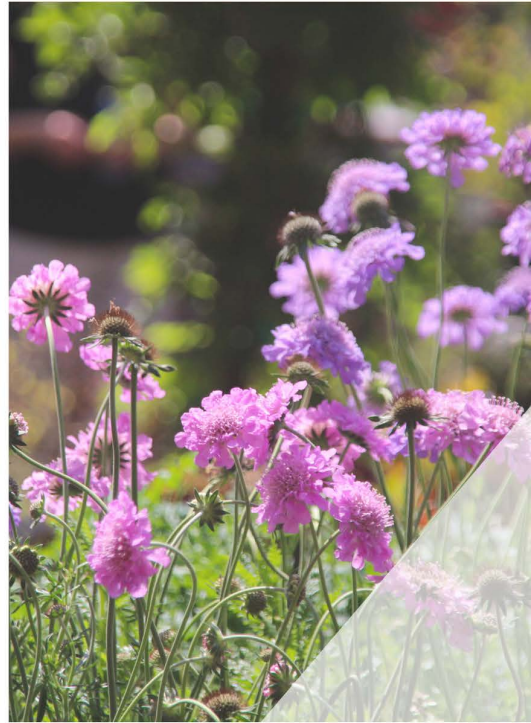
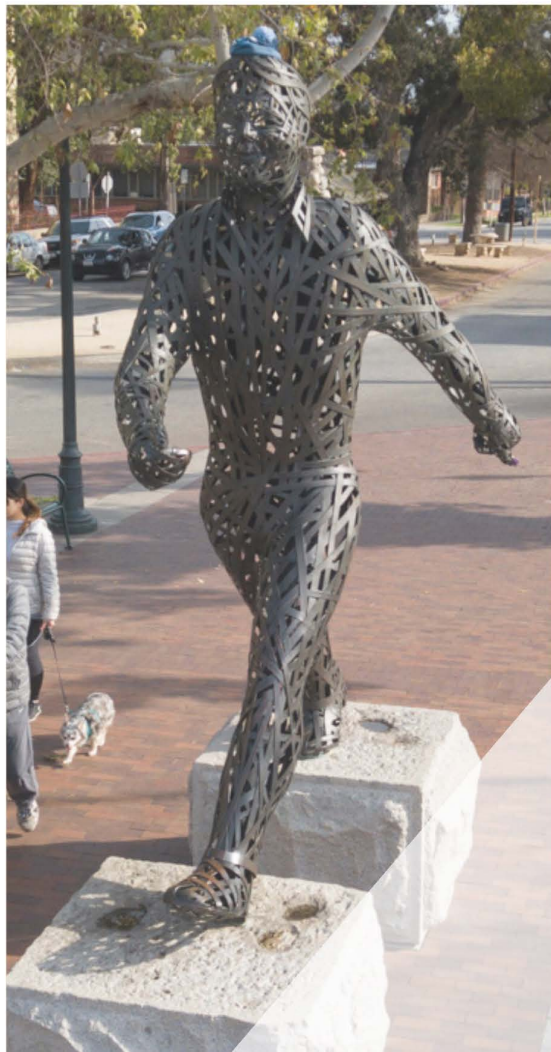
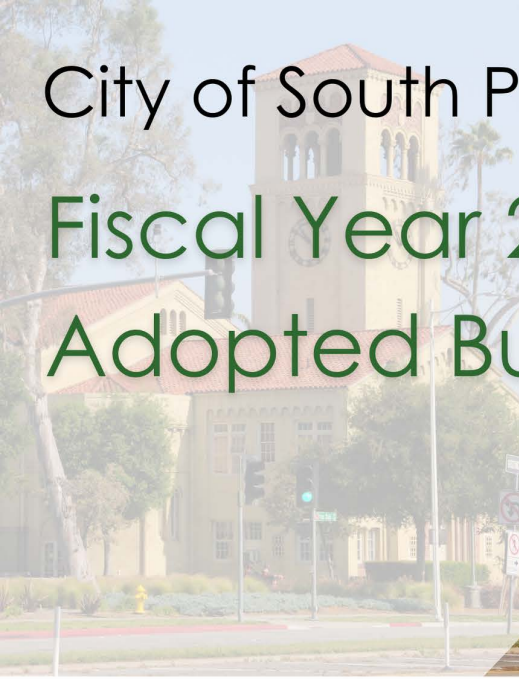


City of South Pasadena, CA Fiscal Year 2023-24 Adopted Budget





City of
**SOUTH
PASADENA**

Adopted Budget For the 2023-2024 Fiscal Year

Mayor
Jon Primuth

Mayor Pro Tempore
Evelyn G. Zneimer

Councilmember
Jack Donovan

Councilmember
Janet Braun

Councilmember
Michael A. Cacciotti

City Treasurer
Zhen Tao

City Manager
Arminé Chaparyan

Population 26,273 (2023)

MISSION STATEMENT

The City of South Pasadena is committed to providing effective and efficient municipal services for the community while preserving our quality of life and small-town character in a 21st Century environment.

VISION STATEMENT

We are a culturally and economically diverse, and fiercely independent community that cherishes creativity, education and our small-town character, committed to building a more just and environmentally and financially sustainable future.

CORE VALUES

not in priority order

- Honesty and Integrity
 - Teamwork
- Outstanding customer-friendly service
 - Responsiveness
- Open and accessible government
 - Community participation
 - Fiscal responsibility

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About South Pasadena

The City of South Pasadena is located approximately six miles northeast of downtown Los Angeles, between the cities of Pasadena, San Marino, Los Angeles and Alhambra. It has a population of 26,273. Founded in 1874 by the Indiana Colony, the City was incorporated as a General Law city of the State of California on March 2, 1888. South Pasadena is known for its tree-lined streets, historic California Craftsman-style homes, unique small businesses and its outstanding public schools. This small-town atmosphere makes South Pasadena one of California's most desirable locations. South Pasadena has quality education, a strong religious community, an extensive network of parks and a rich architectural heritage. Dynamic civic organizations, a population of ethnic and cultural diversity, and a vital seniors' group further enrich our small-town quality of life. Small, proud and independent, the City of South Pasadena has battled for a hundred years to preserve its status as a distinct—and distinctive—community. South Pasadena possesses a full-service City government that provides high-quality services in general administration, police, fire, library, public works, community development, and redevelopment projects.



City History

In early 1874, the area that is now South Pasadena was a part of the San Gabriel-Orange Grove Association. In 1875, the stockholders of the association voted to name their town Pasadena and just three years later, residents living in the southern portion of Pasadena considered themselves South Pasadenans.

In February of 1888, in order to control their own territory, South Pasadenans voted eighty-five to twenty-five for incorporation. A board of trustees was elected and Ammon B. Cobb was appointed as the first marshal, with Marshal B. Selmen as his deputy.

On March 2, 1888, South Pasadena officially incorporated with a population of slightly over 500.

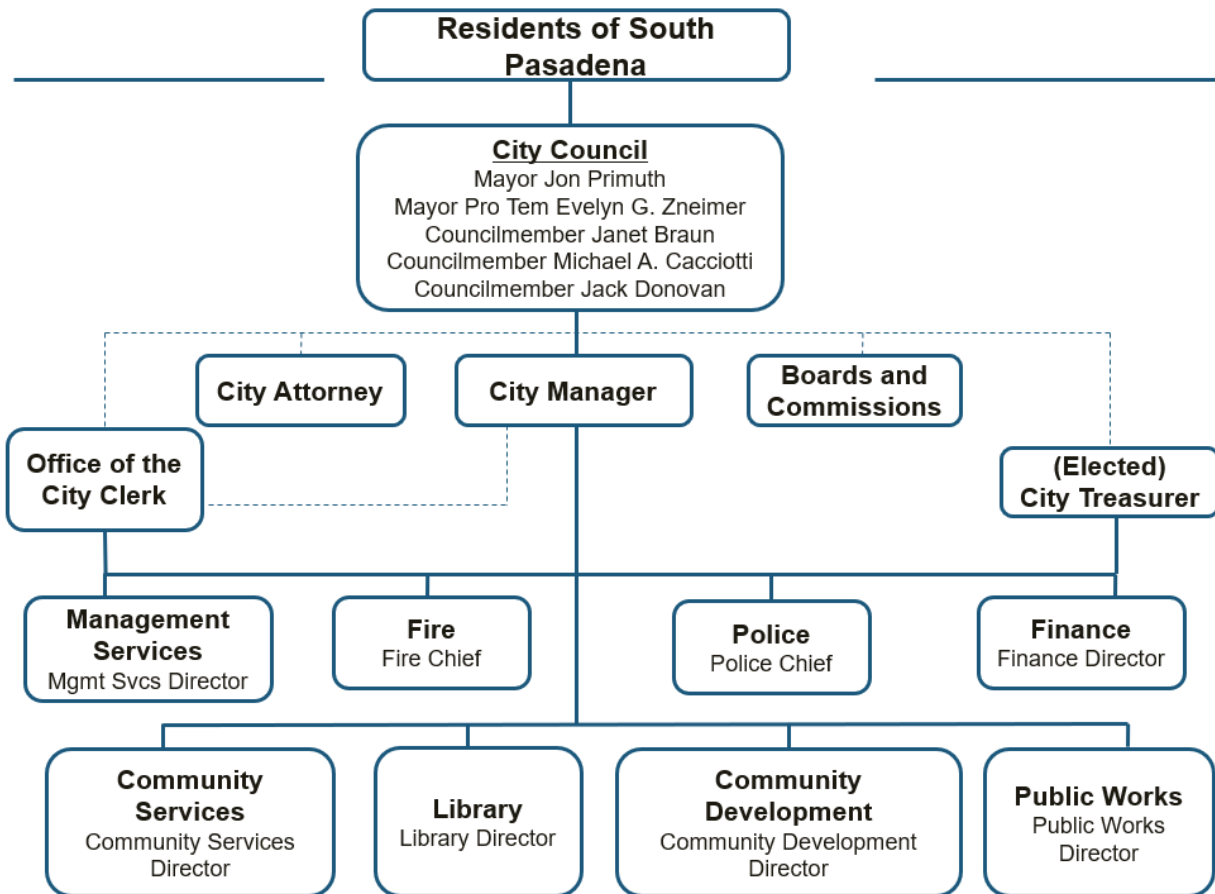
The City's boundaries established in 1889 are essentially the same today. South Pasadena consists of 3.44 square miles of prime residential property. In 1876, unimproved land with water was selling from \$75 to \$150 an acre. Today a vacant lot in South Pasadena can be sold for more than \$200,000.

Few cities in California are better recognized for the quality of its small-town atmosphere and rich legacy of intact late 19th and early 20th century neighborhoods and residences. South Pasadena also has a strong claim to having the oldest and most historic sites in the San Gabriel Valley. For many centuries, its adjacency to a natural fording place along the Arroyo Seco had served as a gateway to travel and commerce for aboriginal peoples here and along the coast. It was here that Hahamognas greeted Portola and the missionaries who later established the San Gabriel Mission a few miles to the west.

The initial buildings on the Rancho San Pascual, which subsequently gave birth to the Cities of Pasadena, South Pasadena and Altadena, were built here. The first of these adobe structures became headquarters for General Flores and his staff in 1847 where they agreed to surrender to American forces, ending Mexican Colonial rule in California.

In 1888, South Pasadena incorporated the southern portion of the Indiana Colony and land south and eastward to the Los Angeles border, becoming the sixth municipality in Los Angeles County. With the establishment of the Raymond Hotel and the Cawston Ostrich Farm, the small community was able to attract tourists and increasingly large waves of new residents to the Pasadena area in the late 19th and early 20th Centuries. With completion of the Pacific Electric Short Line, putting the entire city within easy walking distance of the "red car" stations, South Pasadena also became one of the first suburbs of Los Angeles. It is now certainly one of the best-preserved cities, maintaining a small-town quality and humanity in the scale of its buildings, its residential streetscapes and historic commercial core.

Municipal Organizational Chart



City Manager's Budget Message

Fiscal Year 2023-24

June 21, 2023

Honorable Mayor and City Council,

It is my pleasure to present to you the Fiscal Year (FY) 2023-2024 Annual Budget, which we embarked on under the theme of continued Transparency and Collaboration. As we close out this year, we reflect on the progress and improvements made during Fiscal Year 2022-23 across all our City departments, in professionalizing the agency and delivering it to new standards, and in the level of service we provide our community.

This year, we continued our efforts in completing organizational assessments, including the Finance and Community Services departments, and embarking on the Police assessment. These assessments provide the agency an opportunity to review staffing and resources, work flows and outputs, research and incorporate industry best practices, review and improve upon policy, and deliver each department, and the agency, to the next level. The Library has also completed a Strategic Plan and held a Joint study session with the City Council and Library Board of Trustees to discuss the future of the site. On the topic of site assessments, we have completed a facility assessment of the Library site, and will be beginning the City Hall site assessment shortly.

Hand in hand with the assessments, the City has remained committed to hiring the best and the brightest in our industry, and have facilitated over 50 recruitments and hirings in the last year, and also experienced the transitioning of a number of staff during this unprecedented recruiting season. New hires including the hiring of a new Deputy Finance Director/Controller for operational oversight, and a Senior Management Analyst in creating the City's Housing Division, in late 2022. This budget resources our departments to transition from temporary to permanent staffing, and allows us to focus the year ahead. **GWD: Get Work Done.**

The City continues implementing the 2021-2026 Strategic Plan, which highlights and resources the priorities of the City Council and community. With the City's Strategic Plan over 50% completed, and the onboarding of a new Councilwoman and City Treasurer in early 2023, staff will facilitate a Strategic Plan revisit, including community engagement and input, in Fall 2023, to revisit our priorities and ensure we are on track to meet the needs of the community.

We have engaged with our community more than before, and continue that commitment. Our launch of the City's mobile app, SouthPas Mobile, provided resources, information and customer requests at community member fingertips, and also provided another engagement tool with our constituents. We have released a Request for Proposal for a new City website, anticipated to launch end of year, which will be a user-friendly, welcoming resource to community members, visitors and staff. Community engagements and surveys gleaned information on communications preferences, input on the proposed budget, the housing element, and more. In working with the City Council, we have better utilized the tremendous brain power and servitude of our City commissions in providing actionable recommendations for consideration in policymaking, as well as come together on a number of study sessions focused on streets, housing, and the future of the library site, for brainstorming and priority setting efforts.

This year saw the return of our City's events and programming, including the Commissioner Congress as well as a City Hall Open House event to introduce the new staff to the community and welcome everyone back post-COVID. In this budget we have included a wish list of items we have heard back on from the City Council and the community, with the first phase costs listed below:

- Library Master Plan- \$150,000
- Multi-Cultural City Celebration- \$25,000

As we close out our pandemic years, we look to the future and to transitioning to the new normal, which includes a further commitment to resident and business support, resources and service. Our Economic Development Team continues building upon their programming and service to the City, working to put our business community on the map, in championing and strengthening the local economy, and in welcoming new investment to the community. Another significant transition includes the award of a new contract for City Attorney Services. The City Council directed staff to work with a Council sub-committee in developing and released a Request for Proposal for City Attorney Services, and staff from the City Manager's Office worked diligently on the process— City Council will consider the award of contract in June 2023.

We have established a Housing Division in the Community Development Department, and they have hit the ground running on key priorities and programs, including the Housing Element and various programs, the Caltrans surplus properties and the policy decisions that City Council will soon begin to make on the opportunity to exercise first right of refusal on those properties, research on the no-fault eviction moratorium as it related to our 52% of renter residents. The budget proposes almost \$1M in Housing Element implementation and programmatic efforts, including:

- Tenant protection- \$400,000
- Racially Restrictive Covenants- \$100,000
- Cultural Heritage Ordinance Update- \$200,000
- Inclusionary Housing Ordinance (IHO) In-Lieu Fee Study- \$23,000
- Ballot Measure on Height Limit Study- \$100,000
- General Plan/ Downtown Specific Plan consultant (Rangwalla)- \$150,000

We have also furthered our commitment to the social services, veterans, elder adults and various partner agencies. While not a direct service provider, the City recognizes that a number of service providers touch and serve our community, and we have identified the opportunity to establish a Social Services Task Force, which leverages resources available to our community, identify gaps in service to pursue further partnerships. The team has launched a Social Services Resource Guide and an Elder Adults Resource Guide, and will continue looking for opportunities here.

The year ahead holds many priorities and goals: implement the City Hall Electrification Project, which includes infrastructure investments at City Hall and the transition of the Police fleet vehicles to electric, street repaving and infrastructure improvements, the programmatic efforts in our Housing Element and transitioning to compliance and implementation including the finalizing of the General Plan and Downtown Specific Plan, the implementation of the Slow Streets Program. Staff will actively look for opportunities to solicit grant funding for City programming. We look forward to the progress we will make with our City Council, Commissions and Boards,

community members and staff.

Finances

Specifically, on the City's financials, we have made great strides. The City has adopted citywide policies and protocols, delivered a timely Mid-Year Budget Report to Council, has made notable improvements on the City audit, and is delivering a timely budget and 5-year Capital Improvement Program (CIP). We delivered on our commitment for transparency and information sharing, having delivered quarterly budget updates that have now shifted to monthly updates, delivering monthly operational status updates during a height of transition, and intentionally sharing pertinent information with the Finance Commission along with the City Council. We continue the commitment to share information and bring the community along with our efforts as good stewards of our finances.

The agency is financially healthy, and great efforts are being made to implement best practices, policies and protocols to best serve our agency and community. The City received \$6.1 million in State and Local Fiscal Recovery Funds for the fiscal year 2022-2023. City Council prioritized partial use of the funds toward significant resource replacements and citywide technological advances to support improved service and oversight, as well as improving the user experience.

For the FY 2023-2024 Budget, the Finance Department embarked on establishing a zero-base budget, and worked with all City Departments in utilizing this process to provide a collaborative product that provides a clean start to the budget document in justifying all appropriations. The FY 2023-2024 proposed Budget includes a minimal increase in expenditures verses the revenue received, and also addresses two large issues that staff became aware of in March 2023: an outstanding invoice of \$1.6M due to CJPIA, and about a \$1M structural issue in Workers Compensation Insurance Fund. These items have been accounted for and addressed in this budget, and staff will prioritize a review and improvements of the City's insurance procedures, carriers and process in the year ahead.

Financial Policies and Procedures

On September 7, 2022, the City Council adopted the 2022 Finance Policies and Procedures in order to, among other things, establish rules and regulations to establish efficient procedures for the purchase of supplies, services and equipment at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchases function, and to assure the quality of purchases. On December 7, 2022, City Council adopted the Second Reading and Adoption of an ordinance of the City of South Pasadena, California, Amending Section 2.99-29 of Article XI Relating to "Purchasing Procedures", and Sections 2.99-35 and 2.99-37 of Article XIII "Awarding Public Works Contracts" of Chapter 2 of the South Pasadena Municipal Code.

On March 15, 2023, the Finance Department presented the Fiscal Year 2022-23 City Council Budget Policies at the Joint meeting of the City Council with Finance Commission, for review and direction. After deliberation, the City Council voted on the document with some edits to be made in working with the Finance Commission, and that document was approved at the May 16, 2023 Finance Commission and May 17, 2023 City Council meetings, respectively. The Finance Department will continue working with the Finance Commission on establishing a bi-annual review of the City Council's adherence to these policies, at the mid-year mark and at the end of each fiscal year. Together, these documents and efforts will continue to contribute to our commitment of good financial stewardship of our agency and community, coupled with working on a five-year projection of forecasting into the new fiscal year.


Budget Input

The FY 2023-24 Budget document includes the detailed Adopted Fiscal Year 2023-24 Budget document, Capital Improvement Plan and Miscellaneous Fee Schedule. Staff conducted Community input opportunities by hosting an online survey for Budget input, which gleaned 165 comments. The two major items determined from the online survey were continued Public Safety support, and improvements to infrastructure. The City also hosted two in person and virtual Community Budget Forums on May 18, 2023, and a review of the final proposed document to Finance Commission on June 1, 2023.

The budget process has focused on a zero-based budget that included a major clean-up of the budget document as well as the Capital Improvement Program (CIP) five-year document. The process was collaborative across all City departments, and resources requested are to provide for workload catch up as well as adding capacity to meet the needs of the years ahead.

Thanks to the City Council, our Finance Commission, and all City Departments and staff for their diligence, hard work and efforts in producing this guiding document. I appreciate the continued support of the South Pasadena residents of the City and our efforts in serving our community. We look forward to a positive and fruitful 2023-24 fiscal year.

Respectfully submitted,



Arminé Chaparyan
City Manager

General Fund Operating Revenue History

The chart below summarizes the General Fund Operating revenues from FY 2019/20 to the Adopted FY 2023/24. The Budgeted FY 2022/23 Revenues were estimated to be \$42,849,230, and the estimate for June 30, 2023 is \$36,588,626. The difference in estimated revenues for FY 2022-2023 is due to recording the State and Local Fiscal Recover Funds (SLRF) of \$6,059,235 from the General Fund into its own fund, but the City is anticipating an increase to \$39,563,231 for FY 2023-2024 due to increases of \$1,162,715 in Property Taxes, \$166,712 in Sales Taxes, \$289,359 in Utility Users Taxes, \$54,477 in Franchise Fees, \$450,906 in Uses of Money and Property, \$239,866 in Fire Interagency Support, \$517,257 in Current Services and \$93,438 of other revenues.

Revenue Category	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	86,108
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231

General Fund FY 2022-2023 Projected Summary

The General Fund Balance starting July 1, 2022 was \$18,931,422. Revenues are \$36,588,626 and expenditures are expected to total \$35,681,208. Transfers out of \$2,210,847 and reserve adjustments of \$1,772,000 leave a projected end balance for June 30, 2023 of \$19,399,993. The increase of expenditures and transfers out is due to unanticipated vendor payments for prior year’s services, additional positions, higher utility costs and incurring an unanticipated CJPIA invoice related prior years general liability and worker’s compensation claims of \$1,654,761.

General Fund	
Beginning Balance 07/01/22	\$ 18,931,422
Revenues	36,588,626
Expenditures	(35,681,208)
Transfers Out	(2,210,847)
Reserves Adjustment	1,772,000
Projected End Balance 6/30/23	\$ 19,399,993
Fund Balances reflect spendable (unassigned) balances and excludes reserves.	

General Fund FY 2022-2023 Projected Reserves

The projected General Fund Designated Reserves end balance for June 30, 2023 totals \$4,527,941, with deletions totaling \$1,772,000 from the Storm Water Reserve, Library Park Drainage Reserve, Slater Reimbursement Reserve, and SR-110 Interchange Project (Rogan Fund Match).

DESIGNATED RESERVES FY 22-23	Beginning Balance FY 22-23	Additions	Deletions	Ending Balance FY 22-23
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
Transportation Projects - Rogan Fund Match	1,410,000		1,410,000	-
Stables CIP Reserve	62,998			62,998
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,772,000	4,527,941

General Fund Summary for FY 2023-2024 Projected Summary

The General Fund Balance starting July 1, 2023 is estimated to be \$19,399,993. Revenues are estimated at \$39,563,231 and expenditures are expected to total \$39,147,992. Transfers In of \$4,693, transfers out of \$2,267,280 and reserve adjustments of \$300,000 are projected leaving a projected end balance for June 30, 2024 of \$17,852,645. The increase of expenditures are due to Employee Labor negotiations and salary adjustments, one-time costs primarily due to the development of the City’s Housing Element, new permitting software and furniture purchases as well as the impact of inflation on the purchase of goods and services.

General Fund	
Beginning Balance 07/01/23	\$ 19,399,993
Revenues	39,563,231
Expenditures	(39,147,992)
Transfers In	4,693
Transfers Out	(2,267,280)
Reserves Adjustment	300,000
Projected End Balance 6/30/24	\$ 17,852,645
Fund Balances reflect spendable (unassigned) balances and excludes reserves.	

General Fund FY 2023-2024 Projected Reserves

The projected General Fund Designated Reserves end balance for June 30, 2024 totals \$4,227,941, with deletions totaling \$300,000 from the Storm Water Reserve.

DESIGNATED RESERVES FY 22-23	Beginning Balance FY 23-24	Additions	Deletions	Ending Balance FY 23-24
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Stables CIP Reserve	62,998	-		62,998
Mental Health Reserve	200,000			200,000
Total:	4,527,941	-	300,000	4,227,941

General Fund Revenues

A majority of General Fund Revenues continue to come from Property and Sales Tax:

- \$20,075,533 (51%) comes from property taxes and special taxes
- \$6,478,033 (16%) from sales tax
- \$4,352,462 (11%) from utility users tax
- \$4,141,520 (11%) from current city services
- Remainder 11% from use of money & property, and other revenue sources

General Fund Expenditures

The goal for the Fiscal Year 2023-24 budget season was to build a status-quo budget based on a zero-based budget, which allowed each Department to go through the exercise of starting from zero to build their respective budgets from the ground up, and to justify every line item. This exercise led to the leaning out of the budget to provide for the funding to make some priority and necessary staffing growth. Employee Wages and Benefits, and City Operations and Maintenance make up more 97% of Expenditures. Increases are due to Employee Labor negotiations and salary adjustments to bring staff that were significantly behind (10-30%) up to more comparative salaries. In this budget we also ask for funding for a complete Comprehensive Classification and Compensation Study to further delve into our staff positions, pay and wages.

As signified in the Midyear Budget report to City Council and Finance Commission, the City continues to feel the impact of inflation, with rising costs to doing business, purchasing goods and materials, across the board.

- \$26,659,742 (68%) wages & benefits
- \$12,230,249 (31%) operations & maintenance

- \$258,000 (1%) capital projects

Positional Changes

- Add one new full-time Accounting Technician I in Finance
- Add one new full-time Principal Engineer in Public Works
- Add one new full-time Water Operations Supervisor in Public Works
- Add one new full-time Management Analyst (Water/Sustainability) in Public Works
- Add one new full-time Sergeant (Office of Professional Standards) in Police
- Upgrade one part-time Management Aide to one full-time Management Assistant in Fire
- Upgrade one part-time Community Improvement Coordinator to one full-time Community Improvement Coordinator in Community Development
- Upgrade one Management Analyst to Senior Human Resource Analyst in Management Services

General Fund Operating Expenditures by Type

The chart below summarizes the General Fund Operating expenditures by types from FY 2019/20 to the Adopted FY 2023/24.

General Fund Operating Expenditures by Type

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Adopted
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
101	Wages & Benefits	19,457,515	22,108,355	25,216,188	24,289,564	24,177,311	26,659,742
101	Operations & Maintenance	6,677,254	5,875,483	7,495,907	12,678,219	11,177,997	12,230,249
101	Capital Outlay	95,613	39,802	13,005	305,400	155,900	258,000
101	Other Expenses	-	-	-	-	-	-
101	Transfer Out	-	-	-	-	-	-
101	Capital Projects	-	-	-	795,000	170,000	-
101 - General Fund Total		26,230,381	28,023,640	32,725,100	38,068,183	35,681,208	39,147,992

General Fund Operating Expenditures By Department

The chart below summarizes the General Fund Operating expenditures by department from FY 2019/20 to the Adopted FY 2023/24. Of note for this fiscal year:

- Public Safety, composed of the Fire and Police Departments, accounts for 48% of the General Fund budget.
- While the Public Works General Fund portion is only 10%, it is important to note that other functions of the department are accounted for in other funds such as the Water, Sewer and other special funds.

General Fund Operating Expenditures by Department

Department/Program Exp	Actual	Actual	Actual	Budgeted	Estimated	Adopted
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
City Council	45,401	35,890	45,446	49,194	71,388	118,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	485,105
City Clerk	113,311	115,512	-	470,283	389,517	458,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	841,614
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Innovation and Technology	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,398,978
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,100,795
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	437,749
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,085,519
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,147,992

FY 2023/2024 Budget Policies

PURPOSE STATEMENT

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

1. ANNUAL BUDGET

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

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

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

2. BALANCED BUDGET

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

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

3. APPROPRIATIONS AND BUDGETARY CONTROL

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

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

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

4. GENERAL FUND RESERVES

General Fund Reserves are described as:

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

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

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

5. ENTERPRISE FUND

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

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

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

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

6. INFRASTRUCTURE

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

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

7. ACCOUNTING AND REPORTING STANDARDS

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

8. MIDYEAR AND INTERIM FINANCIAL REPORTING

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

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

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

9. RISK MANAGEMENT

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

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

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

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

10. DEBT AND INVESTMENTS

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

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

11. CONTROL OF FINANCIAL ASSETS

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

12. SCHEDULE OF FEES FOR SERVICES

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

13. LONG-TERM LIABILITIES

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

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

14. GANN APPROPRIATIONS LIMIT

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

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

FY 2022/23 Fund Balance

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	18,931,422	36,588,626	35,681,208	2,210,847	-	1,772,000	19,399,993
101	GF (Council Designated Reserves)	6,299,941	-	-	-	-	(1,772,000)	4,527,941
103	Insurance Fund	(1,952,514)	3,220,620	4,686,289	-	1,489,285	-	(1,928,898)
104	Street Improvements Program	2,358,321	-	55,183	-	-	-	2,303,138
105	Facilities & Equip. Replacement	2,470,794	34,844	231,853	-	-	-	2,273,785
106	Technology Surcharge	23,225	28,000	-	-	-	-	51,225
108	SR 110 Gen Fund Reserve	-	-	100,000	-	338,483	-	238,483
110	OPEB Trust Fund	1,141,509	56,308	1,000	-	-	-	1,196,817
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,858,066	657,124	696,249	-	-	-	1,818,941
206	SLFRF Fund	3,029,618	3,029,618	2,560,519	-	-	-	3,498,717
207	Prop "C"	1,217,459	538,724	276,799	-	-	-	1,479,384
208	TEA/Metro	151,469	2,136	-	-	-	-	153,605
209	Carlyle Library Bequest	-	2,800,000	-	-	-	-	2,800,000
210	Sewer	5,178,182	1,922,864	836,150	425,808	-	-	5,839,089
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	-	50,000	50,000	-	-	-	-
214	Rogan HR5394 Grant	-	-	-	-	-	-	-
215	Street Light & Landscape	94,009	887,644	1,328,283	-	383,079	-	36,449
217	Public, Educ. & Govt. Fund	189,911	10,195	-	-	-	-	200,106
218	Clean Air Act	153,513	35,407	-	-	-	-	188,920
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(15,609)	91,125	112,000	-	-	-	(36,484)
223	Gold Line Mitigation Fund	63,408	894	-	-	-	-	64,302
226	Mission Meridian Public Garage	(362,057)	-	9,100	-	-	-	(371,157)
228	Housing Authority	116,972	48,284	11,700	-	-	-	153,556
230	State Gas Tax	919,457	705,028	836,175	-	-	-	788,310
232	County Park Bond	(210,465)	61,500	61,500	-	-	-	(210,465)
233	Measure R	1,443,120	22,668	44,927	-	-	-	1,420,861
236	Measure M	1,796,106	469,472	152,362	-	-	-	2,113,216
237	Road Maint. & Rehab. Acct.	1,242,193	604,433	-	-	-	-	1,846,626
238	MSRC Grant	(152,986)	-	4,550	-	-	-	(157,536)
239	Measure W	281,223	258,815	285,608	-	-	-	254,430
241	Measure H	(87,699)	18,000	-	-	-	-	(69,699)
242	Prop C Exchange	(345,047)	180,188	17,093	-	-	-	(181,951)
245	Bike & Pedestrian Paths	-	-	-	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	(311,796)	-	-	-	-	-	(311,796)
255	Capital Growth	588,529	48,537	100,000	-	-	-	537,066
260	CDBG	(2,584)	-	-	-	-	-	(2,584)
270	Asset Forfeiture	232,477	3,278	60,000	-	-	-	175,755
272	Police Grants - State (COPS)	389,869	227,116	130,000	-	-	-	486,985
274	Homeland Security Grant	(146,371)	-	-	-	-	-	(146,371)
275	Park Impact Fees	805,885	111,582	51,255	-	-	-	866,212
276	Historic Preservation Grant	5,627	79	-	-	-	-	5,706
277	HSIP Grant	(228,661)	69,397	372,256	-	-	-	(531,520)
278	Housing Element Grant	-	-	-	-	-	-	-
295	Arroyo Seco Golf Course	2,038,860	1,279,000	1,336,882	-	-	-	1,980,978
310	Sewer Capital Projects	(386,424)	-	425,808	-	425,808	-	(386,424)
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867

FY 2022/23 Fund Balance, continued

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
500	Water	84,113,145	9,716,510	7,033,455	3,006,226	-	-	83,789,974
503	Water Efficiency Fund	977,507	162,284	174,193	-	-	-	965,598
505	2016 Water Revenue Bonds	(32,554,670)	-	2,500,300	-	2,448,838	-	(32,606,132)
506	SRF Loan - Water	(171,384)	-	264,966	-	-	-	(436,350)
510	Water & Sewer Impact Fees	1,057,608	75,702	-	-	-	-	1,133,310
550	Public Financing Authority	(4,080,707)	-	531,676	-	557,388	-	(4,054,995)
927	Redev. Obligations Trust Fund	132,278	196,500	196,500	-	-	-	132,278
		98,770,697	64,212,502	61,215,838	5,642,881	5,642,881	-	101,767,361
227	Successor Agency to CRA	(206,373)	-	200,193	-	-	-	(406,566)
	Successor Agency Total	(206,373)	-	200,193	-	-	-	(406,566)
	TOTAL CITY & CRA	98,564,324	64,212,502	61,416,031	5,642,881	5,642,881	-	101,360,795

FY 2022/23 Reserves Balance

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	600,000		300,000	300,000
Library Park Drainage Reserve	22,000		22,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	345,876		40,000	305,876
Vehicle Replacement Reserve	100,000			100,000
Transportation Projects - Rogan Fund Match	1,410,000		1,410,000	-
Stables CIP Reserve	62,998			62,998
Mental Health Reserve	200,000			200,000
Total:	6,299,941	-	1,772,000	4,527,941

FY 2023/24 Fund Balance

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	19,399,993	39,563,231	39,147,992	2,267,280	4,693	300,000	17,852,645
101	GF (Council Designated Reserves)	4,527,941	-	-	-	-	(300,000)	4,227,941
103	Insurance Fund	(1,928,898)	3,671,883	3,566,267	-	-	-	(1,823,282)
104	Street Improvements Program	2,303,138	-	-	2,303,138	-	-	0
105	Facilities & Equip. Replacement	2,273,785	44,395	531,502	1,525,097	144,225	-	405,805
106	Technology Surcharge	51,225	32,000	-	-	-	-	83,225
108	SR 110 Gen Fund Reserve	238,483	-	-	70,474	-	-	168,009
110	OPEB Trust Fund	1,196,817	58,560	1,000	-	-	-	1,254,378
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,818,941	821,973	988,275	-	-	-	1,652,639
206	SLFRF Fund	3,498,717	-	3,498,717	-	-	-	-
207	Prop "C"	1,479,384	661,776	-	300,000	-	-	1,841,160
209	Carlyle Library Bequest	2,800,000	-	-	-	-	-	2,800,000
208	TEA/Metro	153,605	2,722	-	-	-	-	156,327
210	Sewer	5,839,089	2,288,250	1,240,680	958,308	-	-	5,928,350
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	-	135,000	-	135,000	-	-	-
214	Rogan HR5394 Grant	-	1,087,899	-	1,087,899	-	-	0
215	Street Light & Landscape	36,449	905,062	1,715,682	-	774,171	-	0
217	Public, Educ. & Govt. Fund	200,106	11,433	-	-	-	-	211,539
218	Clean Air Act	188,920	36,011	-	-	-	-	224,931
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(36,484)	91,875	133,500	-	78,109	-	-
223	Gold Line Mitigation Fund	64,302	1,139	-	-	-	-	65,441
226	Mission Meridian Public Garage	(371,157)	-	15,000	-	-	-	(386,157)
228	Housing Authority	153,556	49,427	16,200	30,000	-	-	156,783
230	State Gas Tax	788,310	784,432	1,348,761	200,000	-	-	23,981
232	County Park Bond	(210,465)	118,000	118,000	-	-	-	(210,465)
233	Measure R	1,420,861	506,776	128,472	300,000	-	-	1,499,166
234	Measure M-MAT	-	475,000	-	475,000	-	-	-
236	Measure M	2,113,216	577,234	228,472	204,062	-	-	2,257,916
237	Road Maint. & Rehab. Acct.	1,846,626	691,569	-	585,093	-	-	1,953,102
238	MSRC Grant	(157,536)	246,925	-	246,925	-	-	(157,536)
239	Measure W	254,430	257,722	313,138	292,500	-	-	(93,485)
240	Measure M MSP	-	250,000	-	250,000	-	-	-
241	Measure H	(69,699)	18,500	-	-	-	-	(51,199)
242	Prop C Exchange	(181,951)	-	-	-	-	-	(181,951)
243	Measure R- MIP	-	475,000	-	475,000	-	-	-
245	Bike & Pedestrian Paths	-	31,103	-	25,000	-	-	6,103
247	SGVCOG Grants	-	45,000	45,000	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	(311,796)	-	-	-	-	-	(311,796)
255	Capital Growth	537,066	70,877	-	70,474	-	-	537,468
260	CDBG	(2,584)	427,381	19,599	407,782	-	-	(2,584)
270	Asset Forfeiture	175,755	4,177	60,000	-	-	-	119,933
272	Police Grants - State (COPS)	486,985	233,566	178,011	-	-	-	542,540
274	Homeland Security Grant	(146,371)	-	-	-	-	-	(146,371)
275	Park Impact Fees	866,212	174,757	-	1,025,000	-	-	15,969
276	Historic Preservation Grant	5,706	101	-	-	-	-	5,807
277	HSIP Grant	(531,520)	307,862	-	251,507	-	-	(475,165)
278	Housing Element Grant	-	4,000	-	-	-	-	4,000
281	CA State Library Building Forward	-	368,445	-	368,445	-	-	-
295	Arroyo Seco Golf Course	1,980,978	1,649,650	1,245,087	730,593	-	-	1,654,948
310	Sewer Capital Projects	(386,424)	-	425,808	-	425,808	-	(386,424)
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867
400	Capital Improvement Projects Fund	-	-	16,518,071	-	16,518,071	-	-

FY 2023/24 Fund Balance, continued

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
500	Water	83,789,974	15,532,978	9,813,920	5,970,826	-	-	83,538,207
503	Water Efficiency Fund	965,598	282,158	364,442	420,000	-	-	463,314
505	2016 Water Revenue Bonds	(32,606,132)	-	2,501,050	-	2,501,050	-	(32,606,132)
506	SRF Loan - Water	(436,350)	-	264,966	-	-	-	(701,316)
510	Water & Sewer Impact Fees	1,133,310	209,172	-	-	-	-	1,342,482
550	Public Financing Authority	(4,054,995)	-	529,276	-	529,276	-	(4,054,995)
927	Redev. Obligations Trust Fund	132,278	196,600	196,600	-	-	-	132,278
		101,767,361	73,401,624	85,153,486	20,975,403	20,975,403	-	90,015,499
227	Successor Agency to CRA	(406,566)	196,600	200,600	-	-	-	(410,566)
	Successor Agency Total	(406,566)	196,600	200,600	-	-	-	(410,566)
	TOTAL CITY & CRA	101,360,795	73,598,224	85,354,086	20,975,403	20,975,403	-	89,604,933

FY 2023/24 Reserves Balance

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000			392,000
Legal Reserve	500,000			500,000
Library Expansion	200,000			200,000
Maint. Yard / Comm. Ctr	267,067			267,067
Renewable Energy Sources Reserve	700,000			700,000
Storm Water	300,000		300,000	-
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	305,876			305,876
Vehicle Replacement Reserve	100,000			100,000
Stables CIP Reserve	62,998	-		62,998
Mental Health Reserve	200,000			200,000
Total:	4,527,941	-	300,000	4,227,941

FY 2023/24 Transfers In

Fund	Fund Name	Description	Amount
101	General Fund	Accounting Adjustment	4,693
		Total Fund 101	4,693
105	Facil. & Equip. Replacement	Tesla Lease Model Y	144,225
		Total Fund 105	144,225
215	Street Light & Landscape	Transfer to cover deficit (per Council)	774,171
		Total Fund 215	774,171
220	Business Improvement Tax	Transfer to cover deficit (per Council)	78,109
		Total Fund 220	78,109
310	Sewer	Debt Service Principle	253,262
310	Sewer	Debt Service Interest	172,546
		Total Fund 310	425,808
400	CIP	Grevelia&Berkshire Pocket Park	825,000
400	CIP	Fremont/Huntington MAT Project	475,000
400	CIP	VoIP Phone System Installation	180,000
400	CIP	Golf Course Netting Replacemen	730,593
400	CIP	North-South Corridor ITS Dploy	1,228,848
400	CIP	CD Permit Management Software	260,000
400	CIP	CD Record Scan & Doc Managmnt	-
400	CIP	City/Civic EV Charging System	352,700
400	CIP	Arroyo Park EV Charging System	-
400	CIP	Fair Oaks Traffic Signal Const	13,042
400	CIP	Street Repairs - 2023	3,886,102
400	CIP	825 Mission Yard Security Gate	160,000
400	CIP	Citywide Facility Repair	366,271
400	CIP	FD Front Bay Door Replacement	80,000
400	CIP	PD Locker/Restroom Improvement	190,000
400	CIP	PD Improvements	17,000
400	CIP	PD Briefing Room Update	19,000
400	CIP	PD 1st Floor Inter Paint/Drywal	13,000
400	CIP	War Memorial Audio/Vis. Equipm	-
400	CIP	Pocket Park Construction	-
400	CIP	ADA Sidewalk Repairs	407,782
400	CIP	War Memorial HVAC Repairs	25,000
400	CIP	Rec. Facilities Key System	-
400	CIP	Fair Oaks ITS Project	-
400	CIP	Grevelia/Fair Oaks Int. Imprv	50,000
400	CIP	Ann. Water Main Repairs	2,000,000
400	CIP	Library HVAC Repairs	254,100
400	CIP	Library ADA Ramp, Light. & Imp	20,000
400	CIP	Water Facil. Site Improvements	88,000
400	CIP	Advanced Metering Infr. (AMI)	150,000
400	CIP	Pedestrian Crossing Devices	200,000
400	CIP	Rect. Rapid Flashing Beacons	264,962
400	CIP	Rio Hondo LRS Alham, Wash Trtm	5,000
400	CIP	EV Charging Station (MSRC)	-
400	CIP	Citywide Facilities Assessment/ Security Enh.	226,876
400	CIP	Library Security Camera System	20,000
400	CIP	CMMS/Work Order System/GIS	115,000
400	CIP	Elevated Tanks-Raymond/Bilikie	120,000

FY 2023/24 Transfers In, continued

Fund	Fund Name	Description	Amount
400	CIP	Sewer Sys. Rep., Rehab&Replace	475,000
400	CIP	Westside Reservoir	525,000
400	CIP	Climate Action Plan	120,000
400	CIP	FD Diesel Exhaust System Replacement	50,000
400	CIP	308 San Pascual Residence Improvements	30,000
400	CIP	Agenda Management System	50,000
400	CIP	City Website System & Design	60,000
400	CIP	Library Facility Improvements	100,514
400	CIP	Library Roof	291,781
400	CIP	Library Master Plan	150,000
400	CIP	Parks Master Plan	150,000
400	CIP	Snake Trail Improvements	50,000
400	CIP	Senior Center Flooring	60,000
400	CIP	Arroyo Seco San Rafael & San Pascual Projects	437,500
400	CIP	Huntington Drive Green Street	250,000
400	CIP	City Hall Stormwater Project	500,000
400	CIP	Fremont/Huntington MIP Project	475,000
Total Fund 400			16,518,071
505	Water Rev Bonds	Debt Service - Fees	1,250
505	Water Rev Bonds	Issuance Cost Expense	-
505	Water Rev Bonds	Debt Service - Principal	1,035,000
505	Water Rev Bonds	Debt Service - Interest	1,414,588
505	Water Rev Bonds	Def Loss Amort Expense	258,250
505	Water Rev Bonds	Premium Amort Expense - 2016	(208,038)
Total Fund 505			2,501,050
550	Public Financing Authority	Debt Service - Fees	2,000
550	Public Financing Authority	Debt Service-Professional Svc	-
550	Public Financing Authority	Debt Service - Principal - 2013	450,000
550	Public Financing Authority	Debt Service - Interest - 2013	104,988
550	Public Financing Authority	Premium Amort Expense - 2013	(27,712)
Total Fund 550			529,276
Total Transfer In			20,975,403

FY 2023/24 Transfers Out

Fund	Fund Name	Description	Amount
101	General Fund	VoiP Phone System Installation	180,000
101	General Fund	CD Permit Management Software	125,000
101	General Fund	City/Civic EV Charging System	250,000
101	General Fund	Agenda Management System	50,000
101	General Fund	City Website System & Design	60,000
101	General Fund	City Hall Stormwater Project	300,000
101	General Fund	Arroyo Seco San Rafael & San Pascual Projects	300,000
101	General Fund	Cover deficit for Landscape & Lighting Maintenance Fund	774,171
101	General Fund	Cover deficit for Business Improvement Tax Fund	78,109
101	General Fund	Library Master Plan	150,000
		Total Fund 101	2,267,280
104	Street Imp. Prog.	Street Repairs - 2023	2,298,445
104	Street Imp. Prog.	Accounting Adjustment	4,693
		Total Fund 104	2,303,138
105	Facil. & Equip. Replacement	825 Mission Yard Security Gate	160,000
105	Facil. & Equip. Replacement	Citywide Facility Repair	366,271
105	Facil. & Equip. Replacement	FD Front Bay Door Replacement	80,000
105	Facil. & Equip. Replacement	PD Locker/Restroom Improvement	190,000
105	Facil. & Equip. Replacement	PD Improvements	17,000
105	Facil. & Equip. Replacement	PD Briefing Room Update	19,000
105	Facil. & Equip. Replacement	PD 1st Floor Inter Paint/Drywal	13,000
105	Facil. & Equip. Replacement	War Memorial HVAC Repairs	25,000
105	Facil. & Equip. Replacement	Library HVAC Repairs	109,263
105	Facil. & Equip. Replacement	Library ADA Ramp, Light. & Imp	20,000
105	Facil. & Equip. Replacement	Citywide Facilities Assessment/ Security Enh.	226,876
105	Facil. & Equip. Replacement	Library Security Camera System	20,000
105	Facil. & Equip. Replacement	FD Diesel Exhaust System Replacement	50,000
105	Facil. & Equip. Replacement	Library Facility Improvements	43,221
105	Facil. & Equip. Replacement	Library Roof	125,466
105	Facil. & Equip. Replacement	Senior Center Flooring	60,000
		Total Fund 105	1,525,097
108	SR 110 GF Reserve	North-South Corridor ITS Dploy	70,474
		Total Fund 108	70,474
207	Prop C	Street Repairs - 2023	300,000
		Total Fund 108	300,000
210	Sewer	CMMS/Work Order System/GIS	57,500
210	Sewer	Sewer Sys. Rep., Rehab&Replace	475,000
210	Sewer	Debt Service - Principal	253,262
210	Sewer	Debt Service - Interest	172,546
		Total Fund 210	958,308
213	SB2 Planning Grant	CD Permit Management Software	135,000
		Total Fund 213	135,000
214	Rogan HR5294 Grant	North-South Corridor ITS Dploy	1,087,899
		Total Fund 214	1,087,899
228	Housing Authority	308 San Pascual Residence Improvements	30,000
		Total Fund 228	30,000
230	Gas Tax	Street Repairs - 2023	200,000
		Total Fund 230	200,000

FY 2023/24 Transfers Out, continued

Fund	Fund Name	Description	Amount
233	Measure R	Street Repairs - 2023	300,000
		Total Fund 233	300,000
234	Measure M-MAT	Fremont/Huntington MAT Project	475,000
		Total Fund 234	475,000
236	Measure M	Street Repairs - 2023	177,565
236	Measure M	Rect. Rapid Flashing Beacons	26,497
		Total Fund 236	204,062
237	RMRA	Street Repairs - 2023	585,093
		Total Fund 237	585,093
238	MSRC	Tesla Lease Model Y	144,225
238	MSRC	City/Civic EV Charging System	102,700
		Total Fund 238	246,925
239	Measure W	Rio Hondo LRS Alham, Wash Trtm	5,000
239	Measure W	Arroyo Seco San Rafael & San Pascual Projects	37,500
239	Measure W	Huntington Drive Green Street	250,000
		Total Fund 239	292,500
240	Measure M MSP	Pedestrian Crossing Devices	200,000
240	Measure M MSP	Grevelia/Fair Oaks Int. Imprv	50,000
		Total Fund 240	250,000
243	Measure R - MIP	Fremont/Huntington MIP Project	475,000
		Total Fund 243	475,000
245	Bike & Pedestrian Path	Street Repairs - 2023	25,000
		Total Fund 245	25,000
255	Capital Growth	North-South Corridor ITS Dploy	70,474
		Total Fund 255	70,474
260	CDBG	ADA Sidewalk Repairs	407,782
		Total Fund 260	407,782
275	Park Impact Fees	Grevalia&Berkshire Pocket Park	825,000
275	Park Impact Fees	Parks Master Plan	150,000
275	Park Impact Fees	Snake Trail Improvements	50,000
		Total Fund 275	1,025,000
277	HSIP Grant	Fair Oaks Traffic Signal Const	13,042
277	HSIP Grant	Rect. Rapid Flashing Beacons	238,465
		Total Fund 277	251,507
281	CA State Library Bld. Forward	Library HVAC Repairs	144,837
281	CA State Library Bld. Forward	Library Facility Improvements	57,293
281	CA State Library Bld. Forward	Library Roof	166,315
		Total Fund 281	368,445
295	Arroyo Seco Golf	Golf Course Netting Replacemen	730,593
		Total Fund 295	730,593
500	Water	Ann. Water Main Repairs	2,000,000
500	Water	Water Facil. Site Improvements	88,000
500	Water	Advanced Metering Infr. (AMI)	150,000
500	Water	CMMS/Work Order System/GIS	57,500
500	Water	Elevated Tanks-Raymond/Bilikie	120,000
500	Water	Westside Reservoir	525,000
500	Water	Debt Service - Fees	1,250
500	Water	Debt Service - Principal	1,035,000

FY 2023/24 Transfers Out, continued

Fund	Fund Name	Description	Amount
500	Water	Debt Service - Interest	1,414,588
500	Water	Def Loss Amort Expense	258,250
500	Water	Premium Amort Expense - 2016	(208,038)
500	Water	Debt Service - Fees	2,000
500	Water	Debt Service - Principal - 2013	450,000
500	Water	Debt Service - Interest - 2013	104,988
500	Water	Premium Amort Expense - 2013	(27,712)
Total Fund 500			5,970,826
503	Water Efficiency	Climate Action Plan	120,000
503	Water Efficiency	City Hall Stormwater Project	300,000
Total Fund 503			420,000
Total Transfer Out			20,975,403

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4000-000	Property Tax - Current Secured	11,578,594	12,386,279	12,823,306	13,425,000	13,758,186	14,543,151
4010-000	Property Tax - Unsecured	115,324	435,198	759,197	416,300	416,300	448,243
4015-000	Property Tax - Residual SA	133,780	101,674	213,625	135,000	135,000	139,050
4020-000	Property Tax - Prior Years	(29,505)	(23,528)	2,129	(25,000)	3,000	3,090
4030-000	Property Tax - Int & Pen	35,319	45,544	51,961	30,000	30,000	30,900
4035-000	Property Tax - Postponement	-	18,790	29,653	-	-	30,542
4040-000	Highway Rental	117,783	112,115	112,334	112,114	112,114	115,477
4050-000	Homeowners Exemption	60,796	58,805	58,841	60,000	60,000	61,800
4060-000	Supplemental - Sec/Unsec	333,877	320,286	409,925	310,000	310,000	422,223
5002-000	Motor Vehicle In Lieu Adj.	3,145,589	3,318,155	3,445,099	3,676,954	3,713,192	3,905,907
Property Tax		15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
4150-000	Library Special Tax	342,237	347,931	364,223	360,000	360,000	375,149
Assessments & Special Taxes		342,237	347,931	364,223	360,000	360,000	375,149
4200-000	Sales & Use Tax	2,149,095	2,398,132	2,730,069	2,892,000	2,949,321	2,972,321
4200-002	Sales Tax - Measure A	412,661	2,407,750	2,993,038	3,114,000	3,022,000	3,121,000
4201-000	PSAF - Prop 172 Sales Tax	302,718	326,764	373,506	340,000	340,000	384,712
Sales Tax		2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
4230-001	Utility Tax - Water	774,712	960,932	844,642	1,079,703	860,095	903,100
4230-002	Utility Tax - Electric	1,429,355	1,562,810	1,750,422	2,000,000	1,960,473	2,136,916
4230-003	Utility Tax - Gas	450,337	489,887	590,186	570,000	570,000	643,302
4230-004	Utility Tax - Telephone	584,161	410,435	417,483	400,000	400,000	396,609
4230-006	Utility Tax - Cable	206,889	314,466	272,535	250,000	272,535	272,535
Utility Users Tax		3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
4210-001	Franchise - Refuse	556,224	553,981	575,957	567,350	567,350	593,236
4210-002	Franchise - Cable TV	185,465	228,125	223,941	226,000	226,000	230,659
4210-003	Franchise - Electric	-	155,020	163,883	159,650	159,650	168,800
4210-004	Franchise - Gas	53,149	58,579	63,688	54,000	54,000	68,783
4220-000	Real Property Transfer	155,292	204,703	262,064	210,000	210,000	210,000
Other Taxes		950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
4400-000	Business License	359,324	386,163	381,395	434,000	381,500	391,000
4405-000	Business License SB1186 Fee	9,445	9,779	9,353	9,000	9,000	9,400
4420-000	Bus Lic Penalties & Trans	16,075	6,011	5,497	5,000	11,000	8,000
4440-000	Tobacco Retail Permit	480	240	960	480	-	-
4460-000	Parking Permits	360,898	283,235	280,095	350,000	247,000	252,000
4445-000	Filming Permits	67,487	80,498	86,130	60,000	83,000	85,000
4465-001	Fire Permits	5,015	14,418	19,453	4,000	11,450	12,000
4470-001	Grading Permits	362	-	-	300	-	300
4470-002	Street / Curb Permits	27,117	27,793	25,231	30,000	21,827	30,000
4470-004	Street Closure Permits	5,672	-	4,461	3,000	-	3,000
4470-005	Newsrack Permits	573	-	462	500	-	500
4480-000	FOG Wastewater Permit	9,248	142	1,045	7,000	-	5,000
Licenses & Permits		861,697	808,280	814,081	903,280	764,777	796,200
4600-000	Vehicle Code Fines	46,821	34,108	48,049	30,000	18,000	18,500
4610-000	Parking Citations	207,821	100,057	(437)	100,000	37,000	38,000
4620-000	Other Court Fines	9,959	9,284	4,679	10,000	1,500	1,500
Fines & Forfeitures		264,601	143,449	52,291	140,000	56,500	58,000
4800-000	Interest Income	299,006	238,731	224,197	181,000	509,664	950,437
4802-000	Gain / Loss on Investments	7,853	25,833	(11,890)	-	-	-
4805-000	Unrealized Gain / Loss	201,885	(261,442)	(1,125,662)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	2,250	4,665	11,572	3,000	6,455	5,022
4820-000	Rental - Stables	73,149	106,240	129,316	100,000	140,000	140,000
4820-001	Rental - Stables - CIP Rsv	7,678	48,693	69,608	55,000	60,000	60,000
4825-000	Rental - Tennis	63,700	79,100	78,896	75,600	98,000	108,000
4825-001	Rental - Tennis - CIP Rsv	700	4,900	-	8,400	-	-
4830-001	Rental - Cellular Site	-	4,374,440	-	-	-	-
4830-002	Rental - Cell Phone Site	44,536	23,013	-	-	-	-

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4830-003	Rental - Cell Site - AT&T	32,392	15,062	-	-	-	-
4830-004	Cell Phone - CW/Bilicke	33,142	20,188	-	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	29,477	17,524	26,197	-	-	-
4830-006	Cell Phone - Cingular OG	36,538	14,617	-	-	-	-
4830-009	Cell Phone - Cingular ASP	35,187	16,090	-	-	-	-
4830-010	Cell Phone - Verizon - MH	22,309	10,416	-	-	-	-
4840-000	Rental - War Memorial Building	26,146	(600)	23,707	50,000	30,000	32,000
4850-000	Rental - Eddie Park	3,541	-	1,415	3,000	2,000	2,000
4860-000	Rental - Library Comm Room	11,108	2,954	4,182	2,000	19,853	20,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-
4885-000	Rental - Sr Citizen Ctr	2,616	-	2,098	3,000	10,000	12,000
4890-000	Rental - Farmer's Market	5,625	11,662	12,617	5,000	16,137	12,555
4891-000	Rental - Orange Grove	2,861	-	-	2,500	-	-
4892-000	Rental - Misc	36,784	35,730	43,647	5,000	-	-
4893-000	Rental - Batting Cages	9,787	1,153	12,642	10,000	-	-
4894-000	Rental - Youth House	1,712	-	2,079	5,000	2,000	3,000
Use of Money & Property		989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
5000-000	Motor Vehicle In Lieu	20,772	-	-	-	-	-
5400-000	Sale of Property	1,167	993	4,314	-	-	-
5020-000	State Reimb - Police Training	14,700	12,562	18,619	30,000	18,000	18,000
5030-000	State Mandated Cost	-	-	-	-	-	-
5071-003	Miscellaneous Grants	500	273,820	5,245	85,060	136,634	136,000
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	-	21,000	21,500
5073-002	Grants-Fire	27,100	-	-	-	-	-
5073-005	SLF Recovery Funds	-	-	-	6,059,235	-	-
5077-003	Metro Gold Line Authority	-	-	-	-	-	-
5310-001	Fire Interagency Support Reimb	-	332,914	98,272	315,000	60,000	300,000
Revenue From Other Agencies		64,239	955,205	179,525	6,489,295	235,634	475,500
5150-001	Business License App Fee	25,092	23,741	20,215	15,000	15,000	22,000
5150-002	Non Sufficient Fund Chg	294	105	140	300	-	-
Current Services-Finance		25,386	23,846	20,355	15,300	15,000	22,000
5200-001	Community Development Misc Fee	15,812	-	16,976	20,000	12,492	30,000
5200-002	Planning Fees	256,431	232,459	230,111	680,000	260,000	300,000
5200-003	Plan Check	350,036	334,541	760,453	475,000	635,000	700,000
5200-004	Building Permits	396,542	459,335	558,420	460,000	460,000	600,000
5200-007	Administrative Citations	1,200	1,545	-	1,200	10,000	25,000
5200-008	Design Review Fee	-	-	12,534	-	34,000	38,000
5200-009	Cultural Heritage (CHC) Fee	-	-	9,086	-	25,000	30,000
5200-010	Art Development Fee	-	-	-	-	-	7,500
Current Services-Community Development		1,020,020	1,027,880	1,587,581	1,636,200	1,436,492	1,730,500
5220-001	Engineering Fees - Misc	159,689	140,208	138,558	60,000	115,226	110,000
5220-002	Engineering Plan Check	2,786	345	234	2,500	1,176	2,500
5221-000	Public Works Plan Check Fees	-	-	1,044	-	-	-
5223-000	NPDES	101,720	78,305	79,225	90,000	61,733	94,000
5224-000	Public Works - Filming	1,295	-	-	-	-	-
Current Services-Public Works		265,489	218,859	219,061	152,500	178,136	206,500
5230-001	Police Special Svcs	10,926	189,262	3,385	5,000	2,500	2,500
5230-004	Vehicle Impound Fees	30,971	14,418	25,733	20,000	26,000	27,000
5230-005	Police Svcs - Filming	207,875	285,925	119,993	250,000	320,000	326,000
5280-001	Animal Control Fees	857	163	-	800	-	-
Current Services-Police		250,629	489,768	149,111	275,800	348,500	355,500
5255-000	Passport Services	14,646	301	-	7,000	-	-
Current Services-Library		14,646	301	-	7,000	-	-

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
5260-000	Library Fees	-	-	596	-	736	700
5260-002	Library Fines	30,190	575	79	-	-	-
5260-003	Library Replacements	2,950	763	7,979	5,000	7,500	6,200
5260-004	Library Equip. Rental	-	-	235	-	1,218	1,400
Current Services-Library		33,139	1,337	8,889	5,000	9,454	8,300
5265-002	Sr. Citizens Classes	17,436	41	11,525	28,000	14,000	16,000
5265-003	Sr. Citizens Membership	8,335	1,885	7,754	7,500	8,000	8,000
5265-004	Sr. Citizens Bus Trips	2,605	(40)	(230)	3,000	4,500	3,500
5265-005	Snr. Citizens Center Programs	1,104	300	9	1,000	1,077	1,120
5265-006	Bingo - Coffee - Med. I.D.	897	-	51	500	420	500
5270-001	Camp Med Fees	238,880	11,218	302,382	430,400	300,000	390,000
5270-002	Recreation Classes	108,560	195,086	286,146	250,000	200,000	230,000
5270-003	Special Events	10,262	4,897	8,212	10,000	9,000	10,000
5270-004	MTA Bus Pass - General	-	-	-	-	-	-
5270-005	Park/Field Reservations	26,035	7,296	91,736	60,000	50,000	60,000
5270-007	Adult Sports	-	-	-	-	-	-
5270-008	Concerts in the Park	-	-	1,450	10,000	13,000	25,000
5270-009	War Memorial Kitchen	2,500	-	1,179	2,500	1,250	2,500
Current Services-Community Services		416,614	220,684	710,215	802,900	601,247	746,620
5289-001	Fire Dept - Filming	113,240	134,098	75,195	100,000	145,860	130,000
5289-002	Fire Dept - Plan Check	57,987	41,646	38,584	45,000	23,227	25,000
5289-007	Fire Dept - Inspection	56,335	114,883	113,825	60,000	109,461	100,000
5290-001	Paramedic Fees	680,353	599,057	681,690	650,000	601,786	625,000
5300-000	Paramedic Subscriptions	27,560	27,108	82,805	27,500	25,000	35,000
5302-000	Fire Command Reimbursements	23,994	180,143	148,774	100,000	130,000	157,000
5305-001	Fire Miscellaneous	449	12	46	-	100	100
Current Services-Fire		959,918	1,096,947	1,140,918	982,500	1,035,434	1,072,100
Current Services-ALL		2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
5420-000	Workers Comp Reimb	-	72,416	-	-	-	-
5425-000	Gen. Liability Insurance Reimb	-	-	-	-	-	-
5430-000	Damage to City Property	7,430	1,301	250	-	-	-
5440-000	Candidate Filing Fee	-	1,571	-	-	-	-
5460-000	Recycling Revenue	12,238	2,850	11,710	5,000	12,973	16,508
5460-001	Recycling Container	-	-	-	-	-	-
5490-000	Cash Over/Short	(764)	(1,578)	(21)	-	-	-
5501-001	Donations - Misc	70	3	93	-	-	-
5501-003	Donations - Senior Meals	2,806	23,913	-	54,000	-	39,600
5501-005	Donations - Library	-	-	-	-	-	-
5505-000	Miscellaneous	37,529	68,511	223,089	20,000	9,200	10,000
5505-001	Duplication Fees	7,698	8,394	1,510	4,000	2,000	4,000
5510-000	Credit Card Transaction Fee	7,360	6,337	8,092	1,500	9,000	9,000
5530-400	PD Reports & Misc Fees	-	-	5,778	-	7,570	7,000
5550-000	Prior Year Adjustment	(0)	-	-	-	-	-
Other Revenue		74,367	183,717	250,501	84,500	40,743	86,108
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
Reimbursements From Other Funds		483,384	483,384	483,384	483,384	483,384	483,384
101 - GENERAL FUND TOTAL		28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231
5410-000	Insurance Reimbursement - WC	77,299	53,052	528,610	80,000	360,620	381,137
5410-001	Insurance Reimbursement - GL	48,231	454,257	114,773	55,000	55,000	675,000
5420-000	Internal Service Charge - WC	671,573	681,985	671,480	765,000	765,000	647,946
5425-000	Internal Service Charge - GL	415,312	(408,000)	1,800,000	2,040,000	2,040,000	1,967,800
Other Revenue		1,212,415	781,294	3,114,863	2,940,000	3,220,620	3,671,883
103 - INSURANCE FUND TOTAL		1,212,415	781,294	3,114,863	2,940,000	3,220,620	3,671,883

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4800-000	Interest Income	-	-	13,688	-	-	-
4802-000	Gain / Loss on Investments	-	-	(992)	-	-	-
4805-000	Unrealized Gain / Loss	-	-	(77,139)	-	-	-
Use of Money & Property				(64,442)			
5505-000	Miscellaneous	4,000	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		4,000					
104 - STREET IMPROVEMENTS PROGRAM FUND		4,000		(64,442)			
4800-000	Interest Income	23,208	10,423	7,694	1,000	34,844	44,395
Use of Money & Property		23,208	10,423	7,694	1,000	34,844	44,395
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue							
105 - FACILITIES & EQUIP REPLACEMENT TOTAL		23,208	10,423	7,694	1,000	34,844	44,395
5520-000	Technology Surcharge	-	3,126	20,099	15,000	28,000	32,000
Other Revenue			3,126	20,099	15,000	28,000	32,000
106 - TECHNOLOGY SURCHARGE TOTAL			3,126	20,099	15,000	28,000	32,000
9911-000	Transfers from Other Fund	-	-	-	-	-	-
Transfers In							
108 - SR110 GENERAL FUND RESERVE TOTAL							
4802-000	Gains / Loss on Investment	-	-	16,544	-	56,308	58,560
Use of Money & Property				16,544		56,308	58,560
110 - OPEB TRUST FUND TOTAL				16,544		56,308	58,560
4200-000	Sales & Use Tax	505,425	528,052	642,891	626,217	626,217	768,191
Sales Tax		505,425	528,052	642,891	626,217	626,217	768,191
4800-000	Interest Income	30,002	18,059	5,220	10,000	26,907	34,282
4802-000	Gain / Loss on Investments	391	1,271	-	-	-	-
4805-000	Unrealized Gain / Loss	14,595	(12,865)	-	-	-	-
Use of Money & Property		44,988	6,466	5,220	10,000	26,907	34,282
5266-000	Dial - A - Ride Charges	2,787	1,671	2,217	5,000	2,500	2,500
Charges for Current Services		2,787	1,671	2,217	5,000	2,500	2,500
5500-000	MTA Bus Pass - Senior	3,040	160	1,000	5,000	1,500	5,000
5504-000	Prop A - NTD Disc. Incentive	12,156	30,364	-	10,000	-	12,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		15,196	30,524	1,000	15,000	1,500	17,000
205 - LOCAL TRANSIT RETURN "A" TOTAL		568,396	566,713	651,328	656,217	657,124	821,973
5073-000	Miscellaneous	-	-	3,029,618	3,029,618	3,029,618	-
Other Revenue				3,029,618	3,029,618	3,029,618	
206 - SLFRF FUND TOTAL				3,029,618	3,029,618	3,029,618	
4200-000	Sales & Use Tax	419,251	438,000	533,265	519,430	519,430	637,194
Sales Tax		419,251	438,000	533,265	519,430	519,430	637,194
4800-000	Interest Income	22,104	12,329	3,478	9,000	19,294	24,582
4802-000	Gain / Loss on Investments	296	847	-	-	-	-
4805-000	Unrealized Gain / Loss	11,047	(8,571)	-	-	-	-
Use of Money & Property		33,447	4,605	3,478	9,000	19,294	24,582
4460-001	Parking Revenue	39,021	2,164	5,890	40,000	-	-
Charges for Current Services		39,021	2,164	5,890	40,000		
207 - LOCAL TRANSIT RETURN "C" TOTAL		491,719	444,769	542,633	568,430	538,724	661,776

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4800-000	Interest Income	10,843	2,375	475	-	2,136	2,722
4802-000	Gain / Loss on Investments	107	138	-	-	-	-
4805-000	Unrealized Gain / Loss	3,990	(1,400)	-	-	-	-
Use of Money & Property		14,940	1,114	475	-	2,136	2,722
5077-041	MTA Grant - Ped. Improv. - LTF	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
208 - TEA/METRO TOTAL		14,940	1,114	475	-	2,136	2,722
5071-000	Carlyle Library Bequest	-	-	-	-	2,800,000	-
Revenue From Other Agencies		-	-	-	-	2,800,000	-
209 - CARLYLE LIBRARY BEQUEST TOTAL		-	-	-	-	2,800,000	-
4800-000	Interest Income	124,084	68,264	58,032	60,000	101,213	182,699
4802-000	Gain / Loss on Investments	1,609	4,810	(2,579)	-	-	-
4805-000	Unrealized Gain / Loss	60,000	(48,674)	(200,653)	-	-	-
Use of Money & Property		185,693	24,399	(145,200)	60,000	101,213	182,699
5310-000	Sewer Service Charges	1,959,372	2,108,764	2,200,532	2,100,551	1,821,651	2,100,551
5315-000	Penalty - Sewer	3,071	-	-	5,000	-	5,000
5335-000	Water Impact Fees	-	-	-	-	-	-
Charges for Current Services		1,962,443	2,108,764	2,200,532	2,105,551	1,821,651	2,105,551
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
210 - SEWER TOTAL		2,148,137	2,133,163	2,055,332	2,165,551	1,922,864	2,288,250
5071-000	SB2 Planning Grant	-	-	-	-	50,000	135,000
Revenue From Other Agencies		-	-	-	-	50,000	135,000
213 - SB2 PLANNING GRANT TOTAL		-	-	-	-	50,000	135,000
5071-003	Rogan HR5294 Grant	-	-	-	-	-	1,087,899
Revenue From Other Agencies		-	-	-	-	-	1,087,899
213 - ROGAN HR5394 GRANT TOTAL		-	-	-	-	-	1,087,899
4100-000	Street Light Assessments	890,461	892,903	898,450	900,000	887,149	900,000
Assessments & Special Taxes		890,461	892,903	898,450	900,000	887,149	900,000
4800-000	Interest Income	3,834	1,862	1,225	4,000	48	62
Use of Money & Property		3,834	1,862	1,225	4,000	48	62
5430-000	Damage to City Property	-	-	-	-	-	-
5501-012	Donations - Tree Dedications	11,727	13,536	20,437	5,000	447	5,000
Other Revenue		11,727	13,536	20,437	5,000	447	5,000
215 - STREET LIGHT & LANDSCAPE TOTAL		906,023	908,301	920,112	909,000	887,644	905,062
4800-000	Interest Income	2,398	822	564	1,000	2,695	3,433
Use of Money & Property		2,398	822	564	1,000	2,695	3,433
5250-000	PEG Fees	23,744	9,074	7,668	10,000	7,500	8,000
Revenue From Other Agencies		23,744	9,074	7,668	10,000	7,500	8,000
217 - PUBLIC, EDUC., & GOV'T. TOTAL		26,142	9,896	8,231	11,000	10,195	11,433
4800-000	Interest Income	3,285	1,697	393	1,500	2,207	2,811
4802-000	Gain / Loss on Investments	36	121	-	-	-	-
4805-000	Unrealized Gain / Loss	1,326	(1,224)	-	-	-	-
Use of Money & Property		4,646	594	393	1,500	2,207	2,811
5082-000	AB 2766 (SCAQMD) Fees	33,136	33,243	32,872	33,200	33,200	33,200
Revenue From Other Agencies		33,136	33,243	32,872	33,200	33,200	33,200
218 - CLEAN AIR ACT TOTAL		37,782	33,836	33,265	34,700	35,407	36,011

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4800-000	Interest Income	85	20	1	500	-	-
Use of Money & Property		85	20	1	500	-	-
5412-000	Business Improvement Tax	53,771	67,454	56,619	60,000	60,000	60,000
5412-001	BIT - Filming Permits	26,615	30,086	32,760	26,000	31,125	31,875
Other Revenue		80,386	97,540	89,379	86,000	91,125	91,875
220 - BUSINESS IMPROVEMENT TAX TOTAL		80,471	97,560	89,380	86,500	91,125	91,875
4800-000	Interest Income	966	299	195	-	894	1,139
Use of Money & Property		966	299	195	-	894	1,139
223 - GOLD LINE MITIGATION FUND TOTAL		966	299	195	-	894	1,139
4875-000	Rental - MMV Parking	3,685	-	-	-	-	-
Use of Money & Property		3,685	-	-	-	-	-
226 - MISSION MERIDIAN PUBLIC GARAGE TOTAL		3,685	-	-	-	-	-
4800-000	Interest Income	2,901	-	316	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4880-000	Rental - Nursery Property	-	-	-	-	-	-
Use of Money & Property		2,901	-	316	-	-	-
5575-000	Proceeds from Trust Fund	-	-	-	-	-	196,600
Other Revenue		-	-	-	-	-	196,600
227 - SA-CRA TOTAL		2,901	-	316	-	-	196,600
4800-000	Interest Income	1,868	1,007	243	-	1,984	2,527
4802-000	Gain / Loss on Investments	24	68	-	-	-	-
4805-000	Unrealized Gain / Loss	894	(693)	-	-	-	-
4810-000	Rental - Arroyo House	8,350	9,513	10,538	10,428	9,600	10,200
4880-000	Rental - Nursery/Theater Property	12,000	11,000	25,380	35,100	36,700	36,700
Use of Money & Property		23,136	20,896	36,161	45,528	48,284	49,427
228 - HOUSING AUTHORITY TOTAL		23,136	20,896	36,161	45,528	48,284	49,427
4800-000	Interest Income	24,463	12,314	2,825	10,000	13,065	16,646
4802-000	Gain / Loss on Investments	304	842	-	-	-	-
4805-000	Unrealized Gain / Loss	11,354	(8,518)	-	-	-	-
Use of Money & Property		36,121	4,638	2,825	10,000	13,065	16,646
5038-000	State Gas Tax - 2103	180,969	170,923	203,534	252,804	231,452	267,195
5039-000	State Gas Tax - 2105	133,878	130,520	142,999	165,606	162,698	176,937
5040-000	State Gas Tax - 2106	80,727	77,965	86,420	96,966	96,911	105,129
5050-000	State Gas Tax - 2107	169,046	160,651	171,078	226,244	194,902	212,525
5060-000	State Gas Tax - 2107.5	6,000	21,964	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	29,505	-	-	-	-	-
Revenue From Other Agencies		600,126	562,024	610,031	747,620	691,963	767,786
5535-000	Loader Fee - Athens	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
230 - STATE GAS TAX TOTAL		636,247	566,662	612,856	757,620	705,028	784,432
4800-000	Interest Income	-	-	-	-	-	-
Use of Money & Property		-	-	-	-	-	-
5084-006	County Park Bond - (Prop A)	33,014	-	17,649	400,000	-	-
5084-008	County Park Bond - Maint	4,553	-	-	70,000	61,500	118,000
Revenue From Other Agencies		37,567	-	17,649	470,000	61,500	118,000
232 - COUNTY PARK BOND TOTAL		37,567	-	17,649	470,000	61,500	118,000
4200-000	Sales & Use Tax	313,988	328,956	399,884	389,573	-	477,895
Sales Tax		313,988	328,956	399,884	389,573	-	477,895

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4800-000	Interest Income	29,154	12,829	3,864	10,000	22,668	28,881
4802-000	Gain / Loss on Investments	364	854	-	-	-	-
4805-000	Unrealized Gain / Loss	13,581	(8,642)	-	-	-	-
Use of Money & Property		43,099	5,041	3,864	10,000	22,668	28,881
233 - MEASURE R TOTAL		357,087	333,996	403,748	399,573	22,668	506,776
5071-022	LACMTA Measure M MAT	-	-	-	475,000	-	475,000
Revenue From Other Agencies		-	-	-	475,000	-	475,000
234 - LACMTA MEASURE M MAT TOTAL		-	-	-	475,000	-	475,000
4200-000	Sales & Use Tax	353,424	372,719	452,515	441,516	441,516	541,615
Sales Tax		353,424	372,719	452,515	441,516	441,516	541,615
4800-000	Interest Income	21,705	15,422	4,907	7,000	27,956	35,619
4802-000	Gain / Loss on Investments	300	1,096	-	-	-	-
4805-000	Unrealized Gain / Loss	11,190	(11,090)	-	-	-	-
Use of Money & Property		33,195	5,428	4,907	7,000	27,956	35,619
236 - MEASURE M TOTAL		386,619	378,147	457,422	448,516	469,472	577,234
5070-000	State Gas Tax - SB1	454,560	474,939	523,795	585,093	584,802	666,557
Sales Tax		454,560	474,939	523,795	585,093	584,802	666,557
4800-000	Interest Income	23,442	8,169	2,748	7,000	19,631	25,012
4802-000	Gain / Loss on Investments	338	515	-	-	-	-
4805-000	Unrealized Gain / Loss	12,606	(5,210)	-	-	-	-
Use of Money & Property		36,386	3,474	2,748	7,000	19,631	25,012
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		490,946	478,413	526,543	592,093	604,433	691,569
5071-014	MSRC Grant	-	-	20,000	-	-	246,925
Revenue From Other Agencies		-	-	20,000	-	-	246,925
238 - MSRC GRANT TOTAL		-	-	20,000	-	-	246,925
4800-000	Interest Income	-	-	439	-	4,491	5,722
Use of Money & Property		-	-	439	-	4,491	5,722
5071-003	Miscellaneous Grant	-	273,748	253,983	251,179	254,324	252,000
Revenue From Other Agencies		-	273,748	253,983	251,179	254,324	252,000
239 - MEASURE W TOTAL		-	273,748	254,423	251,179	258,815	257,722
4200-000	Sales & Use Tax	-	-	-	250,000	-	250,000
Sales Tax		-	-	-	250,000	-	250,000
240 - MEASURE M MSP TOTAL		-	-	-	250,000	-	250,000
5230-007	Homeless Outreach Service	12,394	24,056	43,473	-	18,000	18,500
Revenue From Other Agencies		12,394	24,056	43,473	-	18,000	18,500
241 - MEASURE H TOTAL		12,394	24,056	43,473	-	18,000	18,500
5071-003	Miscellaneous Grants	-	204,264	-	-	-	-
5071-007	Misc. Federal Grants	-	-	7,672	-	180,188	-
Revenue From Other Agencies		-	204,264	7,672	-	180,188	-
242 - PROP C EXCHANGE TOTAL		-	204,264	7,672	-	180,188	-
5071-003	LACMTA Measure R MIP	-	-	-	-	-	475,000
Revenue From Other Agencies		-	-	-	-	-	475,000
243 - MEASURE R - MSP TOTAL		-	-	-	-	-	475,000
4800-000	Interest Income	0	75	-	-	-	-
4802-000	Gain / Loss on Investments	-	8	-	-	-	-
4805-000	Unrealized Gain / Loss	-	(83)	-	-	-	-
Use of Money & Property		0	0	-	-	-	-

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
5035-000	SB 821 State Grants	48,280	-	-	24,172	-	31,103
Revenue From Other Agencies		48,280	-	-	24,172	-	31,103
245 - BIKE & PEDESTRIAN PATHS TOTAL		48,280	0	-	24,172	-	31,103
5071-010	SGVCOG Grants	-	-	-	-	-	45,000
Revenue From Other Agencies		-	-	-	-	-	45,000
247 - SGVCOG GRANTS TOTAL		-	-	-	-	-	45,000
5071-017	Mission St. Bikeway-BTA Grant	-	-	-	-	-	-
Revenue From Other Agencies		-	-	-	-	-	-
248 - BTA GRANTS TOTAL		-	-	-	-	-	-
5071-045	MSRC Grant - Golden Streets	-	-	-	-	-	-
5077-045	Metro Grant - Golden Streets	-	332,000	-	-	-	-
Revenue From Other Agencies		-	332,000	-	-	-	-
249 - OPEN STREETS GRANT TOTAL		-	332,000	-	-	-	-
4800-000	Interest Income	12,354	6,617	1,759	-	8,537	10,877
4802-000	Gain / Loss on Investments	157	445	-	-	-	-
4805-000	Unrealized Gain / Loss	5,848	(4,508)	-	-	-	-
Use of Money & Property		18,360	2,554	1,759	-	8,537	10,877
5215-000	Growth Requirement - Resident	27,901	58,207	36,362	40,000	30,000	50,000
5216-000	Growth Requirement - Comm/ Indus	6,303	-	1,233	-	10,000	10,000
Charges for Current Services		34,205	58,207	37,595	40,000	40,000	60,000
255 - CAPITAL GROWTH TOTAL		52,564	60,761	39,354	40,000	48,537	70,877
5075-032	Sr. Program - D99575	-	42,708	18,383	26,281	-	-
5075-049	ADA Sidewalk	-	-	-	105,126	-	407,782
5075-055	CDBG-CV Grant	-	53,000	20,321	105,126	-	-
Revenue From Other Agencies		-	95,708	38,704	236,533	-	407,782
5501-003	Donations - Senior Meals	30,719	20,579	24,354	28,000	-	19,599
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		30,719	20,579	24,354	28,000	-	19,599
260 - CDBG TOTAL		30,719	116,287	63,058	264,533	-	427,381
4800-000	Interest Income	1,394	2,465	669	-	3,278	4,177
4802-000	Gain / Loss on Investments	38	181	-	-	-	-
4805-000	Unrealized Gain / Loss	1,408	(1,832)	-	-	-	-
Use of Money & Property		2,839	814	669	-	3,278	4,177
5075-001	Asset Forfeiture - DOJ	140,941	76,501	30,813	-	-	-
Revenue From Other Agencies		140,941	76,501	30,813	-	-	-
270 - ASSET FORFEITURE TOTAL		143,780	77,315	31,482	-	3,278	4,177
4800-000	Interest Income	8,017	4,723	1,279	2,500	7,116	9,066
4802-000	Gain / Loss on Investments	110	298	-	-	-	-
4805-000	Unrealized Gain / Loss	4,105	(3,013)	-	-	-	-
Use of Money & Property		12,231	2,008	1,279	2,500	7,116	9,066
5005-000	State Grant - COPS (AB3229)	155,948	156,727	161,285	100,000	220,000	224,500
Revenue From Other Agencies		155,948	156,727	161,285	100,000	220,000	224,500
272 - POLICE GRANTS - STATE TOTAL		168,179	158,735	162,564	102,500	227,116	233,566
4800-000	Interest Income	67	-	-	-	-	-
Use of Money & Property		67	-	-	-	-	-
5036-000	Homeland Security Grant	-	-	-	44,369	-	-
Revenue From Other Agencies		-	-	-	44,369	-	-
274 - HOMELAND SECURITY GRANT TOTAL		67	-	-	44,369	-	-

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
4800-000	Interest Income	9,414	3,831	2,675	6,000	11,582	14,757
Use of Money & Property		9,414	3,831	2,675	6,000	11,582	14,757
5200-008	Park Impact Fees	187,167	164,527	103,108	160,000	100,000	160,000
Charges for Current Services		187,167	164,527	103,108	160,000	100,000	160,000
275 - PARK IMPACT FEE		187,167	164,527	103,108	160,000	111,582	174,757
4800-000	Interest Income	78	24	13	-	79	101
Use of Money & Property		78	24	13	-	79	101
5071-015	Historic Preservation Grant	-	-	40,000	-	-	-
Revenue From Other Agencies		-	-	40,000	-	-	-
276 - HISTORIC PRESERVATION GRANT TOTAL		78	24	40,013	-	79	101
5071-016	HSIP Grant	-	2,090	163	554,365	69,397	307,862
Revenue From Other Agencies		-	2,090	163	554,365	69,397	307,862
277 - HSIP GRANT TOTAL		-	2,090	163	554,365	69,397	307,862
5071-001	Miscellaneous Grant - State	-	-	-	-	-	4,000
Revenue From Other Agencies		-	-	-	-	-	4,000
278 - HOUSING ELEMENT GRANT TOTAL		-	-	-	-	-	4,000
5071-000	Miscellaneous Grant - State	-	-	-	-	-	368,445
Revenue From Other Agencies		-	-	-	-	-	368,445
281 - CA STATE LIBRARY BUILDING GRANT TOTAL		-	-	-	-	-	368,445
4800-000	Interest Income	154	29	-	2,000	-	-
4802-000	Gain / Loss on Investments	2	2	-	-	-	-
4805-000	Unrealized Gain / Loss	71	(18)	-	-	-	-
Use of Money & Property		227	13	-	2,000	-	-
5275-001	Green Fees / Mini Golf	642,207	1,111,553	945,801	963,000	696,000	997,500
5275-002	Range	312,210	564,930	359,545	540,000	478,000	536,000
5275-003	Golf Shop	51,627	43,937	50,203	86,700	65,000	71,850
5275-004	Food	41,475	36,750	25,987	33,200	28,000	31,700
5275-005	Filming	27,364	9,964	8,767	9,700	12,000	12,600
Charges for Current Services		1,074,883	1,767,133	1,390,303	1,632,600	1,279,000	1,649,650
295-ARROYO SECO GOLF COURSE TOTAL		1,075,110	1,767,146	1,390,303	1,634,600	1,279,000	1,649,650
4800-000	Interest Income	9,453	6,969	-	-	-	-
4802-000	Gain / Loss on Investments	291	759	-	-	-	-
4805-000	Unrealized Gain / Loss	10,839	(7,682)	-	-	-	-
Use of Money & Property		20,583	46	-	-	-	-
327 - 2000 TAX ALLOCATION BONDS TOTAL		20,583	46	-	-	-	-
4800-000	Interest Income	29,375	26,394	77,718	70,000	333,291	607,678
4802-000	Gain / Loss on Investments	-	2,824	(4,019)	-	-	-
4805-000	Unrealized Gain / Loss	(5,938)	(28,576)	(312,648)	-	-	-
Use of Money & Property		23,437	642	(238,949)	70,000	333,291	607,678
5320-000	Water Sales	10,816,540	11,508,051	12,102,176	12,572,000	9,296,044	12,572,000
5325-000	Standby Service Charge	26,097	129,569	67,649	74,800	42,389	74,800
5370-000	Penalty - Water/Rubbish	16,256	-	-	-	-	-
5327-000	Efficiency Fee	103,157	(9)	-	-	-	-
5330-000	Private Fire Service	47,294	42,444	37,491	46,795	31,332	30,000
5335-000	Water Impact Fees	-	-	-	-	-	-
Charges for Current Services		11,009,343	11,680,055	12,207,315	12,693,595	9,369,765	12,676,800
5360-000	Rubbish Clearing	(10,122)	-	(8)	-	-	-
5505-000	Miscellaneous	596,727	-	9,302,561	-	-	-
5510-000	Misc Service Revenue	13,037	22,001	15,408	5,000	11,287	8,500

Revenue Detail

Acct	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
5540-000	Service Fees	13,449	2,735	(81)	10,000	2,167	10,000
5560-000	Sewer Billing Fees	23,006	-	-	30,000	-	30,000
Other Revenue		636,096	24,736	9,317,881	45,000	13,453	48,500
5071-007	Water Quality Authority	-	-	-	-	-	-
5071-019	Federal Grant - EPA	90,833	-	-	-	-	-
5071-020	Prop 68 Groundwater Remediation Grant	-	-	-	2,200,000	-	2,200,000
5586-000	Loan Proceeds	-	-	-	-	-	-
Revenue From Other Agencies		90,833	-	-	2,200,000	-	2,200,000
500 - WATER TOTAL		11,759,710	11,705,433	21,286,247	15,008,595	9,716,510	15,532,978
4800-000	Interest Income	13,883	4,100	2,714	-	13,467	17,158
Use of Money & Property		13,883	4,100	2,714	-	13,467	17,158
5327-000	Efficiency Fee	105,232	215,966	203,565	225,000	148,817	225,000
Charges for Current Services		105,232	215,966	203,565	225,000	148,817	225,000
5071-003	Miscellaneous Grants	-	30,604	-	40,000	-	40,000
Revenue From Other Agencies		-	30,604	-	40,000	-	40,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
503 - WATER EFFICIENCY FUND		119,115	250,670	206,280	265,000	162,284	282,158
4800-000	Interest Income	2,799	-	197	-	-	-
Use of Money & Property		2,799	-	197	-	-	-
505 - 2016 WATER REVENUE BONDS TOTAL		2,799	-	197	-	-	-
4800-000	Interest Income	23,940	29,030	18,063	-	-	-
Use of Money & Property		23,940	29,030	18,063	-	-	-
506 - SRF LOAN - WATER TOTAL		23,940	29,030	18,063	-	-	-
4800-000	Interest Income	13,182	4,262	3,139	10,000	15,047	19,172
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
4805-000	Unrealized Gain / Loss	-	-	-	-	-	-
Use of Money & Property		13,182	4,262	3,139	10,000	15,047	19,172
5335-000	Water Impact Fees	(25,955)	121,331	66,383	180,000	57,051	180,000
5336-000	Sewer Impact Fees	17,252	5,112	6,975	10,000	3,604	10,000
Charges for Current Services		(8,703)	126,443	73,358	190,000	60,655	190,000
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		-	-	-	-	-	-
510 - WATER & SEWER IMPACT FEES TOTAL		4,479	130,705	76,496	200,000	75,702	209,172
4800-000	Interest Income	1,842	-	7	-	-	-
4802-000	Gain / Loss on Investments	-	-	-	-	-	-
Use of Money & Property		1,842	-	7	-	-	-
550 - PUBLIC FINANCING TOTAL		1,842	-	7	-	-	-
4800-000	Interest Income	1,987	-	-	-	-	-
Use of Money & Property		1,987	-	-	-	-	-
4000-000	Property Tax - Current Secured	193,700	285,849	172,383	196,500	196,500	196,600
Property Tax		193,700	285,849	172,383	196,500	196,500	196,600
927 - REDEV. OBLIGATIONS TOTAL		195,687	285,849	172,383	196,500	196,500	196,600
CITYWIDE TOTAL		50,126,258	59,990,586	71,050,222	75,456,389	64,212,502	73,598,224

Expenditure Summary by Fund

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
101	Wages & Benefits	19,457,515	22,108,355	25,216,188	24,289,564	24,177,311	26,670,742
101	Operations & Maintenance	6,677,254	5,875,483	7,495,907	12,678,219	11,177,997	12,219,249
101	Capital Outlay	95,613	39,802	13,005	305,400	155,900	258,000
101	Capital Projects	-	-	-	795,000	170,000	-
	101 - General Fund Total	26,230,381	28,023,640	32,725,100	38,068,183	35,681,208	39,147,992
103	Operations & Maintenance	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
	103 - Insurance Fund Total	2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
104	Capital Projects	998,213	150,934	15,491	2,298,445	55,183	-
	104 - Street Improvements Program Total	998,213	150,934	15,491	2,298,445	55,183	-
105	Operations & Maintenance	(12,802)	-	-	143,000	120,000	531,502
105	Capital Outlay	42,645	77,691	942	120,000	-	-
105	Capital Projects	458	493,994	102,245	1,011,000	111,853	-
	105 - Facilities & Equip. Replacement Total	30,301	571,685	103,187	1,274,000	231,853	531,502
108	Capital Projects	-	-	-	338,483	100,000	-
	108 - SR110 General Fund Reserve Total	-	-	-	338,483	100,000	-
110	Operations & Maintenance	-	-	-	1,000	1,000	1,000
	110 - OPEB Trust Fund Total	-	-	-	1,000	1,000	1,000
205	Wages & Benefits	236,150	187,334	220,062	481,713	377,255	687,234
205	Operations & Maintenance	107,328	63,453	57,560	135,741	124,000	301,041
205	Capital Outlay	-	64,500	-	176,600	169,999	-
205	Capital Projects	-	-	-	-	24,995	-
	205 - Prop "A" Total	343,478	315,286	277,622	794,054	696,249	988,275
206	Operations & Maintenance	-	-	-	5,547,392	2,277,911	3,498,717
206	Capital Outlay	-	-	-	282,608	282,608	-
	206 - SLFRF Fund Total	-	-	-	5,830,000	2,560,519	3,498,717
207	Wages & Benefits	177,463	200,295	157,583	201,462	152,849	-
207	Operations & Maintenance	76,298	82,684	116,730	106,323	87,400	-
207	Capital Projects	-	11,460	21,090	322,450	36,550	-
	207 - Prop "C" Total	253,761	294,439	295,403	630,235	276,799	-
208	Capital Projects	223,956	125,801	18,100	-	-	-
	208 - TEA/Metro Total	223,956	125,801	18,100	-	-	-
210	Wages & Benefits	455,309	424,165	420,465	527,144	481,228	586,758
210	Operations & Maintenance	146,680	74,703	410,511	664,222	354,922	653,922
210	Capital Outlay	18,806	77,123	-	-	-	-
210	Other Expenses	354,601	46,183	242,092	-	-	-
210	Capital Projects	17,370	473,091	-	570,000	-	-
	210 - Sewer Total	992,767	1,095,266	1,073,068	1,761,366	836,150	1,240,680
213	Capital Projects	-	-	-	160,000	50,000	-
	213 - SB2 Planning Grant Total	-	-	-	160,000	50,000	-
214	Capital Projects	-	3,211	-	-	-	-
	214 - Rogan HR5394 Grant Total	-	3,211	-	-	-	-
215	Wages & Benefits	163,405	199,179	207,461	258,831	157,933	237,782
215	Operations & Maintenance	669,453	682,020	970,666	1,412,450	1,140,350	1,447,900
215	Capital Outlay	-	-	15,923	30,000	30,000	30,000
215	Capital Projects	50,000	50,000	75,000	-	-	-
	215 - Street Light & Landscape Total	882,858	931,199	1,269,049	1,701,281	1,328,283	1,715,682

Expenditure Summary by Fund

Fd	Category/Fund	Actual	Actual	Actual	Budgeted	Estimated	Adopted
		2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
218	Operations & Maintenance	73	-	-	-	-	-
218	Capital Outlay	55,038	35,924	-	-	-	-
	218 - Clean Air Act Total	55,111	35,924	-	-	-	-
220	Operations & Maintenance	109,500	107,000	105,500	112,000	112,000	133,500
	220 - Business Improvement Tax Total	109,500	107,000	105,500	112,000	112,000	133,500
226	Operations & Maintenance	8,987	9,650	9,052	15,000	9,100	15,000
	226 - Mission Meridian Public Garage Total	8,987	9,650	9,052	15,000	9,100	15,000
227	Operations & Maintenance	55,222	51,743	44,493	196,500	200,193	200,600
	227 - Successor Agency to CRA Total	55,222	51,743	44,493	196,500	200,193	200,600
228	Operations & Maintenance	15,199	10,361	373	11,700	11,700	16,200
	228 - Housing Authority Total	15,199	10,361	373	11,700	11,700	16,200
230	Wages & Benefits	443,708	469,132	497,374	679,918	603,075	925,061
230	Operations & Maintenance	128,122	88,920	115,888	362,500	233,100	358,700
230	Capital Outlay	-	25,185	-	65,000	-	65,000
230	Capital Projects	-	-	-	200,000	-	-
	230 - State Gas Tax Total	571,830	583,237	613,262	1,307,418	836,175	1,348,761
232	Operations & Maintenance	42,632	27,957	54,329	106,000	61,500	118,000
	232 - County Park Bond Total	42,632	27,957	54,329	106,000	61,500	118,000
233	Wages & Benefits	-	-	-	71,376	44,927	78,472
233	Operations & Maintenance	-	-	-	-	-	50,000
233	Capital Projects	270,116	343,453	31,773	300,000	-	-
	233 - Measure R Total	270,116	343,453	31,773	371,376	44,927	128,472
234	Capital Projects	-	-	-	475,000	-	-
	234 - LACMTA Measure M MAT Total	-	-	-	475,000	-	-
236	Wages & Benefits	-	-	-	71,376	44,927	78,472
236	Operations & Maintenance	-	-	-	100,000	35,000	150,000
236	Capital Projects	86,000	-	-	250,000	72,435	-
	236 - Measure M Total	86,000	-	-	421,376	152,362	228,472
237	Capital Projects	462,291	451,157	-	585,093	-	-
	237 - Road Maint. & Rehab. Acct. Total	462,291	451,157	-	585,093	-	-
238	Capital Outlay	20,000	-	-	-	-	-
238	Capital Projects	121,567	1,151	-	-	4,550	-
	238 - MSRC Grant Total	141,567	1,151	-	-	4,550	-
239	Wages & Benefits	35,811	26,481	21,886	35,270	30,608	57,138
239	Operations & Maintenance	51,641	16,074	72,809	255,000	255,000	256,000
239	Capital Projects	21,335	-	-	5,000	-	-
	239 - Measure W Total	108,787	42,555	94,695	295,270	285,608	313,138
240	Capital Projects	-	-	-	250,000	-	-
	240 - Measure M MSP Total	-	-	-	250,000	-	-
241	Wages & Benefits	77,957	38,582	50,982	57,083	-	-
	241 - Measure H Total	77,957	38,582	50,982	57,083	-	-
242	Capital Projects	148,350	44,618	8,076	-	17,093	-
	242 - Prop C Exchange Funds Total	148,350	44,618	8,076	-	17,093	-

Expenditure Summary by Fund

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
245	Capital Projects	38,041	10,252	-	25,000	-	-
	245 - Bike & Pedestrian Paths Total	38,041	10,252	-	25,000	-	-
247	Operations & Maintenance	-	-	-	50,000	-	45,000
	247 - SGVCOG Grant Total	-	-	-	50,000	-	45,000
248	Capital Projects	163,178	7,830	-	-	-	-
	248 - BTA Grants Total	163,178	7,830	-	-	-	-
249	Operations & Maintenance	-	10,745	301,052	-	-	-
	249 - Golden Streets Grant Total	-	10,745	301,052	-	-	-
255	Capital Projects	-	-	-	450,000	100,000	-
	255 - Capital Growth Total	-	-	-	450,000	100,000	-
260	Operations & Maintenance	31,026	62,980	65,950	26,281	-	19,599
260	Capital Projects	-	-	-	321,723	-	-
	260 - CDBG Total	31,026	62,980	65,950	348,004	-	19,599
270	Operations & Maintenance	-	-	20,100	10,000	10,000	10,000
270	Capital Outlay	-	-	-	50,000	50,000	50,000
	270 - Asset Forfeiture Total	-	-	20,100	60,000	60,000	60,000
272	Capital Outlay	24,100	24,478	136,767	130,000	130,000	178,011
	272 - Police Grants - State (COPS) Total	24,100	24,478	136,767	130,000	130,000	178,011
274	Capital Outlay	-	-	125,360	1,240	-	-
	274 - Homeland Security Grant Total	-	-	125,360	1,240	-	-
275	Operations & Maintenance	-	18,050	15,035	-	-	-
275	Capital Projects	-	-	-	876,255	51,255	-
	275 - Park Impact Fees Total	-	18,050	15,035	876,255	51,255	-
277	Wages & Benefits	270	-	-	-	-	-
277	Capital Projects	-	-	-	554,365	372,256	-
	277 - HSIP Grant Total	270	-	-	554,365	372,256	-
295	Operations & Maintenance	976,192	1,077,602	1,259,720	1,298,815	1,317,475	1,245,087
295	Other Expenses	54,372	53,791	50,784	-	-	-
295	Capital Projects	-	-	-	750,000	19,407	-
	295 - Arroyo Seco Golf Course Total	1,030,564	1,131,393	1,310,504	2,048,815	1,336,882	1,245,087
310	Operations & Maintenance	196,987	184,839	183,383	425,808	425,808	425,808
	310 - Sewer Capital Projects Total	196,987	184,839	183,383	425,808	425,808	425,808
400	Capital Projects	-	-	-	-	-	16,518,071
	400 - Capital Improvement Projects Fund	-	-	-	-	-	16,518,071
500	Wages & Benefits	1,649,908	1,710,650	1,905,784	2,079,506	1,926,984	2,219,369
500	Operations & Maintenance	3,046,082	3,293,633	3,787,602	5,982,111	5,051,471	6,874,551
500	Capital Outlay	56,579	32,708	18,379	460,000	-	720,000
500	Other Expenses	1,915,651	999,203	1,840,220	-	-	-
500	Capital Projects	188,163	10,061	(49,624)	2,958,000	55,000	-
	500 - Water Total	6,856,382	6,046,255	7,502,362	11,479,617	7,033,455	9,813,920
503	Wages & Benefits	107,314	102,376	135,019	51,196	98,768	165,242
503	Operations & Maintenance	20,909	25,678	24,737	159,200	75,425	159,200
503	Capital Outlay	-	-	-	-	-	40,000
503	Capital Projects	31,453	50,839	-	120,000	-	-
	503 - Water Efficiency Fund Total	159,676	178,893	159,756	330,396	174,193	364,442

Expenditure Summary by Fund

Fd	Category/Fund	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
505	Operations & Maintenance	1,622,075	1,595,899	1,571,200	2,501,050	2,500,300	2,501,050
	505 - 2016 Water Revenue Bonds Total	1,622,075	1,595,899	1,571,200	2,501,050	2,500,300	2,501,050
506	Operations & Maintenance	33,229	104,607	101,869	264,966	264,966	264,966
	505 - 2016 Water Revenue Bonds Total	33,229	104,607	101,869	264,966	264,966	264,966
550	Operations & Maintenance	145,642	129,376	117,376	531,676	531,676	529,276
	550 - Public Financing Authority Total	145,642	129,376	117,376	531,676	531,676	529,276
927	Operations & Maintenance	-	-	-	-	196,500	196,600
	927 - Redev. Oblig. Retirement Total	-	-	-	-	196,500	196,600
	CITYWIDE TOTAL	45,351,443	44,931,828	52,677,028	79,734,166	61,416,031	85,354,086

General Fund Revenue Summary

Revenue Category	Actual	Actual	Actual	Budgeted	Estimated	Adopted
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Property Taxes	15,491,557	16,773,318	17,906,070	18,140,368	18,537,792	19,700,384
Assessments & Special Taxes	342,237	347,931	364,223	360,000	360,000	375,149
Sales Taxes	2,864,474	5,132,645	6,096,613	6,346,000	6,311,321	6,478,033
Utility Users Taxes	3,445,454	3,738,531	3,875,268	4,299,703	4,063,103	4,352,462
Franchise Fees	950,130	1,200,408	1,289,532	1,217,000	1,217,000	1,271,477
License & Permits	861,697	808,280	814,081	903,280	764,777	796,200
Fines & Forfeitures	264,601	143,449	52,291	140,000	56,500	58,000
Use of Money & Property	989,984	4,788,970	(495,381)	508,500	894,109	1,345,014
Other Agencies	64,239	955,205	179,525	6,489,295	235,634	475,500
Current Services	2,985,842	3,079,621	3,836,129	3,877,200	3,624,263	4,141,520
All Other Revenues	74,367	183,717	250,501	84,500	40,743	86,108
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	28,817,965	37,635,460	34,652,238	42,849,230	36,588,626	39,563,231

General Fund Expenditure Summary

Department/Program Exp	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
City Council	45,401	35,890	45,446	49,194	71,388	118,903
City Manager	1,512,868	1,577,656	1,815,368	1,201,339	1,116,593	1,274,785
Management Services						
Management Services	-	-	6,615	480,230	415,995	485,105
City Clerk	113,311	115,512	-	470,283	389,517	458,319
Elections	185,743	76,843	93,242	166,000	110,809	63,900
Human Resources	324,830	350,761	-	898,923	905,818	841,614
Transportation Planning	12,835	287	90	-	-	-
Legal Services	492,566	607,285	572,032	895,140	895,140	420,000
Innovation and Technology	573,881	541,110	-	833,200	889,657	1,151,511
Finance						
Finance	755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473
City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Non-Dept/Overhead	1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444
Police	9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,398,978
Fire						
Fire	5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602
Emergency Preparedness	91,913	31,932	46,904	55,000	51,000	55,000
Public Works						
Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
Environmental Services	54	653	55,009	304,980	140,241	207,480
Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
Community Development	1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,100,795
Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Community Services						
Senior Services	330,809	202,374	237,957	431,985	390,480	437,749
Community Services	172,667	217,223	276,302	356,440	421,305	373,413
Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,085,519
Capital Projects	-	-	-	-	170,000	-
Total GF Expenditures	26,230,381	28,023,640	32,725,100	37,273,183	35,681,208	39,147,992

Capital Improvement Projects

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
General Building & Facilities						
9206	825 Mission Yard Security Gate	160,000	-	160,000	-	160,000
9224	Citywide Facility Repair	150,000	33,729	116,271	250,000	366,271
9226	FD Front Bay Door Replacement	80,000	-	80,000	-	80,000
9229	PD Locker/Restroom Improvement	180,000	-	180,000	10,000	190,000
9230	PD Improvements	16,000	-	16,000	1,000	17,000
9231	PD Briefing Room Update	18,000	-	18,000	1,000	19,000
9232	PD1st Floor Inter Paint/Drywal	12,000	-	12,000	1,000	13,000
9242	War Memorial Audio/Vis. Equipm	50,000	-	50,000	(50,000)	-
9269	War Memorial HVAC Repairs	25,000	-	25,000	-	25,000
9273	Rec. Facilities Key System	75,000	-	75,000	(75,000)	-
9404	Citywide Facilities Assessment/Security Enhancement	200,000	73,124	126,876	100,000	226,876
9214	FD Diesel Exhaust System Replacement	-	-	-	50,000	50,000
9330	Senior Center Flooring	-	-	-	60,000	60,000
Subtotal General Building & Facilities		966,000	106,853	859,147	348,000	1,207,147
Housing Authority						
9342	308 San Pascual Residence Improvements	-	-	-	30,000	30,000
Subtotal Housing Authority		-	-	-	30,000	30,000
Information Technology						
9149	VoiP Phone System Installation	200,000	20,000	180,000	-	180,000
9186	CD Permit Management Software	310,000	50,000	260,000	-	260,000
9187	CD Record Scan & Doc Management	45,000	-	45,000	(45,000)	-
9407	CMMS/Work Order System/GIS	120,000	5,000	115,000	-	115,000
9182	Agenda Management System	-	-	-	50,000	50,000
9183	City Website System & Design	-	-	-	60,000	60,000
Subtotal Information Technology		675,000	75,000	600,000	65,000	665,000
Library						
9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	254,100
9322	Library ADA Ramp, Light. & Imp	20,000	-	20,000	-	20,000
9405	Library Security Camera System	20,000	-	20,000	-	20,000
9328	Library Facility Improvements	-	-	-	100,514	100,514
9329	Library Roof	-	-	-	291,781	291,781
9338	Library Master Plan	-	-	-	150,000	150,000
Subtotal Library		65,000	5,000	60,000	776,395	836,395
Community Services & Parks						
9033	Grevalia&Berkshire Pocket Park	876,255	51,255	825,000	-	825,000
9157	Golf Course Netting Replacemen	750,000	19,407	730,593	-	730,593
9263	Pocket Park Construction	-	-	-	-	-
9367	Parks Master Plan	-	-	-	150,000	150,000
9369	Snake Trail Improvements	-	-	-	50,000	50,000
Subtotal Community Services & Parks		1,626,255	70,662	1,555,593	200,000	1,755,593
Sewer						
9408	Sewer Sys. Rep., Rehab&Replace	500,000	25,000	475,000	-	475,000
Subtotal Sewer		500,000	25,000	475,000	-	475,000
Stormwater						
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	5,000	-	5,000
9411	Huntington Drive Green Street	-	-	-	250,000	250,000
9412	City Hall Stormwater Project	500,000	-	500,000	-	500,000
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-	-	437,500	437,500
Subtotal Stormwater		505,000	-	505,000	687,500	1,192,500
Streets						
9203	Street Repairs - 2023	3,958,538	72,435	3,886,103	-	3,886,103
9264	ADA Sidewalk Repairs	321,723	25,000	296,723	111,059	407,782
Subtotal Streets		4,280,261	97,435	4,182,826	111,059	4,293,885
Sustainability						
9188	City/Civic EV Charging System	350,000	100,000	250,000	102,700	352,700
9189	Arroyo Park EV Charging System	50,000	50,000	-	-	-
9402	EV Charging Station (MSRC)	13,650	13,650	-	-	-
9410	Climate Action Plan	120,000	-	120,000	-	120,000
Subtotal Sustainability		533,650	163,650	370,000	102,700	472,700

Capital Improvement Projects

Project No.	Project Name	FY 2022-23 Budget	FY 2022-23 Projected	FY 2022-23 Carryovers	FY 2023-24 Additions	FY 2023-24 Budget
Transportation & Traffic						
9102	Fremont/Huntington MAT Project	475,000	-	475,000	-	475,000
9161	North-South Corridor ITS Dploy	788,483	200,000	588,483	640,365	1,228,848
9192	Fair Oaks Traffic Signal Const	482,568	469,526	13,042	-	13,042
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	50,000	-	50,000
9350	Pedestrian Crossing Devices	200,000	-	200,000	-	200,000
9351	Rect. Rapid Flashing Beacons	260,915	27,450	233,465	31,497	264,962
9103	Fremont/Huntington MIP Project	-	-	-	475,000	475,000
Subtotal Transportation & Traffic		2,256,966	696,976	1,559,990	1,146,862	2,706,852
Water						
9300	Ann. Water Main Repairs	2,000,000	-	2,000,000	-	2,000,000
9348	Water Facil. Site Improvements	88,000	-	88,000	-	88,000
9349	Advanced Metering Infr. (AMI)	150,000	-	150,000	-	150,000
9409	Westside Reservoir	550,000	25,000	525,000	-	525,000
9414	Elevated Tanks-Raymond/Bilikie	120,000	-	120,000	-	120,000
Subtotal Water		2,908,000	25,000	2,883,000	-	2,883,000
Totals		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,467,516	\$ 16,518,072

CIP by Funding Source

Project No.	Project Name	FY 2022-23 Projected	Carryover Bdgt Balance	FY 2023-24 Additions	FY 2023-24 Budget
9033	Grevalia&Berkshire Pocket Park	51,255	825,000	-	825,000
9102	Fremont/Huntington MAT Project	-	475,000	-	475,000
9149	VoiP Phone System Installation	20,000	180,000	-	180,000
9157	Golf Course Netting Replacemen	19,407	730,593	-	730,593
9161	North-South Corridor ITS Dploy	200,000	588,483	640,365	1,228,848
9186	CD Permit Management Software	50,000	260,000	-	260,000
9187	CD Record Scan & Doc Managmnt	-	45,000	(45,000)	-
9188	City/Civic EV Charging System	100,000	250,000	102,700	352,700
9189	Arroyo Park EV Charging System	50,000	-	-	-
9192	Fair Oaks Traffic Signal Const	469,526	13,042	-	13,042
9203	Street Repairs - 2023	72,435	3,886,103	-	3,886,103
9206	825 Mission Yard Security Gate	-	160,000	-	160,000
9224	Citywide Facility Repair	33,729	116,271	250,000	366,271
9226	FD Front Bay Door Replacement	-	80,000	-	80,000
9229	PD Locker/Restroom Improvement	-	180,000	10,000	190,000
9230	PD Improvements	-	16,000	1,000	17,000
9231	PD Briefing Room Update	-	18,000	1,000	19,000
9232	PD1st Floor Inter Paint/Drywal	-	12,000	1,000	13,000
9242	War Memorial Audio/Vis. Equipm	-	50,000	(50,000)	-
9263	Pocket Park Construction	-	-	-	-
9264	ADA Sidewalk Repairs	25,000	296,723	111,059	407,782
9269	War Memorial HVAC Repairs	-	25,000	-	25,000
9273	Rec. Facilities Key System	-	75,000	(75,000)	-
9278	Fair Oaks ITS Project	-	-	-	-
9290	Grevalia/Fair Oaks Int. Imprv	-	50,000	-	50,000
9300	Ann. Water Main Repairs	-	2,000,000	-	2,000,000
9301	Library HVAC Repairs	5,000	20,000	234,100	254,100
9322	Library ADA Ramp, Light. & Imp	-	20,000	-	20,000
9348	Water Facil. Site Improvements	-	88,000	-	88,000
9349	Advanced Metering Infr. (AMI)	-	150,000	-	150,000
9350	Pedestrian Crossing Devices	-	200,000	-	200,000
9351	Rect. Rapid Flashing Beacons	27,450	233,465	31,497	264,962
9364	Rio Hondo LRS Alham, Wash Trtm	-	5,000	-	5,000
9402	EV Charging Station (MSRC)	13,650	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	73,124	126,876	100,000	226,876
9405	Library Security Camera System	-	20,000	-	20,000
9407	CMMS/Work Order System/GIS	5,000	115,000	-	115,000
9414	Elevated Tanks-Raymond/Bilikie	-	120,000	-	120,000
9408	Sewer Sys. Rep., Rehab&Replace	25,000	475,000	-	475,000
9409	Westside Reservoir	25,000	525,000	-	525,000
9410	Climate Action Plan	-	120,000	-	120,000
9214	FD Diesel Exhaust System Replacement	-	-	50,000	50,000
9342	308 San Pascual Residence Improvements	-	-	30,000	30,000
9182	Agenda Management System	-	-	50,000	50,000
9183	City Website System & Design	-	-	60,000	60,000
9328	Library Facility Improvements	-	-	100,514	100,514
9329	Library Roof	-	-	291,781	291,781
9338	Library Master Plan	-	-	150,000	150,000
9367	Parks Master Plan	-	-	150,000	150,000
9369	Snake Trail Improvements	-	-	50,000	50,000
9330	Senior Center Flooring	-	-	60,000	60,000
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-	437,500	437,500
9411	Huntington Drive Green Street	-	-	250,000	250,000
9412	City Hall Stormwater Project	-	500,000	-	500,000
9103	Fremont/Huntington MIP Project	-	-	475,000	475,000
Totals		\$ 1,265,576	13,050,556	3,467,516	\$ 16,518,072

CIP by Funding Source

Project No.	Project Name	101 General Fund	104 Street Imprvmt Program	105 Facil. & Equip. Rplcmnt	108 SR 110 Gen Fund Reserve	207 Prop C
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoiP Phone System Installation	180,000	-	-	-	-
9157	Golf Course Netting Replacemnt	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	70,474	-
9186	CD Permit Management Software	125,000	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	250,000	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	2,298,445	-	-	300,000
9206	825 Mission Yard Security Gate	-	-	160,000	-	-
9224	Citywide Facility Repair	-	-	366,271	-	-
9226	FD Front Bay Door Replacement	-	-	80,000	-	-
9229	PD Locker/Restroom Improvement	-	-	190,000	-	-
9230	PD Improvements	-	-	17,000	-	-
9231	PD Briefing Room Update	-	-	19,000	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	13,000	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	25,000	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	109,263	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	20,000	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	-	-	226,876	-	-
9405	Library Security Camera System	-	-	20,000	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	-	-	50,000	-	-
9342	308 San Pascual Residence Improvements	-	-	-	-	-
9182	Agenda Management System	50,000	-	-	-	-
9183	City Website System & Design	60,000	-	-	-	-
9328	Library Facility Improvements	-	-	43,221	-	-
9329	Library Roof	-	-	125,466	-	-
9338	Library Master Plan	150,000	-	-	-	-
9367	Parks Master Plan	-	-	-	-	-
9369	Snake Trail Improvements	-	-	-	-	-
9330	Senior Center Flooring	-	-	60,000	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-	-	-	-
9411	Huntington Drive Green Street	-	-	-	-	-
9412	City Hall Stormwater Project	-	-	-	-	-
9103	Fremont/Huntington MIP Project	-	-	-	-	-
Totals		\$ 815,000	\$ 2,298,445	\$ 1,525,097	\$ 70,474	\$ 300,000

CIP by Funding Source

Project No.	Project Name	210 Sewer	213 SB2 Planning Grant	214 Rogan HR5294 Grant	228 Housing Authority	230 Gas Tax
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoiP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	1,087,899	-	-
9186	CD Permit Management Software	-	135,000	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	-	-	-	200,000
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	57,500	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	475,000	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	-	-	-	-	-
9342	308 San Pascual Residence Improvements	-	-	-	30,000	-
9182	Agenda Management System	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-
9328	Library Facility Improvements	-	-	-	-	-
9329	Library Roof	-	-	-	-	-
9338	Library Master Plan	-	-	-	-	-
9367	Parks Master Plan	-	-	-	-	-
9369	Snake Trail Improvements	-	-	-	-	-
9330	Senior Center Flooring	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-	-	-	-
9411	Huntington Drive Green Street	-	-	-	-	-
9412	City Hall Stormwater Project	-	-	-	-	-
9103	Fremont/Huntington MIP Project	-	-	-	-	-
Totals		\$ 532,500	\$ 135,000	\$ 1,087,899	\$ 30,000	\$ 200,000

CIP by Funding Source

Project No.	Project Name	233	234	236	237	238
		Measure R Local	Measure M- MAT	Measure M - Local	RMRA - SB1	MSRC Grant
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	475,000	-	-	-
9149	VoiP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	-	-
9186	CD Permit Management Software	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	102,700
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	300,000	-	177,565	585,093	-
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	26,497	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	-	-	-	-	-
9342	308 San Pascual Residence Improvements	-	-	-	-	-
9182	Agenda Management System	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-
9328	Library Facility Improvements	-	-	-	-	-
9329	Library Roof	-	-	-	-	-
9338	Library Master Plan	-	-	-	-	-
9367	Parks Master Plan	-	-	-	-	-
9369	Snake Trail Improvements	-	-	-	-	-
9330	Senior Center Flooring	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-	-	-	-
9411	Huntington Drive Green Street	-	-	-	-	-
9412	City Hall Stormwater Project	-	-	-	-	-
9103	Fremont/Huntington MIP Project	-	-	-	-	-
Totals		\$ 300,000	\$ 475,000	\$ 204,062	\$ 585,093	\$ 102,700

CIP by Funding Source

Project No.	Project Name	239 Measure W	240 Measure M - MSP	245 Bike & Pedestrian Path	255 Capital Growth	260 CDBG
9033	Grevelia&Berkshire Pocket Park	-	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-	-
9149	VoiP Phone System Installation	-	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	70,474	-
9186	CD Permit Management Software	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-
9203	Street Repairs - 2023	-	-	25,000	-	-
9206	825 Mission Yard Security Gate	-	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-	-
9230	PD Improvements	-	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9263	Pocket Park Construction	-	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-	407,782
9269	War Memorial HVAC Repairs	-	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	50,000	-	-	-
9300	Ann. Water Main Repairs	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	-	-	-	-	-
9350	Pedestrian Crossing Devices	-	200,000	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-
9407	CMMS/Work Order System/GIS	-	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-	-
9409	Westside Reservoir	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	-	-	-	-	-
9342	308 San Pascual Residence Improvements	-	-	-	-	-
9182	Agenda Management System	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-
9328	Library Facility Improvements	-	-	-	-	-
9329	Library Roof	-	-	-	-	-
9338	Library Master Plan	-	-	-	-	-
9367	Parks Master Plan	-	-	-	-	-
9369	Snake Trail Improvements	-	-	-	-	-
9330	Senior Center Flooring	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	37,500	-	-	-	-
9411	Huntington Drive Green Street	250,000	-	-	-	-
9412	City Hall Stormwater Project	-	-	-	-	-
9103	Fremont/Huntington MIP Project	-	-	-	-	-
Totals		\$ 292,500	\$ 250,000	\$ 25,000	\$ 70,474	\$ 407,782

CIP by Funding Source

Project No.	Project Name	275 Park Impact Fees	277 HSIP Grant	281 CA State Lib. Blding Forward	295 Arroyo Seco Golf
9033	Grevalia&Berkshire Pocket Park	825,000	-		-
9102	Fremont/Huntington MAT Project	-	-		-
9149	VoiP Phone System Installation	-	-		-
9157	Golf Course Netting Replacemen	-	-		730,593
9161	North-South Corridor ITS Dploy	-	-		-
9186	CD Permit Management Software	-	-		-
9187	CD Record Scan & Doc Managmnt	-	-		-
9188	City/Civic EV Charging System	-	-		-
9189	Arroyo Park EV Charging System	-	-		-
9192	Fair Oaks Traffic Signal Const	-	13,042		-
9203	Street Repairs - 2023	-	-		-
9206	825 Mission Yard Security Gate	-	-		-
9224	Citywide Facility Repair	-	-		-
9226	FD Front Bay Door Replacement	-	-		-
9229	PD Locker/Restroom Improvement	-	-		-
9230	PD Improvements	-	-		-
9231	PD Briefing Room Update	-	-		-
9232	PD1st Floor Inter Paint/Drywal	-	-		-
9242	War Memorial Audio/Vis. Equipm	-	-		-
9263	Pocket Park Construction	-	-		-
9264	ADA Sidewalk Repairs	-	-		-
9269	War Memorial HVAC Repairs	-	-		-
9273	Rec. Facilities Key System	-	-		-
9278	Fair Oaks ITS Project	-	-		-
9290	Grevalia/Fair Oaks Int. Imprv	-	-		-
9300	Ann. Water Main Repairs	-	-		-
9301	Library HVAC Repairs	-	-	144,837	-
9322	Library ADA Ramp, Light. & Imp	-	-		-
9348	Water Facil. Site Improvements	-	-		-
9349	Advanced Metering Infr. (AMI)	-	-		-
9350	Pedestrian Crossing Devices	-	-		-
9351	Rect. Rapid Flashing Beacons	-	238,465		-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-		-
9402	EV Charging Station (MSRC)	-	-		-
9404	Citywide Facilities Assessment/ Security Enh.	-	-		-
9405	Library Security Camera System	-	-		-
9407	CMMS/Work Order System/GIS	-	-		-
9414	Elevated Tanks-Raymond/Bilikie	-	-		-
9408	Sewer Sys. Rep., Rehab&Replace	-	-		-
9409	Westside Reservoir	-	-		-
9410	Climate Action Plan	-	-		-
9214	FD Diesel Exhaust System Replacement	-	-		-
9342	308 San Pascual Residence Improvements	-	-		-
9182	Agenda Management System	-	-		-
9183	City Website System & Design	-	-		-
9328	Library Facility Improvements	-	-	57,293	-
9329	Library Roof	-	-	166,315	-
9338	Library Master Plan	-	-		-
9367	Parks Master Plan	150,000	-		-
9369	Snake Trail Improvements	50,000	-		-
9330	Senior Center Flooring	-	-		-
9413	Arroyo Seco San Rafael & San Pascual Projects	-	-		-
9411	Huntington Drive Green Street	-	-		-
9412	City Hall Stormwater Project	-	-		-
9103	Fremont/Huntington MIP Project	-	-		-
Totals		\$ 1,025,000	\$ 251,507	\$ 368,445	\$ 730,593

CIP by Funding Source

Project No.	Project Name	500 Water	503 Water Efficiency	243 Measure R - MIP	101 Reserves
9033	Grevelia&Berkshire Pocket Park	-	-	-	-
9102	Fremont/Huntington MAT Project	-	-	-	-
9149	VoiP Phone System Installation	-	-	-	-
9157	Golf Course Netting Replacemen	-	-	-	-
9161	North-South Corridor ITS Dploy	-	-	-	-
9186	CD Permit Management Software	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-
9188	City/Civic EV Charging System	-	-	-	-
9189	Arroyo Park EV Charging System	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-
9203	Street Repairs - 2023	-	-	-	-
9206	825 Mission Yard Security Gate	-	-	-	-
9224	Citywide Facility Repair	-	-	-	-
9226	FD Front Bay Door Replacement	-	-	-	-
9229	PD Locker/Restroom Improvement	-	-	-	-
9230	PD Improvements	-	-	-	-
9231	PD Briefing Room Update	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	-	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-
9263	Pocket Park Construction	-	-	-	-
9264	ADA Sidewalk Repairs	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	-	-	-	-
9300	Ann. Water Main Repairs	2,000,000	-	-	-
9301	Library HVAC Repairs	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-
9348	Water Facil. Site Improvements	88,000	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-
9350	Pedestrian Crossing Devices	-	-	-	-
9351	Rect. Rapid Flashing Beacons	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	-	-	-	-
9405	Library Security Camera System	-	-	-	-
9407	CMMS/Work Order System/GIS	57,500	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	120,000	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	-	-	-	-
9409	Westside Reservoir	525,000	-	-	-
9410	Climate Action Plan	-	120,000	-	-
9214	FD Diesel Exhaust System Replacement	-	-	-	-
9342	308 San Pascual Residence Improvements	-	-	-	-
9182	Agenda Management System	-	-	-	-
9183	City Website System & Design	-	-	-	-
9328	Library Facility Improvements	-	-	-	-
9329	Library Roof	-	-	-	-
9338	Library Master Plan	-	-	-	-
9367	Parks Master Plan	-	-	-	-
9369	Snake Trail Improvements	-	-	-	-
9330	Senior Center Flooring	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	-	100,000	-	300,000
9411	Huntington Drive Green Street	-	-	-	-
9412	City Hall Stormwater Project	-	200,000	-	300,000
9103	Fremont/Huntington MIP Project	-	-	475,000	-
Totals		\$ 2,940,500	\$ 420,000	\$ 475,000	\$ 600,000

City of South Pasadena Capital Improvement Projects

Prj ID Acct	Name / Title	Appropriated		Projected		FY 23-24 Total:		Adopted	Proposed					Total Proposed
		2022-2023	2023-2023	2022-2023	2023-2023	2022-2023	2023-2024		2024-2025	2025-2026	2026-2027	2027-2028	5-Year	
Total		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,467,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,399,792				
General Building & Facilities														
						FY 23-24 Total:	\$1,207,147		Total 5-Year	\$ 3,432,147				
5140 9206	825 Mission Yard Security Gates	160,000	-	160,000	-	160,000	-	-	-	-	-	-	-	160,000
5139 9224	Citywide Facilities Repairs	150,000	33,729	116,271	250,000	116,271	250,000	500,000	500,000	500,000	-	-	-	2,366,271
5178 9226	FD Fire Station Front Bay Apparatus Door Repl	80,000	-	80,000	-	80,000	-	-	-	-	-	-	-	80,000
5175 9229	PD Locker Room Remodel	180,000	-	180,000	-	180,000	10,000	-	-	-	-	-	-	190,000
5174 9230	PD Front Counter/Lobby Remodel	16,000	-	16,000	-	16,000	1,000	-	-	-	-	-	-	17,000
5176 9231	PD Briefing/Training Room Update	18,000	-	18,000	-	18,000	1,000	-	-	-	-	-	-	19,000
5177 9232	PD 1st Floor Interior Paint, Drywall, & Millwor	12,000	-	12,000	-	12,000	1,000	-	-	-	-	-	-	13,000
5159 9242	War Memorial Sound System	50,000	-	50,000	-	50,000	(50,000)	-	-	-	-	-	-	50,000
5141 9269	War Memorial HVAC Repairs	25,000	-	25,000	-	25,000	-	-	-	-	-	-	-	25,000
5160 9273	Recreation Facilities Key System	75,000	-	75,000	-	75,000	(75,000)	-	-	-	-	-	-	75,000
5138 9404	Citywide Facilities Assessment/ Security Enha	200,000	73,124	126,876	100,000	126,876	100,000	-	-	-	-	-	-	326,876
TBD 9214	FD Diesel Exhaust System Replacement	-	-	-	-	-	50,000	-	-	-	-	-	-	50,000
TBD 9330	Senior Center Flooring	-	-	-	-	-	60,000	-	-	-	-	-	-	60,000
		966,000	106,853	859,147	348,000	725,000	500,000	500,000	500,000	500,000	500,000	500,000	500,000	3,432,147
Housing Authority														
						FY 23-24 Total:	\$30,000		Total 5-Year	\$ 150,000				
TBD 9342	308 San Pascual Residence Improvements	-	-	-	-	-	30,000	-	30,000	30,000	30,000	30,000	30,000	150,000
Information Technology														
						FY 23-24 Total:	\$665,000		Total 5-Year	\$ 940,000				
5144 9149	Voice-over Internet Protocol (VoIP) Phone/Net	200,000	20,000	180,000	-	180,000	-	250,000	-	-	-	-	-	430,000
5142 9186	CD Permit Management Software	310,000	50,000	260,000	-	260,000	-	-	-	-	-	-	-	260,000
5143 9187	CD Digital Records Scanning & Document Migr	45,000	-	45,000	(45,000)	-	-	-	-	-	-	-	-	-
5137 9407	Computerized Maintenance Mgmt System (CM	120,000	5,000	115,000	-	115,000	-	-	-	-	-	-	-	115,000
5146 9182	Agenda Management System	-	-	-	50,000	-	50,000	-	-	-	-	-	-	50,000
TBD 9183	City Website System & Design	-	-	-	60,000	-	60,000	-	-	-	-	-	-	60,000
5145	Future Customer Care System	-	-	-	-	-	-	25,000	-	-	-	-	-	25,000
		675,000	75,000	600,000	65,000	275,000	65,000	940,000	940,000	940,000	940,000	940,000	940,000	940,000
Library														
						FY 23-24 Total:	\$836,395		Total 5-Year	\$ 5,266,256				
5148 9301	Library HVAC Repairs	25,000	5,000	20,000	234,100	234,100	-	-	-	-	-	-	-	254,100
5150	Library HVAC for Children's Room	-	-	-	-	-	-	-	-	-	-	-	-	-
5149 9322	Library Northeast Ramp Lighting and Improve	20,000	-	20,000	-	20,000	53,055	-	-	-	-	-	-	73,055
5147 9321	Library Security Camera System	20,000	-	20,000	-	20,000	-	-	-	-	-	-	-	20,000
TBD 9328	Library Facility Improvements	-	-	-	100,514	100,514	-	-	-	-	-	-	-	100,514

City of South Pasadena  Capital Improvement Projects

Prj ID Acct	Name / Title	Appropriated		Projected		Carryover from 2022-2023	Adopted 2023-2024	Proposed		Proposed 2026-2027	Proposed 2027-2028	Total Proposed 5-Year
		2022-2023	2023-2024	2022-2023	2023-2024			2024-2025	2025-2026			
Total		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,467,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,399,792		
5151 -	Library Repair and Waterproof Children's-Roof	-	-	-	-	-	-	-	-	-	-	-
TBD 9329	Library Roof	-	-	-	291,781	-	-	-	-	-	-	291,781
5152 Future	Library Radio Frequency Identification (RFID)	-	-	-	-	160,000	-	-	-	-	-	160,000
5153 Future	Library Exterior Park Lighting	-	-	-	-	-	169,000	-	-	-	-	169,000
5154 Future	Library Public Restrooms Expansion/Remodel	-	-	-	-	-	-	450,000	-	-	-	450,000
5155 Future	Library Emergency Backup & Storage System	-	-	-	-	-	-	-	-	500,000	-	500,000
TBD Future	Library Master Plan	-	-	-	150,000	-	-	-	-	-	-	150,000
TBD Future	Library Fire Alarm Control System	-	-	-	-	-	-	-	-	-	-	-
TBD Future	Library Electrical Distribution Equipment	-	-	-	-	64,033	-	-	-	-	-	64,033
TBD Future	Library Security & Safety Improvements	-	-	-	-	38,115	-	-	-	-	-	38,115
TBD Future	Library Exterior Paint and Protective Coatings	-	-	-	-	120,698	-	-	-	-	-	120,698
TBD Future	Library Children's Amphitheatre Wing	-	-	-	-	-	74,960	-	-	-	-	74,960
		65,000	5,000	60,000	776,395	435,901	243,960	450,000	3,300,000	2,800,000	2,800,000	5,266,256
Community Services & Parks				FY 23-24 Total: \$1,755,593								
		\$ 1,555,593	\$ 200,000									
5157 9033	Grevalia & Berkshire Pocket Parks	876,255	51,255	825,000	-	-	-	-	-	-	-	825,000
- 9263	Peeket-Park Construction	-	-	-	-	-	-	-	-	-	-	-
5158 9157	Golf Course/Driving Range Netting Replacement	750,000	19,407	730,593	-	-	-	-	-	-	-	730,593
5161 9367	Parks Master Plan	-	-	-	150,000	-	-	-	-	-	-	150,000
5162 9369	Snake Trail Improvements	-	-	-	50,000	-	-	-	-	-	-	50,000
TBD Future	Arroyo Seco Master Plan	-	-	-	-	-	-	-	-	-	-	-
5163 Future	Garfield Park Fitness Equipment	-	-	-	-	100,000	-	-	-	-	-	100,000
5164 Future	Arroyo Park Fitness Equipment	-	-	-	-	100,000	-	-	-	-	-	100,000
5165 Future	Eddie Park Restrooms	-	-	-	-	100,000	-	-	-	-	-	100,000
TBD Future	Eddie Park House Improvements	-	-	-	-	156,194	-	-	-	156,194	-	624,774
5166 Future	Orange Grove Gazebo	-	-	-	-	150,000	-	-	-	-	-	150,000
5167 Future	Orange Grove Park Playground Replacement	-	-	-	-	200,000	-	-	-	-	-	200,000
5168 Future	Garfield Park Playground Replacement	-	-	-	-	200,000	-	-	-	-	-	350,000
5169 Future	Arroyo Walking Trail	-	-	-	-	200,000	-	-	-	-	-	200,000
5170 Future	Garfield Gazebo	-	-	-	-	200,000	-	-	-	-	-	200,000
5171 Future	Eddie Park Playground Replacement	-	-	-	-	150,000	-	-	-	-	-	150,000
5172 Future	Arroyo Park Sports Complex Renovations	-	-	-	-	-	-	-	-	750,000	-	750,000
5173 Future	Orange Grove Sports Complex Renovations	-	-	-	-	-	-	-	-	750,000	-	750,000
		1,626,255	70,662	1,555,593	200,000	756,194	706,194	856,194	1,656,194	1,656,194	1,656,194	5,730,367
Sewer				FY 23-24 Total: \$475,000								
		\$ 475,000	\$ -									
5179 9408	Sewer System Repair, Rehabilitation, & Replci	500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	820,000	1,014,500	3,997,500
		500,000	25,000	475,000	-	810,000	878,000	820,000	1,014,500	820,000	1,014,500	3,997,500

City of South Pasadena  Capital Improvement Projects

Prj ID Acct	Name / Title	Appropriated		Projected		FY 23-24 Total:		Adopted		Proposed					Total Proposed	
		2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	2027-2028	5-Year	5-Year	
		\$ 14,316,132	\$ 1,265,576	\$ 13,050,556	\$ 3,467,516	\$ 20,126,656	\$ 42,764,075	\$ 34,386,934	\$ 25,604,056	\$ 139,399,792						
5135 TBD	Citywide Mobility / Active Transport Plan Upd	-	-	-	-	150,000	-	-	-	150,000	-	-	-	150,000		
2007 9311	Fair Oaks SR-110 Interchange On/Off-Ramps	-	-	-	-	300,000	500,000	-	-	300,000	500,000	-	-	800,000		
5134 TBD	Mission-Meridian-El Centro Bollard System	-	-	-	-	-	50,000	200,000	-	-	200,000	-	-	250,000		
5136 TBD	Traffic Signal Controller & Cabinet Replaceme	-	-	-	-	-	300,000	300,000	300,000	-	-	-	-	900,000		
	Total	2,256,966	696,976	1,559,990	1,146,862	8,174,562	13,812,060	5,716,878	300,000	8,174,562	5,716,878	300,000	300,000	30,710,351		
	Water															
	FY 23-24 Total:	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000	\$ 2,883,000		
5190 9300	Water Main Pipeline Repairs	2,000,000	-	2,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000		
5192 9348	Water Facility Site Improvements	88,000	-	88,000	-	50,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	888,000		
5193 9349	Advanced Metering Infrastructure (AMI)	150,000	-	150,000	-	300,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	2,450,000		
5110 9409	Westside Reservoir Design/Construction	550,000	25,000	525,000	25,000	2,000,000	7,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	6,000,000	15,525,000		
5191 9408	Raymond & Bilikie Elevated Tanks Study & Imj	120,000	-	120,000	-	-	80,000	200,000	200,000	200,000	200,000	200,000	200,000	400,000		
5194	Future SCADA Upgrade	-	-	-	-	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	450,000		
	Total	2,908,000	25,000	2,883,000	2,883,000	3,500,000	9,480,000	8,600,000	1,250,000	3,500,000	8,600,000	1,250,000	1,250,000	25,713,000		

City Council

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Council is the elected legislative body of the City. The City Council consists of a Mayor and four Councilmembers, each elected at large for four overlapping terms. The City Council represents the City's citizens, analyzes and approves all laws and policies, authorizes all expenditures through the budget, and directs the administration of the City government through the City Manager.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

Additional postage funding for District Mailings, Carry-Over of Discretionary Funds from prior Fiscal Years, and Funding for State of the City, Community Budget Sessions, and Strategic Planning Sessions.

Capital Outlay

No items budgeted for Capital Outlay.



City Council / 101-1010-1011

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Wages & Benefits	22,466	15,653	18,589	18,594	19,888	19,703
Operations & Maintenance	22,935	20,236	26,857	30,600	51,500	99,200
Total Expenses by Category	45,401	35,890	45,446	49,194	71,388	118,903
[101-1011] City Council	45,401	35,890	45,446	49,194	71,388	118,903
Total Expenses by Program	45,401	35,890	45,446	49,194	71,388	118,903

Authorized Positions

- Jon Primuth, Mayor
- Evelyn G. Zneimer, Mayor Pro Tem
- Jack Donovan, Councilmember
- Janet Braun, Councilmember
- Michael A. Cacciotti, Councilmember

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
7000	000	Salaries - Permanent	5,460	2,120	7,160	18,000	18,020	-
7010	000	Salaries - Temp / Part	16,460	12,880	10,680	-	1,500	18,000
7110	000	Workers Compensation	228	163	188	333	162	252
7170	000	FICA - Medicare	318	490	561	261	206	1,450
		<WAGES & BENEFITS>	22,466	15,653	18,589	18,594	19,888	19,703
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	149	206	42	100	2,000	8,000
8020	000	Special Department Expense	4,640	1,404	5,119	2,000	4,000	49,000
8021	000	Discretionary Fund Program	9,490	15,376	12,588	20,000	20,000	33,700
8060	000	Dues & Memberships	150	3,200	-	500	500	500
8090	000	Conference & Meeting Expense	8,507	50	9,108	8,000	25,000	8,000
		<OPERATIONS & MAINTENANCE>	22,935	20,236	26,857	30,600	51,500	99,200
[101-1011] City Council Total			45,401	35,890	45,446	49,194	71,388	118,903

PERSONNEL SERVICES

7000 Regular Salaries

Provides funds for monthly stipend for members of the City Council. Elected South Pasadena officials are paid a \$300 monthly stipend. Includes cell phone allowance. City Council members are subject to Medicare withholding and Workers Compensation coverage provided by the City.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postage meter charges and postage for mailing City Council mail, including special mailing lists for District Town Halls. (Total \$8,000)

8020 Special Department Expense

Provides funds for City Council business cards, promotional items, badges, plaques, nameplates, supplies, calendars, photography (\$1,000). Provides funds for proclamation and certificate supplies (\$500). Provides funds for special requests for City Council meetings and unanticipated department expenses incurred to fulfill requests by City Councilmembers (\$500). Provides fund for Pasadena Tournament of Roses (\$12,000). Provides fund for Multi-Cultural Community Event (\$25,000) As well as the Annual Commissioner Congress (\$8,000). (Total \$49,000)

8021 Discretionary Fund Program

Discretionary funds must be used for a public purpose benefiting the City. Each Councilmember is allotted \$4,000. (Total \$33,700)

8060 Dues/Memberships/Subscriptions

Provides funds for individual councilmember memberships in organizations. (Total \$500)

8090 Conference and Meeting Expense

Provides funds for City Council to attend conferences and meetings, including parking and mileage. Provides funds for meals and beverages for Regular and Special City Council Meetings, receptions including State of the City, and Mayor’s Swearing-In, and Community Budget Sessions, State of the City.

Provides funds for Strategic Planning Sessions: logistics, refreshments, supplies, recording. Provides funds for purchase of meeting-related presentation materials, accessories, and supplies for tablets and related devices (Total \$8,000).

City Manager

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Manager is appointed by the City Council and serves as the Chief Administrative Officer, ensuring that the policies of the Mayor and City Council are executed effectively and efficiently. Specific areas of responsibility include oversight of seven operating departments, public information and public engagement, legislative tracking, following up on citizen concerns, providing recommendations to promote organizational efficiency and overseeing the development and presentation of the annual budget.

The City's Economic Development Division is housed under the City Manager's Office, and is the liaison to the business community, focused on efforts to strengthen and grow the local economy, and serves as a liaison to business affairs at City Hall. The Division oversees the communications and engagement efforts of the City, including marketing, branding social media and the City's website.

Notable Changes – Wages and Benefits

Due to organizational restructuring, City Manager has become its own department and is now separated from Management services. City Manager has 5 FTEs for Fiscal Year 2022-23. One part-time management intern has been added.

Notable Changes – Operations and Maintenance

Funding included for Annual Social Services and Social Justice Forum, Social Services Resource Guide, Executive Team Engagement, Veteran Events, mailings of State, Regional, and Legislative correspondence in line with the adopted Legislative Platform, GoGov Citywide Mobile App, Holiday Lighting Décor, and Guide to Doing Business brochure.

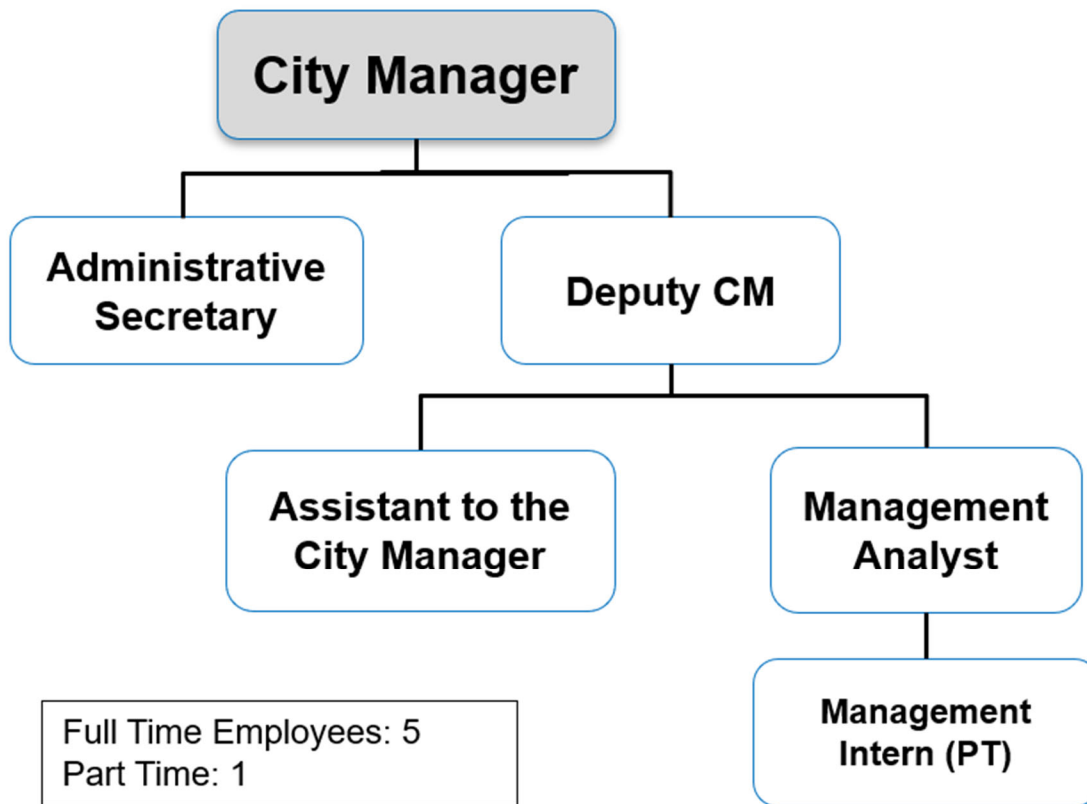
Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
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	-	-	-	-	-	-
Total Expenses by Category	1,622,368	1,684,656	1,920,868	1,313,339	1,228,593	1,408,285
[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
Total Expenses by Program	1,622,368	1,684,656	1,920,868	1,313,339	1,228,593	1,408,285

Authorized Positions



City Manager / 101-2010-2011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	879,831	815,286	910,988	606,976	589,285	693,542
7010	000	Salaries - Temp / Part	96,744	219,067	179,156	35,000	20,819	35,128
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	187	2,929	26,069	-	4,797	-
7040	000	Holiday	8,103	14,082	10,090	-	-	8,847
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	2,987	-	26,622	27,000	2,879	25,608
7100	000	Retirement	251,744	185,649	432,904	144,439	141,862	73,787
7100	010	CalPERS UAL	-	-	-	-	-	110,175
7108	000	Deferred Compensation	7,438	36,687	(23,868)	4,542	6,073	6,820
7110	000	Workers Compensation	12,017	12,311	13,586	11,569	10,418	8,081
7120	000	Disability Insurance	-	-	-	-	14,509	-
7130	000	Group Health Insurance	63,472	51,707	62,786	53,112	62,414	73,170
7140	000	Vision Insurance	1,586	1,247	1,534	1,080	1,280	1,048
7150	000	Dental Insurance	5,025	4,432	5,282	4,050	4,107	3,911
7160	000	Life Insurance	745	592	719	446	624	515
7170	000	FICA - Medicare	15,630	17,509	18,375	8,517	16,088	12,744
7180	000	Car/Uniform Allowance	5,475	2,000	6,000	-	6,000	6,000
		<WAGES & BENEFITS>	1,350,983	1,363,498	1,670,242	896,731	881,155	1,059,376
8000	000	Office Supplies	5,640	4,428	21,283	10,000	10,000	10,000
8010	000	Postage	803	370	45	4,000	2,000	4,000
8020	000	Special Department Expense	7,615	1,630	13,813	20,800	13,812	8,500
8050	000	Printing/Duplicating	98	126	698	6,000	5,275	6,000
8060	000	Dues & Memberships	1,115	1,025	2,097	47,500	44,100	44,437
8090	000	Conference & Meeting Expense	2,088	494	15,143	16,750	15,143	17,198
8100	000	Vehicle Maintenance	1,965	1,498	2,041	750	-	-
8110	000	Equipment Maintenance	-	-	-	700	-	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	45,221	77,806	77,336	40,000	40,000	40,000
8180	000	Contract Services	42,063	116,518	-	10,000	10,000	10,000
8200	000	Training Expense	-	-	-	-	-	-
8272	000	CM Emergency	-	10,000	12,670	50,000	-	25,000
		<OPERATIONS & MAINTENANCE>	106,608	213,897	145,126	206,500	140,330	165,135
[101-2011] City Manager Total			1,457,590	1,577,395	1,815,368	1,103,231	1,021,485	1,224,510

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides the partial compensation for the City Manager, Deputy City Manager, Assistant to the City Manager, Management Analyst, and Administrative Secretary. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Provides compensation for non-salaried part-time employee (Management Intern) and partial compensation for non-salaried Interim City Manager and Interim Assistant City Manager.

7070 Leave Buyback

Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Ordinary office supplies for the City Manager's Office (City Manager, Deputy City Manager, Assistant to the City Manager, Management Analyst, Administrative Secretary and Management Intern), and meeting supplies. (Total \$10,000)

8010 Postage

Provides funds for postal expenses for City mailings, including public notice mailings, legal printing of notices, and Legislative support/opposition letters. (Total \$4,000)

8020 Special Department Expense

Provides funds for miscellaneous department supplies and services not considered office supplies, Executive Team engagement, , furniture, kitchen equipment, copier paper (for City Hall second floor), Annual Social Services and Social Justice Forum, Veteran Events, Social Services Working Group (food, supplies, table cloths, etc.) , and outreach (Social Services Resource Guide printing and annual revisions), and hosting gatherings with regional and partner agencies or elected dignitaries on-site. (Total \$8,500)

8050 Printing and Duplication

Provides funds for the printing and duplication of materials, including City information brochures, foam boards and A Frames, translation services, printed surveys, electronic survey providers, brochures, stationary, and business cards, and name badges. (Total \$6,000)

8060 Dues, Memberships, and Subscriptions

Provides funds for San Gabriel Valley City Manager's Association dues, San Gabriel Valley Council of Governments, International City Manager's Association, California City Management Foundation, Municipal Management Association of Southern California, City memberships in League of California Cities League of California Cities-LA County San Gabriel Valley Council of

Governments, California Contract Cities, Southern California Association of Governments, CAPIO, and subscriptions to newspapers and professional publications. (Total \$44,437)

8090 Conference and Meeting Expense

Provides funds to attend professional and training meetings, conference registrations including the League of California Cities Annual Conference, League of California Cities City Manager's Conference, League of California Cities City Leaders Summit, San Gabriel Valley Economic Partnership (SGVEP) Legislative Action Day, SGVEP Economic Forecast Summit, Municipal Management Association of Southern California (MMASC) Annual Conference, MMASC Summer Session, MMASC Winter Session, San Gabriel Valley City Manager's Association Meetings, CAPIO, CalEd Intro to Economic Development, and International Shopping Centers Conference. (Total \$17,198)

8170 Professional Services

Provides funds for consultant services, such as operational studies and other professional services (\$20,000), and citywide operations (\$20,000). (Total \$40,000)

8180 Contract Services

Provides funds for City Manager Office to enter in contracts services for mission critical items. (Total \$10,000)

8272 City Manager Emergency Fund

Permits the City Manager to respond swiftly to emergency and unanticipated needs in any operational area of the City. (Total \$25,000)

Economic Development / 101-2020-2012

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8050	000	Printing/Duplicating	-	-	-	8,328	8,328	8,000
8060	000	Dues & Memberships	-	-	-	3,000	-	3,275
8190	000	Community Engagement	-	-	-	71,200	71,200	20,000
8220	000	Communications Spec. Dept Expense	125	261	-	7,180	7,180	19,000
8230	000	Communications Prof Services	55,153	-	-	8,400	8,400	-
<OPERATIONS & MAINTENANCE>			55,278	261	-	98,108	95,108	50,275
[101-2012] Economic Development Total			55,278	261	-	98,108	95,108	50,275

OPERATIONS & MAINTENANCE

8050 Printing and Duplication

Funds the printing and duplication of materials, including Guide to Doing Business in South Pasadena (\$2,000), business mailers (\$1,000), informational brochures (\$500), flyers and newsletters (\$2,000), promotional street banners (\$2,000) and translation services (\$500). (Total \$8,000)

8060 Dues and Memberships

Funds membership dues for the San Gabriel Valley Economic Partnership. (Total \$3,275)

8190 Community Engagement

Funds business networking events (\$4,000), holiday lighting and décor (\$15,000), and tabling at the community events for outreach (\$1,000). (Total \$20,000)

8220 Communications - Special Department Expense

Funds contract services including Constant Contact citywide email marketing tool, (\$2,000), GoGov Citywide Annual App Fee (\$15,000), and promotional materials for launch of new website (\$2,000). (Total \$19,000)

Community Promotion / 220-2010-2301

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8060	000	Dues & Memberships	1,500	1,500	-	-	-	-
8185	000	Chamber of Commerce	105,500	105,500	105,500	105,500	105,500	128,500
8255	000	Public Events Promotion	2,500	-	-	6,500	6,500	5,000
		<OPERATIONS & MAINTENANCE>	109,500	107,000	105,500	112,000	112,000	133,500
[220-2301] Community Promotion Total			109,500	107,000	105,500	112,000	112,000	133,500

OPERATIONS & MAINTENANCE

8185 Chamber of Commerce

Funds are allocated by contract with the South Pasadena Chamber of Commerce. (Total \$128,500)

8255 Public Events Promotion

Public events promotion. (Total \$5,000)

Key Performance Indicators

The City Manager's Team is focused on improving the quality of life for residents, businesses and employees. With the move of Economic Development to the City Manager's Office, the City Manager's team is redefining community outreach and engagement, business support and service. A commitment to Strategic Plan goals and active legislative efforts ensure furthering the community's priorities while protecting and preserving quality of life in South Pasadena.

Public Engagement/ Community Outreach

Continue to establish and explore best practices in conducting community outreach, including:

- 150-300 new photos of the City, Departments and staff for marketing and documents for FY2023.
- 1,000 new followers across social media by the end of FY2023.
- Develop and launch new City website to the community.
- Work with Departments and Divisions to ensure community engagement is prioritized including use of surveys, workshops, input sessions and other engagement and engagement tools.

Economic Development

Continue to establish and explore best practices in Economic Development:

- Visit 100 businesses in the community.
- Explore enhanced branding plan for City's Downtown District.
- Continue hosting quarterly business networking events.
- Establish City Council sub-committee on Economic Development.
- Establish program to welcome new businesses to the City.

Establish and Prioritize Healthy Workplace Culture

- Establish City-wide internship and professional shadowing programs.
- Host quarterly Mid Manager's Meetings.
- Lead and bolster Employee Engagement Team (EET) and citywide efforts.
- Review and implement the USC Capstone Team Diversity, Equity and Inclusion Implementation Plan.

Social Services

Continue to prioritize providing Social Services outreach and resources to the community:

- Establish Veterans Census to plan for Veteran specific outreach.
- Host a Veteran's Appreciation Day by FY2023.

Legislation

- Establish Legislative Tracking program by FY2023.
- Continue to participate in and network with legislative partners

Management Services

Fiscal Year 2023-24 Budget Snapshot

Overview

Mission

The Management Services Department is committed to being a collaborative and innovative partner in delivering essential services to our internal and external customers in a way that is helpful, caring, and responsive. We accomplish this through the innovative use of skills, knowledge, technology, and an investment in human capital.

Core Values

- Teamwork
- Inclusivity
- Integrity
- Pride
- Transparency
- Stewardship
- Innovation
- Respect
- Wellness
- Attitude

Core Services

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

Notable Changes—Wages and Benefits

There is an increase in wages and benefits, as the Department is adding two full time positions (Senior Human Resources Analyst and Human Resources Analyst). It should be noted that the Senior Human Resources Analyst and Human Resources Analyst positions are reclassifications of two management analyst positions in the Human Resources Division.

Notable Change—Operations and Maintenance

For Fiscal Year 2023-2024, the City Clerk Division will be accounting for advertisement costs for all departments, and all innovation and technology items have also been moved to the Innovation and Technology funds.

Capital Outlay

Funds are included to begin to phase out end of life technology equipment citywide, and begin a replacement cycle to create and maintain effective operations.

Ongoing Initiatives, Goals, and Objectives

Innovation and Technology (IT)

- Modernize and maximize the business value and resiliency of technology services.
- Work with departments to identify ways technology can improve efficiency.
- Advance IT-managed service delivery by improving oversight and focusing on operational excellence.
- Secure the City's data and technology and improve our cyber security posture.
- Educate and train staff regarding possible cybersecurity threats by implementing a program to comprehensively train city technology users, provide baseline testing, and mitigate potential risks associated with phishing attacks.

Human Resources

- Continue to attract, develop, and retain a well-qualified and diverse workforce, and fill vacancies in a timely manner.
- Continue to seek and implement efficiencies that will improve the way we deliver services to employees and customer departments.
- Continue to offer citywide training and development opportunities and take full advantage of our new learning management system to link training to core competencies better.
- Continue employee engagement efforts, and develop a plan aimed at reducing employee turnover and increasing job satisfaction.

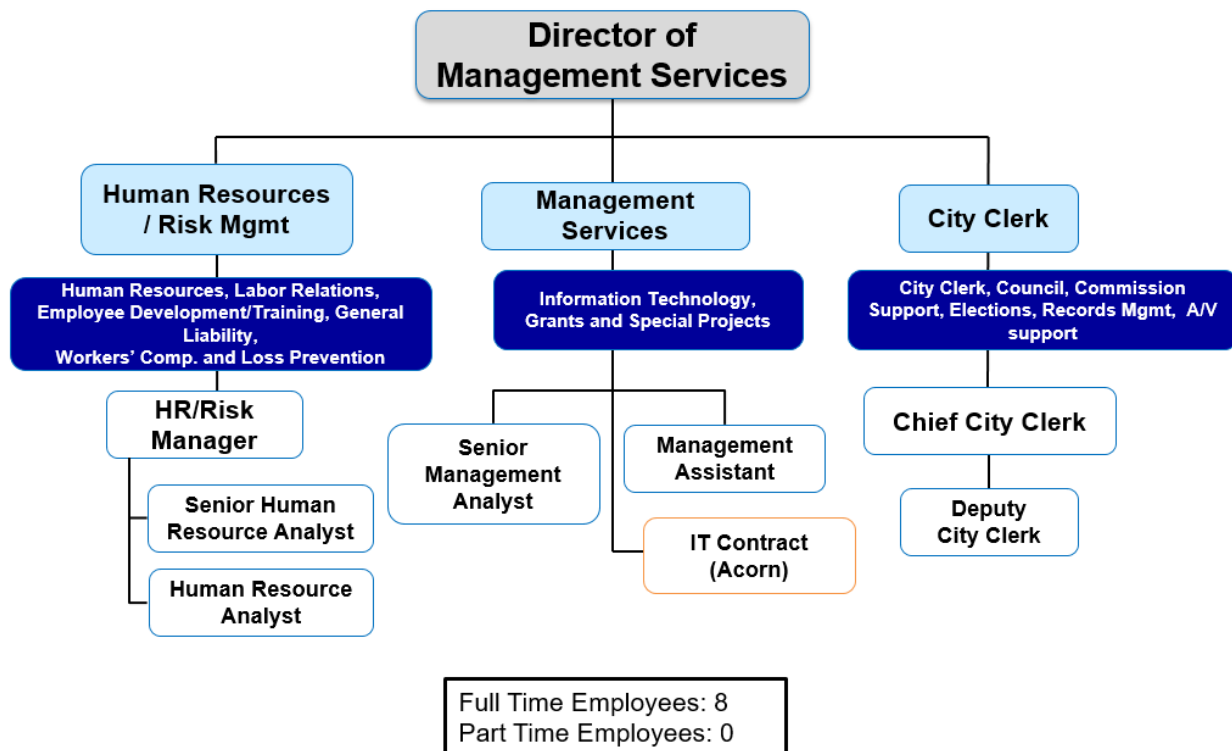
City Clerk

- Provide customers with accurate and thorough information and access to city council meetings and election resources.
- Embrace cutting-edge technology and industry best practices to increase efficiency, transparency, and accessibility.
- Adhere to state and local mandates and deadlines related to city government.
- Streamline public records act requests processing and implement a public records request management program.
- Improve the City's record retention practices and implement a comprehensive records management program.
- Work to provide all Commission and elected officials relevant training, including Brown Act and ethics training (AB 1234 and AB1661).

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
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
Total Expenses by Category	1,703,165	1,769,490	679,474	3,743,776	3,606,936	3,420,449
[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	-	-	-
Total Expenses by Program	1,703,165	1,769,490	679,474	3,743,776	3,606,936	3,420,449

Authorized Positions



Management Services / 101-2030-2031

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
7000	000	Salaries - Permanent	-	-	5,730	243,499	200,724	170,781
7010	000	Salaries - Temp / Part	-	-	-	95,000	116,075	67,000
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	5,000	-	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	15,000	-	3,146
7100	000	Retirement	-	-	665	61,369	46,572	22,646
7100	010	CalPERS UAL	-	-	-	-	-	50,376
7108	000	Deferred Compensation	-	-	57	1,527	1,530	1,708
7110	000	Workers Compensation	-	-	80	4,229	2,042	2,392
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	9,348	5,986	7,979
7140	000	Vision Insurance	-	-	-	415	117	153
7150	000	Dental Insurance	-	-	-	1,557	432	567
7160	000	Life Insurance	-	-	-	171	70	92
7170	000	FICA - Medicare	-	-	83	3,315	2,646	6,263
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	6,615	440,430	376,195	333,105
8000	000	Office Supplies	-	-	-	16,000	16,000	15,000
8010	000	Postage	-	-	-	300	300	300
8020	000	Special Department Expense	-	-	-	-	-	1,000
8050	000	Printing/Duplicating	-	-	-	2,000	2,000	500
8060	000	Dues & Memberships	-	-	-	2,000	2,000	700
8090	000	Conference & Meeting Expense	-	-	-	4,000	4,000	4,000
8100	000	Vehicle Maintenance	-	-	-	-	-	-
8110	000	Equipment Maintenance	-	-	-	500	500	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	15,000	15,000	10,000
8180	000	Contract Services	-	-	-	-	-	120,000
8200	000	Training Expense	-	-	-	-	-	500
		<OPERATIONS & MAINTENANCE>	-	-	-	39,800	39,800	152,000
[101-2031] Management Services Total			-	-	6,615	480,230	415,995	485,105

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Management Services Director, Senior Management Analyst and Management Assistant salaries.
- 7010 Salaries – Temp / Part
Funds for temporary staff for special projects.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
General office supplies from Staples (per the City's contract with Staples) for the Management Services Department. (Total \$15,000)
- 8010 Postage
Provides funds for as-needed postal expenses for City mailings, including public notice mailings, and legal printing of notices. (Total \$300).
- 8020 Special Department Expense
Funds for department apparel for staff for community events and conference and training attendance. (Total \$1,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures for front counter (as-needed) for Departmental efforts. (Total \$500)
- 8060 Dues, Memberships, and Subscriptions
Provides funds for International City Manager's Association dues for Department Director and Senior Management Analyst (\$400), and three staff memberships to the Municipal Management Association of Southern California (\$300). (Total \$700)
- 8090 Conference and Meeting Expense
Provides funds for travel and lodging for one staff member to attend the Municipal Management Association Southern California (MMASC) Annual Conference (\$1,500), and funds for travel and lodging for one staff member to attend the International City Manager's Association (\$2,500). (Total \$4,000)

- 8170 Professional Services
Provides funds for as-needed temporary staffing services (\$5,000) and professional services for special projects, including consultant services for information technology and policy development (\$5,000). (Total \$10,000).

- 8180 Contract Services
Provides funds for City Hall Security (Total \$120,000).

- 8200 Training Expense
Provides funds for training materials for staff hosted trainings for staff. (Total \$500).

City Clerk / 101-2030-2033

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	20,633	-	195,943	118,166	182,655
7010	000	Salaries - Temp / Part	6,158	3,151	-	40,925	80,858	-
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	162	934	-	49,993	41,249	14,612
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	4,737	-	1,216	1,054	1,827
7110	000	Workers Compensation	72	195	-	3,625	1,381	1,984
7130	000	Group Health Insurance	-	600	-	28,386	6,433	29,820
7140	000	Vision Insurance	-	40	-	456	146	405
7150	000	Dental Insurance	-	150	-	1,710	542	1,510
7160	000	Life Insurance	-	17	-	188	99	198
7170	000	FICA - Medicare	372	503	-	2,841	1,684	2,648
<WAGES & BENEFITS>			6,764	30,959	-	325,283	251,613	235,659
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	185	252	-	500	83	750
8020	000	Special Department Expense	1,920	-	-	1,500	1,003	2,400
8040	000	Advertising	1,233	595	-	20,000	21,615	44,850
8050	000	Printing/Duplicating	238	61	-	500	538	1,000
8060	000	Dues & Memberships	1,739	264	-	1,000	1,000	800
8070	000	Mileage/Auto Allowance	-	-	-	500	264	500
8090	000	Conference & Meeting Expense	650	150	-	3,000	1,688	2,460
8095	000	Commissioners Congress	4,836	-	-	8,000	2,000	-
8110	000	Equipment Maintenance	44	-	-	2,000	66,675	-
8170	000	Professional Services	-	3,200	-	65,000	32,489	75,000
8180	000	Contract Services	93,776	79,501	-	42,000	2,550	83,200
8200	000	Training Expense	1,926	530	-	1,000	-	700
8300	000	Lease Payment	-	-	-	-	8,000	-
<OPERATIONS & MAINTENANCE>			106,547	84,554	-	145,000	137,904	211,660
8520	000	Machinery & Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	-	-	-	-
[101-2033] City Clerk Total			113,311	115,512	-	470,283	389,517	447,319

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Chief City Clerk and Deputy City Clerk salaries

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses for postage meter charges; and mailings to respond to public records requests, mail related to Fair Political Practices Commission filings, and other correspondence (Total \$750).
- 8020 Special Department Expense
Provides funds for special department supplies and services to include special office supplies, such as special paper for documents (Resolutions, Minutes, and Ordinances), special binders, certificates, City pins, Commemorative coins, stationery, nameplates, name badges, table cloths for Special Joint Meetings, engraved plaque plates for dignitaries and elected officials City Council reorganization, and unanticipated department expenses incurred to fulfill requests by management/ elected officials (Total \$2,400).
- 8040 Advertising
Provides funds for advisory body recruitment, publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising for various departments (Total \$44,850).
- 8050 Printing and Duplication
Provides funds for printing and duplication of documents by a duplication service company for offsite agenda packet printing, business cards, envelopes or for special projects (Total \$1,000).
- 8060 Dues, Memberships, and Subscriptions
Provides funds for membership fees in city clerk organizations, subscriptions, books and publications (Total \$800).
- 8070 Mileage Reimbursement
Provides for mileage reimbursement when a private vehicle is used to conduct City business (Total \$500).
- 8090 Conference and Meeting Expense
Provides funds for conference registration and meeting expenses for three staff members in the City Clerk's Division to attend City Clerk meetings, conferences, and pertinent seminars (Total \$2,460).
- 8170 Professional Services
Provides funds for audiovisual technical services and installation for broadcasting and web streaming Special and Regular City Council and Planning Commission

meetings (Total \$75,000).

8180 Contract Services

Provides funds for Public Records Request Act Management System annual subscription costs (\$15,000) and Agenda Management Software annual subscription and implementation (\$25,000). Provides funds for municipal codification services in print and on website with contingency funding if more than one code update is necessary or if new ordinances are extremely lengthy (\$7,700). Includes funding for records retention policy services (\$700), scanning and digitizing of all records citywide (\$15,000), annual maintenance services for City's document management system (\$10,000). Includes funding for records shredding and record storage keeping (\$9,800). (Total \$83,200)

8200 Training Expense

Provides funding for City Clerk webinar trainings offered by CCAC (\$200) and training materials for staff-hosted trainings such as supplies, handouts, refreshments when necessary and other as-needed items for training (\$500). (Total \$700).

Elections / 101-1020-1022

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8010	000	Postage	-	517	31	1,000	1,000	100
8020	000	Special Department Expense	-	5,000	2,950	5,000	1,343	-
8040	000	Advertising	3,668	5,000	200	5,000	2,183	2,300
8170	000	Professional Services	182,075	66,326	90,061	155,000	106,283	61,500
		<OPERATIONS & MAINTENANCE>	185,743	76,843	93,242	166,000	110,809	63,900
[101-1022] Elections Total			185,743	76,843	93,242	166,000	110,809	63,900

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for as needed postage for mailings, as they arise (Total \$100).

- 8040 Advertising
Provides for funding for the voter outreach program advertisement through newspaper groups (Total \$2,300).

- 8170 Professional Services
Provides funding for translation of election notices and election consulting services from selected firms and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk’s Office for the General Municipal Election (Total \$61,500).

Human Resources / 101-2030-2034

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	-	-	247,824	189,523	268,340
7010	000	Salaries - Temp / Part	-	-	-	31,075	162,315	75,080
7011	000	Salaries - PT Stipend	-	-	-	-	-	-
7020	000	Overtime	-	-	-	-	30,615	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	52,738	45,625	27,489
7100	010	CalPERS UAL	-	-	-	-	-	37,944
7108	000	Deferred Compensation	-	-	-	1,166	1,953	2,683
7110	000	Workers Compensation	-	-	-	4,585	3,351	2,914
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	34,618	20,073	44,067
7140	000	Vision Insurance	-	-	-	576	412	536
7150	000	Dental Insurance	-	-	-	2,160	1,321	2,003
7160	000	Life Insurance	-	-	-	238	201	248
7170	000	FICA - Medicare	-	-	-	3,593	5,174	3,891
7180	000	Car/Uniform Allowance	-	-	-	-	-	-
		<WAGES & BENEFITS>	-	-	-	378,573	460,561	465,195
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	175	288	-	350	95	350
8020	000	Special Department Expense	11,728	2,039	-	38,000	27,572	34,500
8040	000	Advertising	7,540	7,140	-	7,000	33,970	10,000
8050	000	Printing/Duplicating	245	-	-	1,000	957	1,000
8060	000	Dues & Memberships	3,195	3,295	-	6,000	7,325	6,319
8090	000	Conference & Meeting Expense	46	280	-	8,000	9,897	7,250
8110	000	Equipment Maintenance	-	-	-	-	-	-
8160	000	Legal Service	242,001	173,286	-	165,000	43,506	130,000
8170	000	Professional Services	57,350	126,333	-	170,000	170,000	35,000
8180	000	Contract Services	-	-	-	105,000	151,427	142,000
8200	000	Training Expense	2,550	38,100	-	20,000	508	10,000
		<OPERATIONS & MAINTENANCE>	324,830	350,761	-	520,350	445,257	376,419
[101-2034] Human Resources Total			324,830	350,761	-	898,923	905,818	841,614

Budget Detail

PERSONNEL

- 7000 Salaries – Regular Employees
Funds the Human Resources & Risk Manager, Senior Human Resource Analyst, and Human Resource Analyst salaries
- 7010 Salaries – Part-Time
Funds non-salaried part-time employees and temporary staff for special projects.

OPERATIONS & MAINTENANCE

- 8010 Postage
Provides funds for postal expenses related to personnel activities (Total \$350).
- 8020 Special Department Expense
Provides funds for special department expenses including city employee identification cards (\$2,000), recruitment expenses (\$3,000), new hire onboarding materials (\$6,000) and employee engagement, retention and recognition activities (\$23,500). (Total \$34,500).
- 8040 Advertising
Provides funds for employment advertisement in various print and online resources and other advertisement outlets (Total \$10,000).
- 8050 Printing and Duplication
Provides funds for the printing and duplication of employee onboarding handbooks (\$700) and purchase of annual Employment Law update posters from the South Pasadena Chamber of Commerce (\$300). (Total \$1,000).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the Liebert, Cassidy & Whitmore San Gabriel Valley Employee Relations Consortium (\$4,255), and professional memberships to professional Human Resources Associations (SCPMA-HR, CALELPR, MMASC, SCPLRC, and SHRM (\$2,064). (Total \$6,319).
- 8090 Conference and Meeting Expense
Provides funds for staff conference travel, lodging and transportation expenses (\$3,500). Includes funding for registration to Risk Management Conference & Human Resources Academy CALPERLA Annual Conference, CalPERS Educational Forum, PARMA Annual Conference, and SCPMA-HR Annual Conference (\$3,750). (Total \$7,250)
- 8160 Legal Services
Provides funds for labor attorney services including services for labor contract

negotiations, employee grievances, application of Personnel Rules and Regulations and administrative policies, negotiations of revised Personnel Rules and Regulations and related city policies, and litigation of personnel claims and cases (Total \$130,000).

8170 Professional Services

Personnel related studies such as Employee Relations, and Risk Management Consultation Services (\$35,000). (Total \$35,000).

8180 Contract Services

Provides funds for pre-employment medical and psychological examinations and background checks/investigations (\$12,000), Fitness for Duty medical examinations (\$5,000), personnel investigations (\$30,000), Employee Assistance Program services (\$8,000), 457 Plan Consulting contract services (\$15,000), Supplemental Insurance Plan (TASC) administration fee (\$4,000), NEOGOV License Renewals for Insight, Performance Evaluation, Learn, and Onboard Modules (\$30,000), testing materials for public safety recruitments (\$2,000), ADA Sign Language & other ADA accommodation services (\$3,000), Liability and Workers Compensation Actuarial expenses (\$10,000), and as-needed temporary staffing services (\$25,000). (Total \$142,000).

8200 Training Expense

Provides funds for trainings such as risk management, labor relations, and employee safety and legal mandates and educational webinars, as well as mandatory training for staff, including materials to host such training sessions, duplication of handouts and other related expenses (\$10,000).

Legal Services / 101-2010-2501

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8160	000	Legal Service	492,566	607,285	572,032	895,140	895,140	420,000
		<OPERATIONS & MAINTENANCE>	492,566	607,285	572,032	895,140	895,140	420,000
[101-2501] Legal Services Total			492,566	607,285	572,032	895,140	895,140	420,000

OPERATIONS & MAINTENANCE

8160 Legal Services

Provides funds for contract City Attorney for a variety of services: attend meetings, including the City Council meetings and sessions, and to provide legal advice to City Council, City Manager, and staff (Total \$420,000).

Innovation and Technology / 101-2030-2032

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	-	106	-	1,000	1,000	1,000
8060	000	Dues & Memberships	-	-	-	200	330	475
8110	000	Equipment Maintenance	-	-	-	1,500	1,100	-
8150	000	Telephone	211,380	254,693	-	369,000	397,001	395,000
8170	000	Professional Services	216,983	206,352	-	220,000	290,454	301,000
8180	000	Contract Services	32,277	39,308	-	96,500	50,414	207,036
8300	000	Lease Payment	25,469	18,929	-	25,000	23,488	24,000
8301	000	Copier Usage Charges	19,216	8,378	-	20,000	25,871	26,000
		<OPERATIONS & MAINTENANCE>	505,325	527,766	-	733,200	789,657	954,511
8530	000	Computer Equipment	68,556	13,344	-	100,000	100,000	197,000
		<CAPITAL OUTLAY>	68,556	13,344	-	100,000	100,000	197,000
[101-2032] Innovation and Technology Total			573,881	541,110	-	833,200	889,657	1,151,511

Budget Detail

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Provides funds for as-needed computer peripherals, such as web cameras for video conferencing, headsets and speakers (Total \$1,000).
- 8060 Dues & Memberships
Provides funds for memberships in professional organizations specific to information technology (IT) such as MISAC, MiCTA, and ISACA for access to educational presentations, technical instruction, and managerial training. (Total \$475).
- 8150 Telephone
Provides funds for City-wide land lines (\$275,000), Point-to-Point network services (internet) throughout City Facilities (\$50,000), mobile device/cellular accounts for personnel including FirstNet for first responders (\$70,000). (Total \$395,000).
- 8170 Professional Services
Provides funds for Citywide managed IT support services for all departments (\$288,000). Includes funds for managed phone support services for the City's current analog landlines (\$13,000). (Total \$301,000).
- 8180 Contract Services
Provides funds for annual cost of e-filing through Netfile (5,000), DocuSign subscription services citywide (\$8,610), SSL renewal for domain (\$900), opengov domain (\$8,800), antivirus/ cybersecurity services (\$20,000), city website hosting services (\$12,000) and annual subscription costs for Microsoft Office 365 (\$60,000). Also funds software subscriptions for other departments including: CiviPlus (\$5,067), Springbrook (\$34,650), Planetbids (\$8,000), and Truepoint/Accela (\$43,500). Includes Zoom subscription for the department (\$509). (Total \$207,036).
- 8300 Lease Payment
Monthly lease payments for twelve leased multifunction printers citywide (Total \$24,000).
- 8301 Copier Usage Charges
Provides funds for copy and printing expenditures on the multifunction printers citywide (Total \$26,000).

CAPITAL OUTLAY

8530 Computer Equipment

Citywide workstation equipment replacement, including monitors, laptops, and desktop purchases to replace equipment that has reached end of life (\$75,000). Network hardware replacement for equipment that has reached end of life and is in need of critical replacement (\$42,000). Server Operating System (OS) rebuild of all end of life servers and migration to Azure cloud-based servers (\$80,000). (Total \$197,000)

Key Performance Indicators

The Management Services Department oversees the Human Resources and Risk Management Division, the City Clerk's Division, and Information Services. The department is focused on effectively centralizing management of citywide grants and contracts, establishing and implementing the Grants Manual and Policy Document, hosting monthly grant meetings with all Departments to ensure compliance and provide training, providing secure and reliable technological infrastructure for the City by completing and implementing initiatives in the Technology Master Plan, and updating administrative policies.

FY 2023 Accomplishments

Human Resources Division:

- Implemented an Employee Recognition Program – Employee Excellence Awards
- Hosted a Benefit & Wellness Fair
- Completed a Benefits and Compensation Study
- Implemented an automated recruitment tracker to share with Departments as recruitments progress.
- Implemented a Personnel Requests component to budget development process.

City Clerk Division:

- Collaborated with the County of Los Angeles to successfully conduct the November 8, 2022, General Municipal Election
- Completed Advisory Body Appointments and Reappointments
- Implemented efficiencies by working to digitize and preserve vital City records.
- Began the process of upgrading the City's electronic record management system

Information Technology Division:

- Began the process of replacing aging technology equipment by creating and implementing an asset management system to track IT inventory and replacement cycles
- Implemented a mobile device management program to track and inventory city-issued cellular devices
- Worked with IT Consultant to develop a five-year budget/ program for the replacement of the City's aging technology and to plan for upcoming IT projects.
- Audited technology citywide in order to develop a replacement cycle
- Implemented a project to consolidate mobile phone lines
- Began the process of upgrading the City's aged analog phone system
- Migrated all City staff to the City's new collaboration tool Microsoft Office 365
- Consolidated the leasing of multifunction printers across all City Departments

FY 2023 Key Performance Indicators Update

During the development of the Fiscal Year (FY) 2023 budget, the Management Services Department committed to working towards Key Performance Indicators (KPI). As reflected in the FY 23 accomplishments above, staff has done a commendable job at working towards meeting those KPIs.

City Clerk's Division

In FY 23, the City Clerk's Division made significant strides in enhancing customer service through innovation. The Division also experienced significant turnover and staffing challenges, which were addressed with the assistance of temporary staffing services. The turnover in staffing did cause delays in implementing projects, but it also allowed staff to analyze the path forward and create a plan. The City Clerk's Office is working closely with the City Manager's Office in procuring services for a new user-friendly website. A Request for Proposals (RFP) was issued by the CMO, and this project is expected to be completed in the next fiscal year. Along with the joint effort of procuring a new website, the Division began the selection process for the procurement of an agenda management program to streamline the agenda process and will be implementing the selected program in FY 2024. Core operations of the City Clerk Division, such as agenda processing, clerking city council meetings, and assisting commissions, continued without interruption this fiscal year. The Division worked closely with all commissions and the City Manager's Office to implement a Commissioner's/ Elected Official's Handbook to welcome and provide incoming elected officials with the tools and background information for their roles. The City Clerk's Office hosted AB1234 training for all elected officials and staff liaisons. The second annual Commissioners' Congress was also held this fiscal year. The Division successfully coordinated with Los Angeles County to hold the General Municipal Election in November 2022 and then held a reorganization ceremony for the outgoing and incoming elected officials. This fiscal year, the Division is in the process of completing the backlog of minutes for city council meetings, which consisted of over years' worth of meetings. To date, for FY 23, the City has received an unprecedented amount of public records requests. Since July 1, 2022, the city has received 469 requests, with less than 3 months remaining in FY 23. All but seven of those requests have been responded to and closed out.

Human Resources and Risk Management

In FY 23, the Human Resources and Risk Management Division experienced significant turnover and staffing challenges but has continued strong momentum in improving the organizational culture and building a strong employer brand to attract and retain top-caliber candidates. This fiscal year, the Human Resources Division made investments in employee development by purchasing a new learning management system (LMS) through NEOGOV. The implementation is well underway and is expected to be completed by the end of FY 23. Additionally, in efforts to enhance the employee experience, Human Resources will be revamping the employee onboarding process through the implementation of NEOGOV Onboard. The Human Resources Division kicked off the first Health and Wellness Fair and, through the Employee Engagement Team (E.E.T), had a successful summer BBQ, Halloween celebration, and holiday luncheon that also served as an opportunity to recognize staff and honor years of service to the City. The Division has proactively offered several training opportunities citywide through our partnership with LCW. On the Risk Management side, the Division is undergoing an internal review of our processes and procedures and working with our third-party administrators (TPAs) to improve communication flow and assess ways to increase efficiency in the claims process. On the Risk Management side, the Division worked closely with

our Police Department partners to roll out Active Shooter training citywide Division has compiled a full accounting of our claim's history for the last two years and has begun efforts to identify high-risk areas for mitigation. For the FY 24 budget development process, HR developed Budget Instructions and forms for departments to request changes to their personnel structure and positions formally and have worked closely with the Finance Department during budget development.

Innovation and Technology (IT)

In FY 23, the Management Services Department (MSD) made great strides in internally assessing our Information Technology infrastructure and needs. In FY 23, the department invested significant funds in updating computers and workstations citywide and will continue this effort into FY 24. In collaboration with our managed service provider, the City's Technology Master Plan was updated to reflect better the needs of the City, and important new tools were implemented to improve transparency and understanding of the City's infrastructure. As part of the hybrid work program, MSD has increased the deployment of laptops and started to phase out older PCs. A significant effort was made to consolidate many mobile phone carrier accounts, which has led to cost savings and more accurate billing. A major investment in technology was made to transition the City to the cloud-based Office 365 system, and the implementation of that system is underway and is expected to be fully implemented by the end of FY 23. MSD also replaced our aging multi-function devices (MFDs) with new leased machines, which also resulted in cost savings for the City. By the end of FY 23, MSD hopes to wrap up demonstrations and review initial proposals for a new Voice Over IP system (VoIP), to replace our legacy landline phone system that is out of date and in serious need of upgrading. On the cybersecurity front, MSD hopes to implement a new training and mitigation tool citywide to educate and train staff on potential cybersecurity threats to our organization's security.

Grants and Contracts

The Department has worked to centralize the tracking and execution of contracts. The City Clerk's Office has been delegated the responsibility of continuing to build on initial efforts. The Department has a centralized contracts tracker and is in the process of issuing official city contract numbers to make tracking easier. Our Senior Management Analyst has also worked with different departments regarding grant reporting and compliance obligations.

FY 2024 Key Performance Indicators

As the Department has developed, staff has had the opportunity to review the existing performance measures. New KPIs are listed below for FY 24 that better reflect organizational goals and priorities.

City Clerk

Records Management

Establish and implement a records Management program to account for and maintain citywide records by: *(Strategic Plan - 6d)*

- Conducting a comprehensive inventory on all physical citywide records currently in storage.
- Implement and upgrade Laserfiche software and public portal to increase transparency, manage records, and increase public accessibility to City records.
- Seek imaging/scanning vendor to conduct a bulk scan of all documents into our Laserfiche program.
- Host staff training on records retention policy. *(Strategic Plan – 6h)*
- Host a “Records Clean Up Day” for city staff, to include review of physical and electronic records for destruction and storage.

Agenda Management

Establish and implement an Agenda Management Software and program to increase efficiency and productivity. *(Strategic Plan - 6d)*

- Acquire Agenda Management Software to decrease staff turnaround time due to the current process/workload.
- Host staff training on Agenda Management Software and new process. *(Strategic Plan – 6h)*
- Implement an Agenda portal on the City Website to increase public transparency in the agenda process and city business.
- Conduct an online survey via the city mobile app and city website for the public and staff to provide feedback on the new software. *(Strategic Plan – 6h and 6e)*

Public Records Request Management Software

Implement Public Records Request Software that manages requests and reduces review periods by automating workflows. *(Strategic Plan - 6d)*

- Acquire a Public Records Request Management Software to increase accountability, ensuring public transparency.
- Host staff training on PRR Management Software to assist in quick response times and easy navigating of the new program. *(Strategic Plan – 6h)*
- Implement a PRR portal on City Website to allow access to city records by the community.
- Conduct an online survey via the city mobile app and city website for the public and staff to provide feedback on the new software. *(Strategic Plan – 6h and 6e)*

Human Resources and Risk Management:**Establish and Support Organizational Effectiveness** (*Strategic Plan – 6C*) **by:**

- Development of comprehensive administrative policy manual. Review existing City Rules and Regulations to determine revisions needed. Will require consulting with attorney and labor groups.
- Auditing FT Employee Files within Springbrook on a quarterly basis for benefit accuracy.
- Hiring a consulting firm to conduct a functional job analysis to identify the essential functions of a job. Will need to create an RFP for consultative services.

Continue to support and promote the Employee Experience (EX) and City Workplace Culture (*Strategic Plan – 6H*) **by:**

- Increasing employee retention and reducing employee turnover by 15% by continuing efforts for employee engagement such as sending out an annual employee survey to gather feedback, sponsoring at least four employee engagement events, and highlighting employee contributions through awards and recognitions during one of those events.
- Revamping the performance evaluation process to include an update to our performance appraisal form and tracking mechanism in NEOGOV, with the goal of 100% of evaluations being issued timely to staff.

Risk Management

- Conduct a cost/coverage analysis of existing city insurance plans by comparing them with other insurance options available, such as increasing/decreasing self-insurance retention (SIR), pooling and/or excess coverage in time for insurance renewals.
- Provide quarterly loss data reports to Departments to strengthen partnership in mitigation efforts.
- Update City's Injury Illness and Prevention Plan (IIPP) to confirm with current OSHA requirements.

Recruitment (*Strategic Plan – 6I*)

- Implement NEOGOV Onboard to streamline the pre-employment phase, goal of reducing time to hire by 25%.
- Upgrade recruitment tracker to Infinity platform to automate tracking process and provide in real time reporting for Directors, identifying bottlenecks in the process.
- Implement new training opportunities through LEARN.
- Update recruitment advertisement materials to highlight our benefits better. Consult with neighboring cities for best practices & update our recruitment flyers.
- Attend (2) local career fairs to establish a City presence as an employer of choice.

Innovation and Technology

Continue to improve technology across Departments (*Strategic Plan-6d*) by:

- Implementing the first year of a three-year replacement cycle for technology hardware
- Completing the implementation and migration to Microsoft Office 365
- Implementing cybersecurity software/ program to assist in monitoring threats and educate staff on best practices to minimize risk.
- Upgrading the City's analog phone system to a modern digital phone system.
- Upgrade the City's end of life servers by October 2023.
- Upgrade the City's end of life networking equipment by December 2023.

Summary of Changes**Human Resources and Risk Management**

- Includes the reclassification of the two management analyst positions in the HR Division to Senior HR Analyst and HR Analyst
- Includes an increase in funds for employee engagement, retention, and recognition activities to support employee retention and wellness.
- Includes funds for employee onboarding packets
- Includes the completion of a Classification and Compensation study that was budgeted in FY 23 but not completed due to staff turnover

City Clerk's Division

- Agenda Management Software to streamline agenda process
- Inclusion of advertising costs for Departments that do not budget for such costs

Innovation and Technology

- IT Consultant costs budget increased in order to properly reflect the actual expenditures incurred through the firm for IT support
- Includes funds for the first year of a three-year plan of technology replacements
- Includes funds for membership to MiCTA, for access to IT contracts for City's use for piggy-backing in an effort to lessen the impact of costs for aging technology
- Includes annual subscription costs for Microsoft Office 365

Finance

Fiscal Year 2023-24 Budget Snapshot

Overview

The Finance Department accounts for all City and Successor Agency expenditures, administers business licensing and water billing through third-party vendors, accounts for revenue collection, performs city wide accounting functions, including grant accounting, processes the biweekly payroll, prepares payment of all obligations for review and approval by the City Council, and sends out approved check warrants. In conjunction with, and subject to the independent certification of the City/Agency independent audit firm, the Department prepares the City's Annual Comprehensive Financial Report (ACFR). The Department also prepares annual reports for the State Controller and other State and Federal agencies. Under the direction of the City Manager, the Department prepares the City's annual budget.

The Finance Department oversees the utility billing function by utilizing a third-party vendor for the City's approximately 7,000 accounts for all water, refuse and sewer fees. The Department works with the City Treasurer, Finance Commission, and committees with respect to the various financial issues. As required by the Government Code, monthly investment reports are provided to the City Council summarizing investment holdings and rates of return on investments.

Notable Changes – Wages and Benefits

Overall, the full-time permanent salaries show an increase as the budget includes funds for a permanent full time Finance Director as well as a full year's cost of a full time Management Assistant position authorized by the City Council in FY 2022-23. For FY 2023-24, the Finance Department is adding a full time Accounting Technician, bringing the department to 9 full time staffs.

Notable Changes – Operations and Maintenance

The Finance Department expects an increase in special departmental expenditures and professional services. The Department will work with an outside vendor to conduct a Master Fee Study and Cost Allocation Study to update our fee schedules.

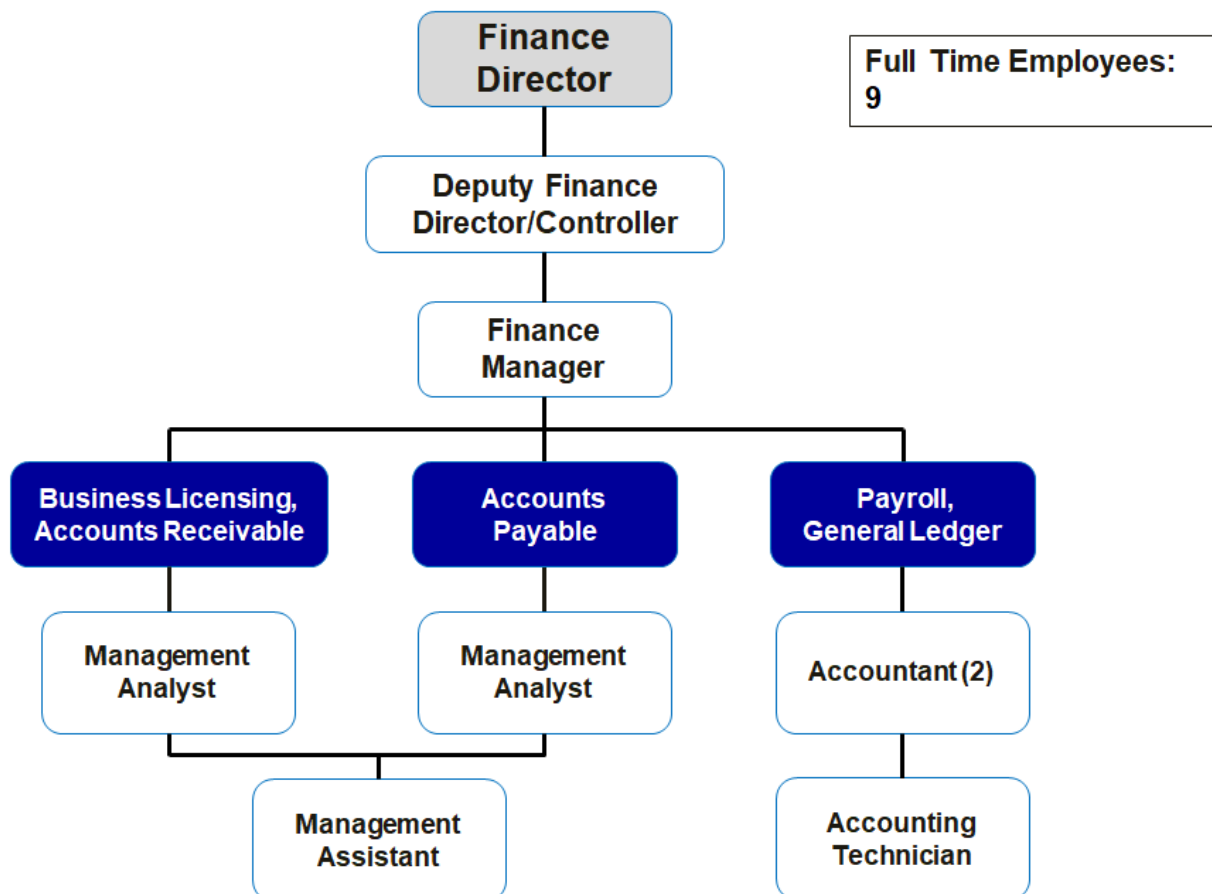
Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
EXPENDITURE SUMMARY						
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	-
Total Expenses by Category	5,664,573	4,769,746	8,448,443	13,267,964	11,874,460	11,913,857
[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
Total Expenses by Program	5,664,573	4,769,746	8,448,443	13,267,964	11,874,460	11,913,857

Authorized Positions



Finance / 101-3010-3011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	237,928	275,120	341,052	519,867	378,156	535,178
7010	000	Salaries - Temp / Part	23,008	144,195	194,660	48,071	89,406	-
7020	000	Overtime	1,648	1,669	5,529	2,050	5,970	-
7040	000	Holiday	4,358	6,582	6,357	6,780	-	4,540
7070	000	Leave Buyback	7,436	-	-	26,000	5,485	10,318
7100	000	Retirement	33,565	30,112	76,998	68,587	70,503	42,762
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	1,596	12,766	(9,466)	2,493	2,574	5,338
7110	000	Workers Compensation	3,508	4,961	6,422	8,229	4,674	5,966
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	7,613	3,003	-	-	-	-
7130	000	Group Health Insurance	30,664	38,869	30,933	39,761	39,599	73,147
7140	000	Vision Insurance	616	639	788	1,034	747	998
7150	000	Dental Insurance	2,216	2,505	3,078	3,879	2,798	3,736
7055	000	IOD - Non Safety	-	-	-	-	-	-
7160	000	Life Insurance	290	344	406	427	364	494
7170	000	FICA - Medicare	5,519	8,813	9,495	10,127	7,194	7,760
<WAGES & BENEFITS>			359,966	529,578	666,251	737,305	607,471	690,237
8000	000	Office Supplies	7,765	890	7,108	9,000	6,081	9,330
8010	000	Postage	1,758	2,235	1,540	3,500	2,254	3,000
8020	000	Special Department Expense	21,400	73,639	120,258	72,648	92,361	140,551
8050	000	Printing/Duplicating	815	584	-	2,000	2,000	3,950
8060	000	Dues & Memberships	945	150	355	2,500	2,500	971
8070	000	Mileage/Auto Allowance	129	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	225	665	5,000	6,319	6,793
8110	000	Equipment Maintenance	602	-	-	300	-	-
8170	000	Professional Services	226,568	192,842	221,516	86,877	114,406	91,725
8180	000	Contract Services	133,373	70,619	21,365	280,750	307,177	100,000
8200	000	Training Expense	1,796	249	1,266	4,000	4,000	3,916
<OPERATIONS & MAINTENANCE>			395,151	341,433	374,074	466,575	537,097	360,236
[101-3011] Finance Total			755,116	871,011	1,040,325	1,203,880	1,144,568	1,050,473

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides the compensation for the Finance Director, Deputy Finance Director/Controller, Finance Manager, Management Analyst (2), Accountants (2), Management Assistant, and Accounting Technician I. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Covers the cost of overtime for non-management staff to assist with Finance Commission and other departmental needs.
- 7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds for the purchase of miscellaneous supplies (\$9,330).
- 8010 Postage
Funds for postal expenses for mailing information, checks and miscellaneous Department mailings (Total \$3,000).
- 8020 Special Department Expense
Allocation of credit card charges and bank analysis fees (offset with revenue 101-0000-0000-5510) (\$136,500), funding for compilation of the ACFR statistical section, and application costs for the Government Finance Officers Association (GFOA) Annual Comprehensive Financial Report (ACFR) award program (\$2,130). Public Notice for Annual Budget (\$621). W-2, 1095-C, 1099 mailing and materials (\$1,300). (Total \$140,551)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget (\$3,950) and other miscellaneous information intended for public distribution from the Finance Department (\$3,950).
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO) (\$380), the Government Finance Officers Association (GFOA, \$443) and Municipal Management Association (\$148). (Total \$971).

- 8090 Conference and Meeting Expense
Provides funds for attendance to GFOA/CSMFO conferences, Government Tax Seminar, CalPERS payroll training, Municipal Management Conference, and Springbrook Annual Conference (\$6,793).
- 8110 Equipment Maintenance
N/A
- 8170 Professional Services
HdL sales tax, business license tax, and property tax audits (\$29,150), State Controllers Report (\$8,800), Debtbook (GASB 87 and GASB 96) (\$8,775), Master Fee Schedule (\$35,000), and Cost Allocation Schedule (\$10,000) (Total \$91,725)
- 8180 Contract Services
Provides funds for Temporary Staffing (Total \$100,000)
- 8200 Employee Training
Provides funds for department training opportunities; includes funds for additional finance software training (\$3,916).

Non-Departmental Overhead / 101-3010-3041

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7131	000	Retiree Health Insurance	561,272	558,561	394,777	600,000	575,000	592,250
		<WAGES & BENEFITS>	561,272	558,561	394,777	600,000	575,000	592,250
8020	000	Special Department Expense	-	-	12,461	-	11,773	9,600
8060	000	Dues & Memberships	32,969	29,330	34,801	1,400	1,525	1,525
8140	000	Utilities	-	400,366	434,674	495,000	482,853	495,000
8170	000	Professional Services	43,643	134,326	130,104	214,640	214,640	135,000
8180	000	Contract Services	10,166	2,262	4,953	16,000	16,245	19,000
8191	000	Liability & Surety Bonds	251,782	(300,000)	1,080,000	1,190,000	1,190,000	1,110,000
8335	000	Property Tax Admin. Fee	160,681	171,522	172,646	177,100	177,069	177,069
		<OPERATIONS & MAINTENANCE>	499,240	437,805	1,869,638	2,094,140	2,094,105	1,947,194
[101-3041] Non-Dept/Overhead Total			1,060,512	996,366	2,264,416	2,694,140	2,669,105	2,539,444

PERSONNEL SERVICES

7131 Retirees Health Insurance

It is the City's obligation to fund retiree health benefits, as called for in each of the respective employee memorandums of understanding (\$592,250).

OPERATIONS & MAINTENANCE

8020 Special Departmental Expense

CalPERS administration fee for medical health insurance (\$9,600).

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for City memberships in LAFCO (\$1,525).

8140 Utilities

Citywide Water Utility Usage (\$495,000)

8170 Professional Services

Provides funds for general fund portion of independent accounting services, including interim audits and preparation of annual Financial Report (FY 22-23 Audit \$16,400) ACFR FY 22-23 (\$13,600), a share of Morgan Stanley/Western Asset investment management services (\$80,000), and OPEB Actuarial Services (\$25,000) (Total \$135,000)

8180 Contract Services

Provides funds for share of bank armored courier services (\$19,000).

8191 Liability & Surety Bonds

General fund share of commercial liability insurance, automobile liability insurance for City vehicles, environmental liability insurance, and property insurance on City-owned facilities and buildings/contents, and surety and commercial crime bonds provide for City insurance protection for employees and officials. Total is \$1,110,000. (Portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund).

8335 Property Tax Admin Fee

LA County Fee for property tax calculation and administration (\$177,069).

Insurance Fund / 103-2010-2501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	897,752	55,025	84,241	1,400,000	1,400,000	-
8161	000	Claims & Judgements - WC	728,256	1,365,034	1,821,509	341,966	1,514,116	554,000
8161	001	Claims & Judgements - GL	1,315,000	747,325	2,371,009	854,145	1,772,173	1,350,000
8162	000	Insurance Policy - WC	-	-	-	-	-	455,867
8162	001	Insurance Policy - GL	-	-	-	-	-	1,109,000
8170	000	Professional Services	-	-	-	-	-	97,400
<OPERATIONS & MAINTENANCE>			2,941,009	2,167,385	4,276,759	2,596,111	4,686,289	3,566,267
[103-2501] Insurance Fund Total			3,119,547	2,259,080	4,563,673	3,680,136	5,108,654	3,885,041

OPERATIONS & MAINTENANCE

8161-000 Claims & Judgements – WC

Estimated workers compensation settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-000. (Total \$554,000).

8161-001 Claims & Judgements – GL

Estimated general liability settlements from self-insured plan and estimated adjustments based on actuarial study. The expenditures are recovered from various funds and departments based on staffing level and risk factors offsetting revenue account #103-0000-0000-5420-000 and insurance reimbursement from PRISM from revenue account #103-0000-0000-5410-001. (Total \$1,350,000).

8162-000 Insurance Policy - WC

Workers compensation premium through PRISM, formerly CSAC-EIA. (Total \$455,867).

8162-001 Insurance Policy – GL

General Liability premium through PRISM, formerly CSAC-EIA. (Total \$1,109,000).

8170-000 Professional Services

Administrative fee for Carl Warren and Inter-care. (Total \$97,400).

OPEB Trust Fund / 110-3010-3011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8170	000	Professional Services	-	-	-	1,000	1,000	1,000
		<OPERATIONS & MAINTENANCE>	-	-	-	1,000	1,000	1,000
[1010-3011] OPEB Trust Fund Total			-	-	-	1,000	1,000	1,000

OPERATIONS & MAINTENANCE

8170 Professional Services
 Administrative fee (Total \$1,000).

SLFRF Fund / 206-XXXX-XXXX

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8170	000	Professional Services	-	-	-	87,402	-	-
[206-2032] Innovation and Technology Total			-	-	-	87,402	-	-
8020	000	Special Department Expense	-	-	-	5,187,942	2,005,863	3,498,717
[206-3041] Non-Dept/Overhead Total			-	-	-	5,187,942	2,005,863	3,498,717
8170	000	Professional Services	-	-	-	70,000	70,000	-
8520	000	Machinery & Equipment	-	-	-	-	-	-
[206-4011] Police Total			-	-	-	70,000	70,000	-
8134	000	Safety Clothing/Equipment	-	-	-	152,048	152,048	-
8540	000	Automotive Equipment	-	-	-	282,608	282,608	-
[206-5011] Fire Total			-	-	-	434,656	434,656	-
8180	000	Contract Services	-	-	-	50,000	50,000	-
[206-8031] Community Services Total			-	-	-	50,000	50,000	-
<OPERATIONS & MAINTENANCE>			-	-	-	5,830,000	2,560,519	3,498,717
206 - SLFRF FUND TOTAL			-	-	-	5,830,000	2,560,519	3,498,717

OPERATIONS & MAINTENANCE

8020 Special Department Expense

State and Local Fiscal Recovery Funds have been approved by Council to be allocated to the following projects: Library RFID Project (\$160,000), Fire Air Utility Apparatus (\$600,000), IT Master Plan (\$100,000), Public Works Automatic Asphalt Truck (\$300,000), and other Salaries and CIP (\$2,338,717). (Total \$3,498,717)

Utility Billing / 500-3010-3012

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	135,727	132,182	159,819	209,383	246,472	390,757
7010	000	Salaries - Temp / Part	1,346	26,960	9,230	9,013	-	-
7020	000	Overtime	-	-	2,744	2,000	5,205	-
7040	000	Holiday	869	1,627	1,935	1,578	-	1,163
7070	000	Leave Buyback	2,732	-	478	1,500	4,571	4,422
7100	000	Retirement	28,655	21,275	55,002	26,492	34,810	31,707
7100	010	CalPERS UAL	-	-	-	-	-	9,486
7108	000	Deferred Compensation	818	5,632	(4,399)	1,062	1,652	3,768
7110	000	Workers Compensation	1,639	1,716	2,075	3,874	2,036	4,194
7120	000	Disability Insurance	-	-	-	-	7,384	-
7130	000	Group Health Insurance	10,163	6,083	11,237	15,051	20,881	59,796
7140	000	Vision Insurance	240	187	335	516	463	774
7150	000	Dental Insurance	817	786	1,358	1,935	1,735	2,892
7160	000	Life Insurance	108	98	172	213	226	401
7170	000	FICA - Medicare	1,954	2,159	2,670	3,036	3,705	5,477
		<WAGES & BENEFITS>	185,069	198,705	242,657	275,653	329,139	514,836
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	15,302	24,779	31,527	50,000	23,135	50,000
8020	000	Special Department Expense	173,213	103,683	125,489	160,000	109,681	160,000
8032	000	Water Efficiency Fee Projects	9,057	47	-	-	-	-
8060	000	Dues & Memberships	-	-	-	-	-	424
8070	000	Mileage/Auto Allowance	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	(100)	-	-	100	462	3,512
8110	000	Equipment Maintenance	602	-	-	18,000	-	18,000
8170	000	Professional Services	423,996	312,894	375,192	346,600	350,562	416,700
8180	000	Contract Services	8,817	2,895	99	-	-	-
8200	000	Training Expense	-	-	-	500	-	2,504
8350	000	Bad Debt Expense	-	-	-	-	-	-
8400	000	Overhead Allocation	91,981	91,981	91,981	91,980	-	91,980
		<OPERATIONS & MAINTENANCE>	722,867	536,279	624,288	667,180	483,840	743,120
		[500-3012] Utility Billing Total	907,936	734,984	866,944	942,833	812,979	1,257,956

Budget Detail

PERSONNEL SERVICES

7000 Regular Salaries

Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Management Analyst, and Accountant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Temp/Part-time

Provide partial compensation for Management Analyst and Finance Director.

OPERATIONS & MAINTENANCE

8010 Postage

Provides funds for postal expenses related to water billing services and inserts (\$50,000).

8020 Special Department Expense

Provides funds for payment of allocation of credit card charges and bank analysis fees (\$160,000). (Offset by Transaction fee acct # 101-0000-0000-5510-000)

8060 Dues, Memberships, Subscriptions, and Books

Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO, \$145), the Government Finance Officers Association (GFOA, \$157), and Municipal Management Association (\$122). (Total \$424)

8090 Conference and Meeting Expense

Share of annual CSMFO conference for the Finance Staff (\$3,512).

8110 Equipment Maintenance

Provides funds for postage machine and copier lease/maintenance allocation (\$2,000) and maintenance costs for Springbrook Software (Finance/Utility Billing systems \$16,000). (Total \$18,000)

8170 Professional Services

Provides (\$338,100) toward contractual support service with Munibilling, the company that provides the Finance Department's utility billing processing. Also provides portion of annual city audit services, (\$23,400), a share of the GASB 34 infrastructure assets valuation with Community Economic Solutions (\$1,200) and investment management fees to Morgan Stanley and Western Asset (\$54,000). (Total \$416,700)

8200 Training

Provides funds for training seminars for Finance Department staff (\$2,504).

8400 Overhead Allocation

Charges for administrative services provided by the General Fund (\$91,980).

Key Performance Indicators

The Finance Department is responsible for accounting, reporting, revenue, treasury, debt administration, payroll, budget, and purchasing functions. We strive to work efficiently and effectively. We are dedicated to providing our City Council, City Commissions, City Manager, City departments, employees, and diverse community with efficient and courteous service.

Accounting Management

The Finance Department completed their audit and financial report by February 2023 and filed the following reports in a timely manner: Annual Comprehensive Financial Report with an unmodified “clean” audit opinion, State Controller’s Report, State and Street Report, and Metro Audit. The Finance Department also produced 12 Treasurer’s Reports for City Council, issued 3,569 warrants in FY 21-22, issued 115 1099s for Calendar Year 2022, and approved 825 journal entries in FY 21-22.

Payroll

The Finance department has successfully moved the payroll task in house for FY 22-23. In FY 22-23, we distributed 269 w-2s and 162 1095-Cs to employees. Finance has 207 direct deposit participants and 63 deferred compensation participants. Our goal for FY 23-24 is to implement the Springbrook Employee Self Service portal. This will provide an additional level of transparency for employees as they can view their w-2s and bi-weekly paychecks online.

Revenue

The Finance Department is responsible for ensuring revenue is recorded in a timely manner. In FY 22-23, Finance issued 1,500 business licenses, reviewed over 2,400 bank deposits, and secured 162 filming/special events permits.

Enterprise Resource Planning Upgrade

Finance currently utilizes a software called Springbrook for its accounting and reporting needs and resources. We have placed a hold on moving this platform into the cloud as we navigate our options.

City Treasurer

Fiscal Year 2023-24 Budget Snapshot

Overview

The City Treasurer is an elected position and is responsible for the management and oversight of the City's idle cash and its investments upon order of the City Council. The Treasurer receives and safely keeps City funds, provides overall investment management and strategy, administers the City's banking relationships, reports periodically to the City Council and the City's Finance Commission, and submits an annual investment policy to the City Council.

Notable Changes – Wages and Benefits

No significant changes to Wages and Benefits.

Notable Changes – Operations and Maintenance

No items budgeted for Operations and Maintenance.

Capital Outlay

No items budgeted for Capital Outlay.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Wages & Benefits	9,211	8,444	9,993	8,752	8,752	9,239
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	-	-	-	-	-	-
Total Expenses by Category	9,211	8,444	9,993	8,752	8,752	9,239
[101-3021] City Treasurer	9,211	8,444	9,993	8,752	8,752	9,239
Total Expenses by Program	9,211	8,444	9,993	8,752	8,752	9,239

Authorized Positions

City Treasurer	1
Total	1

City Treasurer / 101-3000-3021

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7010	000	Salaries - Temp / Part	8,472	7,766	9,178	8,472	8,472	8,472
7110	000	Workers Compensation	91	84	113	157	157	119
7170	000	FICA - Medicare	648	594	702	123	123	648
		<WAGES & BENEFITS>	9,211	8,444	9,993	8,752	8,752	9,239
[101-3021] City Treasurer Total			9,211	8,444	9,993	8,752	8,752	9,239

PERSONNEL SERVICES

7010 Salaries – Temp / Part

Funds monthly stipend of elected City Treasurer. The Treasurer’s stipend is authorized by Government Code and City resolutions.

Police

Fiscal Year 2023-24 Budget Snapshot

Overview

The Police Department provides a full range of law enforcement and crime deterrence services. Services include street patrol, traffic patrol, crime investigation and analysis, parking enforcement, and a community crime prevention program. Support services for sworn officers include training, records, property evidence, dispatch center, and administrative support. As a reflection of the community, the Police Department has enhanced its diversity by increasing the number of female police officers to three.

The South Pasadena Police Department is comprised of 34 sworn officers including Lieutenants, Sergeants, Corporals, Deputy Chief of Police and Chief of Police, 18 full-time non-sworn personnel and additional part-time non-sworn personnel including Police Cadets. The department is augmented with an additional one Reserve Officer and a volunteer Chaplain.

Notable Changes – Wages and Benefits

The Police Department intends to fill all vacancies and bring the level of staffing up to authorized strengths. The overtime exceeded expectations are due to unfilled vacancies, increased patrol for special assignments and COVID-19 related absences. In Fiscal Year 2022-23, the Police Department had an increase in overtime due to unfilled vacancies, and COVID-19 related absences.

Notable Changes – Operations and Maintenance

To become more sustainable and support the City's Green Action Plan, the Police Department is moving towards the electrification of its fleet of vehicles. The contract for crossing guards with All City Management was increased to reflect the return to in-person learning and a traditional school calendar.

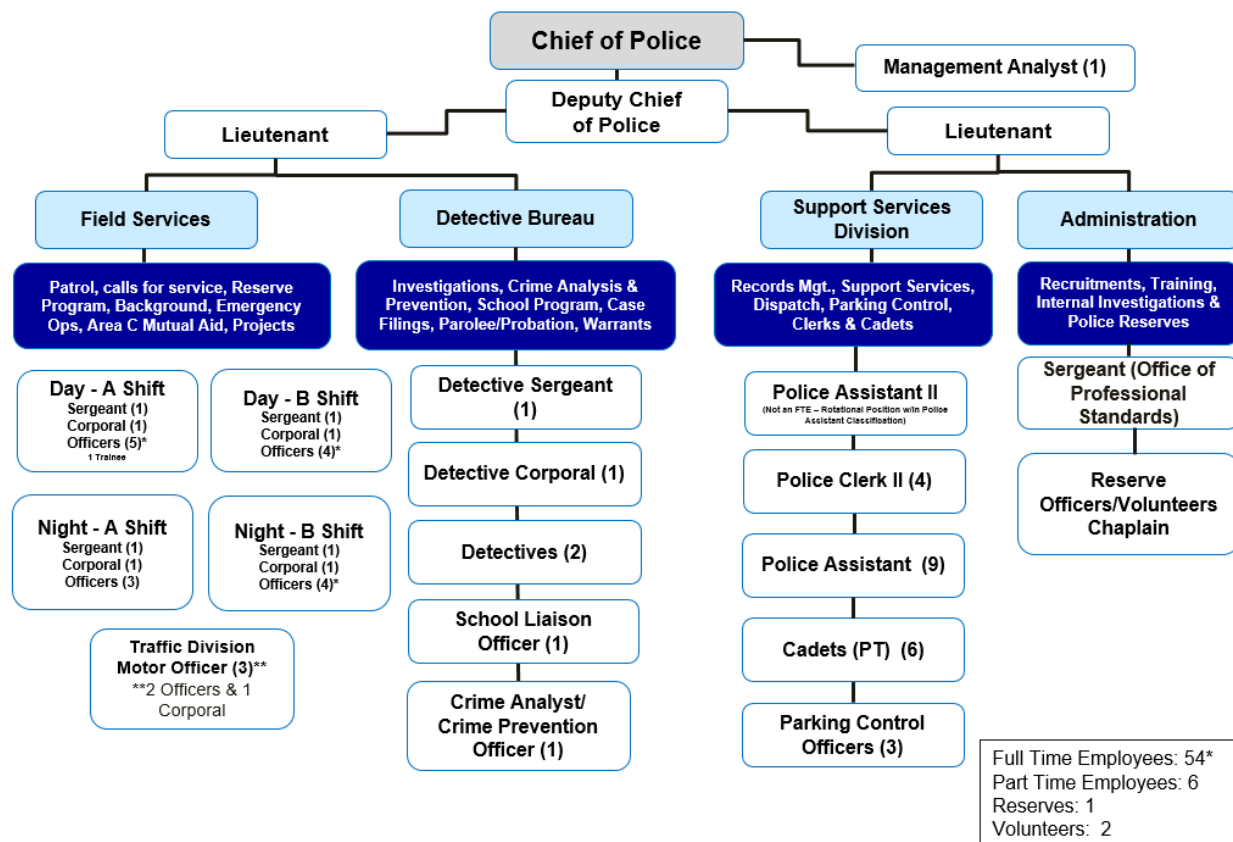
Capital Outlay

The COPS Grant is funding the new Computer Aided Dispatch and Records Management System.

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
Total Expenses by Category	9,316,441	10,464,058	11,711,564	11,543,912	11,330,087	12,168,491
[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	-	-
Total Expenses by Program	9,316,441	10,464,058	11,711,564	11,543,912	11,330,087	12,168,491

Authorized Positions



Police / 101-4010-4011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,482,814	4,606,792	4,525,275	4,943,712	4,333,032	5,137,092
7010	000	Salaries - Temp / Part	153,126	147,632	135,997	160,000	156,419	104,419
7020	000	Overtime	618,057	704,131	776,637	792,000	1,063,713	885,071
7030	000	Overtime - FLSA	3,796	6,687	4,548	-	-	-
7040	000	Holiday	245,815	268,676	236,230	200,000	235,611	226,708
7045	000	Overtime - Special (Movie) Detail	207,780	286,525	299,327	250,000	463,063	450,000
7050	000	Overtime - DUI Checkpoint	7,217	13,471	15,220	67,000	19,969	-
7060	000	IOD - Safety	5,957	-	72,711	76,200	227,897	-
7070	000	Leave Buyback	46,574	16,512	15,309	38,000	22,947	13,683
7100	000	Retirement	1,711,224	2,562,864	3,692,828	2,227,309	2,092,296	858,701
7100	010	CalPERS UAL	-	-	-	-	-	1,237,237
7108	000	Deferred Compensation	3,529	170,181	(163,016)	4,780	34,391	50,434
7110	000	Workers Compensation	218,990	239,059	233,362	228,697	232,716	201,506
7120	000	Disability Insurance	32,102	7,956	-	-	47,044	-
7122	000	Unemployment Insurance	-	2,825	-	-	-	-
7130	000	Group Health Insurance	449,722	499,806	374,850	477,314	474,728	846,120
7140	000	Vision Insurance	10,220	10,285	9,956	12,960	9,060	11,994
7150	000	Dental Insurance	33,914	35,053	34,086	48,600	32,965	43,409
7160	000	Life Insurance	4,799	4,864	4,817	5,346	4,489	5,445
7170	000	FICA - Medicare	85,626	90,990	88,029	71,684	95,139	83,281
7180	000	Car/Uniform Allowance	43,700	47,650	44,850	45,000	50,168	-
<WAGES & BENEFITS>			8,364,963	9,721,958	10,401,015	9,648,602	9,595,647	10,155,100
8000	000	Office Supplies	28,120	28,677	29,451	29,000	29,000	29,000
8010	000	Postage	2,669	4,410	3,572	5,000	5,000	5,250
8020	000	Special Department Expense	64,022	42,603	57,002	64,500	64,500	84,500
8022	000	OTS Grant Expense	-	2,755	1,093	8,000	-	-
8034	000	K9 Expenses	8,436	8,154	8,944	9,000	8,758	9,000
8035	000	Narco K9 Expenses	4,332	3,770	1,460	-	-	-
8040	000	Advertising	60	-	-	-	-	-
8050	000	Printing/Duplicating	16,373	12,944	14,947	20,000	19,822	22,000
8060	000	Dues & Memberships	2,145	1,555	3,555	3,700	3,700	3,700
8090	000	Conference & Meeting Expense	2,213	400	1,241	8,000	8,000	8,000
8100	000	Vehicle Maintenance	75,887	45,933	76,441	130,000	130,000	81,000
8105	000	Fuel	63,769	65,031	79,255	120,000	85,000	65,000
8109	000	Equipment	-	14,702	21,650	25,000	25,000	25,000
8110	000	Equipment Maintenance	13,040	12,621	15,557	20,000	20,000	21,000
8120	000	Building Maintenance	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	30,105	15,419	18,636	30,000	30,000	35,000
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	104,677	71,024	116,893	189,250	266,816	202,823
8180	000	Contract Services	353,111	309,161	459,320	652,037	651,344	575,105
8200	000	Training Expense	18,875	22,880	43,969	33,000	40,000	40,000
8210	000	Training Expense - POST Reimb.	18,944	17,002	28,424	30,000	30,000	30,000
8176	000	Reserves and Volunteers	-	-	-	7,500	7,500	7,500
<OPERATIONS & MAINTENANCE>			806,777	679,040	981,411	1,383,987	1,424,440	1,243,878
8520	000	Machinery & Equipment	-	-	2,480	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	2,480	-	-	-
[101-4011] Police Total			9,171,740	10,400,998	11,384,907	11,032,589	11,020,087	11,398,978

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds for all full-time, permanent sworn and civilian employees' salaries.
- 7010 Salaries – Temporary/Seasonal/Part-Time
Funds seasonal, temporary and other non-salaried part-time employees, including Police Cadets, compensation.
- 7020 Overtime
Covers the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, court appearances and court on-call status during off-duty hours, and overtime required to fill minimal staffing requirements. Overtime has increased due to COVID-19 related absences. Efforts will be made through negotiated agreements with the police officers' association to reduce nonessential overtime costs, however, overtime due to burglary suppression efforts will continue. The use of reserve officers whenever possible has kept these costs down. (Total \$885,071)
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays. (Total \$226,708)
- 7045 Overtime – Filming Detail
Funds the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7050 Overtime – DUI Checkpoint
Funds overtime compensation for DUI checkpoint staffing.
- 7060 IOD – Safety
Funds Injury on Duty (IOD) overtime.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances. (Total \$13,683)

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds the purchase of Police report forms; Detective and Records case file folders, office stationery, miscellaneous office, kitchen and COVID-19 supplies. (Total \$29,000)
- 8010 Postage

Provides funds for Police Department postal expenses. Vendors Pitney Bowes and FedEx. (Total \$5,250)

8020 Special Department Expense

Provides for department supplies and services to include: Fingerprint supplies, emergency flares, and handheld radio batteries and purchase of three new radios (\$40,000); Live-Scan (\$3,500); Office equipment including office chairs (\$1,000); Locker room refurbishment (\$5,000); Community education programs to include: Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, Crime Prevention Materials (\$26,500); Festival of Balloons expenses including radio, repeater and message board rentals (\$1,000); and other miscellaneous expenditures (\$7,500). (Total \$84,500)

8034 K-9

Funds training, equipment, maintenance and veterinarian costs. (Total \$9,000)

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures \$4,000; parking, traffic citations, and parking permits; (\$18,000); printing costs are expected to increase 10 to 15% this year. (Total \$22,000)

8060 Dues, Memberships, Subscriptions and Books

Funds both memberships and training material. Includes memberships for the Los Angeles County Police Chiefs Association; the California Police Chiefs Association; the San Gabriel Valley Police Chiefs Association; the International Association of Chiefs of Police Chiefs; California Association of Property and Evidence; International Association for Property and Evidence Investigators; California Background Investigators Association; and the California Public Parking Association; subscription to the Pasadena Star News; and subscription service for various legal codes including Penal Code and Vehicle Code. (Total \$3,700)

8090 Conference and Meeting Expenses

Provides funds for management training, conferences, transportation, and meeting expenses. This includes providing refreshments for local community and professional meetings of organizations such as the San Gabriel Valley Intelligence meetings and staff meetings (\$2,500). Funds are allocated for the Chief of Police to attend certain annual professional meetings and conferences, including the annual conferences for the California Police Chiefs Association (\$1,900); the Los Angeles County Police Chiefs Association (\$600); and for other personnel to attend miscellaneous meetings and conferences (\$3,000). (Total \$8,000)

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine maintenance and repairs 30,000); collision repairs

(\$20,000); tires (\$10,000); vehicle washes (\$3,000); and maintenance and repairs of emergency equipment and vehicle computers (\$18,000). (Total \$81,000)

8105 Fuel

Funds fueling of patrol vehicles. Increased due to fuel cost increase. (Total \$65,000)

8109 Equipment

Lethal and less lethal weapons, accessories, training supplies including ammunition, range maintenance, and repairs. (Total \$25,000)

8110 Equipment Maintenance

Provides funds for the repair and maintenance of City-owned equipment, excluding police vehicles. This includes maintenance, calibration and repair of radar units, and maintenance and repair of office machines, police radios, video cameras, and other equipment (\$15,000); Police station card reader system (\$6,000). (Total \$21,000)

8134 Safety Clothing/Equipment

Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees (\$9,000); ballistic body armor (\$20,000); flashlights (\$500); and other safety equipment and supplies (\$5,500). (Total \$35,000)

8170 Professional Services

Provides for outside services/retainers for specific needs such as: Arrestee blood alcohol tests (\$2,000); sexual assault and victim exams (\$2,000); arrestee medical treatment (\$15,000); office computer and server maintenance (\$45,000); medical, psychological, and background exams for employee candidates (\$15,000); Pasadena Police Department crime scene evidence technician (\$15,000); fingerprint tracing service (\$9,000); SecureWorks annual subscription and other software/license fees (\$39,516). Phoenix Group Information Systems city parking program management offset by revenue in Parking Citations account #4610-000, includes 5% increase (\$60,307). (Total \$202,823)

8180 Contract Services

Funds contracts that are provided for services such as: Pasadena Humane Society increased by 2% (\$176,953); All City Management Crossing Guards (\$228,642); inmate housing fees for Alhambra and Pasadena Police Departments (\$28,080); ICI Glendale/Pasadena Radio frequencies (\$20,000); CAD/RMS technical support (\$9,785); Foothill Air Support Team increased by 14% (\$35,700); LexisNexus database (\$32,445.23); Flock Camera System (\$30,000); Raftelis PD Assessment (\$13,500). (Total \$575,105)

8200 Training Expense

Funds training courses and training materials for Police Department employees

that is not reimbursable by P.O.S.T. and the duty manual. (Total \$40,000)

8210 P.O.S.T. Training Expense

Funds training courses and training materials required of police officers to retain or obtain P.O.S.T. certification. A portion of the training is P.O.S.T. reimbursable and goes back into the general fund. (Total \$30,000)

8176 Reserves and Volunteers

Funds expenses associated with Volunteer Program and Police Reserve Officers to include uniforms maintenance and training. (Total \$7,500)

Facilities and Maintenance Equipment / 105-4010-4011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8101	000	Vehicle Lease (PD)	-	-	-	143,000	120,000	531,502
		<OPERATIONS & MAINTENANCE>	-	-	-	143,000	120,000	531,502
8540	000	Automotive Equipment	42,645	-	(6,553)	120,000	-	-
		<CAPITAL OUTLAY>	42,645	-	(6,553)	263,000	120,000	531,502
[105-4011] Police Facilities & Equip. Repl. Total			42,645	-	(6,553)	263,000	120,000	531,502

OPERATIONS & MAINTENANCE

8101 Vehicle Lease (PD)

Five-year lease of police vehicles. The lease will provide 20 electric vehicles. The vehicle leasing costs will be budgeted annually. (Total \$531,502)

Measure H / 241-4010-4011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	8,698	4,531	1,002	-	-	-
7020	000	Overtime	53,144	22,433	45,230	53,144	-	-
7040	000	Holiday	3,939	-	-	3,939	-	-
7100	000	Retirement	5,816	2,543	1,274	-	-	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	5,635	-	-	-	-
7110	000	Workers Compensation	2,991	1,253	1,972	-	-	-
7130	000	Group Health Insurance	2,044	1,593	743	-	-	-
7140	000	Vision Insurance	75	43	18	-	-	-
7150	000	Dental Insurance	280	148	67	-	-	-
7160	000	Life Insurance	33	20	8	-	-	-
7170	000	FICA - Medicare	938	384	668	-	-	-
		<WAGES & BENEFITS>	77,957	38,582	50,982	57,083	-	-
[241-4011] Police Total			77,957	38,582	50,982	57,083	-	-

Asset Forfeiture / 270-4010-4011/4015

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8200	000	Training Expense	-	-	20,100	10,000	10,000	10,000
		<OPERATIONS & MAINTENANCE>	-	-	20,100	10,000	10,000	10,000
8520	000	Machinery & Equipment	-	-	-	50,000	50,000	50,000
		<CAPITAL OUTLAY>	-	-	-	50,000	50,000	50,000
[270-4015] Police Asset Forfeiture Total			-	-	20,100	60,000	60,000	60,000

OPERATIONS & MAINTENANCE

8200 Training Expenses

Funds law enforcement training and education—training of investigators, sworn and non-sworn law enforcement personnel in any area necessary to perform official law enforcement duties, such as canine handler, narcotics, defensive tactics, criminal justice, language, constitutional law, accounting/finance, or forensics. Provided that the employees’ regular duties require knowledge of these topics. (Total \$10,000)

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds the costs associated with the purchase of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. (Total \$50,000)

Police State Grant – AB 3229 / 272-4010-4018

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8520	000	Machinery & Equipment	24,100	24,478	136,767	130,000	130,000	178,011
		<CAPITAL OUTLAY>	24,100	24,478	136,767	130,000	130,000	178,011
[272-4018] Police State Grant - AB 3229 Total			24,100	24,478	136,767	130,000	130,000	178,011

CAPITAL OUTLAY

- 8520 Machinery & Equipment
 Machinery & Equipment
 Axon Enterprise Inc., digital storage and upgrading current equipment. (Total \$178,011)

Homeland Security Grant / 274-4010-4019

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8520	000	Machinery & Equipment	-	-	125,360	1,240		-
		<CAPITAL OUTLAY>	-	-	125,360	1,240	-	-
[274-4019] Police Grant Total			-	-	125,360	1,240	-	-

Key Performance Indicators

The South Pasadena Police Department meets the needs of the community by providing professional services to safeguard the city in crime prevention. Community outreach is accomplished by active patrols, educational programs, and social media through the City's website. The Key Performance Indicators (KPI) for the department demonstrate the need to quantify its information in a concise and articulate manner.

Computer Aided Dispatch and Record Management System (CAD/RMS)

- On March 22, 2022, the Motorola Flex System went into effect, bringing the South Pasadena Police Department into the 21st century of law enforcement.
- The Motorola Flex System has established a detailed base of statistics for 2022 and year-to-date for 2023. In January 2022, the FBI modified reporting standards for Part 1 Crimes to include specific identifiers within each category.
- The table below shows Part 1 Crime statistics for 2022 and the first quarter of 2023. With an increased law enforcement presence through recruiting and hiring efforts, the Police Department aims for a 5% reduction in Part 1 Crimes compared to 2022 statistics.

	2022	2023 (Through 03/30/23)
Homicide	2	0
Rape	2	1
Robbery	9	2
Assault	126	22
Burglary	92	53
Larceny Theft	343	118
Grand Theft Auto	75	16
Arson	2	0

Recruit and Fill Vacant Police Department Sworn and Non Sworn Positions

- The Police Department has 55 authorized full-time positions, along with six (6) part-time employees, one (1) Reserve Police Officer, and two (2) volunteers.
- The Department currently has 13 unfilled positions, and due to nationwide challenges in law enforcement hiring, is planning to fill eight (8) of these vacant positions in FY 23-24.

	Authorized	Vacant	Filled	KPI Status
Sworn Officer	37	7	30	3
Police Assistant	9	1	8	1
Records Clerk	5	2	3	1
Management Analyst	1	0	1	0
Parking Control	3	1	2	1
Cadets	6	2	4	2

Increased Community Engagement

- Due to the covid-19 pandemic, many community events have been canceled or on hold since 2020.
- The Police Department is ramping up community engagement efforts to reach pre-pandemic levels for events and communication with stakeholder groups.
- For the FY 22-23, the Department took part in or held the following events: Open House, Coffee with the Chief, Neighborhood Watch Meetings, Eggstravaganza, Catalytic Converter Etching Events, and the Women's Self-Defense Class

Fire

Fiscal Year 2023-24 Budget Snapshot

Overview

The Fire Department provides for the protection of life, property, and the environment from the adverse effects of fires, medical emergencies, and hazardous conditions through progressive resource deployment. The Department offers Fire prevention programs and community education activities. The Fire Department provides emergency fire and life safety response services around the clock every day of the year.

Notable Changes – Wages and Benefits

Increases in wages and benefits are associated with increased retirement costs and health benefit costs.

Notable Changes – Operations and Maintenance

While there are no significant increases in Operations and Maintenance, some Operations and Maintenance costs have increased due to increases in the Consumer Price Index.

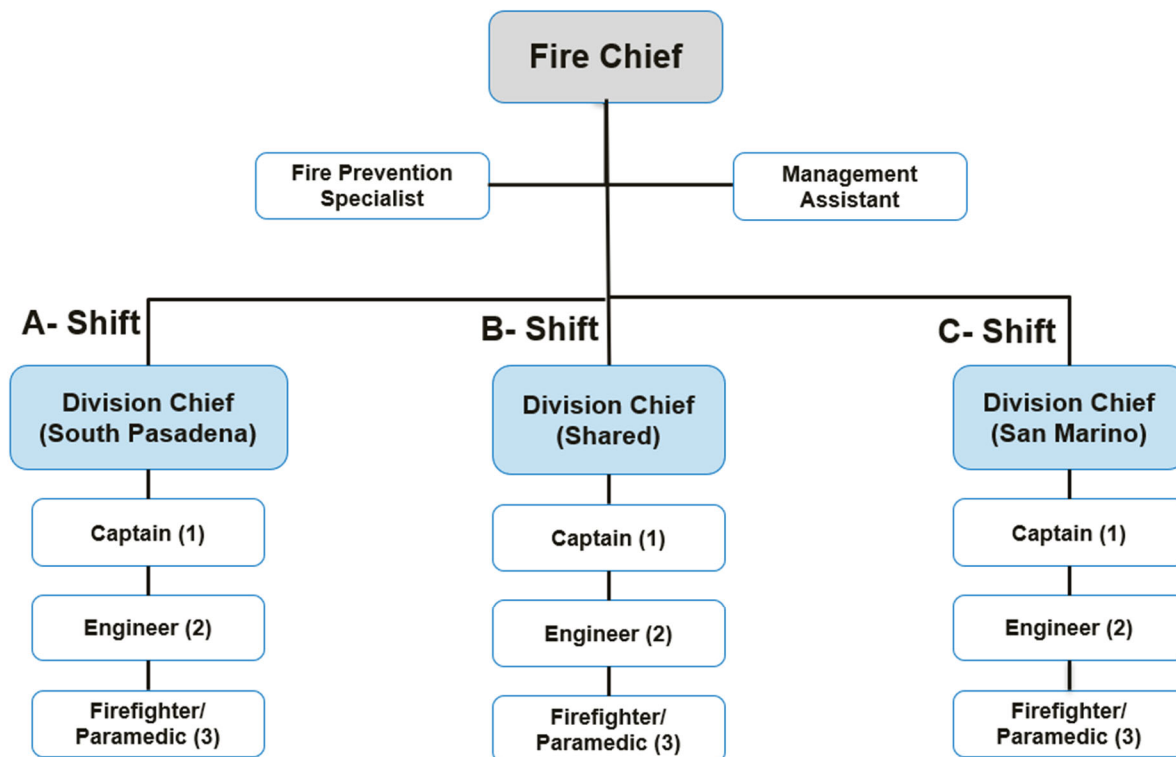
Capital Outlay

There are no proposed Capital Expenses for Fiscal Year 2023-24 Budget.

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	-	-
Total Expenses by Category	5,527,332	6,347,681	7,763,589	6,725,340	7,249,725	7,355,602
[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	-	-	-	-	-	-
Total Expenses by Program	5,527,332	6,347,681	7,763,589	6,725,340	7,249,725	7,355,602

Authorized Positions



Full Time Employees: 23*
 *Not including Div. Chief: Two-City Cooperative Agreement

Fire / 101-5010-5011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	2,174,539	2,458,937	2,313,836	2,478,360	2,864,782	2,745,719
7010	000	Salaries - Temp / Part	28,692	27,627	28,119	28,576	17,349	-
7020	000	Overtime	915,080	1,318,654	1,195,780	600,000	885,000	800,000
7030	000	Overtime - FLSA	32,593	36,518	31,822	97,000	50,000	98,000
7035	000	Overtime - Fire Strike	-	-	-	300,000	150,000	300,000
7040	000	Holiday	74,932	86,086	92,197	90,000	85,000	129,891
7045	000	Overtime - Special (Movie) Detail	114,254	134,178	175,185	100,000	140,000	100,000
7060	000	IOD - Safety	6,813	-	282,808	-	-	-
7065	000	Fitness	5,200	6,200	5,000	9,000	5,900	10,500
7070	000	Leave Buyback	23,388	-	-	50,000	26,112	34,214
7100	000	Retirement	969,679	941,079	2,489,658	1,378,154	1,306,933	538,397
7100	010	CalPERS UAL	-	-	-	-	-	1,024,111
7108	000	Deferred Compensation	5,447	110,601	(96,130)	5,034	23,706	26,898
7110	000	Workers Compensation	252,985	309,938	326,101	337,652	377,759	238,767
7122	000	Unemployment Insurance	7,783	4,419	-	-	-	-
7130	000	Group Health Insurance	209,337	242,086	205,433	269,760	269,933	401,460
7140	000	Vision Insurance	4,084	4,551	4,678	5,280	4,766	5,143
7150	000	Dental Insurance	13,712	15,226	16,059	19,800	16,637	18,960
7160	000	Life Insurance	1,799	2,120	2,129	2,178	2,156	2,277
7170	000	FICA - Medicare	47,760	61,235	57,673	35,936	68,815	40,074
7180	000	Car/Uniform Allowance	12,500	16,125	16,125	15,850	19,721	18,992
<WAGES & BENEFITS>			4,900,576	5,775,579	7,146,473	5,822,580	6,314,569	6,533,402
8000	000	Office Supplies	3,516	3,688	3,815	3,700	3,650	3,700
8010	000	Postage	779	1,061	733	1,000	800	1,100
8020	000	Special Department Expense	43,669	43,159	34,231	44,000	43,000	44,000
8024	000	Fire Strike Team Expense	-	-	2,193	15,000	15,000	15,000
8025	000	Medical Supplies	50,279	132,574	38,761	124,060	124,000	36,500
8026	000	Hazardous Materials	287	-	456	500	156	500
8027	000	Ground Emergency Medical Transport	-	-	28,206	34,000	30,000	10,000
8034	000	K9 Expenses	-	-	-	5,000	3,000	3,500
8050	000	Printing/Duplicating	1,031	1,249	1,000	2,500	2,500	500
8060	000	Dues & Memberships	1,498	1,225	1,025	2,000	1,950	1,500
8080	000	Books/DVDs/CDs	2,369	840	-	2,000	1,900	2,000
8090	000	Conference & Meeting Expense	1,490	-	1,994	3,000	2,900	3,000
8100	000	Vehicle Maintenance	32,479	42,297	57,881	37,500	36,000	37,500
8105	000	Fuel	20,085	20,637	21,857	30,000	30,000	30,000
8110	000	Equipment Maintenance	11,093	10,222	19,998	11,000	10,500	11,000
8120	000	Building Maintenance	72,100	9,029	20,168	10,000	9,800	10,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	28,218	26,087	30,311	31,000	233,000	35,000
8170	000	Professional Services	36,216	23,385	26,387	42,000	40,000	152,000
8180	000	Contract Services	157,331	156,250	204,672	225,000	220,000	225,900
8183	000	Contract Services - Command Sharing	62,686	58,723	64,766	65,000	64,500	132,500
8200	000	Training Expense	9,367	9,745	11,757	12,000	11,500	12,000
<OPERATIONS & MAINTENANCE>			534,493	540,170	570,213	700,260	884,156	767,200
8520	000	Machinery & Equipment	350	-	-	147,500	-	-
<CAPITAL OUTLAY>			350	-	-	147,500	-	-
[101-5011] Fire Total			5,435,419	6,315,749	7,716,685	6,670,340	7,198,725	7,300,602

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds fire administration, command/suppression personnel, and support staff.
- 7020 Overtime
Funds the cost of overtime for non-management personnel. Overtime is used for duties that cause an employee to work beyond their scheduled end-of-shift, and overtime required to fill minimal staffing requirements.
- 7035 Overtime-Fire Strike
Funds the cost of overtime for non-management personnel for out-of-area strike team responses.
- 7040 Holiday
Funds overtime compensation for employees required to work on Holidays.
- 7045 Overtime – Filming Detail
Funds the cost of overtime for providing security at filming locations. The City is reimbursed fully by the film companies for this overtime.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of departmental office supplies; stationary, file dividers, boxes, clipboards, filing cabinets, workstation supplies, printer supplies, copy paper, (Staples Business Advantage \$2,500); letterhead, envelopes, printing, (Cantu Graphics Inc. \$500); other general office supplies, (Amazon Capital Services, Inc. \$700). (Total \$3,700).
- 8010 Postage
Provides funds for department Fire and Life Safety bulk mailings; inspection forms, paramedic subscription program correspondences, Federal and State Government mailings and postal expenses. (Total \$1,100).
- 8020 Special Department Supplies
Provides funds for extraordinary department supplies and services including: unanticipated damaged of firefighting equipment, EMS Personal Protective Equipment, uniforms not identified in Safety Clothing and Equipment (\$13,000); non-firefighting orientated equipment and station supplies, (\$4,000); station and apparatus cleaning supplies (\$4,500); linen services (CA Linen Services \$6,500); department identification cards (\$500); unanticipated repairs to front-line and

reserve firefighting apparatus (\$13,500). (Total \$44,000).

8024 Fire Strike Team Expense

Funds the cost of out-of-area Strike Team responses including, but not limited to, fuel, hotel expenses, food, and other supplies (Total \$15,000).

8025 Paramedic and Emergency Medical Services and Supplies

Provides funds for purchasing expendable medical supplies and equipment utilized during the delivery of paramedic and emergency medical services (Life Assist Inc. \$20,000); expendable medical supplies including oxygen, (Airgas USA \$4,000); intravenous fluids, and non-reusable medical devices, (Stericycle Inc. \$500); defibrillator pads, and required pharmaceuticals, and other medical supplies, (Zoll Medical Corp. \$12,000). (Total \$36,500).

8026 Hazardous Materials

Provides funding for the purchase of hazardous materials inspection and compliance materials and disposal of non-medical hazardous waste, (Stericycle Inc. \$500). (Total \$500).

8027 Ground Emergency Medical Transport

Provides funds for participation in the State's Ground Emergency Medical Transport Program that enables the City to recover costs associated with the transportation of Medi-Cal patients. (Total \$10,000).

8034 Accelerant Detection Canine

Provides funds for the purchase of supplies to support the department's accelerant detection canine (\$1,000); veterinarian bills (\$500); and annual recertification costs (\$2,000). (Total \$3,500).

8050 Printing and Duplicating

Provides for printing and duplication of fire prevention and brush abatement literature, public education materials, and disaster preparedness documentation, printing Inspection Notices, Brush Violation Notices (Cantu Graphics \$250); fire prevention materials, (Alert-All Corp \$250). (Total \$500).

8060 Dues and Membership

Provides funds for membership in the Los Angeles Area Fire Chiefs Associations, (\$700), Foothill Fire Chiefs and Training Officers Association, (\$500); Regional Arson Strike Team, L.A. Area Fire Marshall's Association, National Fire Protection Association, (\$300). (Total \$1,500).

8080 Books and Training Materials

Provides funds to purchase fire codes, training manuals, educational videos/software, and professional development literature. (Total \$2,000).

8090 Meeting and Conference Expense

Provides funds for conference attendance, meeting expenses, and transportation

to two annual conferences hosted by the Los Angeles Area Fire Chiefs Association. (Total \$3,000).

8100 Vehicle Maintenance

Provides funding to cover the operating expenses, repairs, and preventive maintenance of all department vehicles. Repairs include emergency/unscheduled repairs to front line apparatus, (Valley Power Systems \$20,000, Emergency Vehicle Group \$5,000); replace and service fire apparatus tires, (Parkhouse Tires \$3,500); service and repair of Air Utility air compressor, (Air Compressed Specialist \$4,000); replacement and service of apparatus batteries, (Interstate Batteries \$2,000); repairs and service to utility truck and staff vehicles, (Jack's Auto Repair \$3,000). (Total \$37,500).

8105 Fuel

Provides fuel for fire apparatus (\$20,000 Diesel fuel) and (\$10,000 unleaded gasoline). Total (\$30,000).

8110 Equipment Maintenance

Provides funds for the maintenance, repair, or replacement of department rescue saws, hydraulic extrication equipment, lighting equipment, technical rescue tools, and related emergency response equipment (LN Curtis \$5,000, All-Star Fire Equipment \$4,000 and Extreme Safety \$2,000). (Total \$11,000).

8120 Building Maintenance

Provides funds for cleaning supplies, maintenance, and minor repair of the fire station facility (Westlake Hardware \$5,000 and Home Depot \$3,000); routine repair and maintenance costs related to gasoline and diesel fuel distribution system (\$2,000). (Total \$10,000).

8134 Safety Clothing and Equipment

Provides funds to purchase and maintain Cal OSHA mandated personal protective equipment, structural firefighting gear, brush firefighting gear, self-contained breathing apparatus, and chemical protective suits (All-Star Fire Equipment \$20,000, LN Curtis \$10,000, Gall's \$2,500 and Tom's Uniforms \$2,500). (Total \$35,000).

8170 Professional Services

Provides funds for contract services that provide mandated medical continuing education for paramedics and firefighters, emergency medical services program quality assurance (UCLA Regents/Medical Center \$35,000); critical incident stress counseling and mental health services (Premier First Responders CISD \$10,000); employee medical monitoring including bi-annual physicals, new employee physicals, communicable disease prevention training (St. George Occupational Health \$3,500); Cal OSHA mandated respiratory protection annual testing (\$3,500); comprehensive assessment of the Fire Department (\$100,000). (Total \$152,000).

8180 Contract Services

Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center (\$165,000); third party paramedic services billing through Wittman Enterprises LLC (\$50,000); software to support electronic paramedic patient forms from Digital EMS Solutions (\$7,500); Software to support dispatch mobile computer terminals in fire apparatus (ESO Solutions \$2,900); and software to support the electronic fuel pumps for fire apparatus from EJ Ward (\$500). (Total \$225,900).

8183 Contract Services – San Marino

Provides funds for comprehensive shared Fire Command Staff of one (1) shared Division Chief and associated equipment with the City of San Marino, (\$130,000); training platform to support the shared agreement, (Target Solutions \$2,500). (Total \$132,500).

8200 Training Expense

Provides funds for mandated and specialized training necessary for the maintenance of technical firefighting, rescue skills, and paramedic recertification. Includes training for Department managers and supervisors in leadership and safety compliance issues. (\$7,000); use of multi-agency Training Tower (\$5,000). (Total \$12,000).

Emergency Preparedness / 101-5010-5012

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	52,511	31,932	46,904	40,000	36,000	29,500
8180	000	Contract Services	-	-	-	15,000	15,000	25,500
		<OPERATIONS & MAINTENANCE>	52,511	31,932	46,904	55,000	51,000	55,000
8520	000	Machinery & Equipment	14,530	-	-	-	-	-
8523	000	EOC Equipment	24,871	-	-	-	-	-
		<CAPITAL OUTLAY>	39,401	-	-	-	-	-
[101-5012] Emergency Preparedness Total			91,913	31,932	46,904	55,000	51,000	55,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for operational items such as EOC supplies and operations and disaster preparedness supplies (Direct TV \$1,500, Satellite phones \$2,000), EOC training for Department Directors and supplies to support EOC functionality (\$3,500); Black Board Connect Mass Communication System (Blackboard Connect \$17,500); supplies and equipment to support the City's Community Emergency Response Team (\$5,000). (Total \$29,500).

CAPITAL OUTLAY

8180 Contract Services

Provides funds for the updating of the City's Emergency Operations Plan and Local Hazard Mitigation Plan (\$15,000); funds for managing hazardous vegetation on City owned vacant properties (\$10,500). (Total \$25,500).

Key Performance Indicators

UNITS OF MEASURE

This is the most basic unit of measurement. Includes raw sources of data that measure productivity. Includes both inputs (number of requests, cases, applications, complaints, referrals received); and outputs (number of requests, cases, applications, complaints, referrals closed).

Total Response Time

- Fires
- EMS

Turnout Times

- Fires
- EMS

Number of Emergency Calls

- Fires
- EMS
- Service

Number of EMS Transports

Number of Mutual/Automatic Aid Responses

- Given
- Received

Number of Fire Prevention Inspections

- Company Field
- Mandated Occupancy Inspections
- Certificate of Occupancy (COO)/ New Business
- Brush Clearance

Number of Plan Checks

- Fire Sprinkler
- Fire Alarm
- Building

Training Hours

Leave Usage

- Sick
- Comp
- Worker's Comp/ IOD hours

Key Performance Indicators

Measures that would indicate success in achieving your department's core missions. Measures of volume and efficiency. Targets successfully delivered.

- Reduction and Maintenance of Response Times consistent with NFPA 1710
- Reduction and Maintenance of Turnout Times consistent with NFPA 1710
- Compliance with DHS and Departmental EMS QA and QI Indicators and Standards
- Complete 100% of Company Field Inspections annually
- Complete 100% of Brush Clearance Inspections annually
- Complete Mandated Occupancy Inspections
- Complete COO / New Business Inspections within 5 days of request
- Complete Plan Checks
- Complete all required Training Hours annually
- Adequately manage sick leave usage
- Adequately manage worker's comp / IOD hours
- Conduct an appropriate number of Public Education events annually (measure through attendance, candy canes, pancakes, ticket sales, etc...)
- Increase attendance at events and education opportunities

OUTCOMES MEASUREMENT

Measures of success as seen from the perspective of the end user (a customer): reduced processing times, easier access, quicker response, successful resolution of problems. Indicators might include measures of health and happiness, economic improvements, etc.

- Response Time Reductions
- Reduction in plan check turn-around time
- Annual visit by Fire Company to businesses and apartments
- Fast processing of COO / New Business inspections
- Superbly trained and effective personnel
- Crew consistency, camaraderie, morale, enthusiasm
- Happy and large attendance at events and education opportunities

MEASURES OF CUSTOMER SATISFACTION

Identify three means by which you would propose to measure customer satisfaction.

- Community Surveys / Public Forums / Town Hall
- City Website
- Online Questionnaires / Surveys
- Community Events / Feedback
- Public Education Events / Feedback
- Social Media
- Comment

Cards

Public Works

Fiscal Year 2023-24 Budget Snapshot

Overview

The Public Works department is pleased to submit the Fiscal Year 23-24 budget proposal. The Public Works Department is comprised of four divisions: the Engineering Division, Operations & Maintenance Division, Environmental Services & Sustainability Division, and the Water Division.

The Engineering Division is responsible for:

- Interagency Coordination (METRO, Arroyo Verdugo Communities Joint Powers Authority, San Gabriel Valley Council of Governments, Federal Highway Administration, Caltrans, CalRecycle, LA County, and neighboring jurisdictions).
- Capital Improvement Projects, including design, plan review, construction management, and inspections.
- Grants administration, and contracts award and management.
- Transportation Programs and Traffic Operations, including Active Transportation and Intelligent Transportation Systems.
- Private Developments, plan reviews, right of way improvements' inspections, traffic, and environmental impact studies.
- Issuance of right of way encroachment permits.
- Supporting Public Works & Mobility and Transportation Infrastructure Commissions.

The Maintenance Division is responsible for:

- Parks and Urban Forest Management.
- Traffic Signals, Street Lights, and Facilities.
- Street and sidewalk maintenance, and traffic control setup for special events.
- Storm Drain and sewer system maintenance.
- Utility Coordination.

The Environmental Services & Sustainability Division is responsible for:

- Compliance of state mandates involving waste (including, but not limited to, AB1594, SB1383, AB1826, AB2048, AB827, AB939, etc.), water conservation (implementation of drought restrictions), emissions reductions (AB32, etc.), etc.
- Management of City's waste hauling and recycling contracts and services.
- Development, implementation, and management of water conservation programs including, but not limited to, rebates, assessments, workshops, education, and outreach.
- Coordination of sustainability events including, but not limited to, Earth Day events, Compost and Mulch Giveaways, Community Workshops/Meetings, etc.
- Working with City non-profit organizations to promote sustainability in the community and provide sustainability education.
- Working with regional and state organizations such as San Gabriel Valley Council of Governments, San Gabriel Valley Mosquito and Vector Control District, Upper San Gabriel Valley Municipal Water District, Metropolitan Water District, California Department of Resources Recycling and Recovery (CalRecycle), Clean Power Alliance, on others.

- Implementation of the City's Green Action Plan (Green Plan) and Climate Action Plan (CAP) including, but not limited to, building electrification, plastics reduction, energy efficiency, leaf blower restriction, and carbon sequestration measures.
- National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) stormwater compliance.
- Supporting the Natural Resources & Environmental Commission.

The Water Division is responsible for:

- Water production, treatment, and distribution, delivering of safe, clean water to over 6,200 connections.
- Water infrastructure maintenance consists of eight water storage tanks, six pump stations, and approximately 80 miles of pipelines.
- Water resources planning and coordination for short and long-term reliable water supplies.

Notable Changes – Wages and Benefits

- Increases in Wages and Benefits due to cost-of-living increases and increases in retirement and health insurance. Through the last fiscal year, several positions were consolidated or created, including the Transportation Program Manager.
- Reorganization of the Public Works department divisions and positions.

Notable Changes – Operations and Maintenance

- Increases in professional and contract services to accommodate expected workload and cost increases.
- Increases in building maintenance budgets to accommodate necessary parks and facilities repairs, including HVAC systems.
- Increasing the allocation of expenditures to revenue accounts, including gas tax, Measure M, Measure R, and Measure W Safe Clean Water Program.

Capital Outlay

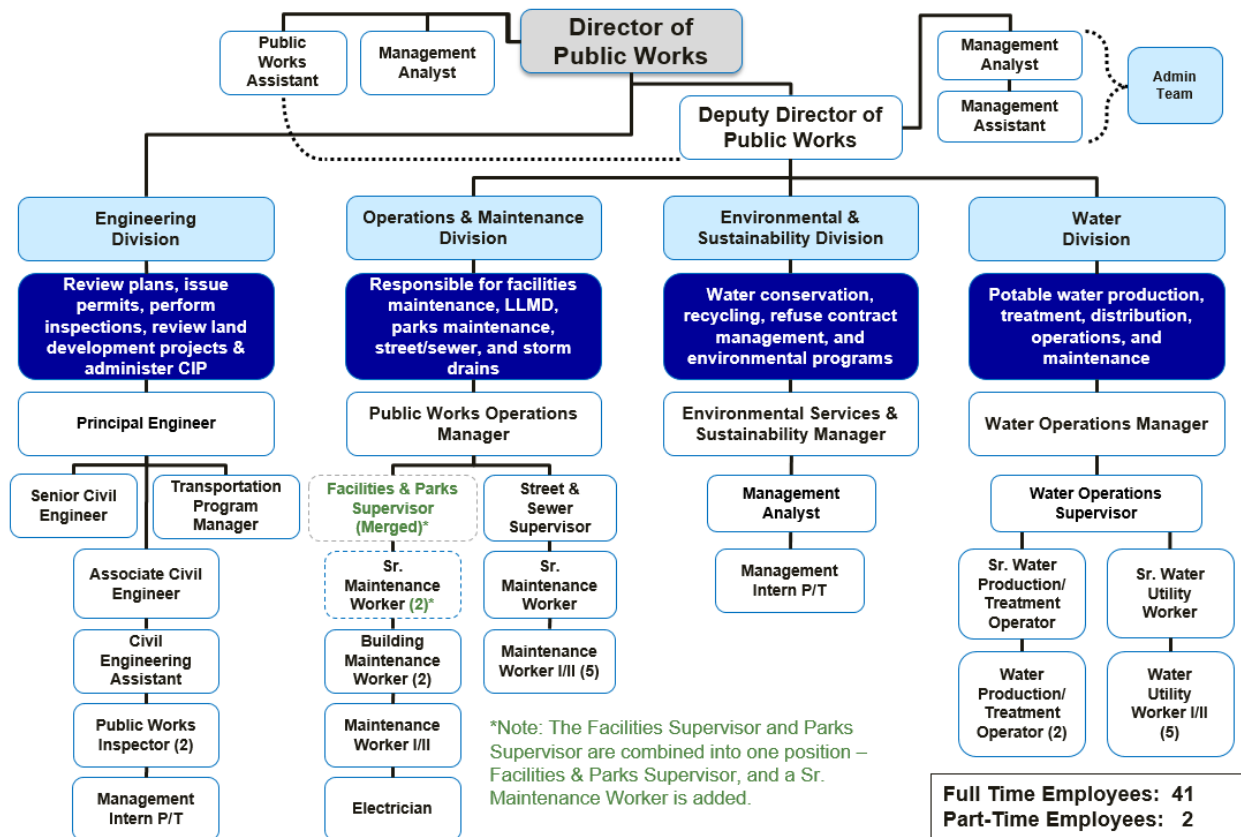
- Traffic Signals – Cabinet replacement or upgrades
- Street Maintenance – Operations & Maintenance Division Truck
- Water Distribution – Water Division Vehicle, forklift, and backhoe concrete breaker attachment
- Water Production – Valve Truck for preventative maintenance valve exercise program
- Water Efficiency – Vehicle refurbishment for environmental conservation promotion

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
Wages & Benefits	3,627,094	3,780,422	4,005,277	4,794,543	4,033,242	5,293,365
Operations & Maintenance	4,348,314	4,599,429	6,226,709	10,614,578	7,827,971	11,679,653
Capital Outlay	150,423	170,940	34,302	557,000	30,000	857,000
Other Expenses	85,801	-	22,810	-	-	-
Total Expenses by Category	8,211,631	8,550,791	10,289,098	15,966,121	11,891,213	17,830,018
[101-6011] PW Admin & Engineering	586,534	618,493	572,717	924,621	526,444	1,243,249
[101-6015] Environmental Services	54	653	55,009	304,980	140,241	207,480
[101-6410] Park Maintenance	497,591	476,793	581,680	1,086,294	504,755	975,901
[101-6601] Facilities Maintenance	799,206	826,985	901,702	1,171,959	907,533	1,344,778
[105-6011] PW Admin & Engineering	-	-	-	-	-	-
[207-6011] PW Admin & Engineering	38,641	40,199	62,240	-	-	-
[210-6501] Sewer Operations	620,795	575,992	830,975	1,191,366	836,150	1,240,680
[210-9990] Unfunded Liabilities	78,636	-	103,249	-	-	-
[210-9997] Unfunded Liabilities	7,165	-	(80,439)	-	-	-
[215-6115] Traffic Signals	142,427	162,424	276,512	393,000	363,000	401,000
[215-6118] Sidewalk Maintenance	-	-	-	-	-	-
[215-6201] Street Lighting	213,339	191,600	297,921	423,417	276,750	403,438
[215-6310] Street Trees	450,049	525,457	638,121	746,114	551,283	758,744
[215-6416] Median Strips	77,043	51,718	56,495	138,750	137,250	152,500
[218-2270] Clean Air Act	55,111	35,924	-	-	-	-
[230-6116] Street Maintenance	571,830	583,237	613,262	1,107,418	836,175	1,348,761
[232-6417] Prop "A" Park Maintenance	42,632	27,957	54,329	106,000	61,500	118,000
[233-6011] PW Admin & Engineering	-	-	-	71,376	44,927	128,472
[236-6011] PW Admin & Engineering	-	-	-	171,376	79,927	228,472
[238-6501] Sewer Operations	20,000	-	-	-	-	-
[239-6011] PW Admin & Engineering	87,452	42,555	94,695	290,270	285,608	313,138
[239-6011] PW Admin & Engineering	-	-	-	-	-	-
[249-6011] PW Admin & Engineering	-	10,745	301,052	-	-	-
[247-6011] PW Admin & Engineering	-	-	-	50,000	-	45,000
[277-6011] PW Admin & Engineering	270	-	-	-	-	-
[310-6501] Sewer Operations	-	0	-	-	-	-
[500-6710] Water Distribution	1,321,885	1,159,330	1,838,010	2,535,727	2,230,456	3,410,433
[500-6711] Water Production	2,522,747	3,142,676	3,006,811	5,043,057	3,935,020	5,145,531
[500-9990] Unfunded Liabilities	-	-	-	-	-	-
[503-6713] Water Efficiency	128,223	128,054	159,756	210,396	174,193	364,442
Total Expenses by Program	8,261,631	8,600,791	10,364,098	15,966,121	11,891,213	17,830,018

Authorized Positions

Public Works Department



Public Works Administration / 101-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	254,429	281,814	188,755	314,724	303,211	479,259
7010	000	Salaries - Temp / Part	15,716	19,665	17,651	22,000	15,725	31,247
7020	000	Overtime	305	2,637	3,829	7,000	2,001	-
7040	000	Holiday	5,113	13,506	4,970	-	-	-
7070	000	Leave Buyback	1,387	-	-	7,894	-	3,919
7100	000	Retirement	71,256	62,484	142,928	71,359	72,803	50,837
7100	010	CalPERS UAL	-	-	-	-	-	71,623
7108	000	Deferred Compensation	670	8,684	(7,481)	1,741	2,062	4,793
7110	000	Workers Compensation	4,194	4,018	2,914	7,914	3,573	6,120
7120	000	Disability Insurance	-	12,937	12,372	-	4,521	-
7122	000	Unemployment Insurance	353	-	-	-	-	-
7130	000	Group Health Insurance	27,072	31,470	18,888	22,197	25,103	68,466
7140	000	Vision Insurance	653	757	507	732	603	983
7150	000	Dental Insurance	2,394	2,831	1,891	2,745	2,322	3,908
7160	000	Life Insurance	294	344	253	302	316	455
7170	000	FICA - Medicare	4,899	4,692	4,492	4,563	4,776	9,340
		<WAGES & BENEFITS>	388,733	445,841	391,969	463,171	437,016	730,949
8000	000	Office Supplies	1,353	1,147	2,543	3,000	3,000	3,000
8010	000	Postage	817	617	975	2,000	500	2,000
8020	000	Special Department Expense	45,110	23,082	30,689	30,000	28,254	31,000
8040	000	Advertising	2,822	98	8,031	4,500	1,447	2,000
8050	000	Printing/Duplicating	8,949	4,517	3,572	7,500	1,452	7,500
8060	000	Dues & Memberships	3,081	847	-	2,250	900	4,400
8090	000	Conference & Meeting Expense	30	25	-	3,700	700	3,700
8100	000	Vehicle Maintenance	1,630	1,640	3,137	2,000	660	2,000
8105	000	Fuel	-	-	-	3,000	-	3,000
8110	000	Equipment Maintenance	-	-	-	-	-	-
8134	000	Safety Clothing/Equipment	-	-	-	1,500	1,500	1,500
8170	000	Professional Services	131,246	139,386	131,801	400,000	50,215	400,000
8180	000	Contract Services	2,763	1,294	-	-	-	50,000
8200	000	Training Expense	-	-	-	2,000	800	2,200
8300	000	Lease Payment	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	197,801	172,652	180,747	461,450	89,428	512,300
		[101-6011] PW Admin & Engineering Total	586,534	618,493	572,717	924,621	526,444	1,243,249

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for Engineering Division & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (Total \$3,000).
- 8010 Postage
Funds City mailings and overnight deliveries (Total \$2,000).
- 8020 Department Expense
Provides funds for Public Works Engineering supplies and services including county assessor maps, and data updates (\$4,000), expenditures related to promotional materials, event supplies, or other materials (\$1,000), annual software subscriptions (\$15,000), County Recorder recording fees (\$1,000), State Water Resources Control Board Waste Discharge Fee (\$4,000), San Gabriel Valley Council of Gov. program participation (\$5,000), and Annual AQMD Generator permit fee (\$1,000). (Total \$31,000)
- 8040 Advertising
Provides funds for advertising of legal notices, recruitment postings, and notices of various City activities. (Total \$2,000)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials, utility bill inserts, business cards, reprographic costs for oversized maps and plans, and costs for duplications of plans and specifications for bidding purposes. (Total \$7,500)
- 8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, subscriptions, and publications of

professional organizations such as the American Society of Civil Engineers (ASCE) (\$2100) and the American Public Works Association (APWA) (\$1,600), International City/County Management Association (ICMA) Membership (\$200) as well as other professional organizations, and license certification renewal fees, books, and seminars (\$500). (Total \$4,400)

8090 Conference and Meeting Expense

Provides funds for conference registration and meeting expenses. (Total \$3,700)

8100 Vehicle Maintenance and Operations

Provides funds for operating vehicles including routine maintenance services, smog certifications, and repairs. (Total \$2,000)

8105 Fuel

Provides funds for operational fuel expenses. (Total \$3,000)

8134 Safety Clothing/Equipment

Provides for the purchase of safety equipment including but not limited to safety boots (\$750), and first-aid supplies (\$750). (Total \$1,500)

8170 Professional Services

Professional on-call engineering services (\$181,000), Pavement & Concrete Management Program (\$64,000), Geographic Information System (GIS) maintenance services (\$5,000), and Slow Streets Program Implementation (\$150,000). (Total \$400,000)

8180 Contract Services

Contract Services for Slow Streets Program Implementation (Total \$50,000)

8200 Training Expense

Provides funds for training seminars, materials, and job-related training sessions for engineers, inspectors, and administrative staff, as well as books and manuals. (Total \$2,200)

Environmental Services / 101-6010-6015

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	-	(3,029)	136,348	37,784	56,167
7010	000	Salaries - Temp / Part	-	-	-	4,000	3,368	-
7070	000	Leave Buyback	-	-	-	-	-	980
7100	000	Retirement	-	-	49	19,616	16,372	6,249
7100	010	CalPERS UAL	-	-	-	-	-	10,002
7108	000	Deferred Compensation	-	-	4	348	363	562
7110	000	Workers Compensation	-	-	5	3,323	347	610
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	14,343	1,180	7,914
7140	000	Vision Insurance	-	-	-	276	47	112
7150	000	Dental Insurance	-	-	-	1,035	176	421
7160	000	Life Insurance	-	-	-	114	23	50
7170	000	FICA - Medicare	-	-	6	1,977	482	814
		<WAGES & BENEFITS>	-	-	(2,965)	181,380	60,141	83,880
8010	000	Postage	-	-	-	5,000	2,500	5,000
8020	000	Special Department Expense	13,793	421	57,765	25,000	24,500	25,000
8040	000	Advertising	-	-	-	3,000	2,500	3,000
8050	000	Printing/Duplicating	-	-	-	15,000	10,000	15,000
8060	000	Dues & Memberships	-	-	-	-	-	-
8090	000	Conference & Meeting Expense	-	-	-	600	600	600
8140	000	Utilities	155	232	209	-	-	-
8170	000	Professional Services	35	-	-	75,000	40,000	75,000
8172	000	Professional Svcs. - Oil Recycling	(13,929)	-	-	-	-	-
8180	000	Contract Services	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	54	653	57,974	123,600	80,100	123,600
8500	000	Building & Improvements	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[101-6015] Environmental Services Total			54	653	55,009	304,980	140,241	207,480

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides the partial compensation for the Environmental Services & Sustainability Division & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Environmental & Sustainability Intern, and other non-salaried part-time employees.
- 7020 Overtime
Covers the cost of overtime for non-management staff attending commission meetings and, as authorized, official City events outside of regular office hours.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8010 Postage
Funds City mailings and overnight deliveries (Total \$5,000).
- 8020 Department Expense
Funds Environmental & Sustainability supplies and services including computer supplies, annual software subscriptions, cell phone service, supplies for the Natural Resources and Environmental Commission, promotional items related to environmental programs, and Climate/Green Action Plans implementation (Total \$25,000).
- 8040 Advertising
Funds advertising of legal notices, promotional notices, recruitment postings, newspaper announcements, and notices of various City activities (Total \$3,000).
- 8050 Printing and Duplication
Funds the printing and duplication of environmental & sustainability program materials, including banners, posters, flyers, door hangers, and City-wide mailings for thousands of locations (Total \$15,000).
- 8090 Conference and Meeting Expense
Funds conference registration and meeting expenses (Total \$600).

8170 Professional Services

Funds the professional environmental & sustainability services and studies related to the implementation of the Climate Action Plan and Green Action Plan, and state, county, and local mandates such as Organic Waste Recycling requirements (Total \$75,000).

Park Maintenance / 101-6010-6410

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	99,273	105,806	120,337	151,858	116,093	101,744
7020	000	Overtime	714	2,695	1,673	2,000	2,811	-
7040	000	Holiday	2,573	5,514	2,967	-	-	2,902
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	37	-	-	2,000	-	1,539
7100	000	Retirement	25,562	22,940	53,745	40,077	37,338	10,992
7100	010	CalPERS UAL	-	-	-	-	-	16,478
7108	000	Deferred Compensation	239	4,941	(1,973)	82	896	1,013
7110	000	Workers Compensation	3,048	3,948	3,365	5,682	2,387	3,472
7120	000	Disability Insurance	-	1,794	-	-	1,747	-
7130	000	Group Health Insurance	12,781	15,228	11,177	19,966	12,615	26,874
7140	000	Vision Insurance	286	324	299	504	277	330
7150	000	Dental Insurance	1,071	1,213	1,118	1,890	1,036	1,234
7160	000	Life Insurance	120	137	132	208	125	149
7170	000	FICA - Medicare	1,393	1,746	1,764	2,202	1,717	1,475
		<WAGES & BENEFITS>	147,098	166,287	194,602	226,469	177,040	168,201
8000	000	Office Supplies	809	454	498	1,000	1,000	1,000
8020	000	Special Department Expense	32,175	15,261	14,548	28,000	15,000	56,200
8070	000	Mileage/Auto Allowance	-	-	-	500	-	500
8100	000	Vehicle Maintenance	1,551	1,032	1,500	1,500	500	7,000
8110	000	Equipment Maintenance	523	773	922	2,500	1,000	5,000
8140	000	Utilities	39,350	46,052	56,477	50,000	50,000	50,000
8170	000	Professional Services	25	-	10,000	170,000	50,215	15,000
8180	000	Contract Services	272,238	238,938	294,470	584,325	200,000	651,000
8200	000	Training Expense	98	34	-	2,000	-	2,000
8262	000	Graffiti Removal	3,724	7,962	8,664	20,000	10,000	20,000
		<OPERATIONS & MAINTENANCE>	350,493	310,506	387,078	859,825	327,715	807,700
[101-6410] Park Maintenance Total			497,591	476,793	581,680	1,086,294	504,755	975,901

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Parks Maintenance & Administrative Staff. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies and expenses (Total \$1,000).
- 8020 Special Department Expense
Provides for special division supplies and materials including irrigation controllers and sprinklers, fertilizer, and park maintenance supplies (\$29,000), breakroom supplies (\$200), Park repairs including fences, barriers, posts, gates, signs, and other equipment (\$25,000), and office workstation equipment (\$2,000). (Total \$56,200)
- 8070 Mileage/Auto Allowance
Funds reimbursement funds for street maintenance related call outs (Total \$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for parks vehicles including smog certifications, routine maintenance, and inspection services. (Total \$7,000)
- 8110 Equipment Maintenance
Provides funds for the repair and maintenance of equipment including trencher, power washer, chainsaw, forklift, and other Parks equipment. (Total \$5,000).
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City park facilities (\$45,000), and Southern California Gas (\$5,000). (Total \$50,000)

- 8170 Professional Services
Provides funds for landscape architects, arborists, and other professional services related to the maintenance of the City parks and the equipment located at the parks, including soil and tissue sampling, arborist reports, and sports field consulting. (Total \$15,000)
- 8180 Contract Services
Provides funds for partial cost of landscape contracted services to maintain the parks, City owned parcels, playing fields, and including irrigation system repairs (\$500,000). Also provides funds for gopher abatement (\$20,000), the rental of an extended boom truck to access field lighting (\$5,000), landscape services (\$27,000), supplemental tree trimming and replacement (\$50,000), sanitary scheduled cleaning for public park restrooms (\$24,000), and additional labor for supplementary maintenance services (\$25,000). (Total \$651,000)
- 8200 Training Expense
Provides funds for training seminars, materials, and job-related training sessions for employees, as well as books and manuals (\$500), as well as safety and OSHA related training expenses (\$1,500). (Total \$2,000)
- 8262 Graffiti Removal
Funds graffiti removal contract services (Total \$20,000).

Facilities Maintenance / 101-6010-6601

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	267,169	268,674	228,575	296,936	181,418	297,244
7020	000	Overtime	7,785	8,175	14,132	3,000	13,495	-
7040	000	Holiday	8,164	13,740	8,135	-	199	7,938
7070	000	Leave Buyback	3,627	-	7,855	2,000	-	575
7100	000	Retirement	71,259	58,920	144,472	60,600	54,366	29,605
7100	010	CalPERS UAL	-	-	-	-	-	34,424
7108	000	Deferred Compensation	239	9,900	(7,233)	194	951	2,952
7110	000	Workers Compensation	11,495	12,079	11,798	8,767	7,472	11,568
7120	000	Disability Insurance	-	8,995	26,569	-	1,747	-
7130	000	Group Health Insurance	42,611	46,089	34,082	43,800	34,590	83,376
7140	000	Vision Insurance	820	819	744	960	529	943
7150	000	Dental Insurance	3,062	3,061	2,779	3,600	1,981	3,532
7160	000	Life Insurance	386	387	351	396	229	411
7170	000	FICA - Medicare	3,988	4,178	4,082	4,306	2,755	4,310
		<WAGES & BENEFITS>	420,605	435,018	476,339	424,559	299,733	476,878
8000	000	Office Supplies	1,290	1,309	868	1,500	300	1,500
8020	000	Special Department Expense	31,543	38,782	30,691	65,000	34,000	32,000
8060	000	Dues & Memberships	-	-	-	700	700	700
8070	000	Mileage/Auto Allowance	-	-	-	700	-	700
8100	000	Vehicle Maintenance	767	1,605	4,593	10,500	300	12,000
8105	000	Fuel	-	-	-	15,000	15,000	15,000
8110	000	Equipment Maintenance	429	27	-	3,000	3,000	4,000
8120	000	Building Maintenance	35,337	50,248	21,954	120,000	35,000	197,000
8130	000	Small Tools	507	663	210	3,000	300	3,000
8132	000	Uniform Expense/Cleaning	827	1,202	883	2,000	600	3,500
8134	000	Safety Clothing/Equipment	1,106	1,685	473	2,100	2,100	40,000
8140	000	Utilities	144,258	167,144	197,848	240,000	246,000	247,000
8180	000	Contract Services	162,536	129,302	167,843	280,400	270,000	308,000
8200	000	Training Expense	-	-	-	1,500	500	1,500
		<OPERATIONS & MAINTENANCE>	378,601	391,968	425,362	745,400	607,800	865,900
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	2,000	-	2,000
		<CAPITAL OUTLAY>	-	-	-	2,000	-	2,000
[101-6601] Facilities Maintenance Total			799,206	826,985	901,702	1,171,959	907,533	1,344,778

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds compensation for two full-time Building Maintenance Workers and partial compensation for Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Associate Civil Engineer, Civil Engineering Assistant, Electrician, Management Analyst, and Maintenance Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds the cost of overtime for non-management staff performing emergency call outs after hours.

7070 Leave Buyback

Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies and expenses. (Total \$1,500)

8020 Special Department Expense

Provides for special department supplies (\$5,000), breakroom supplies (\$200), signage (\$3,000), and other expenses for City facilities maintenance and repair supplies and services (\$23,800). (Total \$32,000)

8060 Dues/Memberships/Subscriptions

Provides funds for membership fees, dues, subscriptions and publications to professional organizations (Total \$700).

8070 Mileage/Auto Allowance

Provides reimbursement funds for street maintenance related call outs. (Total \$700)

8100 Vehicle Maintenance and Operations

Provides funds for operational costs for oil, tires, batteries, parts, repairs and routine maintenance, smog certification, and other inspections for the building maintenance worker's vehicles. (Total \$12,000)

8105 Fuel

Funds operational fuel expenses (Total \$15,000).

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including forklift and power washer. (Total \$4,000).
- 8120 Building Maintenance
Provides for building maintenance services and supplies. Maintenance and repair of air conditioning HVAC system (\$100,000), elevator maintenance and repair (\$18,000), cooling tank treatment (\$6,000), Door and gate repairs, maintenance, locks/keys, and part replacements (\$10,000), generator maintenance (\$10,000), supplies including construction supplies, hardware, electrical/plumbing supplies, and parts (\$40,000), Citywide fire alarm inspections and maintenance (\$9,000), and urgent Facilities maintenance, repair, and restoration service response (\$4,000). (Total \$197,000)
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (Total \$3,000).
- 8132 Uniform Expenses
Provides for the purchasing of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies such as safety boots (\$1,500), First Aid wall units, rental and monthly check (\$3,000), Eye Wash Stations maintenance (\$9,700), City wide Fire Extinguisher monthly inspection (\$25,000), weather/rain and other necessary safety gear for staff (\$800). (Total \$40,000)
- 8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities (\$222,000) and Southern California Gas (\$25,000) (Total \$247,000).
- 8180 Contract Services
City wide Janitorial services for City buildings including twice a week day porter service (\$200,000), CNG Station maintenance and repairs (\$17,000), underground storage tank (UST) inspections, cleaning, and repair (\$20,000), sump system maintenance and repair services (\$2,500), contracted maintenance and repairs (\$46,000), City Facility security systems (\$10,000), pest control services (\$6,000), additional labor for supplementary maintenance services (\$6,500). (Total \$308,000)
- 8200 Training Expenses
Provides funds for training seminars, materials, and job-related training sessions for employees as well as third party training expenses. (Total \$1,500)

Sewer Maintenance / 210-6010-6501

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	304,672	280,629	233,342	366,654	336,552	404,442
7010	000	Salaries - Temp / Part	1,574	7,599	-	18,953	6,735	-
7020	000	Overtime	3,355	3,917	3,839	5,000	7,530	-
7040	000	Holiday	6,812	9,742	5,612	-	158	5,860
7070	000	Leave Buyback	4,130	-	1,736	8,000	1,371	7,361
7100	000	Retirement	76,096	59,317	146,625	75,606	79,017	40,855
7100	010	CalPERS UAL	-	-	-	-	-	50,013
7108	000	Deferred Compensation	881	10,138	(11,059)	1,554	2,148	4,022
7110	000	Workers Compensation	9,815	8,497	7,974	9,217	8,526	8,324
7120	000	Disability Insurance	-	2,985	3,093	-	3,495	-
7130	000	Group Health Insurance	39,377	33,812	22,457	31,876	27,320	55,629
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	776	630	588	962	673	851
7150	000	Dental Insurance	2,890	2,341	2,081	3,609	2,363	3,118
7160	000	Life Insurance	401	320	302	397	351	419
7170	000	FICA - Medicare	4,530	4,238	3,875	5,316	4,989	5,864
9997	000	OPEB Expense	7,165	-	(80,439)	-	-	-
9990	000	Pension Expense	78,636	-	103,249	-	-	-
<WAGES & BENEFITS>			541,110	424,165	443,275	527,144	481,228	586,758
8000	000	Office Supplies	600	864	605	1,000	1,000	1,000
8010	000	Postage	-	-	-	-	-	-
8020	000	Special Department Expense	13,561	21,477	60,791	36,300	30,000	34,300
8050	000	Printing/Duplicating	141	-	-	200	-	500
8060	000	Dues & Memberships	-	-	-	1,000	1,000	1,800
8070	000	Mileage/Auto Allowance	-	-	-	1,000	200	1,000
8090	000	Conference & Meeting Expense	-	-	-	800	-	800
8100	000	Vehicle Maintenance	6,073	4,584	3,411	25,000	5,000	26,000
8105	000	Fuel	-	-	-	15,000	15,000	15,000
8110	000	Equipment Maintenance	101	27	-	27,000	15,000	27,000
8120	000	Building Maintenance	-	-	316	2,000	600	5,000
8130	000	Small Tools	-	-	-	21,500	5,000	21,500
8132	000	Uniform Expense/Cleaning	614	970	567	1,400	1,000	3,500
8134	000	Safety Clothing/Equipment	311	495	473	3,000	1,500	3,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	16,881	6,431	17,661	126,000	5,600	100,000
8180	000	Contract Services	15,882	-	77,332	132,000	5,000	140,000
8191	000	Liability & Surety Bonds	22,900	(30,000)	180,000	200,000	200,000	200,000
8200	000	Training Expense	595	332	332	2,000	-	2,000
8400	000	Overhead Allocation	69,022	69,522	69,022	69,022	69,022	69,022
<OPERATIONS & MAINTENANCE>			146,680	74,703	410,511	664,222	354,922	653,922
8520	000	Machinery & Equipment	29,085	77,123	-	-	-	-
8540	000	Automotive Equipment	(10,279)	-	-	-	-	-
<CAPITAL OUTLAY>			18,806	77,123	-	-	-	-
[210-6501] Sewer Operations Total			706,596	575,992	853,785	1,191,366	836,150	1,240,680

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Public Works Director, Deputy Public Works Director, Public Works Operations Manager, Streets Supervisor, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Senior Maintenance Worker, five Maintenance Worker I/II positions, Public Works Assistant, two Management Analysts, and several positions in the City Manager, Management Services and Finance departments. Refer to the Appendix for a detailed allocation list. Additional 5% incentive for obtaining California Water Environment Association certification.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for after-hours emergency response to sewer main stoppages and repairs.

7070 Leave Buyback

Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Funds department office supplies (\$1,000).

8020 Special Department Expense

Provides for special department supplies including fittings, jetting nozzles, manhole covers, sewer reel hoses, and other materials (\$28,300), State Water Quality Control Board Sanitary Sewer Overflow Program fee (\$3,500), and sewer related supplies and division expenses (\$2,500). (Total \$34,300)

8050 Printing/Duplicating

To provide funds for the printing and duplication of sewer related materials. (Total \$500)

8060 Dues/Memberships/Subscriptions

Provides for membership to the California Water Environmental Association for division staff members. (Total \$1,800)

8070 Mileage/Auto Allowance

Provides reimbursement funds for street maintenance related call outs. (Total \$1,000)

- 8090 Conference & Meeting Expense
Provides funds for conference registration and meeting expenses related to sewer related matters. (Total \$800)
- 8100 Vehicle Maintenance
Provides funds for operational costs for oil, tires, batteries, parts, repairs, and routine maintenance and repairs of Sewer Division vehicles. (Total \$26,000)
- 8105 Fuel
Funds operational fuel expenses (\$15,000).
- 8110 Equipment Maintenance
Provides for repairs and maintenance of sewer related equipment including sewer main cleaning equipment, the vactor truck, line video equipment, and compressor trailer. (Total \$27,000)
- 8120 Building Maintenance
Provides for maintenance of sewer division garage at the Service Facility. (Total \$5,000).
- 8130 Small Tools
Funds replacement of worn or damaged hand and power tools (Total \$21,500).
- 8132 Uniform Expenses
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety vests, goggles, gloves, and other miscellaneous items (\$1,350), steel-toed boots (\$750), and First Aid equipment (\$1,400). (Total \$3,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Fats, Oils and Grease (FOG) Inspection and Compliance Program (\$20,000). GIS system retainer services (\$10,000), wastewater rate study (\$40,000), and shared cost for Acorn Technology IT Services (\$30,000). (Total \$100,000)
- 8180 Contract Services
Sewer main video, cleaning, spill containment services (\$100,000), Sewer Maintenance and repairs (\$15,000), and supplemental contracted labor (\$25,000). (Total \$140,000)

- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 10% share of the City's self-insured costs, which goes to the Insurance Fund 105. The remaining portions are paid out of the General Fund (60%), Water Fund (25%), and LLMD (5%). (Total \$200,000)
- 8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance, including third party training. (Total \$2,000)
- 8400 Overhead Allocation
Funds for administrative services provided by the General Fund (\$69,022).

Traffic Signals / 215-6010-6115

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	594	13,562	30,900	63,000	63,000	63,000
8140	000	Utilities	67,118	76,475	110,891	150,000	120,000	150,000
8180	000	Contract Services	74,714	72,387	118,798	150,000	150,000	158,000
		<OPERATIONS & MAINTENANCE>	142,427	162,424	260,590	363,000	333,000	371,000
8520	000	Machinery & Equipment	-	-	15,923	30,000	30,000	30,000
		<CAPITAL OUTLAY>	-	-	15,923	30,000	30,000	30,000
[215-6115] Traffic Signals Total			142,427	162,424	276,512	393,000	363,000	401,000

OPERATIONS & MAINTENANCE

8020 Department Supplies

Funds special and miscellaneous department supplies and services related to the maintenance of the City’s traffic signals (\$8,000); in-pavement crosswalk maintenance (\$30,000); traffic signal systems upgrades (\$25,000). (Total \$63,000)

8140 Electricity

Provides funds for electrical service by Southern California Edison for traffic signal operations (Total \$150,000).

8180 Contract Services

Provides funds for the contract services related to monthly inspection, maintenance, and testing of the traffic signal system (\$105,000) and signal knockdown repairs (\$40,000). Cost sharing for traffic signal at Orange Grove and SR110 (\$11,000) and Orange Grove and Columbia (\$2,000). (Total \$158,000)

CAPITAL OUTLAY

8520 Machinery & Equipment

Funds traffic cabinet replacements or upgrades (Total \$30,000).

Street Lighting / 215-6010-6201

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	-	-	-	39,791	2,969	20,295
7020	000	Overtime	-	-	-	9,000	-	-
7040	000	Holiday	-	-	-	-	-	-
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	5,263	3,494	1,624
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	56	25	203
7110	000	Workers Compensation	-	-	-	1,397	16	722
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,375	213	7,866
7140	000	Vision Insurance	-	-	-	108	3	84
7150	000	Dental Insurance	-	-	-	405	10	315
7160	000	Life Insurance	-	-	-	45	1	35
7170	000	FICA - Medicare	-	-	-	577	20	294
<WAGES & BENEFITS>			-	-	-	60,017	6,750	31,438
8000	000	Office Supplies	343	811	377	1,000	200	1,000
8020	000	Special Department Expense	26,480	18,848	22,008	50,000	50,000	65,500
8100	000	Vehicle Maintenance	834	2,128	1,091	7,500	5,000	7,500
8105	000	Fuel	-	-	-	7,500	-	7,500
8110	000	Equipment Maintenance	429	-	789	5,000	3,000	5,000
8130	000	Small Tools	268	-	-	1,500	600	1,500
8132	000	Uniform Expense/Cleaning	671	1,067	585	1,500	1,500	2,000
8134	000	Safety Clothing/Equipment	245	228	250	1,000	1,000	1,000
8140	000	Utilities	142,238	161,588	177,887	170,000	100,000	170,000
8170	000	Professional Services	4,440	6,930	4,934	17,400	8,700	10,000
8191	000	Liability & Surety Bonds	37,390	-	90,000	100,000	100,000	100,000
8200	000	Training Expense	-	-	-	1,000	-	1,000
<OPERATIONS & MAINTENANCE>			213,339	191,600	297,921	363,400	270,000	372,000
[215-6201] Street Lighting Total			213,339	191,600	297,921	423,417	276,750	403,438

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation for the Public Works Operations Manager, Facilities Maintenance Supervisor, Senior Civil Engineer, Electrician, and Civil Engineering Assistant. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds overtime pay for after-hours emergency response to facility issues, and attendance at commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (Total \$1,000).
- 8020 Special Department Expense
Provides for electric supplies, hardware, wiring, and LED Lighting (15,000), materials for signal knockdowns (\$25,000), street light maintenance (\$20,000), safety cones, stop signs and A-frames for traffic control assistance (\$4,000), and expenses for co-sponsorship events (\$1,500). (Total \$65,500)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational costs for oil, tires, batteries, parts, repairs and routine maintenance for Street Lighting Division vehicles, and annual certification of the boom trucks. (Total \$7,500)
- 8105 Fuel
Funds operational fuel expenses (Total \$7,500).
- 8110 Equipment Maintenance
Funds hydraulic repairs for boom truck and repair and maintenance of facilities equipment (Total \$5,000).
- 8130 Small Tools
Funds replacement or purchase of worn or damaged hand and power tools (Total \$1,500).
- 8132 Uniforms and Equipment
Provides for the purchase of Fire-Retardant Uniforms, and cleaning services. (Total \$2,000)

- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies including safety equipment Clothing, fire retardant city apparel. (Total \$1,000)
- 8140 Electricity
Funds the energy costs by Southern California Edison for the City streetlights (Total \$170,000).
- 8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District. (Total \$10,000)
- 8191 Liability Insurance & Surety Bonds and Property
Funds a 5% share of the City's self-insured costs, which goes to the Insurance Fund 103. The remaining portions are paid out of the General Fund (60%), Water Fund (25%), and Sewer (10%). (Total \$100,000)
- 8200 Training Expense
Funds training seminars and workshops related to street lighting systems (Total \$1,000).

Street Tree Maintenance / 215-6010-6310

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	110,618	132,668	124,739	126,368	98,656	122,601
7020	000	Overtime	1,896	6,493	5,702	8,000	2,076	-
7040	000	Holiday	4,032	7,065	3,951	-	-	3,950
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	1,209	-	3,366	2,500	-	1,424
7100	000	Retirement	26,474	24,039	55,008	35,909	33,269	15,254
7100	010	CalPERS UAL	-	-	-	-	-	31,460
7108	000	Deferred Compensation	-	5,044	(4,904)	-	695	1,222
7110	000	Workers Compensation	4,610	5,728	4,876	5,039	2,579	3,519
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	11,200	14,128	10,949	16,936	11,057	23,190
7140	000	Vision Insurance	329	376	344	432	266	376
7150	000	Dental Insurance	1,231	1,406	1,286	1,620	997	1,411
7160	000	Life Insurance	153	170	151	178	110	158
7170	000	FICA - Medicare	1,653	2,063	1,994	1,832	1,478	1,778
		<WAGES & BENEFITS>	163,405	199,179	207,461	198,814	151,183	206,344
8000	000	Office Supplies	423	520	365	700	100	700
8020	000	Special Department Expense	3,365	3,812	11,646	27,000	20,000	24,800
8040	000	Advertising	-	-	-	200	-	200
8060	000	Dues & Memberships	135	185	-	400	-	400
8070	000	Mileage/Auto Allowance	-	-	-	500	-	500
8090	000	Conference & Meeting Expense	-	-	-	200	-	500
8100	000	Vehicle Maintenance	3,360	6,266	7,456	11,000	7,500	11,000
8105	000	Fuel	-	-	-	5,000	-	5,000
8110	000	Equipment Maintenance	2,284	1,267	1,968	5,000	1,500	6,000
8130	000	Small Tools	266	142	2,178	5,000	4,000	7,000
8132	000	Uniform Expense/Cleaning	1,058	970	666	3,000	1,000	3,500
8134	000	Safety Clothing/Equipment	1,055	615	1,338	3,000	2,000	4,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	14,500	14,500	15,000	25,500	25,500	25,500
8180	000	Contract Services	204,005	230,000	230,171	300,000	300,000	300,000
8181	000	In-Lieu Tree Planting	10,000	10,000	10,000	10,000	3,500	10,000
8184	000	Annual Tree Planting	(4,127)	8,000	74,871	150,000	35,000	150,000
8200	000	Training Expense	320	-	-	800	-	800
9181	000	Removal/Replacement Tree Program	50,000	50,000	75,000	-	-	-
		<OPERATIONS & MAINTENANCE>	286,644	326,278	430,661	547,300	400,100	552,400
		[215-6310] Street Trees Total	450,049	525,457	638,121	746,114	551,283	758,744

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds the partial compensation for the Parks Supervisor, Senior Maintenance Worker, Maintenance Worker I/II, Public Works Assistant, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds overtime pay for after-hours emergency response to fallen trees, broken limbs, and attendance at commission meetings.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (Total \$700).
- 8020 Special Department Expense
Provides for supplies and materials including chain saw blades, blade sharpening, gloves, chipper blades ropes, sling and pulleys, electric equipment/batteries, work zone signs and cones, tree ties and tree wires, tree stakes, irrigation and other supplies (\$24,800). (Total \$24,800)
- 8040 Advertisements
Funds to publish ads for the tree regulations (Total \$200).
- 8060 Dues/Memberships/Subscriptions
Funds dues for Parks Supervisor to be a Western International Society of Arboriculture (ISA) member (Total \$400).
- 8070 Mileage/Auto Allowance
Funds reimbursement funds for street maintenance related call outs (Total \$500).
- 8090 Conference & Meeting Expense
Provides funds for tree related conference registration and meeting expenses (Total \$500).
- 8100 Vehicle Maintenance
Provides funds for operational costs for gas, diesel, oil, tires, batteries, parts, repairs for Street Tree Division vehicles (Total \$11,000).
- 8105 Fuel
Funds operational fuel expenses. (Total \$5,000)

- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment. Equipment maintenance for chainsaw, trencher, chipper, fork lift and other equipment, and loader. (Total \$6,000).
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools. (Total \$7,000).
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services (Total \$3,500).
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including chaps and guards while using chain saws, helmets, and gloves (\$2,500), safety boots (\$500), First Aid supplies and monthly inspections (\$1,500). (Total \$4,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Provides the cost of a miscellaneous tree studies and samplings, independent arborist reports, and certified arborist services as needed. (Total \$25,500)
- 8180 Contract Services
Routine tree maintenance services rendered under contract for tree trimming, annual grid pruning, and removal of trees (Total \$300,000).
- 8181 In-Lieu Tree Planting
Funds miscellaneous tree planting. The charges to this account are offset by residents paying for the cost of the trees into a revenue account (Total \$10,000).
- 8184 Annual Tree Planting & Removal
Funds annual Citywide tree planting and removal (Total \$150,000).
- 8200 Training
Funds attendance at classes, seminars and workshops related to tree care and management, and as required to maintain certifications and licenses (Total \$800).

Median Strips / 215-6010-6416

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	1,781	1,061	228	7,500	6,000	7,500
8180	000	Contract Services	75,263	50,657	56,267	131,250	131,250	145,000
		<OPERATIONS & MAINTENANCE>	77,043	51,718	56,495	138,750	137,250	152,500
[215-6416] Median Strips Total			77,043	51,718	56,495	138,750	137,250	152,500

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Funds department supplies including sprinklers, valves, fittings and plumbing (Total \$7,500).

8180 Contract Services

Provides partial cost of landscape services including landscape maintenance of street medians and City owned parcels. (Total \$145,000)

Street Maintenance / 230-6010-6116

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	293,972	311,472	299,001	506,222	428,735	653,521
7010	000	Salaries - Temp / Part	394	-	-	10,000	1,684	-
7020	000	Overtime	11,733	8,764	8,318	9,000	24,682	-
7040	000	Holiday	9,487	15,356	8,578	-	1,151	9,075
7055	000	IOD - Non Safety	-	-	-	-	2,907	-
7070	000	Leave Buyback	2,866	-	-	5,211	-	4,135
7100	000	Retirement	68,741	58,003	142,268	46,993	66,754	57,881
7100	010	CalPERS UAL	-	-	-	-	-	33,099
7108	000	Deferred Compensation	137	11,706	(14,399)	378	2,850	6,490
7110	000	Workers Compensation	12,121	12,547	12,319	19,254	14,472	21,374
7120	000	Disability Insurance	-	2,537	3,093	-	5,242	-
7130	000	Group Health Insurance	34,482	38,812	28,817	66,413	43,140	120,837
7140	000	Vision Insurance	1,012	1,002	931	1,764	1,050	1,859
7150	000	Dental Insurance	3,780	3,706	3,330	6,615	3,737	6,419
7160	000	Life Insurance	478	471	441	728	527	896
7170	000	FICA - Medicare	4,504	4,756	4,678	7,340	6,145	9,476
		<WAGES & BENEFITS>	443,708	469,132	497,374	679,918	603,075	925,061
8000	000	Office Supplies	1,095	814	315	1,000	1,000	1,000
8020	000	Special Department Expense	84,240	64,185	93,001	120,000	120,000	120,300
8060	000	Dues & Memberships	-	-	-	1,500	-	500
8070	000	Mileage/Auto Allowance	-	-	-	1,500	100	1,500
8100	000	Vehicle Maintenance	7,903	9,420	6,187	26,000	26,000	28,400
8105	000	Fuel	-	-	-	20,000	20,000	10,000
8110	000	Equipment Maintenance	3,087	27	-	35,000	35,000	35,000
8130	000	Small Tools	-	3,058	-	6,000	1,000	6,000
8132	000	Uniform Expense/Cleaning	1,509	2,059	1,719	3,000	3,000	3,500
8134	000	Safety Clothing/Equipment	1,152	1,287	1,676	3,500	3,500	5,500
8140	000	Utilities	-	-	-	-	-	2,000
8170	000	Professional Services	10,000	-	945	3,000	3,000	3,000
8180	000	Contract Services	19,134	8,070	12,046	140,000	20,000	140,000
8200	000	Training Expense	-	-	-	2,000	500	2,000
		<OPERATIONS & MAINTENANCE>	128,122	88,920	115,888	362,500	233,100	358,700
8540	000	Automotive Equipment	-	25,185	-	65,000	-	65,000
		<CAPITAL OUTLAY>	-	25,185	-	65,000	-	65,000
[230-6116] Street Maintenance Total			571,830	583,237	613,262	1,107,418	836,175	1,348,761

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation for Public Works Director, Deputy Public Works Director, Street Supervisor, Senior Maintenance Worker, Public Works Operations Manager, Senior Civil Engineer, Associate Civil Engineer, two Public Works Inspectors, Management Analyst, and five Maintenance Worker I/II positions. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries Part-time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds overtime pay for after-hours emergency response.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds department office supplies (\$500) and miscellaneous expense (\$500). (Total \$1,000)
- 8020 Special Department Expense
This account provides for Street maintenance equipment, street signage and products (\$50,000), materials such as asphalt, sand, base, rushed aggregate, emulsion, and concrete, and backfill soil (\$70,000), breakroom supplies (\$300). (Total \$120,300)
- 8060 Dues, Memberships, Subscriptions, and Books
This account provides funding for construction handbooks and standard drawings/specifications. (Total \$500)
- 8070 Mileage/Auto Allowance
Provides reimbursement funds for street maintenance related call outs. (Total \$1,500)
- 8100 Vehicle Maintenance
Provides funds for operational costs for tires, tune-ups, preventative maintenance, smog certification, and miscellaneous repairs and parts for Street Maintenance Division vehicles. (Total \$28,400)

- 8105 Fuel
Funds operational fuel expenses (Total \$10,000).
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment used by the Streets Division including loader tires, compressor, vibrating plates, forklift, message & arrow boards, and other machinery/equipment. (Total \$35,000)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools including weed whackers, chain saws, gas powered trawler and demo hammer. (Total \$6,000)
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies, including safety boots (\$2,000), First Aid equipment (\$1,400), and other safety supplies including vests, goggles, gloves, and other miscellaneous items (\$2,100). (Total \$5,500)
- 8140 Utilities
Provides for the purchase of CNG gas for CNG fleet vehicles (Total \$2,000)
- 8170 Professional Services
Funds professional services for street and roadway related topics (Total \$3,000).
- 8180 Contract Services
Provides for services rendered for street maintenance activities such as curb & gutter, sidewalk, and catch basin repair, striping and markings maintenance (\$100,000), additional labor for supplementary maintenance services (\$17,000), State Controller-Annual Street Reports (\$3,000), and Los Angeles County Public Works-Catch Basin Clean Out (\$20,000). (Total \$140,000)
- 8200 Training
Funds seminars and workshops related to street maintenance, signage and traffic control devices and methods (Total \$2,000).

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Purchase an Operations & Maintenance Division Electric pickup truck (Total \$65,000).

Prop "A" Maintenance / 232-6010-6417

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	19,407	4,648	14,553	25,000	25,000	25,500
8110	000	Equipment Maintenance	7,009	-	854	11,000	-	11,000
8140	000	Utilities	1,050	6,292	10,501	20,000	11,500	31,500
8180	000	Contract Services	15,166	17,016	28,421	50,000	25,000	50,000
		<OPERATIONS & MAINTENANCE>	42,632	27,957	54,329	106,000	61,500	118,000
[232-6417] Prop "A" Park Maintenance Total			42,632	27,957	54,329	106,000	61,500	118,000

OPERATIONS & MAINTENANCE

8020 Special Department Expenses

Provides funds for Janitorial Supplies (\$2,500), Ground Cover for Playgrounds (\$13,000), parts for Playgrounds, fixtures for restrooms, and light fixtures (\$10,000) (Total \$25,500).

8140 Equipment Maintenance

Funds playground equipment maintenance for Garfield, Orange Grove, and Eddie Park (Total \$11,000).

8140 Utilities

Funds utilities for the Arroyo Park restrooms, Garfield Park Restrooms and the Dog Park (Total \$31,500).

8180 Contract Services

Funds janitorial services (\$15,000), to unlock restrooms at Arroyo Park and Garfield parks (\$5,000) and regular maintenance of the Dog Park, Garfield Park playground, Orange Grove Park playground, and Eddie Park playground (\$15,000), Landscape Structure Design and Installation services (\$15,000) (Total \$50,000).

Measure R / 233-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
7000	000	Salaries - Permanent	-	-	-	60,078	7,471	59,310
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	4,515	19,914	4,745
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	561	17,506	593
7110	000	Workers Compensation	-	-	-	1,038	15	644
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,750	-	11,700
7140	000	Vision Insurance	-	-	-	120	-	120
7150	000	Dental Insurance	-	-	-	450	-	450
7160	000	Life Insurance	-	-	-	50	-	50
7170	000	FICA - Medicare	-	-	-	814	21	860
		<WAGES & BENEFITS>	-	-	-	71,376	44,927	78,472
8170	000	Professional Services	-	-	-	-	-	50,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	50,000
[233-6011] PW Admin & Engineering Total			-	-	-	71,376	44,927	128,472

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8170 Professional Services

Professional services related to transportation studies and evaluations (Total \$50,000).

Measure M / 236-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
7000	000	Salaries - Permanent	-	-	-	60,078	7,471	59,310
7020	000	Overtime	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	-	-	-	4,515	19,914	4,745
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	-	-	561	17,506	593
7110	000	Workers Compensation	-	-	-	1,038	15	644
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	-	3,750	-	11,700
7140	000	Vision Insurance	-	-	-	120	-	120
7150	000	Dental Insurance	-	-	-	450	-	450
7160	000	Life Insurance	-	-	-	50	-	50
7170	000	FICA - Medicare	-	-	-	814	21	860
		<WAGES & BENEFITS>	-	-	-	71,376	44,927	78,472
8170	000	Professional Services	-	-	-	100,000	35,000	150,000
		<OPERATIONS & MAINTENANCE>	-	-	-	100,000	35,000	150,000
[236-6011] PW Admin & Engineering Total			-	-	-	171,376	79,927	228,472

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation for Transportation Engineer. Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8170 Professional Services

Provides funding for implementation of the Neighborhood Traffic Management Program (NTMP) (\$100,000), professional services related to transportation studies and evaluations (50,000) (Total \$150,000).

Measure W – Safe Clean Water Act / 239-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	27,500	17,438	15,444	25,857	21,556	39,578
7020	000	Overtime	-	191	206	-	67	-
7040	000	Holiday	96	861	360	-	-	346
7070	000	Leave Buyback	12	-	-	-	-	490
7100	000	Retirement	3,377	2,319	5,006	6,404	6,007	4,044
7100	010	CalPERS UAL	-	-	-	-	-	5,001
7108	000	Deferred Compensation	239	1,204	(960)	210	176	396
7110	000	Workers Compensation	484	219	449	577	202	430
7120	000	Disability Insurance	-	1,794	-	-	874	-
7130	000	Group Health Insurance	3,430	1,962	994	1,599	1,292	5,883
7140	000	Vision Insurance	56	40	28	48	30	76
7150	000	Dental Insurance	208	149	104	180	111	286
7160	000	Life Insurance	25	18	13	20	15	35
7170	000	FICA - Medicare	383	286	242	375	279	574
<WAGES & BENEFITS>			35,811	26,481	21,886	35,270	30,608	57,138
8020	000	Special Department Expense	23,698	8,503	17,954	25,000	25,000	26,000
8170	000	Professional Services	26,314	5,517	42,523	135,000	135,000	135,000
8180	000	Contract Services	1,629	2,054	12,331	95,000	95,000	95,000
<OPERATIONS & MAINTENANCE>			51,641	16,074	72,809	255,000	255,000	256,000
[239-6011] PW Admin & Engineering Total			87,452	42,555	94,695	290,270	285,608	313,138

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds partial compensation of Public Works Director, Deputy Public Works Director, Senior Civil Engineer, and Associate Civil Engineer. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for Public Works Intern.

OPERATIONS & MAINTENANCE

8020 Special Department Expense

Provides funds for annual NPDES storm drain permit (\$11,000), implementation of the Enhanced Watershed Management Program (EWMP) (\$15,000). (Total \$26,000)

8170 Professional Services

Provides for the cost of professional services to achieve full compliance with the NPDES permit including NPDES consultant services (\$35,000). Upper LA River Enhanced Watershed Management Program Development for MS4 Permit compliance (\$25,000). Safe Clean Water (SCW) Annual Plan development and planning, and professional and technical service for stormwater projects (\$75,000). (Total \$135,000)

- 8180 Contract Services
Annual citywide catch basin cleaning services required for MS4 Permit compliance, catch basin protection and repair, trash capture inserts, and other stormwater related services. (Total \$95,000)

SGVCOG / 247-6010-6011

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8020	000	Special Department Expense	-	-	-	50,000	-	45,000
		<OPERATIONS & MAINTENANCE>	-	-	-	50,000	-	45,000
247 - SGVCOG TOTAL			-	-	-	50,000	-	45,000

OPERATIONS & MAINTENANCE

8020 Special Department Expense
 Funds to purchase temporary equipment for the Slow Streets Program. (Total \$45,000)

Water Distribution / 500-6010-6710

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	572,544	583,898	619,654	773,886	713,560	943,124
7010	000	Salaries - Temp / Part	2,361	31,658	-	-	4,001	-
7020	000	Overtime	23,295	36,597	40,443	45,000	53,331	-
7040	000	Holiday	12,528	20,060	15,444	-	1,433	12,985
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	6,041	-	-	1,196	-	4,107
7100	000	Retirement	126,277	116,670	282,956	192,199	188,757	101,928
7100	010	CalPERS UAL	-	-	-	-	-	157,293
7108	000	Deferred Compensation	2,028	24,689	(20,169)	2,748	5,052	9,316
7110	000	Workers Compensation	19,609	21,694	22,272	22,625	24,815	35,213
7120	000	Disability Insurance	-	1,392	2,062	-	2,621	-
7130	000	Group Health Insurance	58,787	65,393	60,832	88,770	84,135	158,961
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	1,626	1,724	1,850	2,328	1,890	2,631
7150	000	Dental Insurance	5,092	5,875	6,347	8,730	6,617	9,698
7160	000	Life Insurance	723	727	803	960	852	1,188
7170	000	FICA - Medicare	8,617	9,680	9,910	11,221	12,128	13,675
<WAGES & BENEFITS>			839,528	920,056	1,042,403	1,149,663	1,099,192	1,450,119
8000	000	Office Supplies	4,082	4,313	4,301	3,700	3,700	3,700
8010	000	Postage	-	127	12	200	-	400
8020	000	Special Department Expense	75,255	14,913	49,073	141,000	141,000	387,000
8050	000	Printing/Duplicating	292	66	404	3,500	3,000	3,500
8060	000	Dues & Memberships	238	-	-	700	700	10,700
8070	000	Mileage/Auto Allowance	964	616	1,754	2,500	2,500	2,500
8090	000	Conference & Meeting Expense	-	-	-	2,200	-	3,500
8100	000	Vehicle Maintenance	6,353	7,620	3,744	12,250	12,250	14,000
8105	000	Fuel	-	-	-	20,000	20,000	20,000
8110	000	Equipment Maintenance	9,807	9,224	1,378	10,000	10,000	15,000
8120	000	Building Maintenance	5,469	15,562	16,289	23,000	23,000	17,000
8130	000	Small Tools	1,991	4,902	394	10,000	10,000	10,000
8132	000	Uniform Expense/Cleaning	2,972	2,864	3,170	2,500	25,000	3,500
8134	000	Safety Clothing/Equipment	1,083	2,387	726	5,400	54,000	9,400
8140	000	Utilities	38,306	49,179	64,668	80,000	60,000	83,000
8150	000	Telephone	9,160	8,832	4,510	10,500	2,000	10,500
8170	000	Professional Services	16,422	19,963	10,150	164,500	50,000	184,500
8180	000	Contract Services	49,076	25,109	44,634	100,000	100,000	158,000
8191	000	Liability & Surety Bonds	106,089	(78,000)	450,000	490,000	490,000	490,000
8200	000	Training Expense	225	595	420	2,000	2,000	2,000
8229	000	Taxes	4,537	4,392	4,485	5,000	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
<OPERATIONS & MAINTENANCE>			449,435	209,777	777,228	1,206,064	1,131,264	1,550,314
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	180,000	-	410,000
8572	000	Meters	29,511	23,735	13,049	-	-	-
8573	000	Fire Hydrants	2,523	5,762	5,330	-	-	-
8574	000	Valves	889	-	-	-	-	-
<CAPITAL OUTLAY>			32,923	29,496	18,379	180,000	-	410,000
[500-6710] Water Distribution Total			1,321,885	1,159,330	1,838,010	2,535,727	2,230,456	3,410,433

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds compensation for six full-time employees, including Senior Water Utility Worker and five Water Utility Worker I/II and partial compensation of Public Works Director, Deputy Public Works Director, Water Operations Manager, two Public Works Inspectors, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time

Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.

7020 Overtime

Funds overtime pay for afterhours emergency response to water main and service connection leaks.

7070 Leave Buyback

Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies

Provides funds for office supplies (\$800). (Total \$3,700)

8010 Postage

Provides funds for postal expenses for City mailings, including postage machine lease payment (Total \$400).

8020 Special Department Expense

Provides for underground service alert fees (\$2,500), staff physical exams and Class B driver license renewals (\$500), parts and supplies for water stock inventory, including fire hydrants, pipes, fitting, valves, copper, meters, gaskets (\$210,000), backfill sand, base and asphalt, top soil (\$17,500), hot tapping services, underground borrowing supplies, and backflow device testing and repair, and valve replacement (\$41,500), replacement of fire hydrants and installation expenses (\$40,000), materials for the installation and repair of fire services (\$40,000), workstation installations (\$25,000), and inventory management system (\$10,000). (Total \$387,000)

8050 Printing and Duplication

Provides funds for the printing and duplication of materials, plans, and billing inserts. (Total \$3,500)

8060 Dues, Memberships, Subscriptions, and Books

Purchase of new Water Distribution reference books and membership in SCWUA

and AWWA (\$700), and the San Gabriel Valley Water Association (\$10,000).
(Total \$10,700)

- 8070 Mileage/Auto Allowance
Provides reimbursement funds for water related call outs. (Total \$2,500)
- 8090 Conference & Meeting Expenses
Provides funds for the American Water Works Association (AWWA) Conference and regional conference & meetings. (Total \$3,500)
- 8100 Vehicle Maintenance
Provides funds for operational expenses such as oil, tires, batteries, parts, repairs, preventive and routine maintenance of division vehicles and smog certifications. (Total \$14,000)
- 8105 Fuel
Provides funds for operational fuel expenses. (Total \$20,000)
- 8110 Equipment Maintenance
Provides funds for repair and maintenance of City owned equipment including air hose supplies (\$2,000) generator, ditch pumps, tapping machine, trench shoring systems, backhoe, compressor and miscellaneous electrical and pneumatic equipment (\$8,000) and upgrade water line locator, leak detection devices, and pressure logger (\$5,000). (Total \$15,000)
- 8120 Building Maintenance
Provides for repairs to the facilities used by the Water Distribution Division and building supplies (\$6,000) including automatic gate & garage door maintenance (\$6,500), elevator maintenance at Garfield Reservoir (\$4,500). (Total \$17,000)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools, including purchase of electrical partner saw, generator (\$5,000), pneumatic pumps (\$3,000), and electrical pumps (\$2,000). (Total \$10,000)
- 8132 Uniforms and Equipment
Provides for purchase of Uniforms, all functional City apparel and cleaning services. (Total \$3,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, including, safety vests, hard hats, ear plugs, gloves (\$3,000), safety boots (\$1,900), First Aid equipment (\$500) and traffic control equipment including work zone signs, cones, and delineators (\$4,000). (Total \$9,400)
- 8140 Utilities
Provides funds for electrical service to Garfield Water Distribution Facility, water sites by Southern California Edison (\$80,000), and CNG fuel (\$3,000). (Total \$83,000)

- 8150 Telephone
Provides funds for telephone service to Garfield Water Distribution Facility and all water sites, including meter reading network service. (Total \$10,500).
- 8170 Professional Services
Provides professional services to update the water GIS to include water services and meters (\$20,000), Water Rate Study (\$80,000) and hydraulic model analysis for development projects including fire flow (\$30,000), and other professional services (\$54,500). (Total \$184,500)
- 8180 Contract Services
Provides contract services to repair and replace water mains, valves, fire hydrants, and water services (\$100,000), Water Meter reading system and support services (\$10,000), Water Meter bee removal services (\$3,000), landscaping contract services for water facilities (\$24,000), Janitorial Services (\$11,000), and Citywide Cross Connection Program management (\$10,000). (Total \$158,000)
- 8191 Liability Insurance & Surety Bonds and Property
This account pays a 25% share of the City's self-insured costs which goes to the Insurance Fund 105. The remaining portions are paid out of the General Fund (60%), Sewer Fund (5%), and LLMD (10%). (Total \$490,000)
- 8200 Training Expense
Provides training seminars and workshops related to water system distribution certification, such as American Water Works Association (\$1,200), SCUWA staff training (\$400), California Rural Water and State Water Resources Control Board operator certifications (\$400). (Total \$2,000)
- 8229 Taxes
Property taxes paid to Los Angeles County for Water facilities located outside of South Pasadena City boundaries (Total \$5,000).
- 8400 Overhead Allocation
Charges for administrative services provided by the General Fund. (Total \$117,114)

CAPITAL OUTLAY

- 8540 Vehicles and Equipment
Purchase a replacement Water Division Vehicle and forklift. (Total \$410,000)

Water Production / 500-6010-6711

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	386,293	369,595	321,220	400,919	293,016	163,884
7010	000	Salaries - Temp / Part	2,361	-	-	-	-	-
7020	000	Overtime	21,826	38,166	39,120	50,000	32,482	-
7040	000	Holiday	8,255	11,503	9,544	-	4,098	8,767
7070	000	Leave Buyback	2,523	-	-	10,000	-	1,095
7100	000	Retirement	140,486	97,798	212,478	135,464	114,911	18,029
7100	010	CalPERS UAL	-	-	-	-	-	28,271
7108	000	Deferred Compensation	1,484	13,556	(11,349)	1,457	2,295	1,638
7110	000	Workers Compensation	12,786	13,769	13,737	13,296	11,836	6,033
7130	000	Group Health Insurance	38,372	36,343	26,026	31,170	31,582	22,350
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	972	937	780	1,176	650	351
7150	000	Dental Insurance	3,927	3,795	3,198	4,410	2,618	1,456
7160	000	Life Insurance	436	425	389	485	317	163
7170	000	FICA - Medicare	5,591	6,001	5,582	5,813	4,846	2,376
		<WAGES & BENEFITS>	625,312	591,888	620,725	654,190	498,653	254,414
8000	000	Office Supplies	1,758	1,025	1,377	1,500	1,500	1,500
8010	000	Postage	-	65	12	200	-	400
8020	000	Special Department Expense	(2,773)	23,120	20,990	42,700	42,700	146,600
8040	000	Advertising	(279)	-	-	-	-	-
8050	000	Printing/Duplicating	449	-	-	2,000	2,000	2,000
8060	000	Dues & Memberships	2,223	2,373	2,443	5,600	5,600	5,600
8070	000	Mileage/Auto Allowance	130	259	60	600	-	600
8080	000	Books/DVDs/CDs	-	-	-	500	500	500
8100	000	Vehicle Maintenance	3,363	597	120	5,000	5,000	6,000
8110	000	Equipment Maintenance	11,863	4,660	-	236,000	236,000	231,000
8120	000	Building Maintenance	199	496	-	10,500	10,000	10,500
8130	000	Small Tools	371	-	989	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	1,706	2,014	1,610	2,500	2,500	2,500
8134	000	Safety Clothing/Equipment	-	1,197	718	800	800	2,950
8140	000	Utilities	3,317	5,986	2,230	7,000	7,000	7,000
8150	000	Telephone	-	-	-	1,200	-	1,200
8152	000	Pumping Power	533,536	692,436	684,049	835,000	750,000	935,000
8170	000	Professional Services	135,176	128,616	141,858	355,000	255,000	210,000
8180	000	Contract Services	136,563	417,062	221,640	1,085,000	600,000	1,150,000
8200	000	Training Expense	110	-	-	1,500	1,500	1,500
8231	000	Water Purchases - Resale	281,237	345,861	466,942	310,000	310,000	310,000
8233	000	Watermaster Charges	559,565	716,542	635,780	1,000,000	1,000,000	1,350,000
8400	000	Overhead Allocation	205,267	205,267	205,267	205,267	205,267	205,267
		<OPERATIONS & MAINTENANCE>	1,873,780	2,547,577	2,386,087	4,108,867	3,436,367	4,581,117
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	3,040	3,211	-	20,000	-	20,000
8540	000	Automotive Equipment	20,616	-	-	260,000	-	290,000
		<CAPITAL OUTLAY>	23,656	3,211	-	280,000	-	310,000
[500-6711] Water Production Total			2,522,747	3,142,676	3,006,811	5,043,057	3,935,020	5,145,531

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds compensation for three full time employees, including Senior Water Production/Treatment Operator, and two Water Production/Treatment Operators, and partial compensation for Public Works Director, Deputy Public Works Director, Water Operations Manager, Senior Civil Engineer, Civil Engineering Assistant, Public Works Assistant, Electrician, two Management Analysts, and Management Assistant. Refer to the Appendix for a detailed allocation list.
- 7010 Salaries – Part-Time
Funds partial compensation for seasonal, Public Works Intern, and other non-salaried part-time employees.
- 7020 Overtime
Funds overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.
- 7040 Holiday
Funds employees whose work rotation falls on holidays.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for office supplies and miscellaneous expenses. (Total \$1,500)
- 8010 Postage
Provides funds for postal expenses for City mailings. (Total \$400)
- 8020 Special Department Expense
Provides for special and miscellaneous department supplies and services including: salt for sodium hypochlorite generation at Wilson, Garfield, and Graves Reservoir (\$23,400), chlorine analyzer solution and other water quality chemistry supplies(\$19,000), turbine oil (\$1,000), backwash tank rentals (\$3,000), chemical pipe supplies (\$2,500), and parts and supplies (\$2,500), SCADA DSL line at Wilson and Garfield Reservoir (\$3,000), State Water Resources Control Board administration fees (\$45,000), San Gabriel Basin Water Quality Authority administrative fee (\$47,000), and staff physical exams and Class B driver license renewals (\$200). (Total \$146,600)
- 8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as the annual

Consumer Confidence Report and water system maps. (Total \$2,000)

- 8060 Dues, Memberships, Subscriptions
Provides funds for City membership fees and dues for the American Water Works Association. (Total \$5,600)
- 8070 Mileage/Auto Allowance
To provide reimbursement for water related call outs. (Total \$600)
- 8080 Books, Videos, Magazines, and Recordings
Provides funds for the purchase of reference books and manuals from AWWA. (Total \$500)
- 8100 Vehicle Maintenance and Operations
Provides funds for operational expenses such as gas, oil, tires, batteries, parts, repairs, preventive and routine maintenance of division vehicles and smog certifications. (Total \$6,000)
- 8110 Equipment Maintenance
Provides funds for pump maintenance and emergency services (\$149,000), water softener (\$3,000), generator services (\$3,000), chlorine equipment maintenance (\$25,000), valve & pump maintenance (\$10,000), compressor maintenance (\$5,000), Nitrate Analyzer Maintenance (\$36,000). (Total \$231,000)
- 8120 Building Maintenance
Provides funds to repair HVAC, painting, electrical maintenance, and gate maintenance at water facilities. (Total \$10,500)
- 8130 Small Tools
Provides for replacement or purchase of worn or damaged hand and power tools. (Total \$1,000)
- 8132 Uniforms and Equipment
Provides for the purchase of Uniforms, all functional City apparel and cleaning services. (Total \$2,500)
- 8134 Safety Equipment & Supplies
Provides for the purchase of personal protective equipment, safety equipment and supplies including safety boots (\$750), First Aid equipment (\$1,500), gloves, hard hats, vest, ear plugs (\$200), chemical resistant PPE (\$500). (Total \$2,950)
- 8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping. (Total \$7,000)
- 8150 Telephone
Provides telephone service to water system facilities. (Total \$1,200)
- 8152 Pumping Power
This account provides funds for electrical and energy charges associated with

operating wells and booster pumps. (Total \$935,000)

8170 Professional Services

Provides for professional services such as water quality testing including water quality monitoring city wide and at the Wilson & Graves Wellhead treatment systems (\$65,000), security services at elevated tanks and reservoirs (\$3,000), consultant services for preparation of the annual Consumer Confidence Report and Water Audit, and as needed consulting services for water production (\$60,000), SCADA system maintenance (\$12,000), and water quality and treatment cost reduction study (\$70,000). (Total \$210,000)

8180 Contract Services

Granular activated carbon media replacement for Wilson Wellhead Treatment system and Graves Treatment system (\$950,000), Graves Reservoir Ion exchange generation salt (\$75,000), weed abatement and reservoir tree maintenance (\$15,000), and waste brine treatment & disposal (\$110,000). (Total \$1,150,000)

8200 Training Expense

Provides for AWWA training seminars and workshops related to water supply and production to maintain required state certification of operators. (Total \$1,500)

8231 Water Purchases – Resale

This account provides funds to purchase water from the City of Pasadena (\$45,000), Cal American Water (\$5,000), and MWD purchase through Upper San Gabriel Valley Water District supplement the City's well production (\$260,000). (Total \$310,000)

8233 Watermaster Charges

This account provides the funds to pay for extraction of groundwater from the Main San Gabriel Basin within the City's water rights, excess extraction premiums beyond the adjudicated rights, and for fees for the cleanup of the ground water basin. (Total \$1,350,000)

8400 Overhead Allocation

Charges for administrative services provided by the General Fund. (Total \$205,267)

CAPITAL OUTLAY

8530 Computer Equipment

Provide replacement computer equipment for the Water Division Supervisory Control and Data Acquisition (SCADA) system. (Total \$20,000)

8540 Vehicles and Equipment

Purchase a Water Division Valve Truck to implement a preventative maintenance valve exercise program. (Total \$290,000)

Water Efficiency Projects / 503-6010-6713

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	66,122	57,146	73,135	38,180	50,408	88,901
7010	000	Salaries - Temp / Part	-	3,243	8,281	1,000	20,328	22,729
7020	000	Overtime	-	2,950	2,684	-	235	-
7040	000	Holiday	1,584	2,644	1,607	-	-	1,531
7070	000	Leave Buyback	-	-	-	-	-	548
7100	000	Retirement	26,130	19,866	40,069	6,096	8,572	8,194
7100	010	CalPERS UAL	-	-	-	-	-	6,481
7108	000	Deferred Compensation	234	2,987	(2,426)	108	709	885
7110	000	Workers Compensation	881	910	1,140	857	1,271	1,409
7130	000	Group Health Insurance	10,756	10,923	8,552	4,029	13,983	29,895
7140	000	Vision Insurance	151	140	127	72	151	305
7150	000	Dental Insurance	455	520	470	270	706	1,200
7160	000	Life Insurance	69	79	76	30	85	134
7170	000	FICA - Medicare	933	966	1,305	554	2,321	3,028
		<WAGES & BENEFITS>	107,314	102,376	135,019	51,196	98,768	165,242
8000	000	Office Supplies	600	66	-	2,000	700	2,000
8010	000	Postage	-	-	154	2,500	2,500	2,500
8020	000	Special Department Expense	395	5,465	161	25,000	12,500	25,000
8032	000	Water Efficiency Fee Projects	19,256	20,147	24,412	125,000	57,000	125,000
8060	000	Dues & Memberships	-	-	-	2,500	525	2,500
8070	000	Mileage/Auto Allowance	153	-	10	200	200	200
8090	000	Conference & Meeting Expense	504	-	-	2,000	2,000	2,000
		<OPERATIONS & MAINTENANCE>	20,909	25,678	24,737	159,200	75,425	159,200
8540	000	Automotive Equipment	-	-	-	-	-	40,000
		<CAPITAL OUTLAY>	-	-	-	-	-	40,000
[503-6713] Water Efficiency Total			128,223	128,054	159,756	210,396	174,193	364,442

Budget Detail

PERSONNEL SERVICES

- 7000 Salaries – Regular Employees
Funds partial compensation of Environmental & Sustainability Manager. Refer to the Appendix for a detailed allocation list.
- 7020 Overtime
Funds the cost of overtime for non-management staff attending City Council and commission meetings and, as authorized, official City events outside of regular office hours.
- 7010 Salaries – Part-Time
Funds compensation for a part time intern to assist in processing water conservation program permits.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for department office supplies. (Total \$2,000)
- 8010 Postage
Provides funds for postal related expenses for environmental newsletters and documents. (Total \$2,500)
- 8020 Special Department Expense
Provides funds water conservation and sustainability supplies and services including, but not limited to, computer supplies, annual software subscriptions (\$350), expenditures related to promotional materials, event supplies, or other materials (\$2,650), Expenditures related to printing, document production, flyers, bill inserts, door hangers, custom items, and other media, marketing, or materials used for events, meetings, programs, outreach, and community classes related to water conservation education (\$22,000). (Total \$25,000)
- 8032 Water Efficiency Fee Projects
Provides funds for water conservation and efficiency programs such as residential and commercial water audits, contributing matching funds towards Metropolitan Water District rebate programs and establishing City water rebate programs and services. (Total \$125,000)
- 8060 Dues, Memberships, Subscriptions, and Books
Water Conservation related memberships, including American Water Works Association (AWWA) and California Water Efficiency Partnership (CalWEP). (Total \$2,500)
- 8070 Mileage Reimbursement
Provides funds for mileage reimbursement to water conservation, environmental and sustainability events. (Total \$200)

8090 Conference and Meeting Expense
Provides funds for attending conferences and meetings related to water conservation, environmental and sustainability. (Total \$2,000)

CAPITAL OUTLAY

8540 Automotive Equipment
Refurbishment of vehicle for promoting environmental conservation. (Total \$40,000)

Key Performance Indicators

The Public Works Department is committed to improving public engagement and community access to project and program information in Fiscal Year 2023-2024. In addition to completing a department reorganization and recruitment of critical positions, Public Works will implement quarterly newsletters and website project updates to communicate its many endeavors to City stakeholders.

Public Works Administration & Engineering

- Fulfillment of up to 2,000 service requests annually.
- Process 500 permits for encroachment, excavation, tree replacement, etc.

Water & Sewer Infrastructure

- Produce sufficient water for South Pasadena, approximately 4,000 acre-feet annually.
- Replace 50-100 meters, 10-12 fire hydrants, and 5-8 water service lines annually.
- Remove and replace up to 1,000 linear feet (LF) of water main pipelines.
- Collect 6,200 meter readings monthly.
- Perform at least 10 area leak detection inspections to identify and repair leaks
- Monthly sewer inspection and maintenance program.

Street & Sidewalk Maintenance

- Track repair and replacement of City sidewalks, curbs, and gutters.
- Track repair of street potholes.
- Track replacement of damaged asphalt.

Street/Median Trees & Parks Maintenance

- Plant 80-100 trees annually.
- Increase outreach and education programs regarding landscape & trees maintenance to quarterly.

Facilities & Street Lights

- LED light conversion for up to 50 street, park, and field lights annually.

Environmental Programs & Sustainability

- Increase water conservation rebate programs utilization by 25%.
- Provide 3 demonstrations and 2 citywide utility bill inserts/mailings promoting electric leaf blowers.

Customer Service and Response

- Provide responses to customers within 1 business days, and status updates on service requests with 10 business days.

- Respond to emergencies, including water service/main break leaks within 1 hour.
- Quarterly Updates on programs and projects.

Community Development

Fiscal Year 2023-24 Budget Snapshot

Overview

The Community Development Department is comprised of five divisions: Planning, Building and Safety, Community Improvement, Housing, and Film and Art. Staff in Community Development supports the Planning Commission, Cultural Heritage Commission, Design Review Board and Public Art Commission. The Planning staff administers the City's Zoning Code including land use and development regulations, processes land use permits, and undertakes long range land use planning. The Building staff enforces construction standards to safeguard life, health, and property by reviewing building plans for code compliance, issuing building permits, and performing construction inspections. The Community Improvement (code enforcement) staff works with property owners to secure compliance with the municipal code regarding property maintenance and health and safety issues. The Housing Division focuses on developing affordable housing policies and implementing strategies to improve housing opportunities for all income levels. Additionally, the Housing staff helps to monitor and implement the Housing Element programs. The department is also home to the South Pasadena Film Office which coordinates all filming activity in the City.

Notable Changes – Wages and Benefits

There is an increase in overall wages and benefits due to the conversion of a part-time Community Improvement Coordinator position to full-time to help with the code enforcement cases and to respond to various new City codes and State laws such as the ban on gas powered leaf blowers, and AB 838 (tenant health and safety complaints).

Notable Changes – Operations and Maintenance

There is a significant increase in professional services to contract planning firms and consultants to assist with the implementation of the housing programs in the State mandated 6th Cycle Housing Element Update 2021-2029. During this fiscal year the department will be making significant zoning code amendments and finalize the General Plan and Downtown Specific Plan updates, among other department priorities. In addition, the budget for Professional Services includes an extensive work plan including:

- Zoning Code amendments;
- Tenant Protection Programs;
- Cultural Heritage Ordinance update; and
- Department organizational and operational assessment.

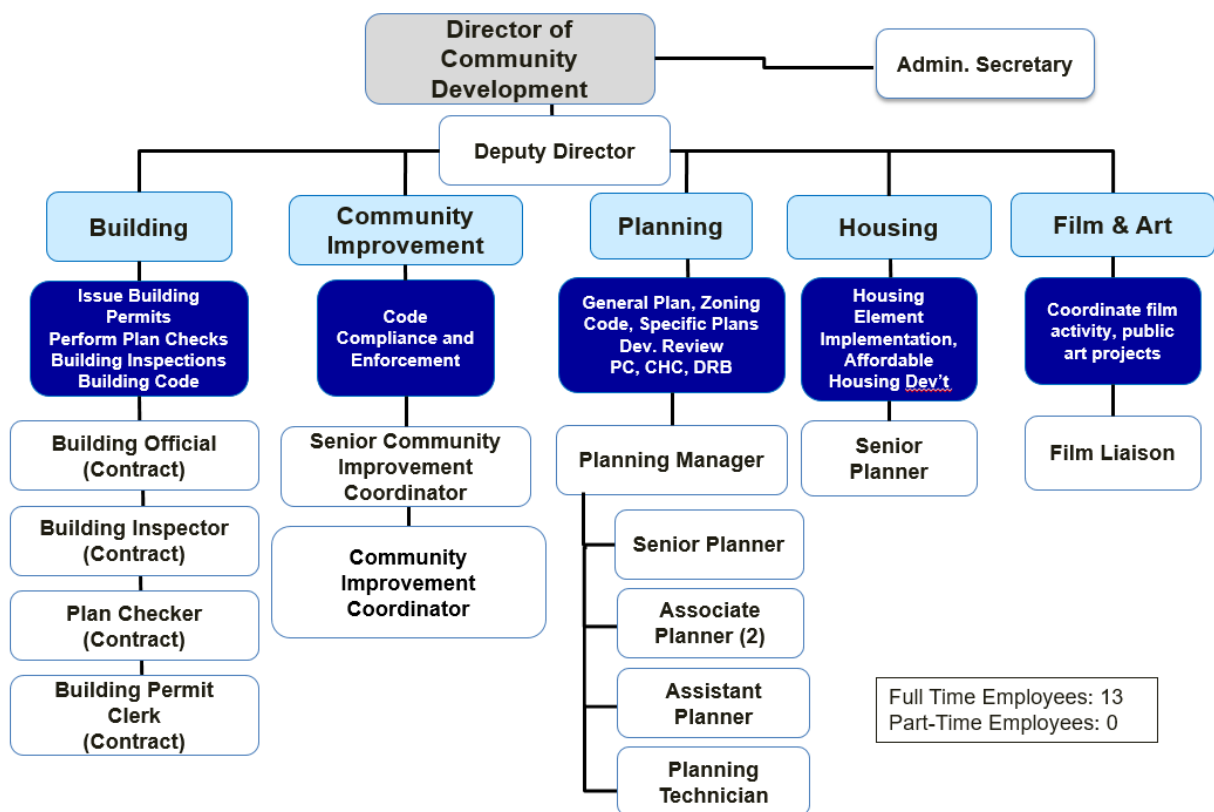
Capital Outlay

Improvements to the Housing Authority owned property (308 San Pasqual) are needed within the fiscal year such as potential reroof, septic tank inspection and potential pumping, and kitchen rehabilitation.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 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	-	-	-	-	-	-
Total Expenses by Category	1,878,655	1,830,130	2,429,014	3,633,899	3,059,329	4,116,995
[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
Total Expenses by Program	1,878,655	1,830,130	2,429,014	3,633,899	3,059,329	4,116,995

Authorized Positions



Community Development / 101-7010-7011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	497,128	672,364	713,825	1,049,544	1,018,571	1,256,252
7010	000	Salaries - Temp / Part	90,558	142,722	103,634	109,000	144,120	127,310
7020	000	Overtime	2,828	1,041	3,742	30,000	24,070	15,000
7040	000	Holiday	4,591	14,192	8,755	-	-	7,229
7070	000	Leave Buyback	7,988	-	15,859	8,000	-	9,496
7100	000	Retirement	156,654	144,519	390,914	241,120	249,121	128,201
7100	010	CalPERS UAL	-	-	-	-	-	161,675
7108	000	Deferred Compensation	1,192	34,217	(24,752)	3,005	7,145	12,545
7110	000	Workers Compensation	7,114	9,415	9,067	22,266	13,081	15,125
7120	000	Disability Insurance	-	13,337	2,653	-	-	-
7122	000	Unemployment Insurance	6,620	1,360	-	-	-	-
7130	000	Group Health Insurance	35,293	54,223	60,861	109,893	88,315	210,060
7140	000	Vision Insurance	904	1,319	1,416	2,640	1,971	2,743
7150	000	Dental Insurance	3,223	4,915	5,406	9,900	7,611	10,250
7160	000	Life Insurance	450	668	665	1,089	995	1,287
7170	000	FICA - Medicare	11,704	14,508	12,569	14,928	18,630	24,241
<WAGES & BENEFITS>			826,247	1,108,800	1,304,611	1,601,385	1,573,629	1,981,414
8000	000	Office Supplies	2,588	470	6,472	19,431	20,000	20,000
8010	000	Postage	3,830	6,769	2,639	6,000	15,000	15,000
8020	000	Special Department Expense	2,140	8,173	4,358	5,500	6,000	6,122
8040	000	Advertising	6,082	-	250	74,205	58,000	10,000
8050	000	Printing/Duplicating	4,049	10,526	10,644	15,000	15,000	11,000
8060	000	Dues & Memberships	475	25,400	12,050	33,000	20,000	15,009
8090	000	Conference & Meeting Expense	415	275	50	6,500	6,500	27,075
8100	000	Vehicle Maintenance	1,535	2,032	2,554	1,000	1,000	1,000
8110	000	Equipment Maintenance	1,434	-	-	1,500	1,500	-
8170	000	Professional Services	455,467	293,955	235,396	432,500	430,000	1,187,000
8180	000	Contract Services	563,495	351,629	849,618	1,394,678	900,000	794,500
8200	000	Training Expense	-	380	-	6,000	500	3,000
8257	000	Boards & Commissions	-	-	-	500	500	4,675
8260	000	Public Art	8,500	11,360	-	25,000	-	25,000
<OPERATIONS & MAINTENANCE>			1,050,010	710,968	1,124,030	2,020,814	1,474,000	2,119,381
[101-7011] Community Development Total			1,876,257	1,819,769	2,428,641	3,622,199	3,047,629	4,100,795

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for the Community Development Director, Deputy Director, Planning Manager, two Senior Planners, two Associate Planners, one Assistant Planner, one Planning Counter Technician, one Film Liaison, one Senior Community Improvement Coordinator, one Community Improvement Coordinator, and one Administrative Secretary.
- 7010 Salaries – Part-Time
Funds compensation for seasonal, temporary, and other non-salaried part-time employees. Includes additional staffing to process Planning Department backlog.
- 7020 Overtime
Funds compensation for overtime duty for department staff.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Funds regular office supplies (\$20,000).
- 8010 Postage
Funds postal expenses for department mailings related to development and construction projects, housing, community improvement as well as public hearing notices. (\$15,000).
- 8020 Special Department Expense
Provides funds for department promotional items for community events; miscellaneous department supplies such as: furniture (\$500), commissioner nameplate and badges (\$500), Code Enforcement equipment and PPE for Community Improvement inspections (\$1,500); staff development (\$1,500), promotional items for the community (\$1,000) and department literature (\$500). Includes additional technology to accommodate virtual meetings and online community outreach (\$622). (\$6,122).
- 8040 Advertising
Funds for advertising of non-legal public notices such as hillside notices (Total \$10,000).
- 8050 Printing and Duplication
Funds the printing and duplication of materials for building permit forms, inspection forms, and job inspection cards (\$2,500). As well as materials for

various boards and commissions (Flyers, brochures, foam boards, etc.) (\$1,500). Additionally, this category funds graphic design (\$2,000) and documents specific to the General Plan and Downtown Specific Plan (\$5,000). (\$11,000).

8060 Dues, Memberships, Subscriptions, and Books

Funds membership fees, dues, subscriptions and publications of professional organizations and continuing education materials, including California Planning & Development Report (\$238), American Planning Association (\$2,560), California Association of Code Enforcement (\$720), International Council of Building Officials and California Preservation Foundation (\$500), NAHRO/SCANPH (\$550), and Film Liaisons in California Statewide (\$300). Additionally, this category funds the annual San Gabriel Valley Regional Housing Trust (\$10,141) (\$15,009).

8090 Conference and Meeting Expense

Funds conference registration, and meeting/travel expenses, including the annual conference of the California Chapter of the American Planning Association (\$3,750), National American Planning Association (\$2,355), California Association of Code Enforcement Officers (\$1,400), Southern California Association of Non-Profit Housing (SCANPH) (\$950), CA Preservation Foundation Annual Conf. (\$590), NAHRO Annual Conference (\$750) and related travel expenses (\$17,280). (Total \$27,075).

8100 Vehicle Maintenance

Funds operational costs for gas, oil change, and regular maintenance of department vehicle. (\$1,000).

8170 Professional Services

Provides funding for consultant services and other services related to planning and housing (including Strategic Plan priorities). Implementation of Housing Element programs; tenant protection programs (i.e., rent registry, rent stabilization, etc.) (\$400,000), Cultural Heritage Ordinance update (\$200,000), General Plan and Downtown Specific Plan consultant (\$150,000), removal of racially restrictive covenants (\$100,000), ballot measure and height limit study (\$100,000), and IHO in-lieu fee study (\$23,000). Consultants for historic resource evaluations (\$64,000) (offset by deposits), rezoning and General Plan and Downtown Specific Plan maps, tables, data, etc., (\$125,000), and department organizational and operational assessment (\$25,000). This list does not include all Strategic Plan priorities or grant funded projects, etc. (Total \$1,187,000).

8180 Contract Services

Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech (\$750,000). This category also funds emergency fencing and window and door board ups for Community Improvement (\$7,000), code enforcement administrative citation hearings and collections (\$4,500). Aerial Maps (\$5,000) and land use based maps & database (\$28,000) (Total \$794,500)

- 8200 Employee Training
Funds required trainings such as CEQA (\$200), historic preservation training seminars (\$200), ICC EduCode Training (\$900), APA Planning Academy (\$200) ILG and LAEDC seminars (\$1,500) (\$3,000).
- 8257 Board & Commissions
Funds required training in historic preservation for the Cultural Heritage Commission and CEQA and land use training for Planning Commission. This category also funds attendance at the SPPF Gala (\$4,675).
- 8260 Public Art
Funds professional services related to public art program. (\$25,000).

Housing Authority / 228-7200-7220

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8120	000	Building Maintenance	4,075	262	-	500	500	5,000
8121	000	Utility Credit - Arroyo House	800	1,100	1,000	1,200	1,200	1,200
8180	000	Contract Services	10,324	8,283	-	10,000	10,000	10,000
8182	000	Property Tax - Leased Property		716	(628)	-	-	-
		<OPERATIONS & MAINTENANCE>	15,199	10,361	373	11,700	11,700	16,200
228 - HOUSING AUTHORITY TOTAL			15,199	10,361	373	11,700	11,700	16,200

OPERATIONS & MAINTENANCE

8120 Building Maintenance

Funds minor building maintenance of Arroyo House (\$5,000).

8121 Utility Credit – Arroyo House

Funds credit of \$100 per month for the Arroyo House per the lease agreement (\$1,200).

8180 Contract Services

Funds to contract with for landlord/tenant assistance and fair housing (\$10,000).

Key Performance Indicators

The Community Development Department strives to provide excellent customer service by efficiently managing workload and thereby reducing processing times, building plan check approvals, and permit issuance.

Administration

Encourage interdepartmental collaboration to improve entitlement applications and public information regarding development projects; continue to improve department processes; and finalize objective development standards to streamline development application process.

- Assist City Manager's Office with regular updates for the citywide newsletter
- Conduct interdepartmental development coordination meetings: 6
- Conduct a department organizational and operational assessment
- Conduct community outreach efforts including informational workshops or study sessions related to housing programs, Downtown Specific Plan, and General Plan Update: 4

Planning & Building

Reduce processing time for discretionary applications and building plan check by implementing the electronic permitting system.

- Process discretionary applications (PC, CHC, DRB): 35
- Process administrative (by-right) applications (DRB/CHC Chair Review, Staff Review): 90
- Process ADU applications: 55

Community Improvement

Respond to code complaints by investigating, opening cases when appropriate, and driving cases toward a successful resolution.

- Prioritize all incoming cases as Level 1 (imminent health and safety hazards such as dangerous and unstable structures), Level 2 (significant code violations including substandard housing conditions), or Level 3 (other code violations such as overgrown vegetation and blight):
 - Investigate all Level 1 cases by the end of the next business day
 - Investigate all Level 2 cases within five business days
 - Investigate all Level 3 cases within ten business days
- Work with the Housing Division to respond to tenant habitability complaints
- Provide quarterly reports to City Council on community improvement activities

Film & Art

Process film applications efficiently while eliminating impacts to residents and neighborhoods. Work closely with the Public Art Commission to promote public art projects and programs.

- Minimum film permits: 175
- Provide quarterly reports to City Council on film activity

Housing

The Housing Division will be responsible for tracking the implementation of the 6th Cycle Housing Element housing programs, track affordable units, and conduct community outreach

efforts related to housing programs.

- Develop and propose new tenant protection programs
- Develop affordable housing opportunities including Caltrans vacant properties and Housing Authority owned site at 1503-1507 El Centro Street

Library

Fiscal Year 2023-24 Budget Snapshot

Overview

The Library Department is a community anchor and a resource and learning hub. It is a welcoming place for people of all ages, walks of life and socioeconomic backgrounds. People visit the Library to study, work, relax, and recharge. It is a place where people learn about their community, connect with their neighbors, and expand their horizons. The Library provides resources in a variety of formats to meet the information and learning needs of a diverse population. It supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, and services. The Library is open 7 days a week, for a total of 58 hours. In the first three-quarters of Fiscal Year 2022-23 the Library issued more than 2,000 new library cards, and an average of 14,285 patrons came through the doors every month. Borrowing is close to pre-pandemic levels, averaging 28,600 checkouts a month. Librarians at our reference desks helped around 80 patrons each day and presented programs attended by more than 7,700 people.

Fiscal Year 2022-2023 was a banner year at the Library. We saw library operations return to normal as the impacts of COVID-19 receded, and the Library Special Tax, which provides approximately 20% of the Library's budget, was renewed by 86.65% of the voters, and will continue until terminated by a majority vote of the electorate. A robust strategic planning process engaged the community and staff and resulted in a plan that will guide library programs and services for the next five years, as well as inform decisions about the allocation of human and fiscal resources. The plan outlines many exciting goals related to operations, the facility, technology, and services.

The Library's goals for Fiscal Year 2023-2024 are tied to the strategic plan and include implementing a Radio Frequency Identification (RFID) system that will improve customer self-service options and collection management, implementing a module for the Integrated Library System (ILS) that will streamline the acquisition of library materials, and securing funding from the California State Library for critical infrastructure and life-safety improvements to the facility.

Notable Changes – Wages and Benefits

The Library is not requesting any new positions or changes to positions for Fiscal Year 2023-24.

Notable Changes – Operations and Maintenance

The budget includes funding to enable librarians to attend The American Library Association's annual conference, which will be held in San Diego.

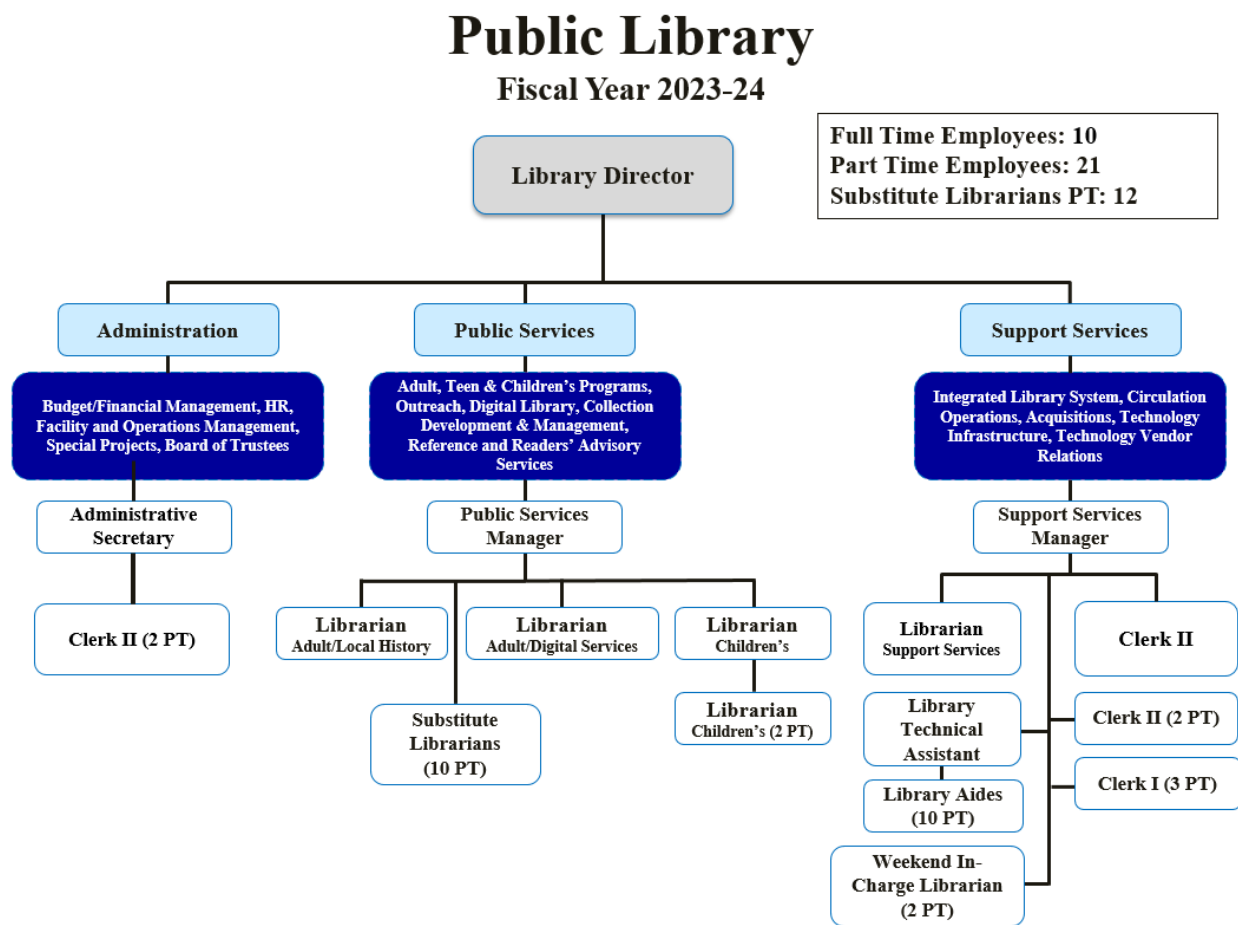
Capital Outlay

Funds have been designated to paint, re-carpet and replace the furniture in the teen area, as well as to replace the curbside book drops on Oxley Street.

Budget Summary

EXPENDITURE SUMMARY	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
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
Total Expenses by Category	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
[101-8011] Library	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234
Total Expenses by Program	1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Authorized Positions



Library / 101-8010-8011

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	599,212	707,712	727,965	818,664	792,451	904,837
7010	000	Salaries - Temp / Part	240,771	250,634	252,424	342,000	318,426	360,000
7020	000	Overtime	147	155	519	1,000	199	-
7040	000	Holiday	12,789	23,432	13,727	2,000	1,855	13,598
7070	000	Leave Buyback	17,016	-	-	18,000	5,965	18,553
7100	000	Retirement	226,060	190,818	446,798	191,378	202,505	100,577
7100	010	CalPERS UAL	-	-	-	-	-	153,309
7108	000	Deferred Compensation	1,422	31,618	(28,545)	1,387	4,630	8,947
7110	000	Workers Compensation	10,480	11,479	12,623	15,145	13,652	19,762
7120	000	Disability Insurance	-	-	-	-	-	-
7122	000	Unemployment Insurance	1,055	1,029	-	-	-	-
7130	000	Group Health Insurance	74,545	84,889	83,898	104,280	102,713	154,200
7140	000	Vision Insurance	1,460	1,610	1,800	2,400	1,657	2,174
7150	000	Dental Insurance	5,454	6,022	7,034	9,000	6,804	7,840
7160	000	Life Insurance	788	899	866	990	857	990
7170	000	FICA - Medicare	22,660	24,892	25,197	33,246	31,147	66,051
<WAGES & BENEFITS>			1,213,859	1,335,189	1,544,306	1,539,490	1,482,862	1,810,839
8000	000	Office Supplies	5,359	6,359	7,297	6,500	6,500	7,500
8010	000	Postage	1,820	1,738	1,118	1,500	1,500	2,200
8020	000	Special Department Expense	20,681	15,160	30,645	20,000	20,000	22,500
8030	000	Library Periodicals	10,604	6,715	6,959	7,000	6,750	7,100
8031	000	Electronic Resources	29,292	20,619	20,433	20,000	20,000	20,000
8040	000	Advertising	1,076	1,287	204	1,000	800	-
8050	000	Printing/Duplicating	1,963	1,480	3,989	3,500	3,500	4,500
8060	000	Dues & Memberships	4,104	4,060	4,106	4,200	3,245	5,400
8070	000	Mileage/Auto Allowance	117	-	-	100	-	100
8080	000	Books/DVDs/CDs	95,474	70,843	86,375	105,000	105,000	110,000
8083	000	E-Books	35,393	33,288	32,648	35,000	35,000	36,000
8085	000	City-wide Reading Program	-	-	-	1,000	1,000	-
8090	000	Conference & Meeting Expense	200	-	100	2,000	1,000	6,845
8110	000	Equipment Maintenance	2,789	405	1,389	3,000	3,000	3,000
8120	000	Building Maintenance	9,469	24,552	4,294	5,000	5,000	6,250
8140	000	Utilities	-	-	-	-	-	-
8151	000	CENIC WiFi Expenses	6,218	5,646	12,241	11,500	10,870	11,500
8155	000	Rental/Lease	-	-	-	-	-	450
8170	000	Professional Services	4,375	2,625	6,611	34,600	30,000	10,000
8180	000	Contract Services	81,432	51,941	64,700	73,000	73,000	84,050
8200	000	Training Expense	-	1,820	199	1,500	500	2,500
8257	000	Boards & Commissions	348	200	992	1,500	1,500	1,500
<OPERATIONS & MAINTENANCE>			310,714	248,738	284,301	336,900	328,165	341,395
8500	000	Building & Improvements	-	15,962	5,882	38,900	38,900	10,000
8520	000	Machinery & Equipment	695	4,151	2,837	15,000	15,000	49,000
8521	000	Mach. & Equip. - Library Ops. Study	-	3,150	-	-	-	-
8530	000	Computer Equipment	417	1,179	1,806	2,000	2,000	-
<CAPITAL OUTLAY>			1,112	24,442	10,525	55,900	55,900	59,000
[101-8011] Library Total			1,525,685	1,608,369	1,839,131	1,932,290	1,866,927	2,211,234

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Provides compensation for a full-time staff of ten positions. These include 1 Library Director; 1 Public Services Manager, 1 Support Services Manager, 2 Adult Services Librarians, 1 Support Services Librarian, 1 Children's Librarian, 1 Administrative Secretary, 1 Library Technical Assistant, and 1 Library Clerk II.
- 7010 Wages - Seasonal and Part-Time Employees
Covers the compensation of part-time library staff members who are paid hourly rates, including passport services clerk and Community Room rental staffing, which are offset by fee income.
- 7020 Overtime
Provides compensation for any overtime use throughout the year, at one and one-half times the regular salary or wage. Overtime is very sparingly used to compensate non-exempt professional staff when program preparations, meetings, etc. require them to work beyond a regular 8-hour work day.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of paper, stationery, rolls for receipt printers, folders, notepads, cash register and mailing supplies, toner, business cards, name badges, and general office supplies. (Total \$7,500)
- 8010 Postage
Covers postage fees for correspondence, grant applications, invitations, overdue material notifications, and inter-library loan items lent or returned to their owning institutions. (Total \$2,200)
- 8020 Special Department Expense
Funds the purchase of barcodes, security strips, CD and DVD cases and sleeves, supplies for children's programs, book trucks, archival supplies, book jackets, mending tape, display racks, and other miscellaneous provisions. Also provides funds for collection development resources for staff, performers' fees, special event insurance for Library programs, and software that supports the provision of services and resources to the public. (Total \$22,500)
- 8030 Periodicals
Provides funds for hard copy magazine and English and foreign language newspaper subscriptions, including the *South Pasadena Review*, *South Pasadenan*, *Pasadena Star-News*, *Los Angeles Times*, and many others. (Total \$7,100)
- 8031 Digital Resources
Provides funds for the purchase or licensing of digital resources, which are

remotely available 24/7. Resources include encyclopedias, streaming films, resources for readers, and interactive and foreign language e-books for kids. (Total \$20,000)

8050 Printing and Duplication

Provides funds for the printing and duplication of brochures, promotional bookmarks, magnets, posters, library card applications, and a variety of other printed materials for the public. (Total \$4,500)

8060 Dues and Memberships

Supports membership to the California Library Association, the Califa libraries consortium, Southern California Library Cooperative, American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities. (Total \$5,400)

8070 Mileage Reimbursement

Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used mostly to compensate staff for attending required meetings and to support the training and continuing education of staff members at off-site workshops, meetings, and training sessions. (Total \$100)

8080 Books/DVDs/CDs

Provides funds for the purchase and outsourced physical processing of books, music and audiobook CDs, and DVDs and Blu-rays. Annual circulation of materials exceeds 250,000. (Total \$110,000)

8083 E-Books

Provides funds for the purchase of circulating digital books and digital audiobooks for children, teens, and adults. Annual circulation of digital books and audiobooks exceeds 28,000. (Total \$36,000)

8090 Conference and Meeting Expense

Provides funds for conference and meeting travel expenses and registration fees for staff. The American Library Association annual conference will be held in San Diego in Fiscal Year 2023-2024. (\$6,845)

8110 Equipment Maintenance

Includes funds for maintenance of automated external defibrillator units, maintenance of miscellaneous library equipment, and repairs to library security gates. (Total \$3,000)

8120 Building Maintenance

Provides funds for elevator permit, miscellaneous emergency janitorial, plumbing, electrical, and other service and repairs, supplies related to building maintenance, funds for exterior steam cleaning and interior furniture cleaning, and for automated ADA door repairs. (Total \$6,250)

8151 CENIC Wi-Fi Expenses

Provides funding for the out-of-pocket cost of high capacity, high speed

broadband connectivity for public and staff Wi-Fi. The Library receives California Teleconnect Fund (CTF) and Federal Communications Commission Schools and Libraries Program E-Rate reimbursements for a portion of this amount. Also includes \$700 for SonicWall security for Wi-Fi router. (Total \$11,500)

8155 Rental/Lease

Funds for postage meter lease. (Total \$450)

8170 Professional Services

Includes \$8,000 for administering the Library Special Tax, including preparing and submitting the tax roll, and \$2,000 for graphic design services. (Total \$10,000)

8180 Contract Services

Provides \$450 for security alarm maintenance, \$1,100 for fire alarm system maintenance, \$1,725 for emergency lighting system maintenance, and \$3,500 for theft detection system and self-check kiosk maintenance. Includes \$24,250 for cataloging records subscription, \$2,400 for library asset recovery service, \$2,325 for a book/CD/DVD ordering platform, \$2,000 for a public computer reservation and printing system, and \$46,800 for Integrated Library System product licensing, off-site hosting, and services. (Total \$84,050)

8200 Training Expense

Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. (Total \$2,500)

8257 Boards/Commissions

Funds for Library Board of Trustees' attendance at the annual California public library advocates workshop and the California Library Association annual conference, as well as design, printing, honoraria, and other expenses of the Trustees' Annual Volunteer Recognition event. (Total \$1,500)

CAPITAL OUTLAY

8500 Building Improvements

Funds for installation of new Library patio tables and for Teen Room improvements. (\$10,000)

8520 Machinery & Equipment

New ADA accessible exterior book drops and funds for Teen Room furniture. (\$49,000)

Key Performance Indicators

The Library's main focus in the new fiscal year is to begin to meet the goals laid out in the Library's new Strategic Plan for the years 2023-2027.

Having filled the new full-time position in the Support Services Division late in fiscal year 2022-2023, we will be continuing to refine roles and responsibilities in the Division, and to document and revise the division's policies, procedures and workflows.

Special projects for 2023-2024 include converting the Library to a Radio Frequency Identification (RFID) collection management and security system, and pursuing grant funding from the California State Library for critical infrastructure improvements.

Outreach

- Add 700 people to the Library's e-newsletter recipient list
- Conduct 10 SPUSD and private school class visits at the start of the school year
- Give 4 off-site presentations about Library programs and services to community groups

Operations

- Review and revise 4 administrative policies
- Add 7,000 new items to the collection
- Rent the Community Room 20 times

Programs & Services

- Exceed 14,000 visitors per month on average
- Lend 25,000 items per month on average
- Present at least 8 programs for adults, such as book discussions, author talks, hands-on crafting, concerts, and films
- Exceed program attendance of 8,000 individuals annually

Community Services

Fiscal Year 2023-24 Budget Snapshot

Overview

The Community Services Department is pleased to submit the Fiscal Year 2023-24 budget proposal. The Community Services Department provides services within four divisions: Senior Division, Recreation Youth Division, Community Transit, and Community Services Division.

The following is a synopsis of the fiscal year for the Community Services Department.

The Senior Citizens Center, a multi-purpose facility, provides older adults with educational, social, physical, nutritional, and emotional services and city special events such as the Memorial Day Celebration. On-site meals, classes, and programs have resumed in person. Home-delivered meals continue to serve seniors residing within city limits.

The Recreation and Youth Division operates out of the Orange Grove Recreation Center and coordinates recreational classes for children and adults, after-school and summer child care, Facility and Park reservation, and city events such as Concerts in the Park, Eggstravaganza, Spooktacular, and Breakfast with Santa.

The Community Transit operates the Dial a Ride Program, which offers essential services for seniors, including rides to medical appointments, grocery stores, financial institutions, and social gatherings provided by the City. The Division has experienced an increase in ridership since the pandemic. A full-time Management Analyst and Management Assistant were hired to fill vacant positions. A new All-Electric 14 Passenger Van was purchased and is in operation. The Division will undergo an analysis of the Dial-A-Ride program.

The Community Services Division provides general department oversight plus budget and grant administration, park improvements, community liaison activities, and contract management of the Arroyo Seco Golf Course (Golf Course), Arroyo Seco Racquet Club, San Pascual Stables, South Pasadena Batting Cages, Ironworks Museum, and Tower Venture Cellular. All agreements have been fully executed with new contract terms except for the Golf Course which the agreement is on a month-to-month. The Golf Course completed a Market Support and Financial Analysis which is under review by City Council. An assessment of the Department was conducted by a consultant and recommendations will be implemented in FY 2023-2024. The Department implemented a new registration software called CivicPlus which will enhance the registration and reservation processes. The Festival of Balloons/4th of July event is a new event to the department which is a day filled with a parade, Party at the park, and Firework show.

The staff supports the Community Services Commission, Festival of Balloons, South Pasadena Tournament of Roses Committee, and Recreation Leased Facilities Ad Hoc Committee.

Notable Changes – Operations and Maintenance

Senior Center:

- Upgrade the lobby, library, and staffing furniture
- Quarterly outreach mailers for senior programs

Administration:

- Installment of a new park sign at the Nature Park
- Install new alarm system at Ironworks Museum
- Annual maintenance fee for CivicPlus Software

Recreation:

- Replacement of all park signage such as park rules sign and gazebo area signage
- Painting of Camp Med room
- Purchase new kid size furniture for Camp Med

Dial-A-Ride

- Hire consultant to complete an Assessment of the Division

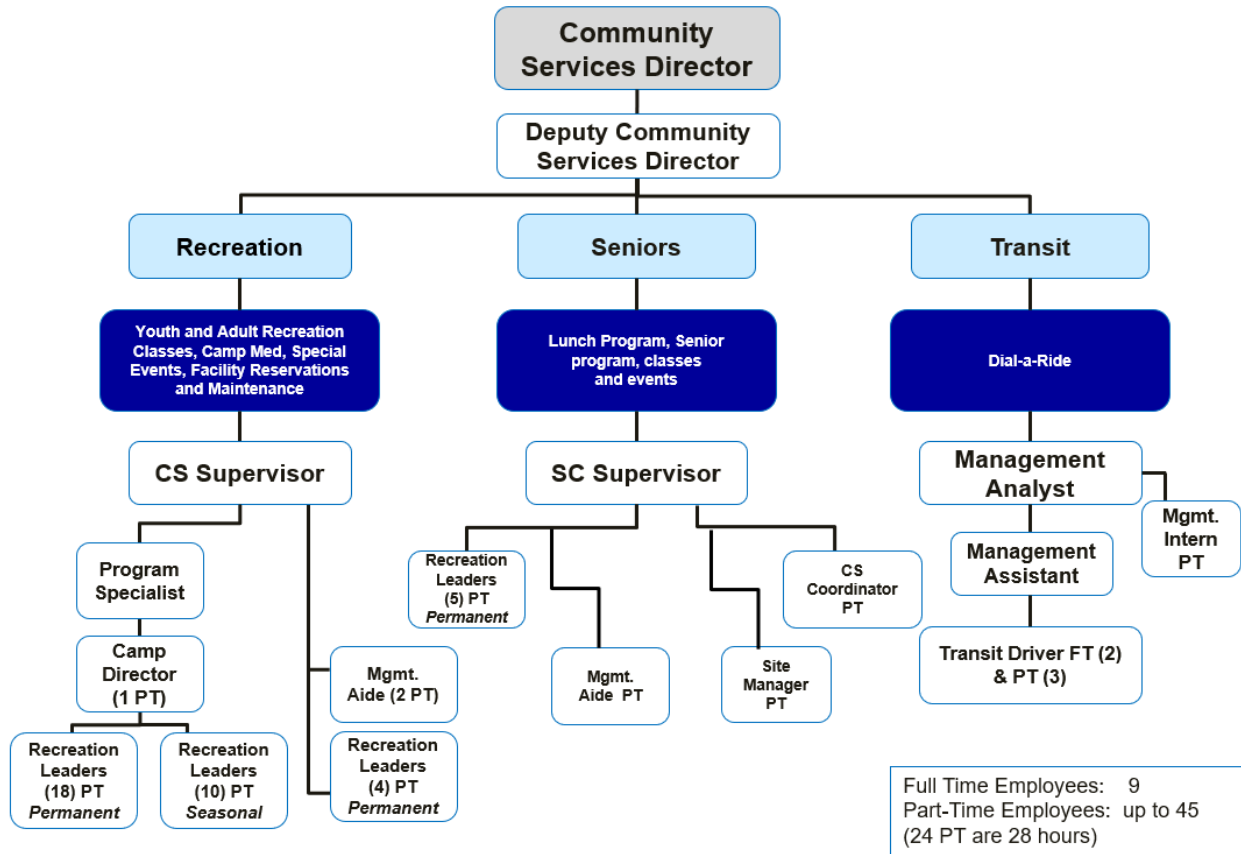
Capital Outlay

Construction of Berkshire and Grevelia Pocket Parks - see CIP (Park Impact Fees).

Budget Summary

EXPENDITURE SUMMARY	Actual	Actual	Actual	Budgeted	Estimated	Adopted
	2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
Wages & Benefits	1,298,385	1,000,618	1,371,016	1,659,435	1,586,141	2,001,549
Operations & Maintenance	1,449,933	1,401,947	1,818,635	2,177,730	2,112,460	2,163,093
Capital Outlay	(13,807)	66,516	-	176,600	169,999	-
Total Expenses by Category	2,734,511	2,469,081	3,189,651	4,013,765	3,868,600	4,164,642
[101-8021] Senior Services	330,809	202,374	237,957	431,985	390,480	437,749
[101-8031] Community Services	172,667	217,223	276,302	356,440	421,305	373,413
[101-8032] Recreation and Youth Services	656,232	323,135	835,939	783,405	818,737	1,085,519
[105-8031] Facilities & Equipment Replacement	-	-	-	-	-	-
[205-2210] Prop "A" Administration	7,529	13,204	12,902	15,631	17,070	27,139
[205-8024] Transit Planning	119,202	143,026	86,928	345,835	323,541	198,220
[205-8025] Dial-A-Ride	216,748	159,057	177,792	432,588	330,643	762,915
[207-2260] Prop "C" Administration	5,140	6,602	4,491	6,698	6,871	-
[207-8025] Dial-A-Ride	209,979	236,178	207,582	301,087	233,378	-
[226-2029] Mission Meridian Public Garage	8,987	9,650	9,052	15,000	9,100	15,000
[260-8023] CDBG Senior Nutrition Prog	31,026	62,980	65,950	26,281	-	19,599
[275-6410] Park Maintenance	-	18,050	15,035	-	-	-
[295-8032] Recreation and Youth Services	0	(39,500)	50,508	-	30,218	-
[295-8041] General Administration	336,413	447,861	504,874	462,381	478,971	467,656
[295-8042] Golf Course Maintenance	376,387	378,623	423,131	483,470	471,692	502,590
[295-8043] Range	60,252	143,203	162,405	207,994	194,444	182,475
[295-8044] Golf Shop	79,003	128,569	103,494	126,570	125,700	79,050
[295-8045] Food Service	124,137	18,846	15,308	18,400	16,450	13,316
Total Expenses by Program	2,734,511	2,469,081	3,189,651	4,013,765	3,868,600	4,164,642

Authorized Positions



Senior Services / 101-8030-8021

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	84,518	61,759	33,741	82,164	75,981	76,654
7010	000	Salaries - Temp / Part	92,552	86,307	107,644	160,000	135,482	170,665
7020	000	Overtime	-	-	-	-	-	2,000
7070	000	Leave Buyback	-	-	-	2,100	-	2,193
7100	000	Retirement	27,224	21,180	50,302	6,610	17,503	6,132
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	826	732	178	822	745	767
7110	000	Workers Compensation	2,031	1,575	1,640	3,399	2,476	2,686
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	13,380	7,805	4,290	8,580	8,580	8,580
7140	000	Vision Insurance	240	140	82	240	165	165
7150	000	Dental Insurance	900	525	305	900	610	610
7160	000	Life Insurance	99	58	50	99	99	99
7170	000	FICA - Medicare	4,740	4,352	3,430	1,191	5,759	14,167
		<WAGES & BENEFITS>	226,509	184,433	201,662	266,105	247,400	284,718
8000	000	Office Supplies	2,910	1,306	2,685	3,000	3,000	3,000
8010	000	Postage	467	1,343	1,914	3,000	3,000	2,500
8020	000	Special Department Expense	9,419	2,480	14,698	32,657	30,100	30,700
8040	000	Advertising	294	-	-	2,800	2,000	3,780
8050	000	Printing/Duplicating	1,934	209	160	4,500	2,500	4,500
8060	000	Dues & Memberships	180	-	90	760	760	1,030
8090	000	Conference & Meeting Expense	-	-	625	4,000	2,000	2,000
8110	000	Equipment Maintenance	215	220	-	3,500	2,500	3,500
8120	000	Building Maintenance	1,642	152	451	3,300	3,000	2,300
8140	000	Utilities	-	-	-	-	-	-
8150	000	Telephone	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
8180	000	Contract Services	64,707	9,078	1,837	66,003	60,000	63,461
8200	000	Training Expense	-	-	25	500	420	800
8264	000	Special Events	1,642	93	2,390	17,000	16,500	17,000
8267	000	Classes	12,894	-	11,143	22,400	17,000	16,000
8300	000	Lease Payment	219	1,043	276	2,460	300	2,460
		<OPERATIONS & MAINTENANCE>	96,523	15,925	36,295	165,880	143,080	153,031
8520	000	Machinery & Equipment	5,372	2,016	-	-	-	-
8530	000	Computer Equipment	2,405	-	-	-	-	-
		<CAPITAL OUTLAY>	7,777	2,016	-	-	-	-
[101-8021] Senior Services Total			330,809	202,374	237,957	431,985	390,480	437,749

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Funds compensation for Community Services Supervisor.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Senior Services Division Part-Time Staff: Management Aide (1 x18 hours), Site Manager (1 x 28 hours), Recreation Leaders (2 x 28 hours and 3 x 18 hours), and Coordinator (1 x 28 hours)
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office Supplies (\$3,000) Total (\$3,000)
- 8010 Postage
Monthly senior newsletter (\$1,800), Senior Center Membership renewal notices (\$500), and special event advertising (\$200). Total (\$2,500)
- 8020 Special Department Expenses
Volunteer recognition program (\$1,800), yearly lectures (\$2,400), yearly film discussion (\$1,800), health and resource fair (\$3,500), senior center event supplies (\$2,500), Home Delivery meal program supplies (\$2,500), reception furniture (\$4,500), coffee service (\$2,700), cleaning supplies (\$2,000), volunteer mileage (\$1,000), furniture for staff office (\$4,000), and staff uniforms (\$2,000). Total (\$30,700)
- 8040 Advertising
Promote senior services and events such as four newspaper advertisements (\$1,000), two street banners (\$2,130), and a Public Hearing notice for lunch program (\$650). Total (\$3,780)
- 8050 Printing & Duplication
Print monthly senior newsletter (\$3,000), business envelopes (\$900), and printing event flyers (\$600). Total (\$4,500)
- 8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society (CPRS) annual membership for Community Services Coordinator and Community Services Supervisor (\$315), Municipal Management Association of Southern California (MMASC) annual membership (\$200) for Community Services Supervisor and Coordinator, National Recreation and Park Association for Supervisor (\$115), Netflix's

subscription (\$240) for Senior Cinema Program and Canva (\$160). Total (\$1,030)

8090 Conference & Meeting Expenses

Community Services Supervisor to attend CPRS annual conference in March 2024 (Palm Springs). Total (\$2,000)

8110 Equipment Maintenance

Annual kitchen equipment maintenance (\$3,000) and kitchen fire suppression system (\$500). Total (\$3,500)

8120 Building Maintenance

Pressure washing of Senior Center entry (\$500), cleaning of stainless steel surfaces in the kitchen three times a year (\$1,000), cleaning of drapes (\$600), and fire extinguishers (\$200). Total (\$2,300)

8180 Contract Services

Fire and security system (\$1,250), first aid and AED services (\$4,200), and senior meals not covered by Community Block Grant (CDBG) (Contract catering of senior nutrition program is \$77,610. CDBG provides partial funding of \$19,599. The revenue estimate from serving approximately 18,500 meals is approximately (\$39,600). Total (\$63,461)

8200 Training Expenses

Staff training. Total (\$800)

8264 Special Events & Excursions

Senior excursions (\$4,000), funds for 12 special events (\$6,000), entertainment for 12 special events (\$6,000), and Memorial Day Program (\$1,000). Total (\$17,000)

8267 Classes

Payments to independent contract instructors for quarterly senior leisure classes at the senior center. Instructors are generally reimbursed 80% of their total class revenue. The City retains 20%. Based on prior years, it is estimated that senior leisure classes will generate \$20,000 next year. 80% of which is paid to independent contract instructors. Total (\$16,000)

8300 Lease Payment

Postage meter lease. Total (\$2,460)

Community Services / 101-8030-8031

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	130,683	125,581	154,652	147,928	176,560	168,858
7010	000	Salaries - Temp / Part	756	-	841	10,500	-	10,500
7020	000	Overtime	(579)	-	-	-	-	-
7040	000	Holiday	-	6,446	5,114	-	-	3,034
7070	000	Leave Buyback	-	-	-	2,000	-	3,989
7100	000	Retirement	39,326	30,577	76,257	52,913	53,471	22,391
7100	010	CalPERS UAL	-	-	-	-	-	50,114
7108	000	Deferred Compensation	1,404	5,868	(4,150)	1,140	1,747	1,689
7110	000	Workers Compensation	1,630	1,349	1,830	2,705	2,159	1,943
7122	000	Unemployment Insurance	96	15,449	-	-	-	-
7130	000	Group Health Insurance	8,401	10,857	9,860	8,580	13,747	12,285
7140	000	Vision Insurance	161	117	174	240	200	165
7150	000	Dental Insurance	597	433	718	900	863	682
7160	000	Life Insurance	95	70	103	99	122	99
7170	000	FICA - Medicare	2,343	1,915	2,367	2,120	2,670	2,448
		<WAGES & BENEFITS>	184,913	198,662	247,767	229,125	251,538	278,197
8000	000	Office Supplies	999	779	1,034	1,000	1,000	1,000
8010	000	Postage	-	-	646	650	600	650
8020	000	Special Department Expense	3,893	6,218	12,887	16,015	14,800	8,261
8040	000	Advertising	-	-	-	150	-	1,000
8050	000	Printing/Duplicating	98	-	-	12,200	11,082	6,000
8060	000	Dues & Memberships	555	555	650	700	705	705
8090	000	Conference & Meeting Expense	-	-	793	2,000	1,500	2,000
8110	000	Equipment Maintenance	435	200	4,307	7,300	7,300	4,100
8120	000	Building Maintenance	1,625	4,700	1,575	26,000	24,000	12,500
8140	000	Utilities	-	221	40	-	-	-
8170	000	Professional Services	(4,191)	-	-	-	-	-
8180	000	Contract Services	5,747	5,557	5,889	10,750	58,230	8,450
8200	000	Training Expense	50	-	-	250	250	250
8264	000	Special Events	-	-	576	50,000	50,000	50,000
8300	000	Lease Payment	126	330	138	300	300	300
		<OPERATIONS & MAINTENANCE>	9,338	18,561	28,536	127,315	169,767	95,216
8510	000	San Pascual Stables LLC CIF	(21,584)	-	-	-	-	-
		<CAPITAL OUTLAY>	(21,584)	-	-	-	-	-
[101-8031] Community Services Total			172,667	217,223	276,302	356,440	421,305	373,413

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for Community Services Director (75%) and Deputy Director (25%)
- 7010 Wages – Seasonal/Part-Time Employees
Funds Recreation Leaders for Building Reservations.
- 7070 Leave Buyback
Funds employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer supplies, meeting supplies, and miscellaneous supplies. Total (\$1,000)
- 8010 Postage
Mailing of general information on recreation and facility rental programs, community outreach for special projects, and special events. Total (\$650)
- 8020 Special Department Expense
Department promotional materials (\$500), Community Garden Caltrans lease payment (\$100), department staff shirts (\$400), key duplication (\$200), Memorial Garden boulder engraving (\$300), Tables, Chairs and Caddy for the lower level of War Memorial (\$2,000), Department Special Event supplies (\$1,000) Special Community Meeting Supplies (\$500) LED Projector (\$500), and licensing fees for concerts for SESAC (\$875), BMI (\$350), ASCAP (\$355) All Track (\$331), Global Music Rights (\$850). Total (\$8,261)
- 8040 Advertising
Newspaper advertisement (\$600), Social Media Boosts (\$400). Total (\$1,000)
- 8050 Printing and Duplication
Facility and Park Brochure (6,000). Total (\$6,000)
- 8060 Dues, Memberships & Subscriptions
Provides funds for the California Parks and Recreation Society annual membership for Agency Membership CPRS, Deputy Director CPRS membership. Total (\$705)
- 8090 Conference & Meeting Expenses
Provide funds for the Community Services Director and Deputy Director to attend the CPRS annual conference. Total (\$2,000)

- 8110 Equipment Maintenance
War Memorial Building semi-annual range hood cleaning (\$1,000), annual maintenance of fire suppression equipment at War (\$850) Annual Maintenance of Appliances @ War and Senior Center (\$2,250). Total (\$4,100)
- 8120 Building Maintenance
Provides for War Memorial Building wood floor resurfacing and waxing (\$5,500), repairs and cleaning services at the War Memorial Building, Youth House, and Eddie Park House (\$3,500), Cleaning of Drapes - WMB (\$2,000), Carpet cleaning lower level at War (\$1,500). Total (\$12,500)
- 8180 Contract Services
Provides funds for the security & fire alarm for Youth House (\$1,300), fire alarm at War Memorial Building (\$2,200), security Alarm at War Memorial Building (\$1,200), Fire and security at Eddie Park (\$2,000), Security and Fire Alarm for Ironworks Museum (\$1,700), servicing of facility kitchen appliances (\$1,250). Total (\$8,450)
- 8200 Training Expense
Job-related training seminars and materials. Total (\$250)
- 8264 Special Events
Festival of Balloons/Fourth of July fireworks show, parade, and party in the park. Total (\$50,000)
- 8300 Lease Payment
Provides partial funds for annual postage meter. Total (\$300)

Recreation and Youth Services / 101-8030-8032

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	112,688	89,537	129,512	145,584	114,442	143,183
7010	000	Salaries - Temp / Part	267,842	83,074	277,459	300,000	375,667	508,295
7020	000	Overtime	7,650	-	3,740	2,500	1,956	2,500
7040	000	Holiday	874	3,189	2,353	-	2,526	2,347
7070	000	Leave Buyback	1,504	-	-	1,500	-	2,193
7100	000	Retirement	45,471	35,089	96,881	11,712	20,470	26,455
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	475	3,535	(2,901)	822	997	1,432
7110	000	Workers Compensation	4,580	2,006	4,703	3,223	5,014	10,897
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	10,850	6,922	10,639	11,100	11,100	11,100
7140	000	Vision Insurance	303	265	343	480	329	329
7150	000	Dental Insurance	915	864	1,271	1,800	1,510	1,510
7160	000	Life Insurance	143	140	197	198	198	198
7170	000	FICA - Medicare	20,055	5,273	19,746	2,111	22,889	40,961
		<WAGES & BENEFITS>	473,350	229,894	543,942	481,030	557,099	751,400
8000	000	Office Supplies	2,147	372	2,291	2,500	2,350	2,500
8010	000	Postage	-	500	250	1,250	900	1,250
8020	000	Special Department Expense	1,699	536	1,981	5,000	5,500	5,200
8040	000	Advertising	248	138	-	2,800	-	2,800
8050	000	Printing/Duplicating	-	-	6	1,200	-	2,400
8060	000	Dues & Memberships	250	-	555	600	523	1,195
8090	000	Conference & Meeting Expense	900	-	1,938	2,000	2,000	2,500
8110	000	Equipment Maintenance	-	-	-	850	250	850
8120	000	Building Maintenance	-	-	18,595	20,550	-	20,450
8180	000	Contract Services	29,899	6,685	8,038	27,225	23,525	23,004
8200	000	Training Expense	30	-	-	500	-	800
8264	000	Special Events	29,957	1,455	29,577	51,350	42,850	56,800
8267	000	Classes	94,950	80,987	198,170	130,000	130,000	149,000
8268	000	Camp Services	21,791	2,261	27,118	49,140	47,050	57,960
8269	000	Teen Center	885	120	3,271	7,150	6,480	7,150
8300	000	Lease Payment	126	187	207	260	210	260
		<OPERATIONS & MAINTENANCE>	182,882	93,241	291,997	302,375	261,638	334,119
		[101-8032] Recreation and Youth Services Total	656,232	323,135	835,939	783,405	818,737	1,085,519

Budget Detail

PERSONNEL SERVICES

- 7000 Regular Salaries
Compensation for the Youth Services Supervisor and Program Specialist.
- 7010 Wages – Seasonal/Part-Time Employees
Provides funds for Camp Director, Recreation Division Recreation Leaders, and two part-time Management Aides.
- 7020 Overtime
Funds compensation for hours worked beyond normal workweek.
- 7070 Leave Buyback
Funds staff that opt to sell back hours of their leave balance.

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office paper, computer, and miscellaneous office supplies (\$2,500). Total (\$2,500)
- 8010 Postage
Event promotion and advertising (\$250), and quarterly promotional class mailers (\$1000). Total (\$1,250)
- 8020 Special Department Expense
Cleaning supplies (\$400), replacement of basketball court nets (\$100), staff uniform (\$2,000), and replenishment of first aid kits for special events (\$200) special events equipment (\$2,500). Total (\$5,200)
- 8040 Advertising
Newspaper advertisements (\$2,800). Total (\$2,800)
- 8050 Printing and Duplication
Quarterly Class & Program Guide promotional flier. Total (\$2,400)
- 8060 Dues, Memberships & Subscriptions
CPRS annual membership (\$300) MMASC annual membership (\$200) NRPA annual Membership (\$295) and Annual Membership (\$200) for Community Services Supervisor and Program Specialist and Subscriptions for Disney Plus (\$200). Total (\$1,195)
- 8090 Conference and Meeting Expense
CPRS annual conference registration and travel in Southern California for Community Services Supervisor and Program Specialist. Total (\$2,500)

- 8110 Equipment Maintenance
Office equipment maintenance. Total (\$850)
- 8120 Building Maintenance
Provides for supplemental cleaning and minor building repairs at the Orange Grove Recreation Center (\$2,200), key duplication (\$100), Park Signage (\$7,650) Painting of Camp Med (\$10,500). Total (\$20,450)
- 8180 Contract Services
Portable toilet service at the SkatePark (\$8,104), fire alarm and security system service for Recreation Center (\$1,900), and Skate Park repairs (\$13,000). Total (\$23,004)
- 8200 Training Expense
Provides funds for staff training. Total (\$800)
- 8264 Special Events
Spring Eggstravaganza (\$6,000), three Movies in the Park (\$10,800), two Shakespeare in the Park (\$5,000), Halloween (\$5,000), Breakfast with Santa (\$5,000), five Summer Concerts in the Park Series (\$25,000). Total (\$56,800)
- 8267 Classes
Payments to independent contract instructors for the quarterly tot, youth, and adult leisure classes within the Recreation Division. Instructors are generally reimbursed 65% of their total class revenue. The City retains 35%. Based upon prior years, it is estimated that leisure classes will generate \$230,000 next year. 65% of which is paid to independent contract instructors. Total (\$149,000)
- 8268 Camp Med
Camp Med school year and summer program supplies and trips; field trips (\$12,900). Camp med supplies and activities (\$6,000), Snacks (\$6,000), Summer pool usage (\$2,550), Program supplies (\$3,500), Purchase Outdoor Recreation Games (\$1,885), Camp Med t-shirts (\$4,000), First aid supplies (\$2,000), California Parks and Recreation training for part-time staff (\$2,000), Purchase new furniture kids-size (\$3,000), Provides funds for required First Aid/CPR training for staff (\$1,800), Internet (\$1,800), Monthly special events (\$1,000), Parent Night (\$1,500), Annual licensing for MPLC & BMI (\$910), Purchase new game cubbies (\$600), Carpet cleaning (\$1,800), printing for Camp Med program (\$600) Staff sweatshirts for After-School (\$1,500), Volunteen Shirts (\$500), Annual When2Work staff scheduling system(\$400) streaming serves subscription (\$515), and provides funds to promote Camp Med after school care and summer programs (\$1,200). Total (\$57,960)
- 8269 Teen Center
The operation of the teen center during the school year. Program supplies and activities (\$1,000), snacks (\$1,000), purchase advertisements (\$250), first aid supplies (\$100), board games (\$250), guest speakers (\$1,000), special events such as Halloween, holiday and end of the year programs (\$250), and staff training (\$150). Provide Youth and Government supplies, speakers, and trips (\$3,150). Total (\$7,150)

8300 Lease Payment
Postage machine lease. Total (\$260)

Prop “A” – Local Transit Administration / 205-2010-2210

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,990	6,516	6,142	10,637	12,225	17,905
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	2,441	2,265	6,152	3,849	3,834	2,374
7100	010	CalPERS UAL	-	-	-	-	-	5,282
7108	000	Deferred Compensation	12	303	61	106	122	179
7110	000	Workers Compensation	13	61	67	197	119	194
7130	000	Group Health Insurance	50	455	355	601	554	858
7140	000	Vision Insurance	1	5	7	17	11	16
7150	000	Dental Insurance	4	20	27	63	39	61
7160	000	Life Insurance	1	3	4	7	6	10
7170	000	FICA - Medicare	17	80	87	154	159	260
<WAGES & BENEFITS>			7,529	9,708	12,902	15,631	17,070	27,139
8060	000	Dues & Memberships	-	3,495	-	-	-	-
8250	000	Bus Pass Subsidy	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			-	3,495	-	-	-	-
[205-2210] Prop "A" Administration Total			7,529	13,204	12,902	15,631	17,070	27,139

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Funds the partial compensation for the Community Services Director. Refer to the Appendix for a detailed allocation list.

Prop “A” – Transit Planning / 205-8030-8024

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	6,434	11,817	14,577	22,793	20,318	26,858
7100	000	Retirement	5,232	4,723	13,326	8,247	7,533	3,561
7100	010	CalPERS UAL				-	-	7,922
7108	000	Deferred Compensation	25	778	145	228	203	269
7110	000	Workers Compensation	27	117	158	422	199	292
7130	000	Group Health Insurance	107	920	864	1,287	930	1,287
7140	000	Vision Insurance	2	11	18	36	18	25
7150	000	Dental Insurance	8	41	68	135	66	91
7160	000	Life Insurance	2	7	11	15	11	15
7170	000	FICA - Medicare	37	153	207	331	265	389
		<WAGES & BENEFITS>	11,873	18,568	29,375	33,494	29,542	40,709
8020	000	Misc. Supplies - Parking	2,915	2,915	-	8,200	3,500	10,700
8060	000	Dues & Memberships	7,912	2,425	6,187	8,500	8,500	13,170
8061	000	HOA Dues	14,645	20,762	15,572	32,041	32,000	32,041
8120	000	Building Maintenance	-	-	-	3,000	1,000	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
8180	000	Contract Services	68,116	33,496	33,583	74,000	74,000	88,600
8250	000	Bus Pass Subsidy	13,740	360	2,212	10,000	5,000	10,000
		<OPERATIONS & MAINTENANCE>	107,328	59,957	57,553	135,741	124,000	157,511
8520	000	Machinery & Equipment	-	64,500	-	-	-	-
8540	000	Automotive Equipment	-	-	-	176,600	169,999	-
		<CAPITAL OUTLAY>	-	64,500	-	176,600	169,999	-
[205-8024] Transit Planning Total			119,202	143,026	86,928	345,835	323,541	198,220

Budget Detail

PERSONNEL SERVICES

7000 Salaries – Regular Employees

Provides partial compensation for the Community Services Director (20%). Refer to the Appendix for a detailed allocation list.

OPERATIONS & MAINTENANCE

8020 Misc. Supplies - Parking

Provides funds for supplies and Maintenance of the Mission Meridian Parking Garage (\$2,000), Signage (\$2,000), internet connection for parking meters (\$1,100), Maintenance of parking permit machines (\$3,100) and custodial services (\$2,500). Total (\$10,700)

8060 Dues & Memberships

Provides funds for a portion of membership to the Southern California Association of Governments (SCAG) (\$3,000), Arroyo Verdugo JPA (\$6,670), San Gabriel Valley COG (\$3,500). Total (\$13,170)

8061 Property Owners' Association Dues

Provides funds for the transit portion of the Mission Meridian Village Parking Garage's Property Owners' Association dues. Total (\$32,041)

8120 Building Maintenance

Safety improvements, fencing around stairwells, graffiti removal. Total (\$3,000)

8180 Contract Services

Buses for City excursions (\$38,000) Janitorial Services for the Mission Meridian Village Parking Garage by Athens (\$10,350) Provide funds for bus stops maintenance costs (\$40,250). Total (\$88,600)

8250 Bus Pass Subsidy

Provides a portion of LTR "A" – Local Return Funds to subsidize 50% of the cost of monthly MTA passes for elderly and disabled South Pasadena residents. Total (\$10,000)

Prop “A” – Dial A Ride / 205-8030-8025

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	83,131	80,297	78,442	193,173	181,058	351,265
7010	000	Salaries - Temp / Part	82,964	28,063	42,295	137,358	50,350	97,022
7020	000	Overtime	117	17	618	5,000	1,872	5,000
7040	000	Holiday	2,493	3,814	1,297	-	148	2,035
7055	000	IOD - Non Safety	-	-	-	-	-	-
7070	000	Leave Buyback	-	-	-	1,500	-	-
7100	000	Retirement	21,773	17,576	40,579	56,339	56,821	36,271
7100	010	CalPERS UAL	-	-	-	-	-	47,190
7108	000	Deferred Compensation	-	4,313	(4,323)	-	1,325	3,513
7110	000	Workers Compensation	2,536	1,286	1,398	4,675	2,708	5,195
7120	000	Disability Insurance	-	3,029	-	-	-	-
7130	000	Group Health Insurance	18,000	17,459	13,200	28,335	28,541	54,570
7140	000	Vision Insurance	480	471	400	660	562	933
7150	000	Dental Insurance	900	842	1,205	2,475	1,960	3,405
7160	000	Life Insurance	198	198	165	272	247	470
7170	000	FICA - Medicare	4,156	1,692	2,510	2,801	5,049	12,516
<WAGES & BENEFITS>			216,748	159,057	177,785	432,588	330,643	619,385
8000	000	Office Supplies	-	-	-	-	-	4,000
8010	000	Postage	-	-	-	-	-	650
8020	000	Special Department Expense	-	-	-	-	-	9,300
8040	000	Advertising	-	-	-	-	-	1,000
8050	000	Printing/Duplicating	-	-	-	-	-	2,000
8060	000	Dues & Memberships	-	-	-	-	-	1,500
8090	000	Conference & Meeting Expense	-	-	-	-	-	2,000
8100	000	Vehicle Maintenance	-	-	-	-	-	61,000
8105	000	Fuel	-	-	7	-	-	5,000
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	2,500
8140	000	Utilities	-	-	-	-	-	3,000
8170	000	Professional Services	-	-	-	-	-	30,000
8180	000	Contract Services	-	-	-	-	-	18,932
8200	000	Training Expense	-	-	-	-	-	2,000
8300	000	Lease Payment	-	-	-	-	-	648
<OPERATIONS & MAINTENANCE>			-	-	7	-	-	143,530
8520	000	Machinery & Equipment	-	-	-	-	-	-
8530	000	Computer Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
<CAPITAL OUTLAY>			-	-	-	-	-	-
[205-8025] Dial-A-Ride Total			216,748	159,057	177,792	432,588	330,643	762,915

Budget Detail

PERSONNEL SERVICES

- 7000 Full-Time Salaries
Provides partial compensation for the Deputy Director of Community Services, (75%) Management Analyst, Management Assistant, two (2) full-time Transit Drivers.
- 7010 Part-Time
Provides funds for three (3) part-time Transit Drivers and one (1) Management Intern
- 7020 Overtime
Funds overtime pay for after-hours relating to transit (\$5,000).

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Office and miscellaneous supplies. Total (\$4,000)
- 8010 Postage
Postal expenses for Dial-a-Ride promotional mailers. Total (\$650)
- 8020 Special Department Expense
Minor equipment for vans (\$5,300), DMV pull notice program, and DMV physicals- for drivers, and random drug testing (\$1,500) Office furniture (\$2,500) . Total (\$9,300)
- 8040 Advertising
Newspaper Advertising. Total (\$1,000)
- 8050 Printing/Duplicating
Forms, fliers, and mailers. Total (\$2,000)
- 8060 Dues & Memberships
Provides funds for the purchase of a membership for The Community Transportation Association of America (CTAA) (\$700), California Parks and Recreation Society (\$600) and Municipal Management Association of Southern California (\$200). Total (\$1,500)
- 8090 Conference& Meeting Expenses
Provides funds for the Federal Transit Administration Annual Drug and Alcohol Program National Conference (\$1,000), CPRS conference (1,000). Total (\$2,000)
- 8100 Vehicle Maintenance
Provides funds for repair and maintenance of two E450 (electric), one 2016 F250 CNG utility vehicle, and one 2014 MV-1 van (\$36,000), CNG Station repairs and

monthly maintenance (\$10,000) and van and vehicle cleaning (\$15,000). Total (\$61,000)

- 8105 Fuel
Fuel to operate Community Transit vehicles 3 CNG vehicles. Total (\$5,000)
- 8132 Uniform Maintenance
Provides for the purchase and replacement of uniforms and jackets. Total (\$2,500)
- 8140 Utilities
Provides funds for electricity required to charge Plug-in Electric Vehicles (E450 passenger buses). Total (\$3,000).
- 8170 Professional Services
Transit Assessment Total (\$30,000)
- 8180 Contract Services
Annual Maintenance for data management system (\$14,932) Verizon Wi-Fi Jetpack data plan (\$1,000), Acorn Technology (\$3,000). Total (\$18,932)
- 8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions. Total (\$2,000)
- 8300 Lease Payment
Provides funds for postage machine lease. Total (\$648)

Prop “C” – Local Transit Administration / 207-2010-2260

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	4,052	4,833	1,116	4,559	4,840	-
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	1,046	1,116	2,881	1,649	1,596	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	5	216	49	46	48	-
7110	000	Workers Compensation	5	43	54	84	53	-
7130	000	Group Health Insurance	21	318	289	257	238	-
7140	000	Vision Insurance	0	4	6	7	5	-
7150	000	Dental Insurance	2	14	22	27	17	-
7160	000	Life Insurance	1	2	4	3	3	-
7170	000	FICA - Medicare	7	56	70	66	70	-
<WAGES & BENEFITS>			5,140	6,602	4,491	6,698	6,871	-
8020	000	Misc. Supplies - Parking	-	-	-	-	-	-
8061	000	HOA Dues	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			-	-	-	-	-	-
[207-2260] Prop "C" Administration Total			5,140	6,602	4,491	6,698	6,871	-

*In FY 2023/24, all expenditures shifted to Public Works.

Dial-A-Ride / 207-2010-8025

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
7000	000	Salaries - Permanent	121,801	134,529	83,643	151,608	114,536	-
7020	000	Overtime	5,090	-	148	5,000	2,131	-
7040	000	Holiday	2,734	5,648	2,536	-	-	-
7070	000	Leave Buyback	511	-	-	2,500	-	-
7100	000	Retirement	27,689	22,984	58,119	12,197	16,229	-
7100	010	CalPERS UAL	-	-	-	-	-	-
7108	000	Deferred Compensation	-	5,362	(5,197)	-	649	-
7110	000	Workers Compensation	1,822	1,951	1,665	3,783	1,278	-
7130	000	Group Health Insurance	9,300	20,382	9,720	15,000	8,270	-
7140	000	Vision Insurance	285	165	190	480	233	-
7150	000	Dental Insurance	1,060	610	482	1,800	888	-
7160	000	Life Insurance	149	99	49	198	97	-
7170	000	FICA - Medicare	1,882	1,964	1,739	2,198	1,668	-
		<WAGES & BENEFITS>	172,323	193,693	153,092	194,764	145,978	-
8000	000	Office Supplies	1,425	921	277	2,000	2,000	-
8010	000	Postage	-	-	230	650	650	-
8020	000	Special Department Expense	1,188	2,044	5,415	7,000	7,000	-
8040	000	Advertising	-	-	-	1,000	-	-
8050	000	Printing/Duplicating	329	136	33	2,000	250	-
8060	000	Dues & Memberships	165	625	1,000	1,500	700	-
8090	000	Conference & Meeting Expense	-	-	1,026	1,000	350	-
8100	000	Vehicle Maintenance	15,737	24,686	30,554	61,000	55,000	-
8105	000	Fuel	3,161	952	3,250	5,000	4,500	-
8132	000	Uniform Expense/Cleaning	-	-	1,314	2,000	1,000	-
8140	000	Utilities	-	-	-	3,000	-	-
8180	000	Contract Services	15,525	12,866	11,185	16,275	15,000	-
8200	000	Training Expense	-	-	-	2,000	500	-
8300	000	Lease Payment	126	256	207	1,898	450	-
		<OPERATIONS & MAINTENANCE>	37,656	42,485	54,490	106,323	87,400	-
8520	000	Machinery & Equipment	-	-	-	-	-	-
8540	000	Automotive Equipment	-	-	-	-	-	-
		<CAPITAL OUTLAY>	-	-	-	-	-	-
[207-8025] Dial-A-Ride Total			209,979	236,178	207,582	301,087	233,378	-

Mission Meridian Public Garage / 226-2010-2029

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	824	-	1,815	5,000	1,700	5,000
8060	000	Dues & Memberships	8,163	9,650	7,237	10,000	7,400	10,000
8170	000	Professional Services	-	-	-	-	-	-
<OPERATIONS & MAINTENANCE>			8,987	9,650	9,052	15,000	9,100	15,000
[226-2029] Mission Meridian Public Garage Total			8,987	9,650	9,052	15,000	9,100	15,000

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Funds for supplies and maintenance of the Mission Meridian Parking Garage. Total (\$5,000)

- 8060 Property Owners' Association (POA) Dues
Funds a portion of the Mission Meridian Parking Garage's POA dues. Total (\$10,000).

CDBG Senior Nutrition Program / 260-8030-8023

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8180	000	Contract Services	31,026	62,980	65,950	26,281	-	19,599
		<OPERATIONS & MAINTENANCE>	31,026	62,980	65,950	26,281	-	19,599
[260-8023] CDBG Senior Nutrition Prog Total			31,026	62,980	65,950	26,281	-	19,599

OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of the senior nutrition program of \$77,610. Community Development Block Grant covers \$19,599 of the contract in grant funds, while the General Fund provides \$63,461 through the Senior Center budget. The revenue estimates just over \$39,600 from serving approximately 13,500 meals. Overall, the City subsidizes \$18,411 for the nutrition program. (Total \$19,599)

Recreation and Youth Services / 295-8030-8032

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8180	000	Contract Services	0	(39,500)	50,508	-	30,218	-
		<OPERATIONS & MAINTENANCE>	0	(39,500)	50,508	-	30,218	-
[295-8032] Recreation and Youth Services Total			0	(39,500)	50,508	-	30,218	-

Arroyo Seco Golf – Administration / 295-8040-8041

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8000	000	Office Supplies	5,654	8,224	4,853	7,200	5,600	6,600
8010	000	Postage	189	392	163	-	178	200
8020	000	Special Department Expense	58,888	86,302	81,440	93,155	89,000	88,655
8040	000	Advertising	920	1,009	2,292	3,600	3,600	2,400
8120	000	Building Maintenance	10,626	10,184	13,036	25,500	18,500	24,300
8140	000	Utilities	9,419	5,865	6,504	6,610	6,600	7,495
8150	000	Telephone	9,138	7,812	8,412	9,000	9,000	10,632
8160	000	Legal Service	-	-	-	-	-	-
8170	000	Professional Services	72,400	139,500	172,987	101,996	101,000	101,996
8180	000	Contract Services	122,788	132,102	139,581	149,000	179,000	151,048
8191	000	Liability & Surety Bonds	40,530	50,403	69,529	60,000	60,000	67,800
8229	000	Taxes	833	1,039	975	1,040	1,213	1,250
8300	000	Lease Payment	5,028	5,028	5,103	5,280	5,280	5,280
		<OPERATIONS & MAINTENANCE>	336,413	447,861	504,874	462,381	478,971	467,656
[295-8041] General Administration Total			336,413	447,861	504,874	462,381	478,971	467,656

Budget Detail

OPERATIONS & MAINTENANCE

- 8000 Office Supplies
Provides funds for the purchase of office paper, computer supplies, meeting supplies, and miscellaneous supplies. Total (\$6,600)
- 8010 Postage
Postage for mailings. Total (\$200)
- 8020 Special Department Expense
Credit card, bank fees & charges (\$57,600) computer services (\$29,400) membership dues (\$480) and licensing fee (\$1,175). Total (\$88,655)
- 8040 Advertising
Promotions and ads for Golf Course. Total (\$2,400)
- 8120 Building Maintenance
Maintenance and Janitorial Supplies (\$22,800) Burglar alarm (\$1,500). (\$24,300)
- 8140 Utilities
Funds for Water (\$4,270), Gas and Electricity \$3,225. Total (\$7,495)
- 8150 Telephone
Telephone and Internet services. Total (\$10,632)
- 8170 Professional Services
Administrative fee (\$98,000 a year) and consultant fees \$3,996 a year. Total (\$101,996)
- 8180 Contract Services
Compensation for Manager and Starter. Total (\$151,048)
- 8191 Liabilities and Surety Bonds
Liability Insurances. Total. (\$67,800)
- 8229 Taxes
Property taxes. Total (\$1,250)
- 8300 Lease Payment
Equipment and Lease payments. Total (\$5,280)

Arroyo Seco Golf – Course Maintenance / 295-8040-8042

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	44,642	63,333	67,441	13,500	33,892	18,400
8100	000	Vehicle Maintenance	7,822	7,090	11,056	24,150	12,000	31,800
8120	000	Building Maintenance	11,050	14,233	35,334	82,900	81,000	96,800
8130	000	Small Tools	-	322	12,734	3,600	5,500	10,200
8132	000	Uniform Expense/Cleaning	6,218	6,586	8,100	7,200	7,200	9,600
8140	000	Utilities	61,549	39,955	64,064	70,000	61,000	67,700
8150	000	Telephone	1,027	1,028	1,155	1,200	1,100	1,200
8180	000	Contract Services	244,079	246,075	223,249	280,920	270,000	266,890
<OPERATIONS & MAINTENANCE>			376,387	378,623	423,131	483,470	471,692	502,590
[295-8042] Golf Course Maintenance Total			376,387	378,623	423,131	483,470	471,692	502,590

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Supplies (\$10,200), and license and permits (\$1,800) and training (\$400), trees, shrubs and flowers (6,000). Total (\$18,400)
- 8100 Vehicle Maintenance
Repairs to vehicles and carts (\$16,000) oil and gas (\$15,800). Total (\$31,800)
- 8120 Building Maintenance
Maintenance (\$30,300) fertilizer seed and chemicals (\$50,000) sand gravel and top (\$6,000) and course irrigation repairs (\$10,500). Total (\$96,800)
- 8130 Small Tools
Purchase hand tools and lawn equipment. Total (\$10,200)
- 8132 Uniform Maintenance
Uniform cleaning. Total (\$9,600)
- 8140 Utilities
Funds for electricity. Total (\$67,700)
- 8150 Telephone
Funds for telephone. Total (\$1,200)
- 8180 Contract Services
Compensation for maintenance staff. Total (\$266,890)

Arroyo Seco Golf – Driving Range / 295-8040-8043

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	16,309	28,163	27,438	39,800	27,000	42,200
8120	000	Building Maintenance	4,151	6,676	11,420	7,200	7,200	10,800
8132	000	Uniform Expense/Cleaning	-	287	-	750	-	750
8180	000	Contract Services	39,792	108,078	123,548	160,244	160,244	128,725
<OPERATIONS & MAINTENANCE>			60,252	143,203	162,405	207,994	194,444	182,475
[295-8043] Range Total			60,252	143,203	162,405	207,994	194,444	182,475

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Range balls and mats (\$38,000) and supplies (\$4,200). Total (\$42,200)
- 8120 Building Maintenance
Maintenance of range, netting, and irrigation. Total (\$10,800)
- 8132 Uniform Maintenance
Uniform cleaning. Total (\$750)
- 8180 Contract Services
Compensation for maintenance staff and starters. Total (\$128,725)

Arroyo Seco Golf – Shop / 295-8040-8044

Budget Detail

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8020	000	Special Department Expense	1,614	4,174	2,169	6,900	5,500	4,200
8132	000	Uniform Expense/Cleaning	1,159	2,718	3,663	-	1,200	3,000
8180	000	Contract Services	76,230	121,678	97,662	119,670	119,000	71,850
<OPERATIONS & MAINTENANCE>			79,003	128,569	103,494	126,570	125,700	79,050
[295-8044] Golf Shop Total			79,003	128,569	103,494	126,570	125,700	79,050

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
Clothing, gloves, and other supplies. Total (\$4,200)

- 8132 Uniform Maintenance
Uniform cleaning. Total (\$3,000)

- 8180 Contract Services
Compensation for Starter. Total (\$71,850)

Arroyo Seco Golf – Food and Beverage / 295-8040-8045

Budget Detail

Acct	Tsk	Account Title	Actual 2019/20	Actual 2020/21	Actual 2021/22	Budgeted 2022/23	Estimated 2022/23	Adopted 2023/24
8020	000	Special Department Expense	17,263	2,025	2,109	2,825	2,750	1,500
8120	000	Building Maintenance	6,259	4,557	2,615	4,200	2,700	1,200
8130	000	Small Tools	489	2,708	-	-	-	-
8132	000	Uniform Expense/Cleaning	-	-	-	-	-	-
8180	000	Contract Services	100,126	9,556	10,584	11,375	11,000	10,616
<OPERATIONS & MAINTENANCE>			124,137	18,846	15,308	18,400	16,450	13,316
[295-8045] Food Service Total			124,137	18,846	15,308	18,400	16,450	13,316

OPERATIONS & MAINTENANCE

- 8020 Special Department Expense
License and permits. Total (\$1,500)

- 8120 Building Maintenance
Maintenance. Total (\$1,200)

- 8180 Contract Services
Compensation for restaurant staff. Total (\$10,616)

Key Performance Indicators

The Community Services Department is responsible for providing the community with recreational, cultural, and social programs for people of all ages in a safe and well-maintained facility. The department has three divisions comprising Senior, Recreation, and Transit Divisions. We facilitate special events, leisure classes, and senior services including lifelong learning, Dial-A-Ride and Nutrition Program, facility and gazebo reservations, after school and summer camps, and more. The Community Services Department builds a strong sense of community to improve the quality of life for all residents.

Administration

- Construction of Berkshire and Grevelia pocket parks
- Plan and implement the entire Festival of Balloons / Fourth of July event
- Establish a Memo of Understanding with the American Youth Soccer Association (AYSO) and South Pasadena Little League (SPLL)
- Collaborate with the South Pasadena Unified School District to update the Joint Use Agreement
- Continually seek innovative and creative ways to connect with the public while applying a strategic approach to all communication efforts
 - Identify and utilize technologies to directly communicate with participants in programming (*will be completed through CivicRec*)

Recreation

- Improve outreach of special events by partnering with additional local organizations
- Increase summer Camp Med enrollment by 15% from Summer 2022
- Increase online registration participation by 10% with the implementation of CivicRec
- Establish a Quarterly customer satisfaction survey at the conclusion of each program
- Re-establish the Volunteen Program for teens 13 -16 years of age

Senior Services

- Increase followers on the Senior Center Facebook page by 5% by the end of FY 2023-2024
- Improve Senior Center outreach by establishing a quarterly flyer to distribute through City billing
- Increase Senior Center Membership by 5%
- Host *What to do About Mom and Dad* seminar by partnering with local older adult advocates to increase awareness of aging matters and services
- Host three culturally diverse events at the Senior Center by the end of FY2023-2024
- Re-introduce volunteer program following the pandemic shutdown

Transit Division

- Assessment of Transit Division
- Establish a referral program to increase ridership
- Increase marketing strategies for the Dial-A-Ride service

Successor Agency – CRA Debt Service / 227-7200-7211

What is CRA?

Community Redevelopment Agency (CRA) has been Los Angeles' public partner in housing, commercial, neighborhood and economic development. CRA is dedicated to revitalizing, refurbishing, and renewing economically underserved areas of Los Angeles. CRA's main task is to lend a hand-to investors willing to take risks for a more vibrant city, to neighborhood resident with renewed aspirations for their communities, and to those in need who strive to take part in the city's growing prosperity. CRA helps increase the supply of housing for low income and moderate-income families, provide infrastructure for commercial and industrial development and create jobs necessary to maintain acceptable levels of employment.

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
8170	000	Professional Services	-	3,693	3,693	-	3,693	4,000
8330	000	Debt Service - Principal	-	-	-	165,000	165,000	175,000
8331	000	Debt Service - Interest	55,222	48,050	40,800	31,500	31,500	21,600
		<OPERATIONS & MAINTENANCE>	55,222	51,743	44,493	196,500	200,193	200,600
[227-7211] CRA Debt Service Total			55,222	51,743	44,493	196,500	200,193	200,600
227 - SUCCESSOR AGENCY TO CRA TOTAL			55,222	51,743	44,493	196,500	200,193	200,600

Redevelopment Obligations Trust / 927-9800-9811

Acct	Tsk	Account Title	Actual	Actual	Actual	Budgeted	Estimated	Adopted
			2019/20	2020/21	2021/22	2022/23	2022/23	2023/24
9105	000	Proceeds to Successor Agency	-	-	-	-	196,500	196,600
		<OPERATIONS & MAINTENANCE>	-	-	-	-	196,500	196,600
927 - REDEV. OBLIGATIONS TRUST			-	-	-	-	196,500	196,600

Full-Time Authorized Positions

	2019/20	2020/21	2021/22	2022/23	2023/24
City Manager					
City Manager	1	1	1	1	1
Deputy City Manager	0	0	1	1	1
Assistant to the City Manager	1	1	1	1	1
Management Analyst	0	0	1	1	1
Executive Assistant	1	1	0	0	0
Administrative Secretary	0	0	1	1	1
Total Funded Positions	3	3	5	5	5
Management Services					
Management Services Director	0	0	1	1	1
Chief City Clerk	1	1	1	1	1
Human Resources Manager	1	1	0	0	0
Human Resources/Risk Manager	0	0	1	1	1
Principal Mgt. Analyst	2	2	0	0	0
Sr. Management Analyst	0	0	1	1	1
Management Analyst	2	2	2	2	0
Deputy City Clerk	1	1	1	1	1
Management Assistant	0	0	0	1	1
Sr. Human Resource Analyst	0	0	0	0	1
Human Resource Analyst	0	0	0	0	1
Total Funded Positions	7	5	7	8	8
Finance Department					
Finance Director	1	1	1	1	1
Deputy Finance Director/Controller	0	0	0	0	1
Finance Manager	1	1	1	1	1
Accounting Manager	1	1	1	1	0
Accountant	0	1	1	2	2
Management Analyst	0	0	0	2	2
Management Assistant	1	1	2	0	1
Accounting Technician	1	1	0	0	1
Total Funded Positions	5	6	6	7	9
Police Department					
Police Chief	1	1	1	1	1
Deputy Chief of Police	0	1	1	1	1
Police Captain	2	0	0	0	0
Police Lieutenant	0	2	2	2	2
Police Sergeant	7	5	5	5	6
Corporal	5	6	6	6	6
Police Officer	21	21	21	21	21

Full-Time Authorized Positions

	2019/20	2020/21	2021/22	2022/23	2023/24
Police Department cont.					
Management Analyst	0	1	1	1	1
Senior Clerk	1	0	0	0	0
Support Services Assistant	1	0	0	0	0
Police Clerk I	0	0	0	0	1
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)	0	1	1	1	1
Police Assistant	8	8	8	8	9
Parking Control Officer	3	3	3	3	3
Administrative Secretary	1	0	0	0	1
Total Funded Positions	54	51	51	53	57
Fire Department					
Fire Chief	1	1	1	1	1
Division Chief	2	2	2	2	2
Fire Prevention Specialist	0	1	1	1	1
Fire Captian	3	3	3	3	3
Fire Engineer	6	6	6	6	6
Firefighter/Paramedic	9	9	9	9	9
Management Assistant	0	0	0	0	1
Total Funded Positions	21	22	22	22	23
Public Works					
Administrative/Engineering Division					
Public Works Director	1	1	1	1	1
Deputy Public Works Director	1	1	1	1	1
Deputy Director Water & Sustainability	1	1	1	0	0
Principal Engineer	0	0	0	0	1
Senior Civil Engineer	0	0	1	1	1
Associate Civil Engineer	1	1	1	1	1
Civil Engineering Assistant	1	1	1	1	1
Public Works Assistant	1	1	1	1	1
Public Works Inspector	1	1	2	2	2
Management Analyst	0	0	0	2	2
Management Assistant	1	1	1	1	1
Transportation Program Manager	0	0	0	1	1
Operations & Maintenance Division					
Public Works Operation Manager	1	1	1	1	1
Facilities and Parks Supervisor	0	0	0	0	1
Parks Supervisor	1	1	1	1	0
Facilities Maintenance Supervisor	1	1	1	1	0
Street & Sewer Supervisor	1	1	1	1	1

Full-Time Authorized Positions

	2019/20	2020/21	2021/22	2022/23	2023/24
Public Works cont.					
Electrician	1	1	1	1	1
Senior Maintenance Worker	2	2	2	2	3
Building Maintenance Worker	2	2	2	2	2
Maintenance Worker I/II	5	5	5	6	6
Environmental & Sustainability Division					
Environmental & Sustainability Manager	0	0	0	1	1
Water Conservation Analyst	1	1	1	0	0
Management Analyst	0	0	0	0	1
Water Division					
Water Operations Manager	1	1	1	1	1
Water Operations Supervisor	0	0	0	0	1
Senior Water Utility Worker	1	1	1	1	1
Senior Water Production/Treatment Operator	1	1	1	1	1
Water Production/Treatment Operator	2	2	2	2	2
Water Utility Worker I/II	5	5	5	5	5
Total Funded Positions	33	33	35	38	41
Community Development					
Community Development Director	1	1	1	1	1
Deputy Community Development Director	0	0	1	1	1
Planning Manager	0	0	1	1	1
Senior Management Analyst/Housing	0	0	0	1	0
Principal Management Analyst	2	2	1	0	0
Senior Planner	1	0	0	1	2
Associate Planner	0	1	3	2	2
Assistant Planner	0	1	1	1	1
Senior Community Improvement Coordinator	0	0	0	1	1
Community Improvement Coordinator	1	1	1	1	1
Film Liaison	1	1	1	1	1
Management Assistant	0	0	0	0	1
Administrative Secretary	1	1	1	1	1
Management Assistant	0	0	0	0	0
Permit Counter Technician	0	0	0	1	1
Total Funded Positions	7	8	11	13	14

Full-Time Authorized Positions

	2019/20	2020/21	2021/22	2022/23	2023/24
Library					
Library Director	1	1	1	1	1
Asst. Dir. Of Library Arts & Culture	1	1	0	0	0
Public Services Manager	1	1	1	1	1
Support Services Manager	1	1	1	1	1
Librarian	3	3	3	4	4
Library Technical Assistant	1	1	1	1	1
Library Clerk I	1	1	1	0	0
Library Clerk II	0	0	0	1	1
Administrative Secretary	1	1	1	1	1
Total Funded Positions	10	10	9	10	10
Community Services					
Community Services Director	1	1	1	1	1
Deputy Community Services Director	0	0	1	1	1
Senior Services Supervisor	1	1	1	1	1
Youth Services Supervisor	1	1	1	1	1
Management Analyst	1	1	1	1	1
Management Assistant	0	1	1	1	1
Community Services Coordinator	1	1	1	0	0
Management Aide	1	0	0	0	0
Program Specialist	1	1	1	1	1
Transportation Driver	2	2	2	2	2
Total Funded Positions	9	9	10	9	9
Total Full-Time Authorized Positions	149	147	156	165	176

Part-Time Authorized Positions

	<u>Max 18 Hours</u>	<u>Max 28 Hours</u>
City Manager		
Management Intern		1
Police Department		
Police Cadets	3	3
Public Works		
Public Works Intern	2	
Management Intern	1	
Community Development		
Code Enforcement Officer		1
Management Assistant	1	
Library		
Librarian In-Charge		2
Substitute Librarians	12	
Librarians - Children	2	
Clerk II - Administration	2	
Clerk II - Support Services	2	
Clerk I - Support Services	3	
Library Aides	10	
Community Services		
Management Aide - Seniors	1	
Site Mgr - Seniors		1
Recreation Leader - Recreation	16	14
Recreation Leader - Seniors	3	2
Transit Driver - Transit		3
Management Intern - Transit		1
Camp Director - Recreation		1
Management Aide - Recreation		2
Grand Total Part-Time	<hr/> 58	<hr/> 31

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
City Manager												
Asst. to the CM	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
Management Analyst	0.85	-	-	-	-	0.05	-	-	-	0.10	-	1.00
City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Deputy City Manager	0.85	-	-	-	-	-	-	-	-	0.10	0.05	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
City Manager Total	4.40	-	-	-	-	0.10	-	-	-	0.40	0.10	5.00
Management Services												
Mgmt Services Director	0.93	-	-	-	-	0.07	-	-	-	-	-	1.00
Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Sr. Managment Analyst	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
HR & Risk Manager	0.80	-	-	-	-	-	-	-	-	0.20	-	1.00
Deputy City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Chief City Clerk	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Sr. Human Resource Analyst	0.85	-	-	-	-	-	-	-	-	0.15	-	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Services Total	7.23	-	-	-	-	0.07	-	-	-	0.70	-	8.00
Finance Department												
Finance Director	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Deputy Finance Director/Controller	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Management Analyst	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Management Analyst	0.60	-	-	-	-	0.05	-	-	-	0.35	-	1.00
Finance Manager	0.68	-	-	-	-	0.12	-	-	-	0.20	-	1.00
Accountant	1.00	-	-	-	-	0.10	-	-	-	0.90	-	2.00
Management Assistant	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Accounting Technician I	0.45	-	-	-	-	0.05	-	-	-	0.50	-	1.00
Finance Total	4.99	-	-	-	-	0.66	-	-	-	3.35	-	9.00
Police Department												
Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Police Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Lieutenant	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Police Sergeant (Office of Prof. Stds)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Sergeant	5.00	-	-	-	-	-	-	-	-	-	-	5.00
Corporal	6.00	-	-	-	-	-	-	-	-	-	-	6.00
Police Officer	21.00	-	-	-	-	-	-	-	-	-	-	21.00
Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Clerk II	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Police Clerk I	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant II (Rotational)	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Assistant	9.00	-	-	-	-	-	-	-	-	-	-	9.00
Parking Control Officer	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Police Department Total	57.00	-	-	-	-	-	-	-	-	-	-	57.00
Fire Department												
Fire Chief	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Division Chief	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Fire Prevention Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Captian	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Fire Engineer	7.00	-	-	-	-	-	-	-	-	-	-	7.00
Firefighter/Paramedic	8.00	-	-	-	-	-	-	-	-	-	-	8.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Fire Department Total	23.00	-	-	-	-	-	-	-	-	-	-	23.00

Position Distribution by Funding Source

Department/Position	101	205	207	233	236	210	215	239	230	500	503	Total
	General	Prop A	Prop C	Meas R	Meas M	Sewer	LLMD	Meas W	Gas Tax	Water	WaterE	
Public Works												
Director of PW	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Principal Engineer	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Associate Civil Engineer	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Building Maintenance Worker	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Electrician	0.75	-	-	-	-	-	-	-	-	0.25	-	1.00
Facilities and Parks Supervisor	0.65	-	-	-	-	-	0.35	-	-	-	-	1.00
Envir. & Sustain. Mgr	0.80	-	-	-	-	-	-	-	-	-	0.20	1.00
Maintenance Wkr. I/II	-	-	-	-	-	0.20	-	-	1.80	-	-	2.00
Management Assistant	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Public Works Asst.	0.50	-	-	-	-	0.10	0.20	-	-	0.20	-	1.00
Public Works Inspector	0.20	-	-	-	-	0.10	-	-	1.60	0.10	-	2.00
Senior Maintenance Wkr	1.15	-	-	-	-	-	0.85	-	-	-	-	2.00
Senior Maintenance Wkr.	-	-	-	-	-	0.90	-	-	0.10	-	-	1.00
Sr. Wtr Prod Treat Oper	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Street Supervisor	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Water Prod/Treatmnt Oper	-	-	-	-	-	-	-	-	-	2.00	-	2.00
Water Utility Worker I/II	-	-	-	-	-	-	-	-	-	5.00	-	5.00
Senior Water Utility Worker	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Mgr	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Wtr Operations Supervisor	-	-	-	-	-	-	-	-	-	1.00	-	1.00
Operations Manager	0.60	-	-	-	-	-	0.40	-	-	-	-	1.00
Civil Engineering Assistant	0.30	-	-	-	-	0.20	-	0.05	0.30	0.15	-	1.00
Maintenance Wkr II	-	-	-	-	-	0.30	-	-	2.70	-	-	3.00
Maintenance Wkr I	-	-	-	-	-	0.10	-	-	0.90	-	-	1.00
Management Analyst	-	-	-	-	-	-	-	-	-	-	1.00	1.00
Senior Civil Engineer	0.30	-	-	-	-	0.20	0.05	0.05	0.20	0.20	-	1.00
Transportation Planning Mgr	-	-	-	0.50	0.50	-	-	-	-	-	-	1.00
Deputy Director	0.50	-	-	-	-	0.20	-	0.05	0.05	0.20	-	1.00
Management Analyst	1.20	-	-	-	-	0.20	0.10	-	0.05	0.40	0.05	2.00
Public Works Total	10.75	-	-	0.50	0.50	3.40	1.95	0.35	9.05	13.25	1.25	41.00
Community Development												
Community Develop Dir	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Film Liaison	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Dev Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Admin Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Associate Planner	3.00	-	-	-	-	-	-	-	-	-	-	3.00
Sr. Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Improv. Coord.	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Senior Management Analyst	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Assistant Planner	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Planning Counter Technician	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Community Development Total	14.00	-	-	-	-	-	-	-	-	-	-	14.00
Library												
Library Director	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Public Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Support Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Technical Assitant	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Librarian	4.00	-	-	-	-	-	-	-	-	-	-	4.00
Library Clerk II	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Administrative Secretary	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Library Total	10.00	-	-	-	-	-	-	-	-	-	-	10.00

Position Distribution by Funding Source

Department/Position	101 General	205 Prop A	207 Prop C	233 Meas R	236 Meas M	210 Sewer	215 LLMD	239 Meas W	230 Gas Tax	500 Water	503 WaterE	Total
Community Services Department												
Community Services Director	0.75	0.25	-	-	-	-	-	-	-	-	-	1.00
Deputy Comm Svcs Director	0.25	0.75	-	-	-	-	-	-	-	-	-	1.00
Community Services Supervisor	2.00	-	-	-	-	-	-	-	-	-	-	2.00
Management Analyst	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Management Assistant	-	1.00	-	-	-	-	-	-	-	-	-	1.00
Program Specialist	1.00	-	-	-	-	-	-	-	-	-	-	1.00
Transportation Driver	-	2.00	-	-	-	-	-	-	-	-	-	2.00
Community Services Total	4.00	5.00	-	-	-	-	-	-	-	-	-	9.00
Total Full-Time Authorized Positions	135.37	5.00	-	0.50	0.50	4.23	1.95	0.35	9.05	17.70	1.35	176.00

Glossary of Budget Terms

APPROPRIATION

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

ASSESSED VALUATION

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

AUDIT

A view of the City's accounts by internal audit staff or an independent auditing firm to substantiate fiscal year-end funds, salaries, reserves, and cash on hand.

BEGINNING/ENDING (UNAPPROPRIATED) FUND BALANCE

Unencumbered resources available in a fund from the prior/current fiscal year after payment of the prior/current fiscal year's expenditures/expenses. This is not necessarily cash on hand.

BOND

Capital raised by a City by issuing a written promise to pay a specific sum of money (called the face value or principal amount) at a specific date or dates in the future, together with periodic interest at a special rate. The most common types of bonds are General Obligation, Revenue and Special Tax bonds.

BUDGET

A fiscal plan of financial operation listing an estimate of proposed applications or expenditures/expenses and the proposed means of financing them for a particular time period. The budget is "Proposed" until it has been approved by the City Council. South Pasadena's budget covers one fiscal year, from July 1 through June 30.

CAPITAL IMPROVEMENT

A permanent addition to the City's assets,

including the design, construction or purchase of land, buildings or facilities, or major renovations.

CAPITAL IMPROVEMENT PROGRAM

A financial plan of proposed capital improvement projects with single- and multiple-year capital expenditures/expenses.

CAPITAL OUTLAY

A budget appropriation category which budgets all equipment having a unit cost of more than \$1,000 and which has an estimated useful life of over one year.

CAPITAL PROJECTS

Physical structural improvements with a cost of \$5,000 or more and which have an estimated useful life of one year or more. Examples include a new park, building modifications or water system construction and improvements.

CITY MANAGER'S BUDGET MESSAGE

A general discussion of the budget and related financial issues.

DEBT SERVICE

Payment of the principal and interest on an obligation resulting from the issuance of bonds and notes.

DEBT SERVICE REQUIREMENTS

The amount of money required for paying principal and interest on outstanding debt and required contributions to accumulate monies for future retirement of term bonds.

DEFICIT

An excess of expenditures or expenses over revenues (resources).

DEPARTMENT

An organizational unit comprised of divisions and programs. It is the basic unit of service responsibility that encompasses a

broad mandate of related activities.

DIVISION

A sub-section within a department which furthers the objectives of the City Council by providing specific services or a product. Divisions are comprised of one or more programs.

ENCUMBRANCE

A legal obligation to pay funds, the expenditure/expense of which has not yet occurred. An encumbrance ceases when the obligation is paid or is otherwise terminated. Technically, encumbrances lapse at year's end and require Council action to re-appropriate funds to cover any remaining encumbrances.

ENTERPRISE FUND

A type of fund established for the total costs of those governmental facilities and services that are operated in a manner similar to private enterprises. Enterprise fund activities are entirely or predominately self-supporting. The City has three enterprise funds.

EXPENDITURE

The actual spending of governmental funds set aside by an appropriation.

EXPENSE

The actual spending of proprietary funds (Enterprise and Internal Service Fund types) set aside by an appropriation.

FISCAL YEAR

A twelve-month period of time to which a budget applies. South Pasadena's fiscal year is July 1 through June 30.

FUND

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

FUND BALANCE

The amount of financial resources available

for use. Similar to retained earnings, this represents the excess of all prior year's operating surpluses and deficits. This includes cash on hand, and current assets less current liabilities.

GENERAL FUND

The primary fund of the City, it is used to account for all revenues and expenditures of the City not legally restricted as to use. The fund is used to account for the cost of the City's general operations. Examples of departments financed by the General Fund include the City Council, Police, Fire, and general government activities.

GOVERNMENTAL FUND

A type of fund that records revenues and expenditures of typical government activities. This fund type includes General, Special Revenue, Debt Service and Capital Project funds.

GRANT

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

INTERFUND TRANSFERS

Monies transferred from one fund to another. Such money is transferred to finance the operations of another fund or to reimburse the fund for certain expenditures/expenses.

MATERIALS, SUPPLIES AND SERVICES

Expenditures/expenses for materials, supplies, and services which are ordinarily consumed within a fiscal year and which are not included in departmental inventories.

MUNICIPAL CODE

A book that contains the City Council approved ordinances currently in effect. The Code defines City policy with respect to areas such as planning, etc.

OBJECTIVES

The expected results or achievements of a budgeted activity.

OPERATING BUDGET

The annual appropriation of funds for on-going program costs, including salaries and benefits, services and supplies, debt service, capital outlay, and capital improvements.

ORDINANCE

A formal legislative enactment by the City Council that has the full force and effect of law within City boundaries unless preempted by a higher form of law. An ordinance has a higher legal standing than a resolution.

PROGRAM

A sub-section of a division which provides specific services or a product; a program is the smallest unit of service. There may be one or more programs within a division.

RESERVE

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

RESOLUTION

A special order of the City Council. A resolution has a lower legal standing than an ordinance.

RETAINED EARNINGS

The amount of financial resources available for use in an Enterprise fund. Similar to "Fund Balance", it represents the excess of all prior years' surpluses and deficits.

REVENUES

An amount received by the City from taxes, fees, permits, licenses, interest, intergovernmental sources and other sources during the fiscal year.

SALARIES, WAGES and EMPLOYEE BENEFITS

Budgeted expenditure categories that generally account for full time and part time employees, overtime expenses, and all employee benefits, such as medical and dental insurance and retirement benefits.

SPECIAL REVENUE FUNDS

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

Description of Funds

General Fund

101-General Fund – The General Fund is the primary operating fund of the City. The General Fund accounts for all financial resources except those required to be accounted for in another fund. That is, it is assumed that all of the City's activities are reported in the General Fund unless there is a compelling reason to report an activity in some other fund type. Generally Accepted Accounting Principles (GAAP) prescribe that a government report only one general fund.

There are at least three compelling reasons to account for a particular activity in some type of fund other than the General Fund:

- **GAAP Requirements.** In certain instances, GAAP require the use of another fund type. Examples of such requirements are found in reporting for resources that are required to be held in trust for employee pension plans, other postemployment benefit plans, or other employee benefit plans. The City does not have such plans.
- **Legal Requirements.** There may be legal requirements that a certain fund type be used to account for a given activity. Most special revenue sources that are legally restricted to expenditure for specified purposes (Capital Growth Fund, grants, local return of Proposition A and C, CDBG, Gas Taxes, etc.) fall into this accounting category.
- **Financial Administration.** The demands of sound financial administration may require the use of a fund other than the General Fund. For example, the City has found it appropriate to account for the Parking and Business Improvement Tax, and Mission Meridian Public Garage in this manner.

Internal Service Funds

Internal service funds account for activities that provide goods or services to other funds, departments, or agencies of the primary government and its component units, or to other governments, on a cost-reimbursement basis. Funds included are:

103-Insurance Fund – To provide resources for general liability and workers' compensation insurance claims.

106-Technology Surcharge Fund – To account for the funding collected through the City's Technology Fee Surcharge intended for acquiring and maintenance of a permitting software system.

Special Revenue Funds

Special revenue funds account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes. Funds included are:

201-MTA Pedestrian Improvement Fund – To account for MTA grants used for the Fair Oaks/Mission pedestrian improvement projects which include pedestrian accessibility, widened bikeways, landscaping, lighting modification and aesthetics.

205-Proposition “A” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition A in 1980. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

206-State and Local Recovery Fund (SLRF) – To account for all revenues and expenditures associated with this State fund.

207-Proposition “C” Local Return Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Proposition C in 1990. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

209-Carlyle Library Bequest – Carlyle donation

208-TEA/Metro Fund – To account for all revenues and expenditures associated with the TEA/Metro Fund. All revenues of this fund must be expended for transportation-related items.

211-CTC Traffic Improvement Grant Fund – To account for state and federal funding of street and intersection improvements relieving congestion at our busiest intersections.

213-SB2 Planning Grant –The SB 2 Planning Grant is a State grant to implement a new electronic permitting and case management system.

214-Rogan HR 5394 Grant Fund – To account for the revenue and expenditures associated with the 110 FWY Hook Ramp Project funded by Rogan grant.

215-Street Lighting and Landscaping Fund – To account for the costs associated with the City’s street lighting and median landscaping programs. These costs are deemed to benefit all property owners who are assessed their proportionate share of the costs. These assessments are placed on the property tax bill and collected and remitted to the City by the County of Los Angeles.

217-Public, Education, and Government Fund – To account for revenues and expenditures used for public education and government access charges that the City’s cable franchise collects. Monies in this fund must be used to purchase equipment related to the production of public education and government access television.

218-Clean Air Act Fund – To account for revenues and expenditures expended for air quality improvement projects as established by the South Coast Air Quality Management District.

219-CalRecycle Local Asst. Grant – Funds awarded to the City by CalRecycle for various payment programs and grants including, but not limited to: Used Oil Payment Programs, Beverage Container Recycling City/County Payment Programs, SB1383 Local Assistance Grants, Beverage Container Recycling Grants, Edible Food Recovery Grants, Greenhouse Gas Reduction Grants, Household Hazardous Waste Grant Programs, etc. Some programs require reimbursement to CalRecycle if all funds are not spent during the program/grant time period.

220-Business Improvement Tax (BIT) Fund – To account for business improvement tax returns collected by the City for specified purposes within the Parking and Business Improvement Area: (1) decoration of any public place, (2) promotion of public events; (3) furnishing of music; (4) general promotion of retail trade activities.

223-Gold Line Mitigation Fund – To account for the MTA’s funding for the improvements to the Gold Line Mission Street Station.

226-Mission Meridian Public Garage Fund – To account for the revenues and expenditures of the Mission Meridian Public Garage.

228-Housing Authority Fund – To account for the revenues and expenditures for the City of South Pasadena Housing Authority.

230-State Gas Tax Fund – To account for all state gas tax related revenues and expenditures, including street repair, reconstruction and maintenance. State law requires these gasoline taxes to be used to maintain the City’s street and highway system.

232-County Park Bond – To account for the revenues and expenditures for the County Park Bond related improvements.

233-Measure R Fund – To account for all revenues and expenditures associated with the City’s local return portion of the one-half cent sales tax approved by Measure R in 2009. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

234-LACMTA Measure M MAT Grant Fund – To account for all revenues and expenditures associated with the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items eligible under the Metro Active Transportation, Transit and First/Last Mile (MAT) Program.

236-Measure M Fund – To account for all revenues and expenditures associated with the City’s local return portion of the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission.

237-Road Maintenance & Rehab Fund – To account for all revenues and expenditures associated with State Gas Tax SB1.

238-MSRC Grant Fund – To account for the revenues and expenditures for the Mobile Source Air Pollution Reduction Review Committee projects.

239-Measure W Fund – To account for all revenues and expenditures associated with improving conditions of storm water runoffs funded by parcel tax.

240-Measure M MSP –Multi-Year Subregional Program (MSP) Fund - To account for all revenues and expenditures associated with the Multi-Year Subregional Program portion of the one-half cent sales tax approved by Measure M in 2016. All revenues of this fund must be expended for transportation-related items as established by the Los Angeles County Transportation Commission, as administered through the Arroyo Verdugo Communities Joint

Powers Authority Governing Board.

241-Measure H Fund – To account for the revenues and expenditures for the “Los Angeles County Plan to Prevent and Combat Homelessness” for the specific purpose of funding homeless services and short-term housing.

242-Prop C Exchange Fund – To account for all revenues and expenditures associated with competitive Metro Grant for eligible transportation projects.

243-Measure R - MIP –Mobility Improvement Projects (MIP) Fund : To account for all revenues and expenditures associated with transportation multimodal and safety enhancement projects, as approved Los Angeles County Metro, utilizing funding established for the former 710 North freeway project.

245-Bike and Pedestrian Paths Fund – To account for the revenues and expenditures for bike and pedestrian facilities improvements funded by the State of California Transportation Development Act.

247-SGVCOG Grant Fund – To account for the revenues and expenditures to implement the Slow Streets Program funded by San Gabriel Valley Slower, Safer Street Program.

248-BTA Grant Fund – To account for the revenues and expenditures for the Bicycle Transportation Account (BTA) grant funded by the Los Angeles County Metropolitan Transportation Authority. This grant was awarded to fund two projects from the City’s Bicycle Master Plan: the Mission Street Green Sharrow Lane Project and the South Pasadena Bicycle Parking Project.

249-Open Streets Grant Fund – To account for the revenues and expenditures for the open streets grant funded by the Los Angeles County Metropolitan Transportation Authority. The goals of the Open Streets Grant Program is to provide opportunities for 1) riding transit, walking and riding a bike, possibly for the first time, 2) to encourage future mode shift to more sustainable transportation modes, and for 3) civic engagement to foster the development of multi-modal policies and infrastructure at the city/community level.

255-Capital Growth Requirement Fund – To account for fees paid to the City for building development to be applied towards the costs of public facilities improvements.

260-Community Development Block Grant (CDBG) Fund – To account for the revenues and expenditures for Community Development Block Grant projects.

270-Asset Forfeiture Fund – To account for proceeds received from forfeiture in narcotics investigations allocated for law enforcement activities.

272, 273 & 274-Federal and State Public Safety Grant Funds – To account for the operations of various federal and state grants, including COPS grants, and Homeland Security grants.

275- Park Impact Fees Fund – To account for the proceeds of a development fee used for the purpose of park facilities improvements and related expenditures.

276-Historic Preservation Grant Fund – To account for revenues and expenditures related to

historic preservation grant funds.

277- Highway Safety Improvement Program Grant (HSIP) Fund – To account for revenues and expenditures related to street improvements funded by the grant.

278-LEAP Grant – The Local Early Action Planning (LEAP) grant is a State grant to fund a portion of the preparation of the 6th Cycle 2021-2029 Housing Element.

281-CA State Library Building Forward –To account for any grant funds awarded by the California State Library for the Building Forward Library Facilities Improvement Program.

Enterprise Funds

An enterprise fund may be used to report any activity for which a fee is charged to external users for goods or services. GAAP also require the use of an enterprise fund for any activity whose principal external revenue sources are used as the sole leverage for issuance of debt; if the cost of providing services must legally be recovered through fees or charges; or if the government's policy is to establish activity fees or charges designed to recover the cost of providing service.

210 & 310-Sewer Fund – To account for the provision of sewer construction, maintenance and operation services to residents of the City.

295-Arroyo Seco Golf Course Fund – To account for revenues and expenses relating to the Golf Course.

500-Water Utility Enterprise Fund – To account for all the activities and operations of the Utility. The Utility has several functioning wells (in neighboring San Gabriel and San Marino), three functioning reservoirs, and maintains miles of water lines and transmission lines.

503-Water Efficiency Fund –Funds can only be used for water conservation projects and programs including, but not limited to: City and Metropolitan Water District rebate programs, water conservation assessments, education and awareness materials, workshops and community events, emergency drought preparedness, staff oversight of the programs, implementation of conservation goals as outlined in the Green Action Plan and Climate Action Plan, etc. Revenue is collected through a water efficiency fee of \$0.14 per unit of water billed to all city water customers.

505-2016 Water Revenue Bonds Fund – To account for proceeds from the 2016 Water Bond issuance. Proceeds from the bonds are to be used solely for water capital projects, and funds will be transferred over to the Water Fund as project expenses are drawn down.

506-SRF Loan - Water – Debit service for state water revolving fund loan.

510-Water & Sewer Impact Fees – To track water & sewer impact fees.

550-Public Financing Authority Fund – To account for debt service and related expenses of the 2013 Water Bond issuance.

Capital Projects Funds

Governments often find it useful to report major capital acquisition and construction separately from their ongoing activities. Separate reporting enhances an understanding of the government's capital activities, and it helps to avoid the distortions in financial resources trend information that can arise when capital and operating activities are mixed.

104-Street Improvements Program Fund – To account for capital expenditures related to street improvements projects.

105-Facilities and Equipment Replacement Fund - To account the replacement costs of City vehicles and equipment.

108-SR110 General Fund Reserve Fund - To account for the capital expenditures related to improvement of transportation systems.

327-2000 Tax Allocation Bonds Fund – To account for capital expenditures for improvements funded by the bonds formerly held by the Successor Agency to the Community Redevelopment Agency.

400-Capital Improvement Projects Fund – To account for revenues and expenditures related to all capital improvement projects.

Fiduciary Funds

A fiduciary fund is used in governmental accounting to report on assets held in trust for others. When financial statements are prepared for fiduciary funds, they are presented using the economic resources measurement focus and the accrual basis of accounting.

110-OPEB Trust Fund – Reserves to off-set future other post-employment benefit costs

Successor Agency

Community Redevelopment Agency (CRA) has been Los Angeles' public partner in housing, commercial, neighborhood and economic development. CRA is dedicated to revitalizing, refurbishing, and renewing economically underserved areas of Los Angeles. CRA's main task is to lend a hand-to investors willing to take risks for a more vibrant city, to neighborhood resident with renewed aspirations for their communities, and to those in need who strive to take part in the city's growing prosperity. CRA helps increase the supply of housing for low income and moderate-income families, provide infrastructure for commercial and industrial development and create jobs necessary to maintain acceptable levels of employment.

227-CRA Debt Service Fund – To account for payments for Redevelopment Obligations

927-Redvelopment Obligations Trust – To account for proceeds to Successor Agency

Basis of Budget Accounting

The City of South Pasadena's accounting records are maintained in full accordance with Generally Accepted Accounting Principles (GAAP), as established by the Governmental Accounting Standards Board (GASB).

The budget basis refers to when revenues and expenditures are recognized in the City's accounts. Our annual budget is prepared on the same basis as the City's Annual Comprehensive Financial Report (ACFR).

The modified accrual basis is followed in all governmental funds (General, Special Revenue, Debt Service and Capital). Under the modified accrual basis of accounting – wherein the measurement focus is placed on current financial resources rather than a determination of net income – revenues are recognized when they become measurable and available. The reported fund balance provides an indication of available, spendable resources. Expenditures are recognized generally when the related liability is incurred.

Enterprise Funds are accounted for using the accrual basis of accounting. This is an economic resources measurement focus. Revenues are recognized when they are earned, and expenses are recognized when incurred. The accrual basis focuses on net income, and the operating statements provide an indication of the economic net worth of the fund. For budgetary purposes, however, the reported fund balance is a calculation of liquid or near-liquid cash assets (current assets minus current liabilities).

GANN Limit

<p>Exhibit A South Pasadena Appropriations (Gann) Limit Calculation Fiscal Year 2023-24</p>
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I Appropriation Limit

Prior Year, 2022-23 Adopted Limit		\$31,568,147
Adjustment Factors:		
Change in California Per Capita Income (Note 1)	1.0444	
Change in South Pasadena Population (Note 2)	0.9941	1.0382
		<hr/>
Current Year, 2023-24 Appropriation Limit		\$32,775,250

II Appropriations Subject to Limit

Estimated 2023-24 Revenues, All City Funds		\$73,558,624
Less: Non-Proceeds of Taxes (See Exhibit B)		(41,393,621)
Less: Exclusions (See Exhibit C)		(474,160)
		<hr/>
Total City Appropriations Subject to Limit		\$31,690,843

III Amount Over/(Under) Limit (I - II) (\$1,084,407)

IV Total City Appropriations as a % of Limit 96.69%

Note 1: Change in California per capita income, 4.44%
 (Provided by the State of CA - Department of Finance)

Note 2: South Pasadena population decrease by 0.59%.
 Total City population as of January 1, 2023 is 26,273.
 (Provided by the State of CA - Department of Finance)

GANN Limit

Exhibit B

Non-Proceeds of Taxes

Fiscal Year 2023-24

	Proceeds of Taxes	Nonproceeds of Taxes	Total
101 General Fund			
Property Tax	15,794,477	-	15,794,477
Library Special Tax	375,149	-	375,149
Sales Tax	6,093,321	-	6,093,321
PSAF Sales Tax (Exempted by Statute)	-	384,712	384,712
Business License Tax	408,400	-	408,400
Utility Users Tax	4,352,462	-	4,352,462
Property Tax - VLF/Swap	3,905,907	-	3,905,907
Franchise Fees	-	1,061,477	1,061,477
Real Property Transfer Tax	210,000	-	210,000
Licenses/Permits	-	387,800	387,800
Fines/Penalties	-	58,000	58,000
Use of Money and Properties	-	1,345,014	1,345,014
Revenues from Other Agencies	-	475,500	475,500
Current Services	-	4,141,520	4,141,520
Other Revenues	-	46,508	46,508
Reimbursement from Other Funds	-	483,384	483,384
Total General Fund	31,139,716	8,383,915	39,523,631
Other Funds			
103 Insurance Funds	-	3,671,883	3,671,883
105 Facilities & Equipment Repair	-	44,395	44,395
106 Technology Surcharge	-	32,000	32,000
110 OPEB Trust Fund	-	58,560	58,560
205 Local Transit (Prop A)	-	821,973	821,973
207 Local Transit (Prop C)	-	661,776	661,776
208 TEA/Metro Fund	-	2,722	2,722
210 Sewer (Enterprise Fund)	-	2,288,250	2,288,250
213 SB2 Planning Grant	-	135,000	135,000
214 Rogan HR5394 Grant	-	1,087,899	1,087,899
215 Lighting and Landscape Maintenance	-	905,062	905,062
217 PEG Fees	-	11,433	11,433
218 Clean Air (AB2766)	-	36,011	36,011
220 Business Improvement Tax	60,000	31,875	91,875
223 Gold Line Mitigation	-	1,139	1,139
227 SA-CRA	-	196,600	196,600
228 Housing Authority	-	49,427	49,427
230 State Gas Tax	-	784,432	784,432
232 County Park Bond	-	118,000	118,000
233 Measure R	-	506,776	506,776
234 LACMTA Measure M MAT	-	475,000	475,000
236 Measure M	-	577,234	577,234
237 Road Maint. & Rehab (Applied to State's Limit)	-	691,569	691,569

GANN Limit

238	MSRC Grant	-	246,925	246,925
239	Measure W	-	257,722	257,722
240	Measure M MSP	-	250,000	250,000
241	Measure H	-	18,500	18,500
243	Measure R - MSP	-	475,000	475,000
245	Bike & Pedestrian Path	-	31,103	31,103
247	SGVCOG Grants	-	45,000	45,000
255	Capital Growth	-	70,877	70,877
260	CDBG	-	427,381	427,381
270	Asset Forfeiture	-	4,177	4,177
272	State COPS Grants	-	233,566	233,566
275	Park Impact Fees	-	174,757	174,757
276	Historic Preservation Grant	-	101	101
277	HSIP Grant	-	307,862	307,862
278	Housing Element Grant	-	4,000	4,000
281	CA State Library Building Grant	-	368,445	368,445
295	Arroyo Seco Golf Course (Enterprise)	-	1,649,650	1,649,650
500	Water (Enterprise Fund)	-	15,532,978	15,532,978
503	Water Efficiency Fund	-	282,158	282,158
510	Water & Sewer Impact Fees	-	209,172	209,172
927	Redevelopment Obligations Trust Fund	-	196,600	196,600
	Total Other Funds	60,000	33,974,993	34,034,993
	Less Interesting Earnings from Nonproceeds of Taxes		-2,240,558	-2,240,558
	Subtotal All Funds	31,199,716	40,118,350	71,318,066
	Interest Earnings	965,287	1,275,271	2,240,558
	Total All Funds	32,165,003	41,393,621	73,558,624

GANN Limit

Exhibit C Excluded Costs Fiscal Year 2023-24

Category	Amount
Federal Mandates	
Social Security/Medicare	376,160
Non-Incidental Overtime - FLSA	98,000
	<hr/>
	474,160
Qualified Debt Service	
	<hr/>
	-
Total Excluded Costs	474,160

GANN Limit

Exhibit D
Interest Earnings
Fiscal Year 2023-24

Category	Amount
Non-Interest Tax Proceeds	31,199,716
Exclusions	(474,160)
	30,725,556
Total Non-Interest Budget	71,318,066
Tax Proceeds as Percent of Budget	43.08%
Interest Earnings	2,240,558
Amount of Interest Earned from Taxes	965,287
Amount of Interest Earned from Non-Taxes	1,275,271