemented retroactive to the payroll period where the increase would have been implemented, had the evaluation been done timely.

### 17. OTHER BENEFITS

#### 17(a) LONGEVITY

1. 2% Every 5 Years: It is agreed that effective July 1, 1994, each employee in the bargaining unit shall receive a two percent (2%) increase in salary for every five (5) years of service and shall continue to receive such increase(s) in salary upon completion of each additional five (5) year interval of service.
2. As of January 1, 1996, the existing Longevity Pay Program will be terminated for all employees hired on or after January 1, 1996. Employees

on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provision of "A" 2% Every 5 Years. Once an employee has earned the additional 4% the Longevity Pay Program shall be permanently frozen.

#### 17(b) BILINGUAL PAY

1. Pay: Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis shall receive an additional one hundred and twenty five dollars (\$125) in compensation each month, for a total of \$1500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.
2. Total Number of Employees: The City Manager's Office may permit up to twelve (12) bilingual (Spanish or Chinese) slots to be filled by department discretion.
3. Sign Language: One additional employee, over and above the Total Number of Employees as defined above, who can communicate conversationally with sign language on a regular or recurring basis, shall be eligible to receive bilingual pay benefit. Prior to receiving such additional compensation, employees will be required to demonstrate proficiency as established by the standards of American Sign Language (ASL) or English Sign Language (ESL).

#### 17(c) EDUCATIONAL REIMBURSEMENT

There shall be no tuition reimbursement.

#### 17(d) INCENTIVE PAY

The City encourages all the water utility operations and sewage collection/treatment employees to obtain state and federal certifications to deliver quality services to City residents. All employees obtaining higher certifications other than what is the minimum required for their job classifications shall be compensated two and a half (2.5%) percent of their base monthly salary for each additional certification, up to maximum of five (5%) percent of their base salary for more than one additional certification. All the additional water certifications shall be issued by California State Water Resources Control Board (SWRCB), previously administered by California Department of Public Health Services (CDPHS), American Water Works Association (AWWA) or equivalent as approved by the City's Public Works Director prior to the employee obtaining the certification. All the wastewater collection and treatment certifications shall be issued by California State Water Resources Control Board (CSWRCB), California

Water Environmental Association (CWEA) or equivalent as approved by the City's Public Works Director prior to the employee obtaining the certification.

17(e) W-4 FORMS

Employees may change their W-4 form.

18. LAYOFF AND REHIRE PROCEDURES

18(a) LAYOFF PROCEDURES

Layoffs shall occur according to Rule 14.2 of the City's Personnel Rules and Regulations.

18(b) REHIRE PROCEDURES

The names of permanent employees who have been laid off due to reduction in work force shall be placed on an appropriate layoff re-employment list according to the date of separation and shall be eligible for re-employment. Such re-employment shall comply with the following guidelines:

- The last employee laid off will be the first employee on the list with the other eligible employees following in sequential order thereafter.
- Said list shall be continued for one (1) year after the date of layoff.

19. RATIFICATION AND IMPLEMENTATION

The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15 day of June, 2022.

**SOUTH PASADENA PUBLIC SERVICE  
EMPLOYEES' ASSOCIATION**



Stephanie Pinto, President



Olivia Radbill, Vice President

**CITY OF SOUTH PASADENA**



Michael A. Cacciotti, Mayor



Armine Chaparyan, City Manager



**APPENDIX A (Current)**  
**Public Service Employees' Association Monthly Salary Schedule**  
*Effective July 1, 2021*

	A	B	C	D	E
Account Clerk	\$ 3,559	\$ 3,737	\$ 3,924	\$ 4,120	\$ 4,326
Accountant	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Accounting Technician I	\$ 4,023	\$ 4,224	\$ 4,436	\$ 4,657	\$ 4,890
Accounting Technician II	\$ 4,467	\$ 4,691	\$ 4,925	\$ 5,172	\$ 5,430
Administrative Secretary	\$ 4,348	\$ 4,566	\$ 4,794	\$ 5,034	\$ 5,285
Assistant Planner	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Associate Civil Engineer	\$ 6,691	\$ 7,025	\$ 7,377	\$ 7,746	\$ 8,133
Associate Planner	\$ 5,945	\$ 6,242	\$ 6,555	\$ 6,882	\$ 7,226
Building Maintenance Worker	\$ 4,551	\$ 4,778	\$ 5,017	\$ 5,268	\$ 5,531
Civil Engineering Assistant	\$ 5,659	\$ 5,942	\$ 6,239	\$ 6,551	\$ 6,878
Community Improvement Coordinator	\$ 4,658	\$ 4,891	\$ 5,135	\$ 5,392	\$ 5,662
Community Services Coordinator	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Deputy City Clerk	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Electrician	\$ 5,024	\$ 5,275	\$ 5,539	\$ 5,815	\$ 6,106
Facilities Maintenance Supervisor	\$ 6,136	\$ 6,443	\$ 6,765	\$ 7,103	\$ 7,459
Film Liaison	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Grants Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Librarian	\$ 5,299	\$ 5,564	\$ 5,842	\$ 6,134	\$ 6,441
Library Associate	\$ 4,230	\$ 4,442	\$ 4,664	\$ 4,897	\$ 5,142
Library Clerk I	\$ 3,116	\$ 3,272	\$ 3,436	\$ 3,607	\$ 3,788
Library Clerk II	\$ 3,610	\$ 3,790	\$ 3,980	\$ 4,179	\$ 4,387
Library Digital Services Manager	\$ 5,361	\$ 5,629	\$ 5,911	\$ 6,206	\$ 6,517
Library Public Services Manager	\$ 6,575	\$ 6,904	\$ 7,249	\$ 7,612	\$ 7,992
Library Support Services Manager	\$ 6,575	\$ 6,904	\$ 7,249	\$ 7,612	\$ 7,992
Library Technical Assistant	\$ 4,317	\$ 4,532	\$ 4,759	\$ 4,997	\$ 5,247
Maintenance Worker I	\$ 3,651	\$ 3,834	\$ 4,025	\$ 4,227	\$ 4,438
Maintenance Worker II	\$ 3,976	\$ 4,175	\$ 4,384	\$ 4,603	\$ 4,833
Management Aide	\$ 4,348	\$ 4,565	\$ 4,793	\$ 5,033	\$ 5,285
Management Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Management Assistant	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Parks Supervisor	\$ 5,775	\$ 6,064	\$ 6,367	\$ 6,685	\$ 7,020
Program Specialist	\$ 4,348	\$ 4,566	\$ 4,794	\$ 5,034	\$ 5,285
Public Works Assistant	\$ 5,581	\$ 5,860	\$ 6,153	\$ 6,460	\$ 6,783
Public Works Inspector	\$ 5,520	\$ 5,796	\$ 6,086	\$ 6,390	\$ 6,710
Senior Electrician	\$ 5,375	\$ 5,644	\$ 5,926	\$ 6,223	\$ 6,534
Senior Maintenance Worker	\$ 4,738	\$ 4,975	\$ 5,224	\$ 5,485	\$ 5,759
Senior Management Analyst	\$ 6,503	\$ 6,828	\$ 7,169	\$ 7,527	\$ 7,904
Senior Planner	\$ 6,919	\$ 7,264	\$ 7,628	\$ 8,009	\$ 8,410
Senior Water Production/Treatment Operator	\$ 4,804	\$ 5,044	\$ 5,296	\$ 5,561	\$ 5,839
Senior Water Utility Worker	\$ 4,744	\$ 4,982	\$ 5,231	\$ 5,492	\$ 5,767
Street Supervisor	\$ 5,837	\$ 6,129	\$ 6,436	\$ 6,757	\$ 7,095
Transportation Driver	\$ 3,303	\$ 3,468	\$ 3,642	\$ 3,824	\$ 4,015
Water Conservation Analyst	\$ 5,624	\$ 5,906	\$ 6,201	\$ 6,511	\$ 6,836
Water Operations Supervisor	\$ 6,613	\$ 6,943	\$ 7,291	\$ 7,655	\$ 8,038
Water Production/Treatment Operator	\$ 4,416	\$ 4,637	\$ 4,868	\$ 5,112	\$ 5,367
Water Utility Worker I	\$ 3,862	\$ 4,055	\$ 4,258	\$ 4,471	\$ 4,694
Water Utility Worker II	\$ 4,277	\$ 4,491	\$ 4,716	\$ 4,951	\$ 5,199

## APPENDIX B (4%)

### Public Service Employees' Association Monthly Salary Schedule Effective first full payroll period following July 1, 2022

	A	B	C	D	E
Account Clerk	\$ 3,701	\$ 3,886	\$ 4,081	\$ 4,285	\$ 4,499
Accountant	\$ 5,575	\$ 5,854	\$ 6,147	\$ 6,454	\$ 6,777
Accounting Technician I	\$ 4,184	\$ 4,393	\$ 4,613	\$ 4,843	\$ 5,086
Accounting Technician II	\$ 4,646	\$ 4,878	\$ 5,122	\$ 5,378	\$ 5,647
Administrative Secretary	\$ 4,522	\$ 4,748	\$ 4,985	\$ 5,235	\$ 5,496
Assistant Planner	\$ 5,575	\$ 5,854	\$ 6,147	\$ 6,454	\$ 6,777
Associate Civil Engineer	\$ 6,959	\$ 7,307	\$ 7,672	\$ 8,055	\$ 8,458
Associate Planner	\$ 6,183	\$ 6,492	\$ 6,817	\$ 7,157	\$ 7,515
Building Maintenance Worker	\$ 4,733	\$ 4,970	\$ 5,218	\$ 5,479	\$ 5,753
Civil Engineering Assistant	\$ 5,885	\$ 6,180	\$ 6,489	\$ 6,813	\$ 7,154
Community Improvement Coordinator	\$ 4,844	\$ 5,087	\$ 5,341	\$ 5,608	\$ 5,888
Community Services Coordinator	\$ 4,961	\$ 5,209	\$ 5,469	\$ 5,743	\$ 6,030
Deputy City Clerk	\$ 5,575	\$ 5,854	\$ 6,147	\$ 6,454	\$ 6,777
Electrician	\$ 5,225	\$ 5,486	\$ 5,761	\$ 6,049	\$ 6,351
Facility Maintenance Super	\$ 6,381	\$ 6,701	\$ 7,036	\$ 7,387	\$ 7,757
Film Liaison	\$ 4,961	\$ 5,209	\$ 5,469	\$ 5,743	\$ 6,030
Grants Analyst	\$ 5,849	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109
Librarian	\$ 5,511	\$ 5,787	\$ 6,076	\$ 6,380	\$ 6,699
Library Associate	\$ 4,399	\$ 4,619	\$ 4,850	\$ 5,093	\$ 5,347
Library Clerk I	\$ 3,241	\$ 3,403	\$ 3,573	\$ 3,751	\$ 3,939
Library Clerk II	\$ 3,754	\$ 3,942	\$ 4,139	\$ 4,346	\$ 4,563
Library Digital Services Manager	\$ 5,575	\$ 5,854	\$ 6,147	\$ 6,454	\$ 6,777
Library Public Services Manager	\$ 6,838	\$ 7,180	\$ 7,539	\$ 7,916	\$ 8,312
Library Support Services Manager	\$ 6,838	\$ 7,180	\$ 7,539	\$ 7,916	\$ 8,312
Library Technical Assistant	\$ 4,490	\$ 4,714	\$ 4,950	\$ 5,197	\$ 5,457
Maintenance Worker I	\$ 3,797	\$ 3,987	\$ 4,186	\$ 4,396	\$ 4,615
Maintenance Worker II	\$ 4,135	\$ 4,342	\$ 4,559	\$ 4,787	\$ 5,026
Maintenance Aide	\$ 4,522	\$ 4,748	\$ 4,985	\$ 5,235	\$ 5,496
Management Analyst	\$ 5,849	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109
Management Assistant	\$ 4,961	\$ 5,209	\$ 5,469	\$ 5,743	\$ 6,030
Parks Supervisor	\$ 6,006	\$ 6,306	\$ 6,622	\$ 6,953	\$ 7,300
Program Specialist	\$ 4,522	\$ 4,748	\$ 4,985	\$ 5,235	\$ 5,496
Public Works Assistant	\$ 5,804	\$ 6,094	\$ 6,399	\$ 6,719	\$ 7,055
Public Works Inspector	\$ 5,741	\$ 6,028	\$ 6,329	\$ 6,646	\$ 6,978
Senior Electrician	\$ 5,590	\$ 5,870	\$ 6,163	\$ 6,471	\$ 6,795
Senior Maintenance Worker	\$ 4,928	\$ 5,174	\$ 5,433	\$ 5,704	\$ 5,989
Senior Management Analyst	\$ 6,763	\$ 7,101	\$ 7,456	\$ 7,829	\$ 8,221
Senior Planner	\$ 7,196	\$ 7,556	\$ 7,933	\$ 8,330	\$ 8,746
Senior Water Production/Treatment Operator	\$ 4,996	\$ 5,246	\$ 5,508	\$ 5,784	\$ 6,073
Senior Water Utility Worker	\$ 4,934	\$ 5,180	\$ 5,439	\$ 5,711	\$ 5,997
Street Supervisor	\$ 6,070	\$ 6,374	\$ 6,693	\$ 7,027	\$ 7,379
Transportation Driver	\$ 3,435	\$ 3,607	\$ 3,787	\$ 3,977	\$ 4,175
Water Conservation Analyst	\$ 5,849	\$ 6,141	\$ 6,448	\$ 6,771	\$ 7,109
Water Operations Supervisor	\$ 6,878	\$ 7,221	\$ 7,582	\$ 7,962	\$ 8,360
Water Production/Treatment Operator	\$ 4,593	\$ 4,822	\$ 5,063	\$ 5,317	\$ 5,582
Water Utility Worker I	\$ 4,016	\$ 4,217	\$ 4,428	\$ 4,650	\$ 4,882
Water Utility Worker II	\$ 4,448	\$ 4,670	\$ 4,904	\$ 5,149	\$ 5,407

**APPENDIX C (3%)**

**Public Service Employees' Association Monthly Salary Schedule**  
*Effective first full payroll period following July 1, 2023*

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Account Clerk	\$3,812	\$4,003	\$4,203	\$4,413	\$4,634
Accountant	\$5,743	\$6,030	\$6,331	\$6,648	\$6,980
Accounting Technician I	\$4,309	\$4,525	\$4,751	\$4,989	\$5,238
Accounting Technician II	\$4,785	\$5,024	\$5,276	\$5,539	\$5,816
Administrative Secretary	\$4,658	\$4,890	\$5,135	\$5,392	\$5,661
Assistant Planner	\$5,743	\$6,030	\$6,331	\$6,648	\$6,980
Associate Civil Engineer	\$7,167	\$7,526	\$7,902	\$8,297	\$8,712
Associate Planner	\$6,368	\$6,687	\$7,021	\$7,372	\$7,741
Building Maintenance Worker	\$4,875	\$5,119	\$5,375	\$5,643	\$5,926
Civil Engineering Assistant	\$6,062	\$6,365	\$6,683	\$7,017	\$7,368
Community Improvement Coordinator	\$4,990	\$5,239	\$5,501	\$5,776	\$6,065
Community Services Coordinator	\$5,110	\$5,365	\$5,633	\$5,915	\$6,211
Deputy City Clerk	\$5,743	\$6,030	\$6,331	\$6,648	\$6,980
Electrician	\$5,382	\$5,651	\$5,933	\$6,230	\$6,542
Facility Maintenance Super	\$6,573	\$6,902	\$7,247	\$7,609	\$7,989
Film Liaison	\$5,110	\$5,365	\$5,633	\$5,915	\$6,211
Grants Analyst	\$6,024	\$6,326	\$6,642	\$6,974	\$7,323
Librarian	\$5,676	\$5,960	\$6,258	\$6,571	\$6,900
Library Associate	\$4,531	\$4,758	\$4,996	\$5,245	\$5,508
Library Clerk I	\$3,338	\$3,505	\$3,680	\$3,864	\$4,057
Library Clerk II	\$3,867	\$4,060	\$4,263	\$4,477	\$4,700
Library Digital Services Manager	\$5,743	\$6,030	\$6,331	\$6,648	\$6,980
Library Public Services Manager	\$7,043	\$7,395	\$7,765	\$8,153	\$8,561
Library Support Services Manager	\$7,043	\$7,395	\$7,765	\$8,153	\$8,561
Library Technical Assistant	\$4,624	\$4,856	\$5,098	\$5,353	\$5,621
Maintenance Worker I	\$3,911	\$4,106	\$4,312	\$4,527	\$4,754
Maintenance Worker II	\$4,259	\$4,472	\$4,696	\$4,930	\$5,177
Maintenance Aide	\$4,658	\$4,890	\$5,135	\$5,392	\$5,661
Management Analyst	\$6,024	\$6,326	\$6,642	\$6,974	\$7,323
Management Assistant	\$5,110	\$5,365	\$5,633	\$5,915	\$6,211
Parks Supervisor	\$6,186	\$6,495	\$6,820	\$7,161	\$7,519
Program Specialist	\$4,658	\$4,890	\$5,135	\$5,392	\$5,661
Public Works Assistant	\$5,978	\$6,277	\$6,591	\$6,921	\$7,267
Public Works Inspector	\$5,913	\$6,209	\$6,519	\$6,845	\$7,187
Senior Electrician	\$5,758	\$6,046	\$6,348	\$6,665	\$6,999
Senior Maintenance Worker	\$5,075	\$5,329	\$5,596	\$5,875	\$6,169
Senior Management Analyst	\$6,966	\$7,314	\$7,680	\$8,064	\$8,467
Senior Planner	\$7,412	\$7,782	\$8,171	\$8,580	\$9,009
Senior Water Production/Treatment Operator	\$5,146	\$5,403	\$5,674	\$5,957	\$6,255
Senior Water Utility Worker	\$5,082	\$5,336	\$5,603	\$5,883	\$6,177
Street Supervisor	\$6,253	\$6,565	\$6,893	\$7,238	\$7,600
Transportation Driver	\$3,538	\$3,715	\$3,901	\$4,096	\$4,301
Water Conservation Analyst	\$6,024	\$6,326	\$6,642	\$6,974	\$7,323
Water Operations Supervisor	\$7,084	\$7,438	\$7,810	\$8,200	\$8,610
Water Production/Treatment Operator	\$4,730	\$4,967	\$5,215	\$5,476	\$5,750
Water Utility Worker I	\$4,137	\$4,344	\$4,561	\$4,789	\$5,029
Water Utility Worker II	\$4,582	\$4,811	\$5,051	\$5,304	\$5,569



**APPENDIX D (2%)**

**Public Service Employees' Association Monthly Salary Schedule**  
*Effective first full payroll period following July 1, 2024*

	A	B	C	D	E
Account Clerk	\$3,889	\$4,083	\$4,287	\$4,502	\$4,727
Accountant	\$5,858	\$6,150	\$6,458	\$6,781	\$7,120
Accounting Technician I	\$4,396	\$4,615	\$4,846	\$5,088	\$5,343
Accounting Technician II	\$4,881	\$5,125	\$5,381	\$5,650	\$5,933
Administrative Secretary	\$4,751	\$4,988	\$5,238	\$5,500	\$5,775
Assistant Planner	\$5,858	\$6,150	\$6,458	\$6,781	\$7,120
Associate Civil Engineer	\$7,311	\$7,676	\$8,060	\$8,463	\$8,886
Associate Planner	\$6,496	\$6,820	\$7,161	\$7,520	\$7,896
Building Maintenance Worker	\$4,973	\$5,221	\$5,482	\$5,756	\$6,044
Civil Engineering Assistant	\$6,183	\$6,492	\$6,817	\$7,158	\$7,516
Community Improvement Coordinator	\$5,089	\$5,344	\$5,611	\$5,892	\$6,186
Community Services Coordinator	\$5,212	\$5,472	\$5,746	\$6,033	\$6,335
Deputy City Clerk	\$5,858	\$6,150	\$6,458	\$6,781	\$7,120
Electrician	\$5,489	\$5,764	\$6,052	\$6,355	\$6,672
Facility Maintenance Super	\$6,704	\$7,040	\$7,392	\$7,761	\$8,149
Film Liaison	\$5,212	\$5,472	\$5,746	\$6,033	\$6,335
Grants Analyst	\$6,145	\$6,452	\$6,775	\$7,114	\$7,469
Librarian	\$5,790	\$6,079	\$6,383	\$6,702	\$7,038
Library Associate	\$4,622	\$4,853	\$5,096	\$5,350	\$5,618
Library Clerk I	\$3,405	\$3,575	\$3,754	\$3,941	\$4,138
Library Clerk II	\$3,944	\$4,142	\$4,349	\$4,566	\$4,794
Library Digital Services Manager	\$5,858	\$6,150	\$6,458	\$6,781	\$7,120
Library Public Services Manager	\$7,184	\$7,543	\$7,920	\$8,316	\$8,732
Library Support Services Manager	\$7,184	\$7,543	\$7,920	\$8,316	\$8,732
Library Technical Assistant	\$4,717	\$4,953	\$5,200	\$5,460	\$5,733
Maintenance Worker I	\$3,989	\$4,189	\$4,398	\$4,618	\$4,849
Maintenance Worker II	\$4,344	\$4,561	\$4,790	\$5,029	\$5,280
Maintenance Aide	\$4,751	\$4,988	\$5,238	\$5,500	\$5,775
Management Analyst	\$6,145	\$6,452	\$6,775	\$7,114	\$7,469
Management Assistant	\$5,212	\$5,472	\$5,746	\$6,033	\$6,335
Parks Supervisor	\$6,310	\$6,625	\$6,957	\$7,305	\$7,670
Program Specialist	\$4,751	\$4,988	\$5,238	\$5,500	\$5,775
Public Works Assistant	\$6,098	\$6,403	\$6,723	\$7,059	\$7,412
Public Works Inspector	\$6,031	\$6,333	\$6,649	\$6,982	\$7,331
Senior Electrician	\$5,873	\$6,166	\$6,475	\$6,799	\$7,138
Senior Maintenance Worker	\$5,177	\$5,436	\$5,707	\$5,993	\$6,292
Senior Management Analyst	\$7,105	\$7,461	\$7,834	\$8,225	\$8,637
Senior Planner	\$7,560	\$7,938	\$8,335	\$8,751	\$9,189
Senior Water Production/Treatment Operator	\$5,249	\$5,511	\$5,787	\$6,076	\$6,380
Senior Water Utility Worker	\$5,183	\$5,443	\$5,715	\$6,000	\$6,300
Street Supervisor	\$6,378	\$6,697	\$7,031	\$7,383	\$7,752
Transportation Driver	\$3,609	\$3,789	\$3,979	\$4,178	\$4,387
Water Conservation Analyst	\$6,145	\$6,452	\$6,775	\$7,114	\$7,469
Water Operations Supervisor	\$7,226	\$7,587	\$7,966	\$8,364	\$8,783
Water Production/Treatment Operator	\$4,825	\$5,066	\$5,320	\$5,586	\$5,865
Water Utility Worker I	\$4,220	\$4,431	\$4,652	\$4,885	\$5,129
Water Utility Worker II	\$4,673	\$4,907	\$5,152	\$5,410	\$5,680

**RESOLUTION NO. 7773**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA AND THE SOUTH PASADENA POLICE OFFICERS' ASSOCIATION, SUPERSEDING RESOLUTION NO. 7623**

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employers meet and confer regarding wages, hours, and other terms and conditions of employment; and

**WHEREAS**, in early 2022, the City initiated a salary survey of compensation for all full-time classifications, which served as the data upon which compensation considerations were made, comparing salary data with nine other comparable public agency cities of similar size, demographics and services to the public; and

**WHEREAS**, the City's negotiating team met and conferred with the South Pasadena Police Officers' Association (POA) representatives on numerous occasions to discuss terms and conditions of employment; and

**WHEREAS**, the City and the POA have agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** The Memorandum of Understanding between the City of South Pasadena and the South Pasadena Police Officers' Association, attached as Exhibit A, is approved and adopted by the City Council of the City of South Pasadena.

**SECTION 2.** The City Council declares that this resolution supersedes Resolution No. 7623, which represented the previous Memorandum of Understanding between the City and the South Pasadena Police Officers' Association.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify to the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

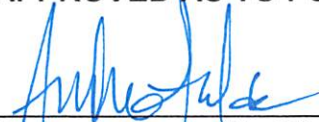
**PASSED, APPROVED AND ADOPTED ON** this 15<sup>th</sup> day of June, 2022.

  
\_\_\_\_\_  
Michael A. Cacciotti, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Christina Muñoz, Deputy City Clerk

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Andrew Jared, City Attorney

**I HEREBY CERTIFY** the foregoing Resolution No. 7773 was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 15<sup>th</sup> day of June, 2022, by the following vote:

**AYES:** Donovan, Mahmud, Zneimer, Primuth, Mayor Cacciotti  
**NOES:** None.  
**ABSENT:** None.  
**ABSTAINED:** None.

  
\_\_\_\_\_  
Christina Muñoz Deputy City Clerk

**ATTACHMENT A**

**Memorandum of Understanding between the City of South Pasadena and  
the South Pasadena Police Officers' Association**

**CITY**  
*of*  
**SOUTH PASADENA**  
  
**AND**  
  
**POLICE OFFICERS' ASSOCIATION**  
**MEMORANDUM OF UNDERSTANDING**  
  
**2022 - 2025**  
  
**EFFECTIVE JULY 1, 2022 – JUNE 30, 2025**

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1. GENDER REFERENCES

As used in this Memorandum of Understanding (MOU), all references to gender, such as "he", "him", or "his," and references to "they", "them", and "theirs", shall apply equally to both sexes.

2. REPRESENTED CLASSIFICATIONS RECOGNIZED

Pursuant to the provisions of the Employee Relations Resolution of the City of South Pasadena, the City recognizes the South Pasadena Police Officers' Association as the exclusively recognized employee organization on behalf of full-time sworn and non-sworn employees occupying the job classifications of:

- Police Sergeant
- Police Corporal
- Police Officer
- Police Officer Recruit
- Police Assistant
- Senior Clerk
- Parking Control Officer
- Police Clerk II
- Police Clerk I

3. ASSOCIATION RIGHTS AND RESPONSIBILITIES

3(a) ASSOCIATION AND EMPLOYEE RIGHTS

The City and Association shall comply with the provisions of the Meyers-Milias-Brown Act (MMBA) governing meet and confer rights of employee organizations. Each party shall retain those rights respectively vested by local, state and federal law.

3(b) DUES AND BENEFITS DEDUCTION

1. The City shall, during the term of this MOU, deduct monies for membership dues and insurance premiums on a monthly basis from sworn employees and non-sworn employees who voluntarily authorize the deduction in writing. Membership dues will be deducted based on authorizations in writing retained by the Association. The Association

shall submit to the City a certified list of members and the amount to be deducted for each. The Association shall update that list after members are added or withdraw, or when the withholding amount changes, and submit the updated list to the City promptly. The City may request a copy of a member's signed authorization card when there is a dispute. If changes in deduction cannot be implemented within 30 days, the City shall notify the Association. The City shall remit the monies from authorized deductions monthly on a check made payable to the Association.

2. The Association agrees to hold the City harmless and indemnify the City against any claims, causes of action, or lawsuits arising out of any action that shall be taken by the City for the purpose of complying with this section.

### 3(c) ASSOCIATION NEGOTIATING COMMITTEE

1. The Association may select three representatives to attend Meet and Confer sessions with management representatives during regular work hours without loss of compensation. At no time shall hours spent in Meet and Confer sessions be used in the computation of overtime and the time spent on meet and confer activities shall not be considered "hours worked" for purposes of overtime calculations.
2. The Association shall provide the Chief of Police (hereinafter abbreviated and referred to as "Chief") and the Human Resources Manager a written list of the employees who shall serve as the Association representatives for the purpose of Meet and Confer. Such list shall be provided at least two calendar weeks prior to the first meet and confer session whenever practical.
3. The Association Negotiating Committee (hereinafter referred to as "Committee") shall be permitted on-duty release time, not to exceed one hour per negotiating session, as approved by the Chief, for preparation. Prior to any release time being granted, the Committee shall give the Chief as much advance notice as possible as to the date, time, and duration of the requested release time. Release time for preparation may only be extended beyond limits with the approval of the Chief.
4. Subject to the limitations set forth in this MOU, on-duty members of the Association's Board of Directors shall be granted a release from their assigned duties to attend scheduled meetings of the Association after prior written request and if approved by police management.
5. Subject to the limitations set forth in this MOU, the President of the Association shall be granted a release from on-duty assignment up to 8

hours per calendar month to conduct Association business with the City. If such time is not utilized within a calendar month, it shall not be credited for utilization in succeeding months. The 8 hour per month limitation shall apply to all release time utilized by the Association President for any purpose, except time off for Meet and Confer sessions and approved preparation time for such sessions.

6. The City shall provide necessary release time to the Association for the purpose of planning approved employee recreational activities provided that such planning could not reasonably be done during off-duty hours. Prior approval of the Chief shall be required. Such time shall not be used when it interferes with the efficient operation of the division, and must be requested as far in advance as possible. It shall be the responsibility of the Association to maintain a complete and accurate record of time utilized hereunder and submit a copy thereof to the Chief on a monthly basis.

3(d) RELEASE TIME FOR GRIEVANCES

1. When an employee is selected to represent a grievant he shall be allowed time off from duty with the approval of the Chief to interview and represent the aggrieved employee during each stage of a grievance proceeding.
2. No more than one employee shall interview and represent an employee on any one grievance. Prior written notification must be given to police management by the designated representative regarding the approximate amount of time required to represent the aggrieved party. The grievance procedure shall be as provided in the City's Employee Relations Resolution.

3(e) ASSOCIATION OFFICE SPACE

1. The City agrees to provide meeting space, which is available and not needed for City functions and activities, for the use of the Association. The location and size of such office space shall continue to be designated by the City and may be changed by the City upon prior notification to the Association.
2. The Association therefore agrees that the City maintains the right of access without notice under emergency conditions and has the right to periodically inspect this space for maintenance of condition provided that a 24-hour prior notice is given to a member of the Board of Directors and the Association has the opportunity to have a representative in attendance during inspection.

4. MANAGEMENT RIGHTS AND RESPONSIBILITIES

4(a) MANAGEMENT RIGHTS

In order to ensure that the City shall continue to carry out its public safety functions, programs and responsibilities to the public imposed by law, and to maintain efficient public safety service for the citizens of South Pasadena, the City continues to reserve and retain solely and exclusively, all management rights and responsibilities set forth by law and those City rights set forth in the City's Employee Relations Resolution and including, but not limited to, the following rights:

1. To manage the Police Division (hereinafter called "Division") and determine policies and procedures and the right to manage the affairs of the Division.
2. To take into consideration the existence or nonexistence of facts that are the basis of the management decision in compliance with state law.
3. To determine the necessity, organization, implementation and termination of any service or activity conducted by the City or other government jurisdictions, and to expand or diminish police services.
4. To demote, direct, discharge, discipline, evaluate, hire, promote, recruit, reduce, reprimand, select, supervise, suspend, terminate, transfer, withhold salary increases and benefits for disciplinary reasons, or otherwise discipline employees in accordance with Division and/or City Employee Relations Resolution rules and regulations.
5. To determine the extent, level, manner, means, nature, quality, quantity, standard, time and type of police services to be provided to the public and the right to establish and modify such standards.
6. To require the performance of other public safety services not specifically stated herein in the event of emergency or disaster, as deemed necessary by the City.
7. To lay off employees of the Division because of lack of work or funds or under conditions where continued work would be inefficient or ineffective.
8. To determine and/or change the police equipment, facilities, methods, operations to be performed, organizational structure, and/or technology, and to allocate and assign work by which the City police operations are to be conducted.

9. To determine method of financing.
10. To determine, manage and plan the Division's budget, which includes, but is not limited to, the right to contract or subcontract any work or operations of the Division.
11. To determine the size, composition of the Division's work force, assign work to employees of the Division with requirements determined by the Division, and to establish and require compliance to work hours and changes to work hours, work schedules, including call-back, stand by, and overtime, and assignments, except as otherwise limited by this MOU.
12. To establish and modify goals and objectives related to productivity and performance programs and standards, including but not limited to, quality and quantity, and require compliance therewith.
13. To determine abilities, job classifications, job specifications, knowledge, qualifications, selection procedures and standards, and skills, and to reallocate and reclassify employees in accordance with the City's Employee Relations Resolution rules and regulations.
14. To determine the issues of public policy and the overall goals and objectives of the Division and to take necessary action to achieve the goals and objectives of the Division.
15. To demote, hire, promote, reallocate, reduce in rank, terminate, transfer intra- or inter-division, and take other personnel action for non-disciplinary reasons in accordance with Division and/or City Employee Relations Resolution rules and regulations.
16. To establish, implement, and/or modify rules and regulations, policies, and procedures related to conduct, performance, productivity, safety and order, and to require compliance therewith.
17. To maintain order and efficiency in police facilities and operations.
18. To restrict the activity of an employee organization on City facilities and on City time except as set forth in this MOU.
19. To take any and all necessary steps and actions to carry out the service requirements and mission of the City in emergencies or any other time deemed necessary by the City and not specified above.

4(b) IMPACT ON MANAGEMENT RIGHTS

Where required by state or federal law, the City agrees, prior to implementation, to Meet and Confer with the Association at its request, over the impact of the exercise of a management right upon the wages, hours, terms, and conditions of employment on Association Members.

5. COMPENSATION

5(a) SALARY SCHEDULE ADJUSTMENTS

Non-Sworn Employees:

1. Effective July 4, 2022, salaries for non-sworn classifications subject to this MOU are set forth in Appendix B, which represent a 4% increase from the July 2021 salary resolution in Appendix A.
2. Effective July 3, 2023, salaries for non-sworn classifications subject to this MOU will be as set forth in Appendix C, which represents a 3% increase over Appendix B ; and
3. Effective July 3, 2024, salaries for non-sworn classifications subject to this MOU will be as set forth in Appendix D, which represents a 3% increase over Appendix C.

Sworn Employees (police sergeants, police corporal, police officer):

1. Effective July 4, 2022, salaries for sworn classifications subject to this MOU are set forth in Appendix B, which represent a 5% increase from the July 2021 salary resolution in Appendix A.
- 2.. Effective July 3, 2023, salaries for sworn classifications subject to this MOU will be as set forth in Appendix C, which represents a 5% increase over Appendix B; and
3. Effective July 3, 2024, salaries for sworn classifications subject to this MOU will be as set forth in Appendix D, which represents a 4% increase over Appendix C.

5(b) SALARY STEPS

- STEP 1: Shall be the entry level step for all employees in all classifications, except that when the education and previous training or experience of a proposed employee are substantially superior to those required of the classification, and justify a beginning salary in excess of such minimum compensation, upon recommendation of the department head, the City Manager may authorize an appointment to this position at any higher step.
- STEP 2: An employee shall receive this step after his satisfactory completion of 6 months service in Step 1 in the same classification and with the Chief's recommendation.
- STEP 3: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 2 in the same classification, and with the Chief's recommendation.
- STEP 4: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 3 in the same classification and with the Chief's recommendation.
- STEP 5: An employee shall receive this step after his satisfactory completion of 1 year's service in Step 4 in the same classification and with the Chief's recommendation.

Steps on the salary scale shall be rounded to the nearest whole dollar per month.

5(c) ACTING APPOINTMENTS

Employees appointed to acting appointments, as provided below, shall be paid Acting Pay equal to the first step of the applicable range of salary of that acting classification and in no case less than 5% above the applicable base salary of the affected employee.

1. Acting appointments must be made in writing by the Chief of Police, with approval by the City Manager. An Employee Action Form will be prepared by the Police Department documenting the assignment change and effective date upon approval by the City Manager.
2. The work assigned must be that of a budgeted position and performed in the absence of the regular incumbent.
3. The work performed by the Association member on the acting appointment must be substantially the same as performed by the regular incumbent.
4. Unless otherwise permitted by the City's Municipal Code, Personnel Rules and/or PERS regulations, an acting appointment shall not be made



for less than thirty (3) consecutive calendar days not exceed a period of six (6) months or until the position is filled, whichever is longer.

The parties agree that to the extent permitted by law, the value of the compensation for Acting Appointment Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) – Premium Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Acting Appointment Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

5(d) OVERTIME

1. The City shall compensate employees working a schedule of five 8-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 8 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of four-10 hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 10 hours per shift and 40 hours per week and for work on holidays (exclusive of holiday pay). The City shall compensate employees working a schedule of three 12-hour days at a rate of 1.5 times employee's salary for all hours worked in excess of 12 hours per shift and 160 hours per 28-day work period and for work on holidays (exclusive of holiday pay).

In determining the number of hours worked for overtime eligibility purposes, "hours worked" shall include use of earned and accrued vacation leave, compensatory time off, paid holiday leave, and where a paid holiday was utilized as an actual day off in lieu of working a scheduled shift on the holiday. Sick leave shall not count as "hours worked."

All overtime shall be paid at 1.5 times the employee's regular rate of pay as defined in the FLSA.

2. Subject to the limitations in Section 5(e)3 below, overtime compensation may be made either in the form of cash payment or in compensatory time off (hereinafter termed "CTO") at the option of the employee.
3. All employees shall be permitted to accumulate CTO to a maximum of 100 hours. Once this limit is reached, employees shall be compensated in cash at the rate of 1.5 times their rate of pay for overtime worked. The employee has the option to accumulate CTO when his/her CTO balance is reduced to less than 100 hours. To the extent permitted by law, the City shall retain the option of exercising its discretion to require employees to utilize already accumulated CTO hours.

CTO may only be accrued for overtime worked between January 1 through November 30 of each calendar year. CTO may not be cashed out at the employee's discretion and CTO accrued during a calendar year that is not used by November 30 of that calendar year, will be cashed out by the City with the last payroll of the calendar year. CTO balances as of December 31, 2018 will not be cashed out at the end of the year and shall remain available for employee use.

4. Special detail work, court time, court travel time to other than Pasadena or Alhambra courts to a maximum of 1 hour per round trip, and time spent in required training shall be considered time worked for the purpose of computing overtime.
5. Employees attending training sessions which will require the employee to work in excess of 40 hours per week, shall receive the excess of the 40 hours in hour-for-hour time off prior to or upon return from said training session, to the extent the time off can be taken within the same FLSA workweek for non-sworn employees or, for sworn employees, within the same 28 day work period adopted under Section 7(k) of the FLSA.
6. Use of earned and accrued CTO hours shall be subject to prior approval by the supervisor of the employee requesting use of said time off. The determination as to granting or denying use of the CTO shall be based on considerations including but not limited to: operational needs of the Department.
7. Daylight Savings Time: In the spring, employees will be paid only for hours worked on the transition day. The Chief may allow employees to work additional hours or to use CTO or vacation to make up the one hour of work lost. In the Fall, employees working during the transition will receive one hour of overtime pay if actual hours worked exceed twelve (12) hours on that shift.
8. The City has established an FLSA 7(k) overtime exemption for its sworn employees, setting the work period at twenty-eight (28) days. For non-sworn employees, the seven (7) day workweek shall apply. The workweek or work period for each employee will be noted in their personnel file.
9. The employee's regular rate of pay to be used for the calculation of overtime compensation shall be as required under the Fair Labor Standards Act and includes the following components, if applicable to the employee, in addition to base salary:

- a. Acting Assignment Pay
- b. Education Incentive Pay
- c. Specialty Assignment Pay
- d. Longevity Pay
- e. Medical Opt-out Pay
- f. Bilingual Pay

5(e) COURT TIME

Employees who are required to appear in court while off-duty shall be compensated at their applicable rate of pay for a minimum of 3 hours at overtime rate (time and one half). If an officer is required to provide telephone testimony, the City will pay 1 hour at the overtime rate (time and one half).

5(f) COURT TIME AND STAND-BY TIME

- 1. Employees shall be compensated for court standby time at their applicable rate of pay for 2 hours in the A.M. and 2 hours in the P.M. at overtime rate (time and one half).
- 2. Employees who are taken off standby by 1300 hours on the day of said standby, shall only be paid for A.M. standby of 2 hours at overtime rate (time and one half).
- 3. No court standby shall be paid to employees who are normally scheduled to work during such standby time.

5(g) RECALL

- 1. "Recall" work shall be compensated by payment at the rate of 1.5 times the applicable hourly rate of pay of the affected employee, or, at the determination of the employee, CTO of 1.5 hours per each hour worked as set forth in this article of this MOU, and subject to all other restrictions related to CTO accrual and usage.
- 2. Employees recalled to work shall be granted a minimum of 3 hours of recall overtime.

5(h) MOVIE DETAILS

Employees assigned to movie detail shall be paid \$95 per hour for details worked on or after July 4, 2022. All movie details worked are paid in cash and not eligible for CTO accrual. Employees on Labor Code section 4850 leave and/or on modified light duty may not work on movie details. The method for applying for movie detail assignments shall be governed by Appendix E. These movie detail assignments are voluntary and hours worked on this detail are not considered "hours worked" in determining eligibility for overtime.

5(i) HOURS OF WORK

1. The shift hours for employees classified as Police Clerk I, Police Clerk II, and Parking Control Officer shall be 8 hours of work, or if working a 4/10 schedule shall be for 10 hours, exclusive of a 30-minute lunch break.
2. The shift hours for employees classified as Police Assistant shall be 12 hours of work, inclusive of a 30-minute compensated lunch break.
3. The shift hours for employees classified as Police Officer, Police Corporal and Police Sergeant shall be 12 hours of work inclusive of a 45-minute compensated lunch break.

During said compensated meal period, affected unit members shall be subject to City-required restrictions upon geographic location for use of the Code 7, style of dress during said Code 7 and availability for service and to perform assigned duties.

4. The shift hours for employees classified as, Police Detective, Police Detective Corporal and Police Detective Sergeant, shall be 8, 10 or 12 hours of work, inclusive of the above 45-minute lunch break.
5. The Senior Police Clerk shall also be assigned to a ten (10) hour work day, but inclusive of a thirty (30) minute lunch break.
6. The shift hours for any employee alternatively assigned to a 3/12 shift shall be 12 hours of work, inclusive of a 30-minute lunch break or the above 45 minute lunch break applicable to sworn unit members.

5(j) Lump Sum Non-PERSable Payment

On or before July 30, 2022, City will provide a lump-sum non-PERSable payment of \$1,750 to active employees hired on or before June 30, 2022 who have passed an initial probationary period. Those employees hired on or before June 30, 2022 who have not yet passed their probationary period, will be paid the \$1,750 lump-sum non-PERSable payment upon an employee's successful completion of their probationary period. No lump sum payments will be paid after June 30, 2023.

6. RETIREMENT BENEFITS (SUBJECT TO AB 340 LANGUAGE BELOW)

6(a) PAYMENT OF EMPLOYEE CONTRIBUTION

1. Retirement benefits shall be provided by the City through the California Public Employees Retirement System (P.E.R.S.). Effective July 1, 1989, all eligible safety employees who are considered "classic" members (i.e., not "new" members) under the California Public Employees' Pension Reform Act of 2013 ("PEPRA") will receive the P.E.R.S. 2%@50 ("CHP" retirement) and non-safety classic employees shall receive the 2% at 55 retirement formula.
2. Effective the first payroll period commencing on or after both July 1, 2013 and adoption by the City Council of any necessary CalPERS resolutions, classic safety and classic miscellaneous members shall pay 100% of the statutorily required employee contribution.
3. PEPRA shall in its entirety be given full force and effect. Any provision in this MOU which contradicts any provision of PEPRA, shall be deemed null and void, with the contrary PEPRA provision(s) being given full force and effect. Therefore, no provision of PEPRA shall be deemed to impair any provision of any MOU, Agreement, Rule or Regulation.

"New members" as defined by PEPRA on and after January 1, 2013, shall individually pay an initial Member CALPERS contribution rate of 50% of the normal cost rate for the Defined Benefit Plan in which said new member is enrolled, rounded to the nearest quarter of 1%, or the current contribution rate of similarly situated employees, whichever is greater. (Government Code section 7522.30)

Safety members who are "new members" as defined by PEPRA on and after January 1, 2013, shall be enrolled in the PEPRA required SAFETY OPTION PLAN TWO (2.7% at 57) (Government Code section 7522.25(e)) and miscellaneous "new members" on and after January 1, 2013 shall be enrolled in PEPRA provided for 2.0 @ 62 retirement formula (Government Code § 7522.20.)

All "new members" shall have their final compensation determined by reference to the highest average annual pensionable compensation earned by the member during a period of 36 consecutive months immediately preceding retirement or other 36 consecutive month period as allowed by Government Code § 7522.32(a).

6(b) OPTIONAL TRANSFER TO SALARY

The City has adopted a resolution implementing IRS Section 414(h)(2). This article shall be operative as long as the State of California pick up of employee retirement contributions continues to be excludable from gross income of the employee under the provisions of the Internal Revenue Code.

6(c) DEFERRED COMPENSATION

Effective in first full pay period in January 2023, or as soon thereafter as practicable, the City will institute a deferred compensation program to be consistent with the existing deferred compensation for managers. Effective in January 2023, or as soon thereafter as City can reasonably implement the program, the City will contribute One percent (1%) of employee's base salary to their deferred compensation plan.

7. INSURANCE BENEFITS

7(a) INSURANCE BENEFITS ADMINISTRATIVE PROVISION

1. The City reserves the right to administer, change, fund or select any insurance benefit program involving insurance that now exists or may exist in the future.
2. In the administration of insurance benefit programs, the City shall have the right to select any carrier, self-insure, or other method of providing coverage for the benefits provided, as long as the benefits of the plan are substantially the same or equal.
3. The City shall Meet & Confer with the Association prior to any change of insurance carrier or method of funding coverage for any insurance benefits so listed in this Article, which will affect the level of benefits provided, or employee's contribution to premiums.
4. The City shall not pay for any costs of any insurance benefits provided in this MOU for any person who is absent on leave without pay for more than 50% of the workdays of a calendar month. The employee shall be notified and billed for the monthly premium by the City.

5. Where optional choice of insurance plans and/or insurance carrier is available to employee, change in insurance plans and/or insurance carriers may only be made during open enrollment periods established by the City. New hires shall be allowed to enroll at the time of their hiring.

7(b) MEDICAL INSURANCE

Effective, June 20, 2012, per Resolution No. 7226, the employer contribution to premiums of available health benefit plans shall be in the minimum amount mandated by Government Code section 22892 as it may from time to time provide. The difference between said amount as it from time to time exists and the present City-funded contribution of \$625.00 a month, shall be provided to unit members by means of An IRS approved cafeteria plan. It is the intent of the City that the medical premium contribution plan monies shall only be used to fund medical premiums and shall only be distributed in cash pursuant to the limited opt out provisions of 7(g) below, the CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S).

The City's monthly contributions to the medical premium contribution plan shall be as follows to the maximum stated, depending on the level of coverage selected and is inclusive of the City's contribution under Government Code section 22892:

Beginning July 1, 2020, the City's monthly contributions to the medical premium contribution plan shall be as follows, depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	\$625 (base) + \$200 = \$ 825
Employee + 1	\$1,025
Employee + family	\$1,200

Beginning January 1, 2023, the City's monthly contributions shall be as follows depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	\$625 (base) + \$200 = \$ 825
Employee + 1	\$1,300
Employee + family	\$1,500

Beginning January 1, 2024, the City's monthly contributions shall be as follows depending on the level of coverage selected, and is inclusive of the City's contribution under Government Code section 22892:

Employee only	\$ 200 = \$ 825
Employee + 1	\$1,560
Employee + family	\$1,860

For employee only coverage, the additional \$200 per month represents a maximum contribution made only if needed to pay for the employee's chosen medical insurance plan coverage. The amounts stated above are to cover plan premiums and may not be used as any form of cash in lieu.

7(c) DENTAL INSURANCE

1. Subject to a limitation of \$75.00 per month, the City shall contribute 100% of the monthly dental insurance premiums for all employees with Delta Dental service-12.
2. The City shall provide a City paid dependent dental coverage in a basic comprehensive plan, with more expensive plans available at added cost to the employee. The cost of the City paid plan shall not exceed \$75.00 per month for employee plus one or more dependents.
3. The City agrees to work with the Association in the investigation of other potential dental insurance carriers as long as the cost of a new carrier does not exceed the current \$75.00 per month cost.
4. The above dental insurance premium shall be paid by adding \$75.00 to the above medical premium contribution plan.

7(d) ACCIDENTAL DEATH AND INJURY POLICY

1. The City shall provide an Accidental Death and Injury Policy in the amount of \$50,000 for employees. Premiums shall be paid by the City. Additional coverage shall be made available from the City at the employee's expense.
2. Employees who elect coverage for their dependents shall pay for the additional cost for such coverage.



7(e) LIFE INSURANCE

The City shall supply a \$50,000 life insurance policy for all employees. Additional coverage shall be made available from the City at the employee's expense.

7(f) VISION CARE

The City shall contribute up to \$20.00 of the monthly premiums to a vision care plan that covers both employees and dependents. Said amount shall be paid by adding \$20.00 monthly to the above medical contribution plan.

7(g) CASH IN LIEU OF PARTICIPATION IN MEDICAL INSURANCE PLAN(S)

All employees must enroll in an available City health program unless they opt out. An employee may receive cash in lieu for opting out of the City's health program if he/she provides the following: (1) proof that the employee and all individuals for whom the employee intends to claim a personal exemption deduction for the taxable year or years that begin or end in or with the City's plan year to which the opt out applies ("tax family"), have or will have minimum essential coverage through another source (other than coverage in the individual market, whether or not obtained through Covered California) for the plan year to which the opt out arrangement applies ("opt out period"); and (2) the employee must sign an attestation that the employee and his/her tax family have or will have such minimum essential coverage for the opt out period. An employee must provide the attestation every plan year at open enrollment or within 30 days after the start of the plan year. The opt-out payment cannot be made and the City will not in fact make payment if the employer knows or has reason to know that the employee or tax family member doesn't have such alternative coverage, or if the conditions in this paragraph are not otherwise satisfied.

If the employee chooses to opt out and provides the attestation described above, the employee shall receive cash in lieu of \$300 per month. Cancellation of the coverage becomes effective on the first day of any month after a 45 day written notice is received.

7(h) RETIRED EMPLOYEE'S MEDICAL COVERAGE

Present employees who became/become retirees prior to July 1, 2012 shall receive City payment of 100% of the medical insurance premium for the retired employee only. Payment will be based on the actual employee only premium for insurance programs offered through PERS prior to being Medicare eligible and when

eligible for PERS and based upon PERS supplemental plans that mandate enrollment upon becoming Medicare eligible.

As regards unit employees hired on or after June 20, 2012, per Resolution No. 7226, the City contribution to an individual employee's health benefit plan on retirement shall be as prescribed in Government Code section 22892 and shall therefore be in an equal amount for both active employees and annuitants, as that amount may from time to time be adjusted upward and/or downward. As regard all unit employees employed by the City prior to June 20, 2012, per Resolution No. 7226, and who become retirees on and after July 1, 2012, the City contribution to an individual retiree's health benefit plan shall be in the amount of \$625 monthly, subject to CALPERS – mandated reductions in coordination with Medicare coverage.

7(i) IRS 125 PLAN

Effective the first payroll period commencing on or after July 1, 2009, the City shall implement an IRS 125 Plan. The plan shall only be utilized to fund health insurance premiums (medical, dental, vision).

8. RECOGNIZED HOLIDAYS

The City shall grant the following holidays to all employees represented by the Association:

- A. January 1 (New Year's Day)
- B. Third Monday of January (Martin Luther King Jr.'s Birthday)
- C. 3rd Monday of February (President's Day)
- D. Last Monday of May (Memorial Day)
- E. June 19 (Juneteenth)
- E. July 4th (Independence Day)
- F. 1st Monday of September (Labor Day)
- H. November 11<sup>th</sup> – Veteran's Day
- I. 4th Thursday of November (Thanksgiving Day)
- J. Friday following Thanksgiving Day
- K. December 25th (Christmas Day)
- L. Three "Floating Holidays"

Recognized and floating City holidays shall be earned in the number of hours represented by each affected employee's regular hours worked. Employees on a Labor Code 4850 leave shall not be paid overtime for holiday pay.

Only employees whose scheduled work shift starts on the day of the holiday shall be paid the holiday premium pay.

The parties agree that to the extent permitted by law, the value of the compensation for Holiday Premium Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(5) – Holiday Premium Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Holiday Premium Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

9. FLOATING HOLIDAYS

9(a) ACCRUAL RATES

1. Employees will be eligible for floating holidays after 6 months of service, and in accordance with the schedule set forth in Section 9(a)(2).
2. Floating holidays are earned as follows: Two between July 1st and December 31st; One between January 1st and June 30th.
3. For the purposes of employees working a 3/12 shift, each floating holiday is the equivalent of 12 hours.

9(b) MAXIMUM ACCUMULATIONS

Floating holidays are not cumulative, thus employees will be notified at least 30 days prior to any loss of a floating holiday(s).

9(c) USE OF FLOATING HOLIDAYS

1. Floating holidays must be taken within the fiscal year in which they are accrued.
2. Employees may select the days off they wish, upon approval of police management.

10. VACATION

10(a) ACCRUAL RATES

Each full-time employee as defined in this article shall earn vacation time yearly upon the completion of the required years of service as follows:

- A. 88 hours vacation after 1 years service.
- B. 96 hours vacation after 2 years service.
- C. 104 hours vacation after 3 years service.
- D. 112 hours vacation after 4 years service.
- E. 120 hours vacation after 5 years service.
- F. 128 hours vacation after 6-10 years service.
- G. 136 hours vacation after 11-15 years service.
- H. 152 hours vacation after 16-20 years service.
- I. 160 hours vacation after 21-24 years service.
- J. 200 hours vacation after 25 years of service.
- K. 208 hours vacation after 26 years of service.
- L. 216 hours vacation after 27 years of service.
- M. 224 hours vacation after 28 years of service
- N. 232 hours vacation after 29 years of service.
- O. 240 hours vacation after 30 or more years of service.

Vacation time shall be earned on a bi-weekly basis, and employees shall not be eligible to use vacation leave until completion of 6 months' service.

For employees hired on or after July 1, 2022, the City Manager shall credit an employee's previous safety officer experience to be counted towards an employee's total Years of Service calculation. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

Employees hired before July 1, 2022, may request prior safety officer experience to count towards an adjustment to the employee's accrual rate. In order to receive this adjustment, an employee must submit documentation in writing which shall be verified by the human resources department. This adjustment shall be effective on the date of City Manager approval.

**10(b) MAXIMUM ACCUMULATION AND VACATION BUYBACK**

- 1. Employees shall not accumulate more than 2 years' worth of vacation. Except, however that the City Manager, at their sole discretion, and upon written request, may grant vacation hours to carryover, for extenuating circumstances up to an additional year of accumulation.
- 2. Concurrent with exercise by an affected employee of the sick leave incentive cash out provided for in Section 11(c) below, the affected employee has the option of electing to convert up to eighty (80) hours of vacation time to cash at the employee's then existing unadjusted base hourly rate. The exercise of this option shall result in the deduction of the

hours of vacation time bought back by the City from the employee's vacation accumulation.

3. Beginning in December, 2019 and each December thereafter, employees who wish to have the City buy back vacation hours in the next calendar year, shall make an irrevocable election and submit it to the City, in writing no later than December 31, as to the number of hours they will accrue the next calendar year that they elect for buy back. In order to elect buy back, the employees must have eighty (80) or more hours of vacation balance at the time of the irrevocable election. The City shall make a form available to employees to make the irrevocable election no later than December 15 of each year.
  - a. Employees who do not submit an irrevocable election form by December 31 will be deemed as foregoing participation in the optional annual vacation leave cash-out program for that following calendar year.
  - b. The payments shall be made via a separate check during the first or second payroll in December.
  - c. In the event an employee has less hours in their vacation bank eligible for cash out at the time the cash-out is to be paid than they had previously elected to cash out, then the employee shall only be paid up to the eligible amount remaining in their vacation bank at the time of their actual cash out.
  - d. Any cash-out of vacation leave shall not cause the employee's total amount of accumulated vacation in their vacation bank to fall below a forty (40) hour minimum balance.

#### 10(c) USE OF VACATION

Vacation may be taken in segments with the approval of police management.

#### 11. SICK LEAVE

##### 11(a) ACCRUAL RATES

1. Employees shall accrue paid sick leave at the rate of 3.69 hours per pay period.
2. Employees will not accrue any sick leave while on leave of absence without pay.
3. For the purposes of employees working a 3/12 shift, one sick leave day is equivalent to one 12-hour shift.

11(b) MAXIMUM ACCUMULATION

Employees shall be allowed to accumulate unlimited sick leave. At the employee's termination, the accumulated sick leave hours shall have no cash value.

11(c) CONVERSION TO CALPERS SERVICE CREDITS

To the extent authorized by PEPRA and the Public Employees' Retirement Law, upon service retirement, employees may convert unused accumulated sick leave to service credits based on the formula set forth by CalPERS. Unused sick leave for which an employee receives cash, cannot be converted to CalPERS service credits. According to CalPERS, in order to receive sick leave credit, the employee's retirement date must be within 120 days from the date of separation from the City.

11(d) USE OF SICK LEAVE

The number of sick leave hours that may be utilized for a missed day(s) of work shall be equivalent to the number of regularly scheduled hours for that missed day(s) of work.

Though employees may accumulate unlimited sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize however, that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require a use of excessive amount of sick leave. Accumulated sick leave may be used for the following:

(1) **Employee's own illnesses**, or for diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee. The City shall have the option to require a doctor's certification of the adequacy of the employee's absence during the time for which sick leave was requested, if the employee has been absent 3 or more workdays or used twenty-four (24) hours of sick leave, whichever is greater, that involves the illness of the employee or family member.

(2) **Employee's family member's illness**

The employee may use up to 48 hours of accrued but unused sick leave per year for the following purposes:

1. For the diagnosis, care, or treatment of an existing health condition, or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent;

parent-in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

2. For the employee who is a victim of domestic violence, sexual assault, or stalking: (a) to obtain or attempt to obtain a temporary restraining order or other court assistance to help ensure the health, safety, or welfare of the employee or his or her child; or (b) to obtain medical attention or psychological counseling; services from a shelter; program or crisis center; or participate in safety planning or other actions to increase safety.

- \* Employees who have just been hired are not eligible to use their accumulated sick leave until they have completed ninety (90) days of service with the City.

## 12. BEREAVEMENT LEAVE

### 12(a) ACCRUAL RATES

Employees shall receive three (3) shifts of paid Bereavement Leave each fiscal year after being employed by the City for six (6) consecutive months.

### 12(b) USE OF BEREAVEMENT LEAVE

Bereavement Leave shall be used in increments of at least one shift and may be used for the following:

#### 1) Death of a family member

Employees may use Bereavement Leave for the death of a family member. For the purposes of Bereavement Leave, family members shall include: spouse, parents, child, stepchild, grandparents, grandchildren, brother(s) and/or sister(s). Bereavement Leave may be granted by the City Manager for other family members that the employee has shown close relations. Additional occurrences shall be deducted from the employee's own sick leave.

The City shall have the option to require reasonable certification of the adequacy of the employee's absence during the time for which Bereavement Leave was requested.

13. UNIFORMS AND SAFETY EQUIPMENT

13(a) UNIFORMS CLEANING AND REPLACEMENT ALLOWANCE

1. All Employees shall receive a uniform cleaning allowance of \$400.00 per year, which shall be prorated and paid in equal installments in each pay period and reported to CalPERS as required.
2. In addition to the allowance above, sworn employees shall receive from the City \$600.00 per year for the purchase of uniforms and equipment. Non-sworn employees shall receive from the City \$500.00 per year for the purchase of uniforms and equipment. These payments shall be prorated and paid in equal installments in each pay period. Effective July 4, 2022 (or first full pay period after Council ratification of this 2022-2025 MOU, whichever is later), sworn employees shall receive a uniform allowance of \$800 and non-sworn employees shall receive a uniform allowance of \$600.
3. The uniform cleaning and replacement allowance shall be reported to CalPERS for "classic" employees periodically when earned. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said uniform and replacement allowances as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion. The uniform cleaning and replacement allowance is not reportable for "new members" of CalPERS as defined by Government Code Section 7522.04(f) and as pursuant to Title 2, CCR Sections 571 and 571.1

13(b) NEW HIRES

1. The City shall provide new Police Officer hires the needed uniform and equipment. The following items shall be provided:

UNIFORM

- A. Two (2) short sleeve shirts
- B. One (1) long sleeve shirt
- C. Two (2) pairs of pants
- D. One (1) cap
- E. One (1) nylon jacket
- F. One (1) trouser belt
- G. One (1) pair duty shoes or boots (Limit \$50.00 max. unless approved by the Department.)
- H. One (1) tie with tie bar
- I. Four (4) keeper straps



## SAFETY EQUIPMENT

- A. Service Weapon  
The duty weapon issued to police officers by the City shall become the property of the officer after the officer has served 10 consecutive years with the Division. If the officer resigned or retires in good standing with the Division, the officer may keep possession of the weapon.
  - B. Holster
  - C. Sam Brown belt
  - D. Handcuffs and case
  - E. Impact Weapon
  - F. Key ring with appropriate station and City keys
  - G. Approved duty ammunition and carrier
  - H. Fingerprint kit with all necessary items
  - I. Rain Outerwear
  - J. Flashlight (Streamlight SL20 or equivalent)
  - K. Threat Level III Ballistic Vest (or lower at employee's option).
  - L. And any other equipment as deemed appropriate by the Department.
- 2. Uniform and equipment items shall meet the specifications set forth in the South Pasadena Police Manual.
  - 3. Such safety equipment shall remain the property of the City and shall be repaired or replaced by the City when defective.
  - 4. Issued safety equipment shall be returned to the City upon termination of employment, with the exception of the Service Revolver as noted above.

## 14. OTHER BENEFITS

### 14(a) LONGEVITY PAY

- 1. The City shall increase the base salary of each employee by 2% for each 5 years of service to the City by such employee. As of January 1, 1996, the existing Longevity Pay Plan will be terminated for all members hired after January 1, 1996. Members on the City payroll on or before December 31, 1995, will be permitted to accrue time for an additional 4% in Longevity Pay in accordance with the provisions set forth in 15.1.1 Once a member has earned the additional 4%, the Longevity Pay Program shall be permanently frozen.
- 2. Per City Council Res. No. 6371 dated 1/17/96 - 15.1.2 is deleted. Effective upon the approval of amendments by the City Council, the

accrual of additional time toward the earning of longevity credit will be frozen until June 30, 1995. Members currently earning longevity shall continue to receive longevity at their current level but shall not accrue additional time toward for longevity advancement. Members not currently receiving longevity shall not accrue time toward longevity nor shall they be eligible to be considered for longevity during the freeze period.

3. The parties agree that to the extent permitted by law, the value of the compensation for Longevity Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(3) – Incentive Pay. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said longevity pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

#### 14(b) SHIFT DIFFERENTIAL

Employees assigned to work the night shift (currently termed 1800 hours to 0600 hours) shall receive a shift differential pay increase of 3% over their base pay during the term of such assignment.

The parties agree that to the extent permitted by law, the value of the compensation for Shift Differential Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Shift Differential Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Shift Differential Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

#### 14(c) BILINGUAL PAY

Employees who can communicate conversationally in Spanish or Chinese on a regular and/or recurring basis, shall receive an additional one hundred and twenty five dollars (\$125).each month, for a total of \$1500 annually to be paid in equal installments per pay period. Prior to receiving such additional compensation, employees will be required to pass a bilingual proficiency test as established and agreed to between the City and the Association.

The parties agree that to the extent permitted by law, the value of the compensation for Bilingual Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Bilingual Pay shall be reported to CalPERS periodically when

earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Bilingual Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(d) TUITION REIMBURSEMENT

There shall be no tuition reimbursement.

14(e) EDUCATIONAL INCENTIVE

Educational incentive pay shall be granted employees as follows:

1. 2.5% of the employee's applicable base salary shall be paid the employee above applicable base salary upon the completion of Intermediate P.O.S.T. Certificate, or;
2. 5% of the employee's applicable base salary shall be paid the employee above the applicable base salary upon the completion of Advanced P.O.S.T. Certificate.
3. The above rates shall not be compounded.
4. Personnel shall be compensated for their Intermediate and Advanced (P.O.S.T.) Certificate based on the submission date of the request and the date of eligibility. All personnel will be given a copy of their P.O.S.T. profile which will show their most current training points on file with P.O.S.T. after January 1<sup>st</sup> of each calendar year.
5. Employees that have received education incentive pay pursuant to previous agreements for job related coursework, associate and bachelor of arts degrees shall continue to receive this pay. Employees that did not qualify for such pay prior to February 3, 1999 shall not be entitled to this pay.
6. The parties agree that to the extent permitted by law, the value of the compensation for Educational Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(2) – Educational Pay. Education Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Education Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(f) TRAINING INCENTIVE

1. Police Officers assigned to train a full-time police trainee shall receive an additional five (5) percent in compensation while so assigned. Further, in accordance with this Terms and Conditions document that the assigned Field Training Officer must possess a POST FTO Certificate.
2. Police Assistants assigned to train a new full-time Police Assistant shall receive an additional five (5) percent in compensation while so assigned.
3. The parties agree that to the extent permitted by law, the value of the compensation for Training Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Training Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Training Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

14(g) EMPLOYEE WELLNESS, BALANCE AND PROFESSIONAL DEVELOPMENT

The City recognizes the importance of promoting employee wellness, balance and professional development. As such, the City shall bring the below listed benefits, as offerings and supplemental optional employee wellness & balance and professional development initiatives/programs, at no cost to the employee:

- (a) A meditation room will be made available for employee use to create a calm space that allows for mindfulness and wellness; and
- (b) Yoga & fitness classes will be offered on a regular basis in Council Chambers and/or at other city facilities, to support employee health and wellness; and
- (c) City sponsored Toastmasters club on site (includes membership & lunch) to provide opportunity for employees to develop public speaking and engagement skills with fellow city employees; and
- (d) A natural green space area will be created behind City Hall to facilitate time outside for lunches or meetings.

15. SPECIALTY ASSIGNMENTS

All assignments to specialty positions shall be preceded by the assignee acknowledging in writing that the assignment is temporary and at the will of the Chief and that upon inevitable rotation out of the assignment, the employee shall forfeit any right to administratively or civilly contest the Chief's exercise of discretion. Specialty assignments shall consist of: support services sergeant, professional services sergeant,

detectives, crime analyst, school resource officer, professional standards, canine, training, and motorcycle.

Specialty assignments shall be of a limited duration, and an employee in such an assignment has no right to remain in that position. All specialty assignments shall be for a period of four (4) years, unless an employee voluntarily relinquishes the assignment, or the Chief determines it is in the best interest of the Department for the employee to be reassigned.

Within the final six (6) months of the four (4) year specialty assignment, the employee may request in writing, through channels to the Chief, for an extension of his/her specialty assignment. Request to extend a specialty assignment shall be for a term of one year and there shall be no limit on the number of extensions the employee may request. The decision to extend the specialty assignment lies solely with the Chief. A denial of a request to remain in a specialized assignment is not punitive and shall not be subject to appeal.

The following positions are specialty assignments:

- Support Services Sergeant
- Office of Professional Standards Sergeant
- Detective Personnel, including the Detective Sergeant, Crime Analyst/Crime Prevention Officer, and School Resource Officer
- Motorcycle Officer
- K9 Officer

#### 15(a) DETECTIVE INCENTIVE

The City shall increase the pay of each employee assigned to the Detective Bureau by 5% of their base pay for the duration of their assignment.

The parties agree that to the extent permitted by law, the value of the compensation for Detective Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Detective Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Detective Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

15(b) MOTORCYCLE DUTY INCENTIVE

The City shall increase the pay of each employee assigned to motorcycle duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide boots, glasses, gloves, a helmet, a jump suit, and two pairs of motor breeches (pants) as safety equipment. Employee(s) assigned to motorcycle duty are required to maintain the motorcycle in clean condition, keep the motorcycle in a covered facility, and otherwise maintain and reasonably safeguard the motorcycle. The officer assigned to motorcycle duty has “take home” privileges, so long as the motorcycle is not taken beyond a forty (40) mile radius from City Hall. The employee must have a motorcycle endorsement on his/her driver’s license.

The parties agree that to the extent permitted by law, the value of the compensation for Motorcycle Duty Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. Motorcycle Duty Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said Motorcycle Duty Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

15(c) K9 INCENTIVE

The City shall increase the pay of each employee assigned to K9 duty by 5% of their base pay for the duration of their assignment. In addition, the City shall provide a jump suit and a police vehicle specially outfitted for a K9 assignment. An employee assigned to K9 duty shall have “take home” privileges with the vehicle.

The parties agree that to the extent permitted by law, the value of the compensation for K9 Incentive Pay is special compensation and shall be reported as such to CalPERS pursuant to Title 2 CCR, Section 571(a)(4) – Special Assignment Pay. K9 Incentive Pay shall be reported to CalPERS periodically when earned, on a per pay period basis. However, the City makes no representations or guarantees whatsoever with respect to whether CalPERS shall include said K9 Incentive Pay as compensation for purposes of benefit determination and CalPERS shall make the sole determination as to inclusion.

16. GENERAL PROVISIONS

16(a) PROVISIONS OF MOU

It is understood and agreed that there exists within the City, in written form, rules and regulations, including what are specifically described as City Personnel Rules and Regulations, Parts I and II. Except as specifically modified by the 2014-2017 MOU, these rules and regulations and any subsequent amendments thereto, shall be in full force and effect. Before any new or subsequent amendments to these rules and regulations, which substantially affect wages, hours, and terms and conditions of employment are implemented, the City shall Meet and Confer with the Association regarding these changes. Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met and conferred with the Association as required.

16(b) SEVERABILITY PROVISION

Should any part of this MOU be found to be inoperative, void, or invalid by a court of competent jurisdiction, the remainder shall remain in full force and effect for the duration of this MOU.

16(c) RENEGOTIATION

When the Association or the City desires to Meet and Confer in good faith on the provisions of a Successor to this MOU, it shall serve upon the other party not later than March 1st its written proposal for such Successor Agreements including salary and benefits proposals. Upon receipt of such written notice and proposals, Meet and Confer shall begin no later than April 1st.

16(d) GRIEVANCE PROCEDURE

The grievance procedure applicable to unit members shall be found in the Personnel Rules and Regulations, Part I, Rule 13.

17. ADDITIONAL PROVISIONS

17(a) PROBATIONARY PERIOD FOR NEW HIRES

Probationary Periods for New Hires: The Association agrees that the probationary period for new hires shall be 18 months, extendable by the Chief for six months upon good cause and written notice in advance of the expiration of the 18 month period to the employee. Probationary period for promotions shall be 12 months, extendable by the Chief for six months upon good cause and written notice in advance of the expiration of the 12 month period to the employee.

17(b) REOPENER

A. SALARY

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the 2022-2023, 2023-2024, or 2024-2025 fiscal years:

1. Five percent (5%) or greater reduction in general fund revenues during the period July 1 through December 31 compared to the July 1 through December 31 period of time in the previous fiscal year.
2. Five percent (5%) or greater reduction in general fund revenues during the period January 1 through June 30 compared to the January 1 through June 30 period of time in the previous fiscal year.

The decline in general fund revenues, if any, shall be measured by actual decline in revenues as determined by the City's Finance Department (not required to have ACFR) during the applicable period of time. (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5%) reduction). The City shall provide its written analysis supporting the request for reopener to the Association at least fifteen (15) business days prior to the presentation of the Resolution to the City Council. The Association may submit a written response to the Finance Department's analysis which shall also be provided to the Council at the time the Resolution is presented for Council deliberation. A determination by the City Council to implement this Section 1. shall not be subject to administrative challenge. The Association agrees to meet and confer within fifteen calendar days, or as otherwise mutually agreed by the parties, of notice of the City Council's adoption of the Resolution.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this 2019-2022 MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

B. PERSONNEL RULES AND EMPLOYER EMPLOYEE RELATIONS  
RESOLUTION/ORDINANCE

During the term of this MOU, the parties agree that City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.



During the term of this MOU, the parties agree that City Manager may reopen the MOU in order to negotiate an Employer-Employee Relations Resolution or Ordinance, utilizing the meet and consult process.

C. HEALTH INSURANCE

The City may reopen negotiations on the issue of health insurance benefits or cafeteria plan (including, as to both, but not limited to, plan benefits or structure, City or employee contributions and/or opt out amount or requirements) in order to avoid penalties or taxes under the ACA or other statutory scheme that may result from an interpretation of the ACA or other statutory scheme by the Internal Revenue Service or other federal agency (including, but not limited to, a revenue ruling, regulation or other guidance) or state agency, or a ruling by a court of competent jurisdiction.

17(c) SURVEY CITIES

The City and the Association agree that for classification, compensation, and other related survey purposes, the following ten (10) cities shall serve as the comparative survey cities:

1. Alhambra
2. Arcadia
3. Azusa
4. Covina
5. Monrovia
6. Monterey Park
7. San Gabriel
8. San Marino
9. Santa Fe Springs
10. Whittier

These survey cities may change based on the mutual agreement of the parties.

17(d) CLASSIFICATION AND COMPENSATION SURVEY

The City commits to conducting a classification and compensation study to be completed by January 1, 2025. This classification and compensation study will guide the City to provide equity adjustments to bring classifications to within 5% of the average for their classification in July 2025. The parties agree to re-open on the results of the classification and compensation study during the term of this agreement. Any change(s) to compensation are subject to mutual agreement and are not subject to impasse resolution procedures.

17(e) Education Incentives

During FY 2023-2024, the City will evaluate its education incentives and tuition reimbursement programs to compare to comparison agencies.

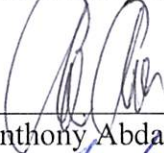
18. RATIFICATION AND IMPLEMENTATION

The City and the POA acknowledge that this MOU shall not be in full force and effect until ratified by its membership and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 15 day of June, 2022.

19. TERM

The term of this MOU shall be from July 1, 2022 through June 30, 2025.


**SOUTH PASADENA POLICE OFFICERS'  
ASSOCIATION**

  
\_\_\_\_\_  
Anthony Abdalla, President

  
\_\_\_\_\_  
Andrew Dubois, Vice President

**CITY OF SOUTH PASADENA**

  
\_\_\_\_\_  
Michael A. Cacciotti, Mayor

  
\_\_\_\_\_  
Armine Chaparyan, City Manager

## APPENDIX A

### Police Officers' Association Monthly Salary Schedule

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Sergeant	\$ 8,415	\$ 8,835	\$ 9,277	\$ 9,741	\$ 10,228
Corporal	\$ 7,013	\$ 7,363	\$ 7,732	\$ 8,118	\$ 8,524
Police Officer	\$ 6,375	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749
Police Officer Recruit	\$ 6,375	\$ 6,694	\$ 7,028	\$ 7,380	\$ 7,749
Senior Clerk	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Police Assistant	\$ 4,463	\$ 4,686	\$ 4,920	\$ 5,166	\$ 5,425
Support Services Assistant	\$ 4,770	\$ 5,009	\$ 5,259	\$ 5,522	\$ 5,798
Police Clerk II	\$ 3,633	\$ 3,814	\$ 4,005	\$ 4,205	\$ 4,415
Parking Control Officer	\$ 3,883	\$ 4,077	\$ 4,281	\$ 4,495	\$ 4,719
Police Clerk I	\$ 3,153	\$ 3,311	\$ 3,476	\$ 3,650	\$ 3,833

Effective July 1, 2021

## APPENDIX B

### Police Officers' Association Monthly Salary Schedule

<b>Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Sergeant	\$8,836	\$9,278	\$9,742	\$10,229	\$10,740
Corporal	\$7,364	\$7,732	\$8,119	\$8,525	\$8,951
Police Officer	\$6,694	\$7,029	\$7,380	\$7,749	\$8,137

<b>Non-Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Police Officer Recruit	\$6,630	\$6,962	\$7,309	\$7,675	\$8,059
Police Assistant	\$4,642	\$4,873	\$5,117	\$5,373	\$5,642
Police Assistant II	\$5,105	\$5,360	\$5,628	\$5,910	\$6,206
Police Clerk I	\$3,279	\$3,443	\$3,615	\$3,796	\$3,986
Police Clerk II	\$3,778	\$3,967	\$4,165	\$4,373	\$4,592
Parking Control Officer	\$4,038	\$4,240	\$4,452	\$4,675	\$4,908
Senior Clerk	\$4,961	\$5,209	\$5,469	\$5,743	\$6,030

*Effective first full payroll period following July 1, 2022*

## APPENDIX C

### Police Officers' Association Monthly Salary Schedule

<b>Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Sergeant	\$9,278	\$9,742	\$10,229	\$10,740	\$11,277
Corporal	\$7,732	\$8,119	\$8,525	\$8,951	\$9,399
Police Officer	\$7,029	\$7,380	\$7,749	\$8,137	\$8,543

<b>Non-Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Police Officer Recruit	\$6,829	\$7,170	\$7,529	\$7,905	\$8,301
Police Assistant	\$4,781	\$5,020	\$5,271	\$5,535	\$5,812
Police Assistant II	\$5,259	\$5,521	\$5,798	\$6,087	\$6,392
Police Clerk I	\$3,377	\$3,546	\$3,724	\$3,910	\$4,105
Police Clerk II	\$3,891	\$4,086	\$4,290	\$4,505	\$4,730
Parking Control Officer	\$4,159	\$4,367	\$4,585	\$4,815	\$5,055
Senior Clerk	\$5,110	\$5,365	\$5,634	\$5,915	\$6,211

*Effective first full payroll period following July 1, 2023*

## APPENDIX D

### Police Officers' Association Monthly Salary Schedule

<b>Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Sergeant	\$9,649	\$10,131	\$10,638	\$11,170	\$11,728
Corporal	\$8,041	\$8,444	\$8,866	\$9,309	\$9,774
Police Officer	\$7,310	\$7,675	\$8,059	\$8,462	\$8,885

<b>Non-Sworn</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Police Officer Recruit	\$6,965	\$7,314	\$7,679	\$8,063	\$8,467
Police Assistant	\$4,877	\$5,121	\$5,377	\$5,646	\$5,928
Police Assistant II	\$5,364	\$5,632	\$5,913	\$6,209	\$6,520
Police Clerk I	\$3,445	\$3,617	\$3,798	\$3,988	\$4,187
Police Clerk II	\$3,969	\$4,168	\$4,376	\$4,595	\$4,825
Parking Control Officer	\$4,242	\$4,454	\$4,677	\$4,911	\$5,157
Senior Clerk	\$5,212	\$5,473	\$5,746	\$6,034	\$6,335

*Effective first full payroll period following July 1, 2024*

## APPENDIX E

### Procedure for Movie Detail Assignments

A. **Eligibility**: A movie detail binder containing officer's eligibility will be maintained in the Watch Commander's office. If an officer declines a detail his/her eligibility will stay the same. New officers or officers that placed themselves inactive wishing to enter the eligibility list will start from bottom of the eligibility list.

B. **Order of Eligibility**:

1. Full-time Sergeants, Corporals, and officers will have first priority for details.
2. Full-time Captains and Lieutenants (Management) would have second eligibility.
3. Reserve officers who have complied with their monthly patrol requirement would have third eligibility.

**Assignment list**: Shall be the list the watch commander consults in order to make assignments of personnel to any given detail. The assignment list shall:

1. Consist of all sworn department personnel below the rank of Captain regardless of assignment. If no full-time sworn employees are available, Captains, Lieutenants, and Reserve personnel may be assigned.
2. Personnel can be added or removed from the list:
  - At the employee's written request.
3. For purposes of assignment, all personnel shall be treated equally regardless of rank.
4. The assignment list shall run continuously from the date this procedure goes into effect.

1. **Eligibility for assignment**:

Means that the officer is available to accept the movie detail. An officer is not eligible if:

1. The officer has a "be in court" subpoena for the day of the detail.
2. The officer has an "on-call" subpoena for the day of the detail, and was unable to arrange for coverage (movie detail) in the event they are called to court.

3. Working the detail would cause the officer to work an excess of 18 hours in any 24-hour period (This includes prior on duty time).
  4. The officer is on a scheduled workday and taking time off would result in a staffing shortage pursuant to current staffing policy.
2. **Filming request:** All requests to conduct filming with South Pasadena shall be received and processed by the Film Liaison in accordance with the City's Film Policy.
  3. **Notification:** The film coordinator shall notify the on-duty watch commander of the movie detail including all relevant information relating to the detail (i.e. location, size of film crew, complexity, safety issues, etc.).
  4. **Assignments:** The on-duty watch commander shall:
    1. Make a determination in conjunction with the City's film coordinator as to the number of officer(s) and resources required.
    2. Make the appropriate notification and assignment of personnel following the procedure outlined in this order.
    3. All movie detail information shall be entered into the "Event tracker" module of the records management system.
    4. If available, and with the approval of the on-duty watch commander; officers may take a police vehicle to the movie detail.
  5. **Selection of personnel:**

The selection of personnel for the detail shall be conducted in the following manner:

1. The on-duty watch commander shall consult the "Movie Detail Assignment List" to determine the next eligible officer(s). The watch commander shall then notify via Nixle alert system as soon as possible.
2. The on-duty watch commander shall contact each eligible officer according to contact information stored in the Department's movie binder. It is the individual officer's responsibility to ensure their most current contact information is being stored in Nixle alerts.
3. If the officer accepts the assignment, an appropriate notation shall be made on the list and updated.



4. If the officer declines the detail or fails to respond during the allotted time frame, the officer's name shall remain in place and eligible for the next assignment.
5. No swapping of details is allowed. In the event that an assigned officer is unable to fulfill his/her detail, he/ she shall immediately notify the on-duty watch commander who will then assign a replacement in accordance with the selection of personnel.
6. No bumping of officers is allowed. Once a detail is assigned, the assigned officer's assignment shall not be rescinded except for cause.
7. No officer shall work any movie detail in excess of 18 hours. No officer shall work any combination of regular assigned shift, court, or movie detail hours in excess of 18 total hours.
8. Watch Commander's shall note the names/times of officers that where called on movie permit copy that are kept is kept in the "movie detail" binder.
9. Once a Nixle alert has been sent, officers time-line to accept a detail are as follows:
 

12 hours or less:	4 hours
13-24 hours:	6 hours
25-48 hours	12 hours
Over 48 hours	18 hours

**RESOLUTION NO. 7704**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ESTABLISHING THE POSITION OF POLICE ASSISTANT II, ADOPTING A JOB DESCRIPTION AND SALARY RANGE FOR POLICE ASSISTANT II**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

**WHEREAS**, on February 17, 2021, the City Council approved the proposed administrative reorganization of certain non-sworn positions and duties within the Police Department, eliminating 1) the Support Services Assistant position in favor of a new Police Assistant II classification, to be implemented as a rotational assignment for the existing Police Assistant classification; 2) eliminating the Administrative Secretary position in favor of a new Management Analyst; and 3) eliminating the Senior Clerk position in favor of a Police Clerk II position within the Police Department; and

**WHEREAS**, the creation of a new Police Assistant II classification is intended to be implemented by the Police Department as a rotational assignment for an existing Police Assistant position at this time, which with the elimination of the other classifications, is projected to save \$4,000 to \$5,000 per month from the Police Department budget; and

**WHEREAS**, meet and confer with the impacted Police Officers Association (POA) has been completed and the POA concurs in the implementation of a new Police Assistant II classification duties through a rotational assignment to existing Police Assistant position, with an approximate 10% salary increase during the rotation; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** That the classification of Police Assistant II is hereby established.

**SECTION 2.** That the job description of Police Assistant II, attached hereto as shown in Exhibit A, is hereby adopted. The duties of Police Assistant II may be assigned as a rotational assignment to existing personnel within the Police Department, subject to the discretion of the Police Chief.

**SECTION 3.** The Police Assistant II classification is a non-sworn classification which is represented by the Police Officers Association.


**SECTION 4.** The base salary schedule for the position of Police Assistant II is established as set forth in the attached Exhibit B. The salary adjustment for the alternate implementation of the Police Assistant II duties through a rotational assignment made by the Police Chief is also set forth in Exhibit B.

**SECTION 5.** The following classifications within the Police Department are eliminated:


- Support Services Assistant
- Administrative Secretary
- Senior Clerk

**SECTION 6.** This Resolution shall take effect immediately upon its adoption.

**PASSED, APPROVED AND ADOPTED ON** this 17<sup>th</sup> day of February, 2021.

DocuSigned by:  
  
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 \_\_\_\_\_  
 Mayor Diana Mahmud

ATTEST:

DocuSigned by:  
  
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 \_\_\_\_\_

Maria E. Ayala, Chief City Clerk  
(seal)

APPROVED AS TO FORM:

DocuSigned by:  
  
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 \_\_\_\_\_

Teresa L. Highsmith, City Attorney

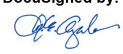
**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17<sup>th</sup> day of February 2021, by the following vote:

**AYES:** Donovan, Primuth, Zneimer, Cacciotti, and Mayor Mahmud

**NOES:** None

**ABSENT:** None

**ABSTAINED:** None

DocuSigned by:  
  
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 \_\_\_\_\_

Maria E. Ayala, Chief City Clerk  
(seal)

# **EXHIBIT "A"**

## **Police Assistant II Classification Specification**

*City of South Pasadena***POLICE ASSISTANT II****Purpose**

The Police Assistant II is a classification which may be filled as a specialty assignment for existing classifications assigned to a civilian function including, but not limited to, personnel recruiting and processing, property/evidence management, and coordinating training and P.O.S.T. requirements. Positions in this class may work a shift schedule involving 3-12, 4-10, or 5-8 work weeks. Additional non-sworn duties include police dispatch communications such as receiving emergency and routine calls, dispatching law enforcement personnel, processing arrestees (including booking and transport to Alhambra Police Department or Sheriff's Central Jail), and the performance of other duties as required which are deemed beneficial to the Department.

**Distinguishing Characteristics**

This is the second level in the Police Assistant class series and recognizes positions that are assigned to civilian functions such as personnel recruiting and processing, property/evidence room management, and coordinating training and P.O.S.T. certificate requirements.

**Examples of Duties**

Duties include, but are not limited to:

Processing police department employment applicants, including preparing and distributing job announcements; advertising in various media for available positions; administering and arranging written, physical fitness, oral interview, background, psychological, and medical testing; conducting POST-style background investigations on applicants; assisting with documentation for potential and new applicants; and issuing department equipment to new employees.

Administer the department's property/evidence room, including intake, processing, storage, testing, release, auction, and disposal of property; maintaining all required documentation; and coordinating with department staff, courts, outside agencies, and private citizens.

Monitor and arrange training for department personnel, including researching appropriate P.O.S.T. and legislatively mandated regulations; accomplishing DOJ-required initial and biennial JDIC/CLETS re-certification; coordinating training activities with contractors, vendors, and department personnel; and processing payments and reimbursements.

Receiving emergency and routine calls for law enforcement service and dispatching appropriate personnel;

Maintaining radio contact and status of in-field units;

Coordinating with City departments, emergency services, and other government agencies;

City of South Pasadena  
Police Assistant II – Specialty Assignment  
(continued)  
Page 2

Monitoring of other radio frequencies; entering, updating, and retrieving information from national, state and local computer systems;

Maintaining a daily dispatch log; training of other communications personnel;

Receiving reports and complaints from the public by phone and in person;

Providing for the processing, security, health, and welfare of persons in custody; transporting of persons in custody to court and from other law enforcement agencies;

Gathering information and completing reports of selected police incidents;

Providing parking enforcement by issuing citations and towing vehicles for California Vehicle Code and City ordinance violations; assisting with traffic and crowd control;

Processing of evidence and financial transactions;

Accurately preparing related forms and reports for all assigned tasks;

Performing clerical work as required.

Police Assistants may be required to work additional or overtime shifts consistent with Department policies.

The duties of the Police Assistant II may be implemented as a rotational assignment to an existing classification, such as Police Assistant.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

Modern police dispatch and communications practices, procedures, and equipment; processing, security, health, and welfare of persons in custody; English usage, grammar, spelling, and punctuation; typewriter/computer keyboarding; general office procedures and equipment.

### **Ability to:**

Learn and perform the duties of a civilian specialty area of assignment; understand and communicate tactfully with the public, persons in custody, and fellow employees; function appropriately in emergency and routine situations with the public, persons in custody, and fellow employees; accurately interpret codes and ordinances and apply investigative techniques to assess compliance; follow through on assignments; make logical interpretations, and come to conclusions from studying facts; operate specified Police Department equipment necessary for completion of daily tasks, such as, but not limited to, police dispatch and records equipment, police computer equipment, police vehicle and portable radios, and police patrol vehicles.

City of South Pasadena  
Police Assistant II – Specialty Assignment  
(continued)  
Page 3

**Education and Experience:**

A high school diploma or equivalent. One year of prior dispatch experience (preferably in the public sector).

**Physical Demands**

Candidates must be able to sit or stand for extended periods of time, climb at least five flights of stairs unassisted, coordinate eyes, hands, and fingers in typing; exert light to moderate physical effort, and exert sufficient force to lift, carry, push, pull, or otherwise move objects; and safely and legally control persons in custody.

**Special Requirements**

A valid California driver's license; completion of a P.O.S.T. Public Safety Dispatcher Basic Course.

**Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. (Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**FLSA Status**

Non-exempt.

## Exhibit “B”

### Police Assistant II (Assignment) Salary Schedule (Effective February 17, 2020)

Position	Step A	Step B	Step C	Step D	Step E
Police Assistant II	\$4,813	\$5,053	\$5,306	\$5,572	\$5,850



**RESOLUTION NO. 7840**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA ADOPTING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH PASADENA PART-TIME PUBLIC SERVICE EMPLOYEES ASSOCIATION SUPERSEDING RESOLUTION NO. 7625**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY RESOLVE:

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-Milias-Brown Act) requires that public employees meet and confer regarding wages, hours, and other terms and conditions of employment, and

**WHEREAS**, the City's negotiating team met and conferred with the South Pasadena Part-Time Public Service Employees Association (PT-PSEA) representatives on numerous occasions to discuss the terms and conditions of employment; and

**WHEREAS**, the City and the PT-PSEA has agreed to the terms included in the attached Memorandum of Understanding attached hereto as "Exhibit A."

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:**

**SECTION 1.** As agreed upon by the PT-PSEA, the City will extend the same across-the-board salary increases as the Public Service Employees' Association (PSEA) for all PT-PSEA classifications.

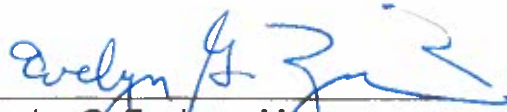
**SECTION 2.** In accordance with State of California Minimum Wage Order, effective January 1, 2024, the hourly salary scales for the following shall be adjusted and updated to meet the requirements of the Minimum Wage Order and to address any compaction issues for classifications belonging within a series.

**SECTION 3.** As agreed upon by the PT-PSEA, the new pay rate and first salary scheduled attached hereto (Appendix B of Exhibit A – PT-SPEA Hourly Salary Schedule) shall be effective the first pay period following ratification.

**SECTION 3.** Exhibit A is approved and adopted by the City Council of the City of South Pasadena.

**SECTION 4.** The City Clerk of the City of South Pasadena shall certify the passage and adoption of this resolution and its approval by the City Council and shall cause the same to be listed in the records of the City.

**PASSED, APPROVED AND ADOPTED ON** this 17th day January, 2024.

  
\_\_\_\_\_  
Evelyn G. Zneimer, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Mark Perez, Deputy City Clerk  
(seal)

**APPROVED AS TO FORM:**

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney


**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 17th day of January 2024, by the following vote:

**AYES:** Cacciotti, Donovan, Primuth, Mayor Zneimer

**NOES:** None

**ABSENT:** Braun

**ABSTAIN:** None

  
\_\_\_\_\_  
Mark Perez, Deputy City Clerk  
(seal)

**EXHIBIT A**

# **MEMORANDUM OF UNDERSTANDING**

*between the*

**PART-TIME PUBLIC SERVICE EMPLOYEES'  
ASSOCIATION (PT-PSEA)**

*and the*

**CITY  
of  
SOUTH PASADENA**

**2023-2025**

*EFFECTIVE JANUARY 17, 2024 – JUNE 30, 2025*

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## **1. CLASSIFICATIONS REPRESENTED**

The wages, hours, and conditions of employment are set forth in this Memorandum of Understanding (hereinafter called "MOU") shall apply to all the employees of the City of South Pasadena working part-time in the classifications set forth in Appendix "A." Limited-term, temporary and extra help positions are unrepresented employees, not covered by PT-PSEA.

The terms and conditions of employment that are set forth in this MOU have been discussed in good faith between City of South Pasadena officials and the Part-Time Public Service Employees Association (PT-PSEA) representative(s). Upon ratification of the terms of this MOU by PT-PSEA and the incorporation in full of all terms and conditions of employment as set forth herein in a resolution of the South Pasadena City Council, all the terms and conditions of this MOU so incorporated shall become effective without any further action by either party.

## **2. PT-PSEA RECOGNITION**

The PT-PSEA is the recognized bargaining representative formally acknowledged as such by the City of South Pasadena for all part-time employees in the job classifications listed in Appendix "A" to this MOU.

## **3. PT-PSEA ORGANIZATION**

(A) PT-PSEA representatives are those elected or appointed in accordance with the Constitution and Bylaws of PT-PSEA. The PT-PSEA agrees to provide the City a copy of the PT-PSEA bylaws and Constitution (if applicable).

(1) The PT-PSEA shall notify the City Management Representative, in writing, of the names and job class titles of its officers, employee representatives, and other representatives each time an election is held or new appointments are made.

(2) An employee elected or appointed as an officer or employee representative of PT-PSEA shall be required to work full-time in their respective job class and shall not interrupt the work of other employees.

(B) Officers and representatives (subject to the provisions of 3(A)(2)) of PT-PSEA shall be permitted to visit employee work locations for the purpose of observing conditions under which employees are working, provided such visit shall not interrupt the work of such employees, interfere with the normal operations of the department, or with established safety requirements.

(1) Such officers and representatives shall not enter any work location without the knowledge of the Department Head, Division Head, or other appropriate supervisor and City Management Representative.

(2) Solicitation of membership and all activities concerned with the internal management of PT-PSEA, such as collecting dues, holding membership meetings, preparation of petitions or grievance material, preparation of proposals, campaigning for office, conducting elections, and distributing literature shall not be conducted during working hours.

(C) In the event that PT-PSEA is formally meeting and conferring with representatives of CITY OF SOUTH PASADENA on matters within the scope of representation during regular City business hours, a reasonable number of officers, employee representatives, or other officials of PT-PSEA shall be allowed reasonable time off without loss of compensation or other benefits.

(1) Such officers, employee representatives, and other representatives shall not leave their duties, workstations, or assignments without the knowledge of their appropriate manager or supervisor and City Management Representative.

(2) Such meetings are subject to scheduling in a manner consistent with operating needs and work schedules.

(D) CITY OF SOUTH PASADENA shall allow PT-PSEA to conduct meetings in City facilities.

(1) Such meetings shall be scheduled in accordance with the regulations governing use of public meeting rooms at City facilities.

#### **4. GENERAL PROVISIONS**

##### **(A) SEVERABILITY**

If any Article or Section of this MOU document, or any Addendum thereto, should be held invalid of operation of law, or by any tribunal or office of competent jurisdiction, or if compliance with or enforcement of Any Article or Section should be restrained by such office or tribunal, the remainder of this document shall not be affected thereby and the parties shall enter into immediate negotiations for the purpose of arriving at a mutually satisfactory replacement for such Article or section.

##### **(B) EFFECT**

It is understood and agreed that this 2019-2023 MOU document shall not become effective for any purpose or be binding on either party until approved by the City Council, and nothing herein shall be construed as obligating the City Council to approve in whole or in part.

If the City Council approves in full, then this document shall become immediately effective. If the City Council fails to approve in full without modification, then this document shall become null and void.

## **5. ASSOCIATION RIGHTS**

### **(A) MONTHLY CHANGE OF STATUS REPORT**

The City shall provide the Association with a change of status record of those Association members who are terminated, on leave of absence, or temporarily disabled, upon request.

### **(B) NEW EMPLOYEE INFORMATION**

The City shall provide each new employee eligible for Association in representation with a membership statement, provided by the Association, and notify the Association President that such person has been hired and provide the Association President with the employee name, classification and department.

### **(C) DUES AND BENEFITS DEDUCTIONS**

1. The City shall deduct dues and Association sponsored benefit program premiums on a regular basis from the pay of all classifications and positions recognized to be represented by the Association, who voluntarily authorizes the deduction. The City shall remit such funds to the Association within 30 days following the deduction. The Association shall send the City's Human Resources Department a certified list of all individuals who have agreed to membership in the Association and the amount of dues the employee authorized to be deducted. The Association shall maintain the original dues authorizations forms and shall present them to the City on request, including when there is a dispute regarding the employee's membership status and/or authorization to deduct dues. The Association shall promptly send an updated certified list as members are added or withdraw from membership.
2. Hold Harmless Clause – The Association agrees to hold harmless and indemnify the City against any claims, causes of action, or lawsuits arising as a result of the deductions or transmittal of such funds to the Association, except the intentional failure of the City to transmit monies deducted from the employees pursuant to this Article to the Association.

## **6. MANAGEMENT RIGHTS**

- (a) The City retains all its exclusive rights and authority under federal and state law and the City Code, and expressly and exclusively reserves, retains, and is vested with all rights to manage the City. The constitutional, statutory, city code, or inherent rights, powers, authority, and functions shall remain exclusively vested



with the City pursuant to Government Code Section 3500 et seq. These rights include, but are not limited to:

1. The exclusive right to determine the mission of its constituent departments, commissions, boards and manage the City.
2. To determine the necessity, organization, and standards to implement any service or activity conducted by the City and set standards and levels of service.
3. To recruit, select, hire, evaluate, promote, and discipline, and determine the procedures and standards of selection for employment and promotions.
4. Direct its employees.
5. Establish and enforce dress and grooming standards.
6. Determine the methods and means to relieve its employees from duty because of lack of work or other lawful reasons.
7. Maintain the efficiency of governmental operation.
8. Determine the methods, means and numbers and kinds of personnel by which government operations are to be conducted.
9. Determine methods of financing.
10. Determine style and/or types of City-issued wearing apparel, equipment or technology to be used.
11. Determine and/or change the facilities, methods, technology means or organizational structure and size and composition of the work force and allocate and assign work by which the City operations are to be conducted.
12. Determine and change the number of locations, relocations and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operations of the City.
13. To assign work to and schedule employees in accordance with requirements as determined by the City and to establish and change work schedules and assignments upon reasonable notice.
14. Establish and modify productivity and performance programs and standards.

15. Discharge, suspend, demote, reprimand, without salary increases and benefits or otherwise discipline employees in accordance with applicable law.
  16. Establish employee performance standards including, but not limited to, quality and quantity standards, and to require compliance therewith.
  17. Take all necessary actions to carry out its mission in emergencies.
  18. Exercise complete control and discretion over its organization and the technology of performing its work.
  19. All rights, powers, authority, and functions of management, whether heretofore or hereinafter exercised, shall remain vested exclusively with the City.
  20. In the case of an emergency (act of God, war, or riot), suspend the provisions of this Agreement.
- (b) The exercise by the City of its management rights shall not in any way, directly or indirectly, be subject to the grievance procedure herein and shall not supersede the City Personnel Rules, Memoranda of Understanding, and Administrative Policies. Except in emergencies or when the City is required to make changes in its operations because of the requirements of law, whenever the exercise of management rights shall impact members of the bargaining unit in their wages, hours, or other terms and conditions of employment, the City agrees to meet and confer on terms and conditions of employment and meet and confer with representatives of the Association, at their request, regarding the impacts of the exercise of such rights, unless the matter of the exercise of such rights is provided for in this MOU document or in the Personnel Rules and Salary resolutions or Administrative Policies. By agreeing to meet and confer with the Association as to the impacts of the exercise of the foregoing management rights, management's discretion in the exercise of these rights shall not be diminished.
- (c) Management Generalist Series
1. The parties have agreed to a part-time management generalist series, to be within the part-time unit and represented by PSEA, comprised of the following classifications: Management Aide, Management Assistant, Management Analyst, Senior Management Analyst and Principal Management Analyst.
  2. City has the management right to promote any employee holding a PSEA PT-represented Management Generalist position to a position outside of PSEA PT-represented bargaining unit within the full-time Management Generalist series without meeting and conferring regarding either its decision to promote, or the impacts of its decision to promote.

3. City will not promote a PSEA PT-represented employee to any position within the Part Time Management Generalist series or to the full-time Management Generalist series without the employee's consent.
4. City will respect and honor the decision of any PSEA PT-represented employee who does not want to promote to any position within either the part-time or full-time Management Generalist Series.
5. As with all other part time positions, positions within the part time Management Generalist series are subject to the City's "Part Time Hours Policy."
6. PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to promote a PSEA PT-represented employee to any position within the full-time of part-time Management Generalist series.
7. PSEA waives the right to grieve or challenge in any administrative or judicial forum City's decision to appoint a PSEA PT-represented employee to any position within full-time or part-time Management Generalist series.

## **7. GRIEVANCES**

### **DEFINITION OF GRIEVANCE**

A claimed violation, misinterpretation, inequitable application, or non-compliance with the provisions of the current Memorandum of Understanding, any supplemental agreements and personnel rules and regulations. It is not to include a mere difference of opinion involving a management or department head exercise of discretion.

City Personnel Rules 13.2, Steps 1 and 2 only, shall be applicable to part-time unit members. This means that part-time unit members shall be authorized to pursue a grievance through meetings with the immediate Supervisor and the Department Head, with the Department Head (and not the City Manager) issuing a final and binding grievance determination that shall not be subject to any further administrative appeal.

## **8. MEAL AND REST PERIODS**

After completion of five consecutive hours of work during a designated shift, each such affected employee shall be provided a thirty-minute, unpaid meal break. In addition, at the conclusion of each four (4) consecutive hour period of work during a single designated shift, the affected employee shall be provided a ten-minute paid rest period. Use of either or both meal and rest periods shall be subject to prior approval by the employee's supervisor. Although use of the time shall not be unreasonably withheld, the parties agree that the needs of the City shall prevail over those of the employee in determining whether or not to grant the meal or rest period. Denial of a meal or rest period shall not be subject to the grievance procedure or to any other form of challenge.

## **9. CONDUCT OF ASSOCIATION BUSINESS**

PT-PSEA representatives shall be prohibited from engaging in Association-related business during scheduled hours of work, unless prior written authorization to do so is provided by a supervisor. Reasonable requests for such leave time shall be accommodated, consistent with City needs taking priority. This section does not impact the statutory leave time provided to unit members while literally involved in the meet and confer process.

The type of "Association Business" for which leave time may be granted, is confined to existing grievance-related investigations, preparation meetings, and meetings with a supervisor and/or department head. However, "Association Business" leave time shall not be paid by the City (unlike paid statutory leave time for the meet and confer process) and shall be capped at a maximum of one hour for each scheduled work-shift unless otherwise approved in writing by the employee's supervisor.

## **10. SERVICE RECOGNITION**

Service Pins and certificates will be given to all part-time employees upon the completion of every five years of service to the City.

## **11. PARTICIPATION IN 457 PLAN**

Association members will be eligible to participate in the City's 457 plan, subject to the City's rules, procedures and policies governing that program, for so long as the City elects to maintain such a program. Participation in the City's 457 program shall be cost neutral to the City. Any cost associated with association members' participation in the 457 program will be the responsibility of the association member.

## **12. PARTICIPATION IN OPTIONAL SUPPLEMENTAL INSURANCE PLAN**

Association members will be eligible to participate in the City's Optional Supplemental Insurance Plan, subject to the City's rules, procedures and policies governing that program, for so long as the City elects to maintain such a program. Participation in the City's Optional Supplemental Insurance Plan program shall be cost neutral to the City. Any cost associated with association members' participation in the Optional Supplemental Insurance Plan program will be the responsibility of the association member.

## **13. COMPENSATION**

City Management shall be responsible for recommending wages, rates, and salary schedules for each job class in Appendix "A." Wages for the various classifications shall be set forth in Appendix "B" attached to this MOU and by this reference made a part thereof.

Effective beginning with the first full pay period starting after ratification by the City Council, the salary schedule will reflect an increase of three percent (3%), retroactive to October 9, 2023 and an increase of two percent (2%), that will be effective the first full pay period in July 2024 and set forth in Appendix "B" shall be applicable. Appendix "B" will align the PT-PSEA salary schedules to that of full-time employees in the same classification.

For the remaining term of the contract, the City agrees that, if, during the term of this MOU, the Public Service Employees' Association (PSEA), is given an across-the-board increase, then the City will extend the same across-the-board salary increase to PT-PSEA represented employees on the same terms and the same effective date. The Parties agree that this "Me Too Clause" will sunset at the end effective DATE, and will not be included in the subsequent successor MOU. This Me-Too Clause shall not apply to any compensation increase that are for specific classifications or a result of reclassification(s) unless agreed upon by the City.

Employees shall be paid at least the California minimum wage.

#### 14. REOPENERS

##### (A) AFFORDABLE CARE ACT

The City and PT-PSEA agreed to a Part-Time Hours Policy, as follows:

- (a) **Category 1: All Part Time Employees in the Transit Division of the Community Services Department:** All part time employees in the Transit Division of the Community Services Department, including the positions of Lead Transportation Driver, Transit Assistant, Transportation Coordinator and Transportation Driver, shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.
- (b) **Category 2: All Part Time Employees Hired On or After July 1, 2013 Not in Category 1:** All part time employees hired on or after July 1, 2013 who are not in Category 1 shall be restricted to working no more than 18 hours per week, no more than 72 hours per calendar month, and no more than 936 hours per fiscal year. This category also applies to all part-time employees who are not in Category 1 and who are not enrolled in CalPERS as of July 1, 2013.
- (c) **Category 3: Part Time Employees Enrolled in CalPERS as of July 1, 2013:** All part time employees enrolled in CalPERS as of July 1, 2013, shall be restricted to working no more than 28 hours per week and no more than 112 hours per calendar month.

In addition, the City Manager reserves the right to allow additional classifications not listed in the above categories to work up to 28 hours per week and no more than 112 hours per a calendar month.

## **(B) SALARY**

This MOU shall be subject to a reopener at direction of the City Council, upon adoption by the City Council of a Resolution evidencing a finding by the Council that any or all of the following events have occurred during the fiscal year:

1. Five percent (5%) or greater reduction in general fund revenues during each fiscal year for the period July 1 through December 31 compared to the immediately preceding same period of time; and/or the period January 1 through June 30 and the same preceding period of time. The decline, if any, shall be measured by receipts during the applicable period of time, (Revenue reductions attributed to state withholding of local funds, shall be included in measuring the five percent (5% reduction) or,
2. A determination by the City Council to implement this Section 1. shall not be subject to administrative challenge.

Although invocation of this Article shall not in and of itself constitute a revocation of terms and conditions of employment in force and effect prior to this MOU, such provisions shall be subject to the meet and confer process conducted pursuant to this reopener.

## **(C) PERSONNEL RULES**

During the term of this MOU, the City Manager may reopen the meet and confer process regarding the amendment of existing personnel rules and regulations and adoption of successor rules and regulations.

## **15. SICK LEAVE**

The City shall conform with the California Healthy Families Act of 2014. Employees shall receive 40 hours of paid sick leave on July 1 of each year. Unused sick leave shall not carry over to the following fiscal year. At no time, will sick leave exceed 40 hours per year.

### **(A) USE OF SICK LEAVE**

Though employees may accumulate sick leave hours, sick leave usage may not be excessive and/or abused. The City does recognize that there may be extraordinary circumstances in which an employee may experience a catastrophic illness or accident that may require the use of a large amount of sick leave. Accumulated sick leave may only be used for scheduled shifts and may be used for the following:

1. Employee's own illness, or for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee.
2. The employee may use up to 40 hours of accrued but unsaved sick leave per year for the following purposes:
  - (a) For the diagnosis, care, or treatment of an existing health condition or preventative care for, any of the following of the employee's family members: child of any age or dependency status; parent; parent in-law; spouse, registered domestic partner, grandparent; grandchild; or sibling.

#### **(B) VERIFICATION OF SICK LEAVE**

In addition, the City may require written verification or medical documentation of the reason for the employee's use of sick leave when:

1. The employee requests approval for the use of four (4) hours or more of sick leave for a single doctor's appointment.
2. The employee has a history or pattern of misuse or overuse of sick leave, or if the sick leave usage is higher than the average use. Examples of such misuse and overuse include, but are not limited to:
  - (a) Use of sick leave on a Monday, Friday, or in conjunction with Sundays, holidays, floating holidays, flex days, and vacations.
  - (b) Frequent late arrival to or early departure from work for medical or dental appointments.
  - (c) Frequent medical or dental appointments.
3. The employee has been sent three (3) or more workdays or used forty (40) hours of sick leave, whichever is greater, that involves the illness of the employee or family member in a calendar year.

#### **16. PEACEFUL PERFORMANCE OF CITY SERVICES**

For the life of the Agreement, the Association, its officers, and/or members agree that they will not cause, condone, or participate in any concerted effort which affects the performance of their assigned duties and responsibilities. This shall include the withholding of services or other interference with City operations, including compliance with the request of other employees and/or labor organizations to engage in said activities.

The City may take whatever action is deemed appropriate provided it does not violate any employee's rights under applicable statutes.

In the event of any concerted effort, the President or authorized representative of the Association shall, within twenty-four (24) hours, publicly disavow such conduct and request the employees to return to work and attempt to bring about prompt resumption of normal operations. The Association shall notify the City within twenty-four (24) hours after the commencement of such work interruption as to the measures taken to comply with these provisions.

This Section shall not be interpreted to limit an employee's statutory or constitutional rights.

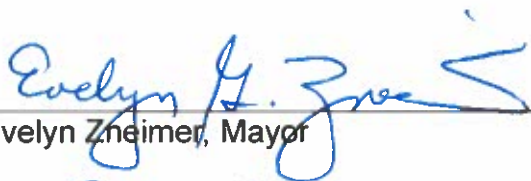
**17. RATIFICATION AND IMPLEMENTATION**


The City and the Association acknowledge that this MOU shall not be in full force and effect until ratified by the PT-PSEA and adopted in the form of a resolution by the City Council of the City of South Pasadena. Subject to the foregoing, this MOU is hereby executed and authorized by the designated representatives of the City and the Association and entered into on this 17<sup>th</sup> day of January, 2024.

**PART-TIME SOUTH PASADENA  
PUBLIC SERVICE EMPLOYEES  
ASSOCIATION (PT-PSEA)**

  
\_\_\_\_\_  
Logan How, President

**CITY OF SOUTH PASADENA**

  
\_\_\_\_\_  
Evelyn Zneimer, Mayor

  
\_\_\_\_\_  
Arriné Chaparyan, City Manager



## **APPENDIX A**

### **Represented Classifications**

Principal Management Analyst  
Senior Management Analyst  
Management Analyst  
Community Services Coordinator  
Management Assistant  
Reference Librarian  
Librarian  
Management Aide  
Program Specialist  
Film Liaison  
Management Intern (Incumbent)  
Management Intern (hired after 11/5/14)  
Fire Prevention Specialist  
Recreation Camp Director  
Maintenance Assistant  
Lead Transportation Driver  
Transportation Driver  
Recreation Leader  
Site Manager  
Typist Clerk II  
Parking Control Aide  
Intern (Incumbent)  
Intern (hired after 11/5/14)  
Typist Clerk I  
Police Cadet  
Accounting Clerk  
Library Aide II  
Library Aide I  
High School Intern (Incumbent)  
High School Intern (hired after 11/5/14)

## APPENDIX B

### Part-Time Public Service Employees Association Hourly Salary Schedule

Effective January 17, 2024 (retroactive to October 9, 2023)

	A	B	C	D	E
Principal Management Analyst	\$49.21	\$51.67	\$54.25	\$56.97	\$59.82
Senior Management Analyst	\$40.19	\$42.20	\$44.31	\$46.52	\$48.85
Management Analyst	\$34.75	\$36.50	\$38.32	\$40.23	\$42.24
Community Services Coordinator	\$30.91	\$32.46	\$34.07	\$35.78	\$37.57
Management Assistant	\$29.93	\$31.43	\$33.00	\$34.65	\$36.39
Reference Librarian	\$32.75	\$34.38	\$36.10	\$37.91	\$39.81
Librarian	\$32.75	\$34.38	\$36.10	\$37.91	\$39.81
Management Aide	\$26.87	\$28.21	\$29.63	\$31.11	\$32.66
Program Specialist	\$26.87	\$28.21	\$29.63	\$31.11	\$32.66
Film Liaison	\$29.48	\$30.95	\$32.50	\$34.13	\$35.83
Management Intern (Incumbent)	\$23.92	\$25.11	\$26.37	\$27.69	\$29.07
Management Intern (hired after 11/05/14)	\$23.92	\$25.11	\$26.37		
Fire Prevention Specialist	\$23.20	\$24.36	\$25.57	\$26.85	\$28.19
Recreation Camp Director	\$23.20	\$24.36	\$25.57	\$26.85	\$28.19
Maintenance Assistant	\$22.09	\$23.20	\$24.36	\$25.57	\$26.85
Lead Transportation Driver	\$22.09	\$23.20	\$24.36	\$25.57	\$26.85
Transportation Driver	\$20.41	\$21.43	\$22.51	\$23.63	\$24.81
Recreation Leader	\$17.60	\$18.48	\$19.41	\$20.37	\$21.39
Site Manager	\$17.60	\$18.48	\$19.41	\$20.37	\$21.39
Typist Clerk II	\$17.17	\$18.03	\$18.93	\$19.88	\$20.87
Parking Control Aide	\$17.01	\$17.86	\$18.75	\$19.68	\$20.67
Intern (Incumbent)	\$16.84	\$17.69	\$18.57	\$19.50	\$20.47
Intern (hired after 11/05/14)	\$16.84	\$17.69	\$18.57		
Typist Clerk I	\$16.22	\$17.04	\$17.88	\$18.78	\$19.71
Police Cadet	\$16.62	\$17.46	\$18.32	\$19.24	\$20.20
Accounting Clerk	\$16.60	\$17.43	\$18.30	\$19.22	\$20.18
Library Aide II	\$16.45	\$17.27	\$18.14	\$19.04	\$20.00
Library Aide I	\$16.22	\$17.04	\$17.88	\$18.78	\$19.71
High School Intern (Incumbent)	\$16.00	\$16.80	\$17.63	\$18.52	\$19.44
High School Intern (hired 11/5/14)	\$16.00	\$16.80	\$17.63		

## Part-Time Public Service Employees Association Hourly Salary Schedule

**Effective first full pay period in July 2024 (2%)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Principal Management Analyst	\$50.20	\$52.70	\$55.34	\$58.11	\$61.01
Senior Management Analyst	\$40.99	\$43.04	\$45.19	\$47.45	\$49.83
Management Analyst	\$35.45	\$37.23	\$39.09	\$41.03	\$43.08
Community Services Coordinator	\$31.53	\$33.10	\$34.75	\$36.50	\$38.33
Management Assistant	\$30.53	\$32.05	\$33.66	\$35.34	\$37.12
Reference Librarian	\$33.41	\$35.07	\$36.82	\$38.67	\$40.61
Librarian	\$33.41	\$35.07	\$36.82	\$38.67	\$40.61
Management Aide	\$27.41	\$28.77	\$30.22	\$31.73	\$33.31
Program Specialist	\$27.41	\$28.78	\$30.22	\$31.73	\$33.31
Film Liaison	\$30.07	\$31.57	\$33.15	\$34.81	\$36.55
Management Intern (Incumbent)	\$24.39	\$25.61	\$26.90	\$28.24	\$29.65
Management Intern (hired after 11/05/14)	\$24.39	\$25.61	\$26.90		
Fire Prevention Specialist	\$23.66	\$24.85	\$26.09	\$27.39	\$28.75
Recreation Camp Director	\$23.66	\$24.85	\$26.09	\$27.39	\$28.75
Maintenance Assistant	\$22.54	\$23.66	\$24.85	\$26.08	\$27.39
Lead Transportation Driver	\$22.54	\$23.66	\$24.85	\$26.09	\$27.39
Transportation Driver	\$20.82	\$21.86	\$22.96	\$24.10	\$25.31
Recreation Leader	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82
Site Manager	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82
Typist Clerk II	\$17.51	\$18.39	\$19.31	\$20.28	\$21.29
Parking Control Aide	\$17.35	\$18.22	\$19.12	\$20.08	\$21.09
Intern (Incumbent)	\$17.18	\$18.04	\$18.94	\$19.89	\$20.88
Intern (hired after 11/05/14)	\$17.18	\$18.04	\$18.94		
Typist Clerk I	\$16.55	\$17.38	\$18.24	\$19.15	\$20.11
Police Cadet	\$16.96	\$17.81	\$18.69	\$19.63	\$20.60
Accounting Clerk	\$16.94	\$17.78	\$18.67	\$19.60	\$20.58
Library Aide II	\$16.78	\$17.62	\$18.50	\$19.43	\$20.39
Library Aide I	\$16.55	\$17.38	\$18.24	\$19.15	\$20.11
High School Intern Incumbent)	\$16.32	\$17.14	\$17.98	\$18.89	\$19.52
High School Intern (hired 11/5/14)	\$16.32	\$17.14	\$17.98		

**RESOLUTION NO. 7846**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA  
ADOPTING AN UPDATED HOURLY SALARY SCHEDULE TO THE  
MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF SOUTH  
PASADENA PART-TIME PUBLIC SERVICE EMPLOYEES' ASSOCIATION**

THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA DOES HEREBY  
RESOLVE:

**WHEREAS**, California Government Code Section 3500, et seq., (the Meyers-  
Miliias-Brown Act) requires that public employees meet and confer regarding wages,  
hours, and other terms and conditions of employment, and

**WHEREAS**, on January 17, 2024, the City Council adopted a Resolution adopting  
the Part-Time Public Service Employees Association Memorandum of Understanding  
("MOU"), which included as an attachment the Hourly Salary Schedule, and,

**WHEREAS**, the Hourly Salary Schedule requires updating to reflect the accurate  
hourly wages for the Library Aide I position only.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SOUTH  
PASADENA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER  
AS FOLLOWS:**

**SECTION 1.** The updated Part-Time Public Service Employees Association Hourly  
Salary Schedule that reflects the accurate hourly wages for the Library Aide I position  
attached to this Resolution as Exhibit A, is hereby approved and adopted.

**SECTION 2.** The Management Services Director shall replace the Hourly Salary  
Schedule in the MOU with the Hourly Salary Schedule set forth in Exhibit A.

**SECTION 3.** The City Clerk of the City of South Pasadena shall certify the passage and  
adoption of this resolution and its approval by the City Council and shall cause the same  
to be listed in the records of the City.

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**PASSED, APPROVED AND ADOPTED ON** this 20th day March, 2024.

  
\_\_\_\_\_  
Mayor Evelyn G. Zneimer

ATTEST:

APPROVED AS TO FORM: \_\_\_\_\_

  
\_\_\_\_\_  
Mark Perez, Deputy City Clerk  
(seal)

  
\_\_\_\_\_  
Roxanne Diaz, City Attorney


**I HEREBY CERTIFY** the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a regular meeting held on the 20th day of March 2024, by the following vote:

**AYES:** Braun, Cacciotti, Donovan, Primuth, Mayor Zneimer

**NOES:** None.

**ABSENT:** None.

**ABSTAIN:** None.

  
\_\_\_\_\_  
Mark Perez, Deputy City Clerk  
(seal)

**EXHIBIT A**

**APPENDIX B**

**Part-Time Public Service Employees Association Hourly Salary Schedule**

**Effective January 17, 2024 (retroactive to October 9, 2023)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
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Community Services Coordinator	\$30.91	\$32.46	\$34.07	\$35.78	\$37.57
Management Assistant	\$29.93	\$31.43	\$33.00	\$34.65	\$36.39
Reference Librarian	\$32.75	\$34.38	\$36.10	\$37.91	\$39.81
Librarian	\$32.75	\$34.38	\$36.10	\$37.91	\$39.81
Management Aide	\$26.87	\$28.21	\$29.63	\$31.11	\$32.66
Program Specialist	\$26.87	\$28.21	\$29.63	\$31.11	\$32.66
Film Liaison	\$29.48	\$30.95	\$32.50	\$34.13	\$35.83
Management Intern (Incumbent)	\$23.92	\$25.11	\$26.37	\$27.69	\$29.07
Management Intern (hired after 11/05/14)	\$23.92	\$25.11	\$26.37		
Fire Prevention Specialist	\$23.20	\$24.36	\$25.57	\$26.85	\$28.19
Recreation Camp Director	\$23.20	\$24.36	\$25.57	\$26.85	\$28.19
Maintenance Assistant	\$22.09	\$23.20	\$24.36	\$25.57	\$26.85
Lead Transportation Driver	\$22.09	\$23.20	\$24.36	\$25.57	\$26.85
Transportation Driver	\$20.41	\$21.43	\$22.51	\$23.63	\$24.81
Recreation Leader	\$17.60	\$18.48	\$19.41	\$20.37	\$21.39
Site Manager	\$17.60	\$18.48	\$19.41	\$20.37	\$21.39
Typist Clerk II	\$17.17	\$18.03	\$18.93	\$19.88	\$20.87
Parking Control Aide	\$17.01	\$17.86	\$18.75	\$19.68	\$20.67
Intern (Incumbent)	\$16.84	\$17.69	\$18.57	\$19.50	\$20.47
Intern (hired after 11/05/14)	\$16.84	\$17.69	\$18.57		
Typist Clerk I	\$16.22	\$17.04	\$17.88	\$18.78	\$19.71
Police Cadet	\$16.62	\$17.46	\$18.32	\$19.24	\$20.20
Accounting Clerk	\$16.60	\$17.43	\$18.30	\$19.22	\$20.18
Library Aide II	\$16.45	\$17.27	\$18.14	\$19.04	\$20.00
Library Aide I	\$16.00	\$16.80	\$17.63	\$18.52	\$19.44
High School Intern Incumbent)	\$16.00	\$16.80	\$17.63	\$18.52	\$19.44
High School Intern (hired 11/5/14)	\$16.00	\$16.80	\$17.63		

**Part-Time Public Service Employees Association Hourly Salary Schedule**

**Effective first full pay period in July 2024 (2%)**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
Principal Management Analyst	\$50.20	\$52.70	\$55.34	\$58.11	\$61.01
Senior Management Analyst	\$40.99	\$43.04	\$45.19	\$47.45	\$49.83
Management Analyst	\$35.45	\$37.23	\$39.09	\$41.03	\$43.08
Community Services Coordinator	\$31.53	\$33.10	\$34.75	\$36.50	\$38.33
Management Assistant	\$30.53	\$32.05	\$33.66	\$35.34	\$37.12
Reference Librarian	\$33.41	\$35.07	\$36.82	\$38.67	\$40.61
Librarian	\$33.41	\$35.07	\$36.82	\$38.67	\$40.61
Management Aide	\$27.41	\$28.77	\$30.22	\$31.73	\$33.31
Program Specialist	\$27.41	\$28.78	\$30.22	\$31.73	\$33.31
Film Liaison	\$30.07	\$31.57	\$33.15	\$34.81	\$36.55
Management Intern (Incumbent)	\$24.39	\$25.61	\$26.90	\$28.24	\$29.65
Management Intern (hired after 11/05/14)	\$24.39	\$25.61	\$26.90		
Fire Prevention Specialist	\$23.66	\$24.85	\$26.09	\$27.39	\$28.75
Recreation Camp Director	\$23.66	\$24.85	\$26.09	\$27.39	\$28.75
Maintenance Assistant	\$22.54	\$23.66	\$24.85	\$26.08	\$27.39
Lead Transportation Driver	\$22.54	\$23.66	\$24.85	\$26.09	\$27.39
Transportation Driver	\$20.82	\$21.86	\$22.96	\$24.10	\$25.31
Recreation Leader	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82
Site Manager	\$17.95	\$18.85	\$19.79	\$20.78	\$21.82
Typist Clerk II	\$17.51	\$18.39	\$19.31	\$20.28	\$21.29
Parking Control Aide	\$17.35	\$18.22	\$19.12	\$20.08	\$21.09
Intern (Incumbent)	\$17.18	\$18.04	\$18.94	\$19.89	\$20.88
Intern (hired after 11/05/14)	\$17.18	\$18.04	\$18.94		
Typist Clerk I	\$16.55	\$17.38	\$18.24	\$19.15	\$20.11
Police Cadet	\$16.96	\$17.81	\$18.69	\$19.63	\$20.60
Accounting Clerk	\$16.94	\$17.78	\$18.67	\$19.60	\$20.58
Library Aide II	\$16.78	\$17.62	\$18.50	\$19.43	\$20.39
Library Aide I	\$16.32	\$17.14	\$17.98	\$18.89	\$19.52
High School Intern (Incumbent)	\$16.32	\$17.14	\$17.98	\$18.89	\$19.52
High School Intern (hired 11/5/14)	\$16.32	\$17.14	\$17.98		



### City Benefits Costs\*

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	\$ 1,392,338	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 F/Y.