CITY OF SOUTH PASADENA
CITY COUNCIL AND THE FINANCE COMMISSION

AGENDA

SPECIAL JOINT MEETING OF THE CITY COUNCIL
MONDAY, JUNE 17, 2024 AT 5:00 PM

AMEDEE O. "DICK" RICHARDS JR. COUNCIL CHAMBERS
1424 MISSION STREET, SOUTH PASADENA, CALIFORNIA

NOTICE ON PUBLIC PARTICIPATION & ACCESSIBILITY

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

Public participation may be made as follows:

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

Meeting may be viewed at:

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

CALL TO ORDER:	Mayor	Evelyn G. Zneimer
ROLL CALL OF CITY COUNCIL:	Mayor	Evelyn G. Zneimer
	Mayor Pro Tem	Evelyn G. Zneimer
	Councilmember	Jack Donovan
	Councilmember	Michael A. Cacciotti
	Councilmember	Janet Braun

ROLL CALL OF FINANCE COMMISSION:	Chair	Peter Giulioni Jr.
	Vice Chair	Sheila Rossi
	Commissioner	Cynthia Quade
	Commissioner	Y-Le Ho

PUBLIC COMMENT GUIDELINES

The City Council welcomes public input. Members of the public may comment on a non-agenda subject under the jurisdiction of the City Council or on an agenda item. Members of the public will have three minutes to address the City Council, however, the Mayor and City Council may adjust the time allotted, as needed.

Public Comments received in writing will not be read aloud at the meeting, but will be part of the meeting record. Written public comments will be uploaded to the City website for public viewing under Additional Documents. When submitting a public comment, please make sure to include the following:
1) Name (optional), and
2) Agenda item you are submitting public comment on.
3) Submit by no later than 12:00 p.m., on the day of the City Council meeting. Correspondence received after this time will be distributed the following business day.

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

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

PUBLIC COMMENT

1. PUBLIC COMMENT

Public Comment will be limited to 3 minutes per speaker for the agendized items only.

ACTION/DISCUSSION

2. CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) AND FUNDING

Recommendation

It is recommended that the City Council and Finance Commission review, discuss, and provide direction to staff regarding the Fiscal Year 2024-2025 proposed Capital Improvement Program (CIP) and Funding.

3. CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED SLFRF FUNDING

Recommendation

It is recommended that the City Council and the Finance Commission review, discuss,

and provide direction to staff regarding the Fiscal Year 2024-2025 proposed SLFRF funding.

4. CONSIDERATION FOR REVIEW AND DISCUSSION OF THE FISCAL YEAR 2024-2025 PROPOSED MASTER USER FEE SCHEDULE

Recommendation
It is recommended that the City Council and Finance Commission review and discuss the proposed Fiscal Year 2024-2025 Master Fee Schedule.

5. CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED BUDGET

Recommendation
It is recommended that the City Council and Finance Commission review, discuss, and provide direction to staff regarding the Fiscal Year 2024-2025 Proposed Budget.

6. CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE PROPOSED FISCAL YEAR 2024-2025 BUDGET POLICIES

Recommendation
It is recommended that the City Council and Finance Commission review, discuss, and provide direction on the proposed Fiscal Year 2024-2025 Budget Policies, as attached, and instruct staff to include them as part of the final Fiscal Year 2024-2025 Budget.

ADJOURNMENT

FOR YOUR INFORMATION

FUTURE CITY COUNCIL MEETINGS

June 18, 2024	Special City Council Meeting	7:00 P.M.
June 20, 2024	Commissioner Congress	6:00 P.M.
July 17, 2024	Regular City Council Meeting	7:00 P.M.
July 31, 2024	Special City Council Meeting	7:00 P.M.

PUBLIC ACCESS TO AGENDA DOCUMENTS AND BROADCASTING OF MEETINGS
City Council meeting agenda packets, any agenda related documents, and additional documents are available online for public viewing on the City's website:
https://www.southpasadenaca.gov/Your-Government/Your-City-Council/City-Council-Agendas

Regular meetings are live streamed via the internet at:
http://www.spectrumstream.com/streaming/south_pasadena/live.cfm

AGENDA NOTIFICATION SUBSCRIPTION
If you wish to receive an agenda email notification please contact the City Clerk's Division via email at CityClerk@southpasadenaca.gov or call (626) 403-7230.

ACCOMMODATIONS

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

CERTIFICATION OF POSTING

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

June 13, 2024	/S/
Date	Mark Perez, Deputy City Clerk

City Council and the Finance Commission
Agenda Report

ITEM NO. 2

DATE: June 17, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Director
Dr. Scott Miller, Financial Management Consultant
Ted Gerber, Public Works Director

SUBJECT: **CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED CAPITAL IMPROVEMENT PROGRAM (CIP) AND FUNDING**

Recommendation
It is recommended that the City Council and Finance Commission review, discuss, and provide direction to staff regarding the Fiscal Year 2024-2025 proposed Capital Improvement Program (CIP) and Funding.

Executive Summary
Each Budget Binder contains the Fiscal Year 2024-2025 Proposed Capital Improvement Program (CIP) List along with Estimated Costs. The proposed FY 2024-2025 CIP Budget stands at an estimated $16,107,709, incorporating General Fund dollars, Special Fund dollars, and SLFRF funds. These details are included in the attached document and the FY 24-25 Proposed Budget Binders. However, the number of projects exceeds the available resources, and a separate SLFRF discussion is scheduled later in the agenda.

Staff respectfully requests that the City Council and Finance Commission discuss the proposed CIP and provide recommendations. Additionally, we seek the City Council's prioritization of the CIP projects to enable efficient planning for the FY 2024-25 CIP year.

The feedback and prioritization from the City Council will be incorporated into the Proposed Budget for the June 27, 2024, Proposed Budget Adoption Date. Staff eagerly awaits the feedback from the City Council and Finance Commission.

There are several minor adjustments to the CIP that were not able to be included in the agenda packet publication. The adjustments clarify the distribution of expenditures among particular projects, and do not add or remove funding from the previously provided version. Please see attachments.

Attachment:
Attachment No. 1 - Memo FY 2024-2025 Proposed CIP Budget
Attachment No. 2 - Minor Adjustments to Capital Improvement Program
Attachment No. 3 - CIP Schedule DRAFT

Finance Department

Memo

To: Honorable Mayor and Members of The City Council; Honorable Chairperson and Members of The Finance Commission

From: John Downs, Finance Director

Dr. Scott Miller, Financial Management Consultant

Date: June 17, 2024

Re: Consideration for Review, Discussion, and Direction for Fiscal Year 2024-2025 Proposed Capital Improvement Program (CIP)

Each Budget Binder contains the Fiscal Year 2024-2025 Proposed Capital Improvement Program List along with Estimated Costs. The proposed FY 2024-2025 CIP Budget stands at an estimated $16,107,709. This budget incorporates General Fund Dollars, Special Fund dollars, and SLFRF funds, detailed in the attached document and the FY 24-25 Proposed Budget Binders. However, the number of projects exceeds the available resources. Notably, a separate SLFRF discussion is scheduled later in the agenda.

Staff respectfully request the City Council and Finance Commission to discuss and provide recommendations. Additionally, the City Council's prioritization of the CIP Projects is sought to enable staff to efficiently plan for the FY 2024-25 CIP year.

The feedback and prioritization from the City Council will be incorporated into the Proposed Budget for the June 27, 2024, Proposed Budget Adoption Date. Staff eagerly awaits feedback from the City Council and Finance Commission.

Project No.	Project Name	FY 2023-24 Budget	FY 2023-24 Projected	FY 2023-24 Carry-Over	FY 2024-25 New	FY 2024-25 Budget
General Building & Facilities						
9206	825 Mission Yard Security Gate	160,000	-	-	-	-
9224	Citywide Facility Repair	373,652	44,082	329,570	-	329,570
9226	FD Front Bay Door Replacement	80,000	-	80,000	55,000	135,000
9229	PD Locker/Restroom Improvement	190,000	-	90,000	-	90,000
9230	PD Improvements	17,000	-	-	-	-
9231	PD Briefing Room Update	19,000	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	13,000	26,061	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9269	War Memorial HVAC Repairs	25,000	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	20,000	20,000
9404	Citywide Facilities Assessment/ Security Enhancement	287,160	-	287,160	-	287,160
9214	FD Diesel Exhaust System Replacement	50,000	-	50,000	-	50,000
9330	Senior Center Flooring	60,000	-	60,000	-	60,000
	Subtotal General Building & Facilities	**1,274,812**	**70,143**	**896,730**	**75,000**	**971,730**
Housing Authority						
9342	308 San Pascual Residence Improvements	30,000	17,150	12,850	17,150	30,000
	Subtotal Housing Authority	**30,000**	**17,150**	**12,850**	**17,150**	**30,000**
Information Technology						
9149	VoiP Phone System Installation	200,000	108,451	21,549	-	21,549
9186	CD Permit Management Software	212,410	100,875	111,535	(2,054)	109,481
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9407	CMMS/Work Order System/GIS	120,000	-	120,000	-	120,000
9182	Agenda Management System	50,000	8,400	21,600	-	21,600
94X2	City Technology & Financial Systems				90,000	90,000
9183	City Website System & Design	60,000	39,970	-	-	-
	Subtotal Information Technology	**642,410**	**257,696**	**274,684**	**87,946**	**362,630**
Library						
9301	Library HVAC Repairs	259,100	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	20,000	-	-	-	-
9405	Library Security Camera System	20,000	-	-	-	-
9328	Library Facility Improvements	100,514	-	100,514	-	100,514
9329	Library Roof	291,781	-	291,781	-	291,781
9338	Library Master Plan	150,000	-	150,000	-	150,000
	Subtotal Library	**841,395**	**-**	**542,295**	**-**	**542,295**
Community Services & Parks						
9033	Grevalia&Berkshire Pocket Park	839,968	22,704	817,264	950,806	1,768,070
9157	Golf Course Netting Replacemen	735,368	5,225	730,143	-	730,143
9263	Pocket Park Construction	-	-	-	-	-
9367	Parks Master Plan	150,000	-	150,000	-	150,000
9369	Snake Trail Improvements	50,000	-	50,000	-	50,000
	Subtotal Community Services & Parks	**1,775,336**	**27,929**	**1,747,407**	**950,806**	**2,698,213**
Sewer						
9408	Sewer Sys. Rep., Rehab&Replace	500,000	100,000	400,000	-	400,000
	Subtotal Sewer	**500,000**	**100,000**	**400,000**	**-**	**400,000**
Stormwater						
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	5,000	50,000	55,000
9411	Huntington Drive Green Street	250,000	239,863	10,137	-	10,137
9412	City Hall Stormwater Project	500,000	100,000	400,000	500,000	900,000
9413	Arroyo Seco San Rafael & San Pascual Projects	437,500	70,630	366,870	-	366,870
	Subtotal Stormwater	**1,192,500**	**410,493**	**782,007**	**550,000**	**1,332,007**
Streets						
9203	Street Repairs - 2023	3,958,538	1,340,548	2,617,990	-	2,617,990
9264	ADA Sidewalk Repairs	432,782	30,000	402,782	111,059	513,841
	Subtotal Streets	**4,391,320**	**1,370,548**	**3,020,772**	**111,059**	**3,131,831**
Sustainability						
9188	City/Civic EV Charging System	421,898	191,199	230,699	-	230,699
9189	Arroyo Park EV Charging System	50,000	-	50,000	-	50,000
9402	EV Charging Station (MSRC)	-	-	-	-	-
9410	Climate Action Plan	120,000	-	-	-	-
	Subtotal Sustainability	**591,898**	**191,199**	**280,699**	**-**	**280,699**
Transportation & Traffic						
9102	Fremont/Huntington MAT Project	475,000	-	475,000	437,600	912,600
9161	North-South Corridor ITS Dploy	1,241,350	115,593	1,125,757	103,091	1,228,848
9192	Fair Oaks Traffic Signal Const	394,558	5,000	-	-	-
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	122,624	322,624
9351	Rect. Rapid Flashing Beacons	266,112	13,388	252,725	-	252,725
9421	Special Transportation Projects	100,000	83,492	16,508	125,000	141,508
9103	Fremont/Huntington MIP Project	475,000	-	475,000	125,000	600,000
94XX	Citywide Mobility / Active Transport Plan Update	-	-	-	150,000	150,000
	Subtotal Transportation & Traffic	**3,202,020**	**217,472**	**2,594,990**	**1,063,315**	**3,658,305**

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Project No.	Project Name	FY 2023-24 Budget	FY 2023-24 Projected	FY 2023-24 Carry-Over	FY 2024-25 New	FY 2024-25 Budget
Water						
9300	Ann. Water Main Repairs	2,000,000	-	2,000,000	-	2,000,000
9348	Water Facil. Site Improvements	88,000	-	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	150,000	-	150,000
9409	Westside Reservoir	550,000	-	550,000	-	550,000
9414	Elevated Tanks-Raymond/Bilikie	120,000	-	-	-	-
	Subtotal Water	**2,908,000**	**-**	**2,700,000**	**-**	**2,700,000**
	Totals	**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 16,107,709**

DRAFT

Minor Adjustments to Capital Improvement Program (CIP):

- Projects in the Library section are reorganized to redistribute funding and add the Library Radio Frequency Identification (RFID) Project, which is currently budgeted (FY 23-24) as a State & Local Fiscal Recovery expenditure but is not appropriately reflected in the CIP.
- The Arroyo Seco Golf Course Comprehensive Plan is currently budgeted as proposed in the Community Services Department operational budget (FY 24-25), however, this should be represented appropriately in the CIP, instead of in the department budget.

Project No.	Project Name	FY 2023-2024 Budget	FY 2023-2024 Projected	FY 2023-2024 Carryover	FY 2024-2025 New	FY 2024-2025 Budget
Library						
9301	Library HVAC Repairs	259,100	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	20,000	-	20,000	53,054	73,054
9405	Library Security ~~Camera System~~ Improvements	20,000	-	20,000	100,698	120,698
9328	Library Facility Improvements	100,514	-	~~100,514~~ 31,907	-	~~100,514~~ 31,907
9329	Library Roof & Waterproofing	291,781	-	~~291,781~~ 166,636	-	~~291,781~~ 166,636
9338	Library ~~Master~~ & Community Center Site Plan	150,000	-	150,000	-	150,000
New	Library Radio Frequency Identification (RFID)	160,000	-	90,000	-	90,000
	Subtotal Library	~~841,395~~ 1,001,395	-	~~542,295~~ 478,543	153,752	~~542,295~~ 632,295
	…					
Community Services & Parks						
New	Arroyo Seco Golf Course Comprehensive Plan	-	-	-	135,000	135,000
	Subtotal Community Services & Parks	**$ 1,775,336**	**$ 27,929**	**$ 1,747,407**	**~~$1,085,806~~ $950,806**	**~~$2,698,213~~ $2,833,213**
	…					
	Totals	**~~$17,349,691~~ $17,509,691**	**$ 2,662,630**	**~~$13,252,434~~ $13,342,434**	**~~$2,855,275~~ $2,990,275**	**~~$16,107,709~~ $16,332,709**

City of South Pasadena Capital Improvement Projects

Proposed Draft

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: $16,107,709 Carryover from 2023-2024	 New Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Proposed 2028-2029	Total Proposed 5-Year
Total			**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 20,062,188**	**$ 38,995,779**	**$ 35,636,934**	**$ 33,024,556**	**$ 143,827,164**
General Building & Facilities (9001) *[FY 24-25 Funded from Facilities & Equipment Fund 105]*					**FY 24-25 Total: $971,730** **$ 896,730**	**$ 75,000**				**Total 5-Year**	**$ 5,026,730**
5140	**9206**	825 Mission Yard Security Gates	160,000	-	-	-	-	-	160,000	-	160,000
5139	**9224**	Citywide Facilities Repairs	373,652	**44,082**	329,570	-	500,000	500,000	500,000	500,000	2,329,570
5178	**9226**	FD Fire Station Front Bay Apparatus Door Replacement	80,000	-	80,000	55,000	-	-	-	-	135,000
5175	**9229**	PD Locker Room Remodel	190,000	-	90,000	-	160,000	-	-	-	250,000
5174	**9230**	PD Front Counter/Lobby Remodel	17,000	-	-	-	-	40,000	-	-	40,000
5176	**9231**	PD Briefing/Training Room Update	19,000	-	-	-	-	-	40,000	-	40,000
5177	**9232**	PD 1st Floor Interior Paint, Drywall, & Millwork-	13,000	**26,061**	-	-	-	-	-	-	-
5159	**9242**	War Memorial Sound System	-	-	-	-	50,000	-	-	-	50,000
5141	**9269**	War Memorial HVAC Repairs	25,000	-	-	-	30,000	-	-	-	30,000
5160	**9273**	Citywide ~~Recreation~~ Facilities Key System	-	-	-	20,000	75,000	100,000	-	-	195,000
5138	**9404**	Citywide Facilities Assessment/ Security Enhancement	287,160	-	287,160	-	100,000	-	-	-	387,160
5213	**9214**	FD Diesel Exhaust System Replacement	50,000	-	50,000	-	-	-	-	-	50,000
5210	**9330**	Senior Center Flooring	60,000	-	60,000	-	-	-	-	-	60,000
TBD	Future	Police Radio Tower	-	-	-	-	1,300,000	-	-	-	1,300,000
			1,274,812	**70,143**	**896,730**	**75,000**	**2,215,000**	**640,000**	**700,000**	**500,000**	**5,026,730**
Housing Authority (9002) *[FY 24-25 Funded from Housing Authority Fund 228]*					**FY 24-25 Total: $30,000** **$ 12,850**	**$ 17,150**				**Total 5-Year**	**$ 150,000**
5214	9342	308 San Pascual Residence Improvements	30,000	**17,150**	12,850	17,150	30,000	30,000	30,000	30,000	150,000
			30,000	**17,150**	**12,850**	**17,150**	**30,000**	**30,000**	**30,000**	**30,000**	**150,000**
Information Technology (9003)					**FY 24-25 Total: $362,630** **$ 274,684**	**$ 87,946**				**Total 5-Year**	**$ 437,630**
5144	**9149**	Voice-over Internet Protocol (VoIP) Phone/Network System *[Funded from State and Local Recovery Fund 206]*	200,000	**108,451**	21,549	-	-	-	-	-	21,549
5142	**9186**	CD Permit Management Software *[Funded from State and Local Recovery Fund 206]*	212,410	**100,875**	111,535	(2,054)	-	-	-	-	109,481
~~5143~~	~~**9187**~~	~~CD Digital Records Scanning & Document Mgmt~~	-	-	-	-	-	-	-	-	-
5137	**9407**	Computerized Maintenance Mgmt System (CMMS) / G	120,000	-	120,000	-	-	-	-	-	120,000
5146	9182	Agenda Management System *[Funded from State and Local Recovery Fund 206]*	50,000	**8,400**	21,600	-	-	-	-	-	21,600
5215	**9183**	City Website System & Design	60,000	**39,970**	-	-	-	-	-	-	-
TBD	**94x2**	City Technology & Financial Systems	-	-	-	90,000	-	-	-	-	90,000
5145	Future	Customer Care System	-	-	-	-	-	75,000	-	-	75,000
			642,410	**257,696**	**274,684**	**87,946**	**-**	**75,000**	**-**	**-**	**437,630**

City of South Pasadena Capital Improvement Projects

Proposed Draft

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: $16,107,709 Carryover from 2023-2024	New Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Proposed 2028-2029	Total Proposed 5-Year
Total			**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 20,062,188**	**$ 38,995,779**	**$ 35,636,934**	**$ 33,024,556**	**$ 143,827,164**
Library (9004)					**FY 24-25 Total: $542,295**					**Total 5-Year**	**$ 5,122,708**
					$ 542,295	**$ -**					
5148	9301	Library HVAC Repairs	259,100	-	-	-	275,000	-	-	-	275,000
5150	-	~~Library HVAC for Children's Room~~	-	-	-	-	-	-	-	-	-
5149	9322	Library Northeast Ramp Lighting and Improvements	20,000	-	-	-	-	-	-	-	-
5147	9405	Library Security ~~Camera System~~ Improvements	20,000	-	-	-	-	-	-	-	-
5216	9328	Library Facility Improvements	100,514	-	100,514	-	-	-	-	-	100,514
5151	-	~~Library Repair and Waterproof Children's Room Windc~~	-	-	-	-	-	-	-	-	-
5217	9329	Library Roof & Waterproofing	291,781	-	291,781	-	68,607	-	-	-	360,388
5152	Future	Library Radio Frequency Identification (RFID) & Autom	-	-	-	-	-	-	-	-	-
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	9338	Library & Community Center Comprehensive ~~Master~~ S	150,000	-	150,000	-	-	-	-	-	150,000
TBD	Future	Library Fire Alarm Control System	-	-	-	-	64,033	-	-	-	64,033
TBD	Future	Library Electrical Distribution Equipment	-	-	-	-	38,115	-	-	-	38,115
TBD	Future	Library Security & Safety Improvements	-	-	-	-	120,698	-	-	-	120,698
TBD	Future	Library Exterior Paint and Protective Coatings	-	-	-	-	-	74,960	-	-	74,960
TBD	Future	Library Children's Amphitheatre Wing	-	-	-	-	-	-	-	2,800,000	2,800,000
			841,395	**-**	**542,295**	**-**	**586,453**	**243,960**	**450,000**	**3,300,000**	**5,122,708**

City of South Pasadena Capital Improvement Projects

Proposed Draft

Prj ID	Acct	Name / Title	Appropriated 2023-2024	Projected 2023-2024	FY 24-25 Total: $16,107,709 Carryover from 2023-2024	New Proposed 2024-2025	Proposed 2025-2026	Proposed 2026-2027	Proposed 2027-2028	Proposed 2028-2029	Total Proposed 5-Year
Total			**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 20,062,188**	**$ 38,995,779**	**$ 35,636,934**	**$ 33,024,556**	**$ 143,827,164**
Community Services & Parks (9005)					**FY 24-25 Total: $2,698,213**						
					$ 1,747,407	**$ 950,806**				**Total 5-Year**	**$ 6,672,987**
5157	**9033**	Grevalia & Berkshire Pocket Parks	839,968	**22,704**	817,264	950,806	-	-	-	-	1,768,070
-	**9263**	~~Pocket Park Construction~~	-	-	-	-	-	-	-	-	-
5158	**9157**	Golf Course/Driving Range Netting Replacement	735,368	**5,225**	730,143	-	-	-	-	-	730,143
5161	9367	Parks Master Plan	150,000	-	150,000	-	-	-	-	-	150,000
5162	9369	Snake Trail Improvements	50,000	-	50,000	-	300,000	-	-	-	350,000
TBD	Future	Golf Course Comprehensive Plan	-	-	-	-	-	-	-	-	-
TBD	Future	Arroyo Seco Master Plan	-	-	-	-	-	100,000	-	-	100,000
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~~	-	-	-	-	-	-	-	-	-
TBD	Future	Eddie Park House Improvements	-	-	-	-	156,194	156,194	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	150,000	-	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
			1,775,336	**27,929**	**1,747,407**	**950,806**	**456,194**	**806,194**	**956,194**	**1,756,194**	**6,672,987**

City of South Pasadena Capital Improvement Projects

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Total			**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 20,062,188**	**$ 38,995,779**	**$ 35,636,934**	**$ 33,024,556**	**$ 143,827,164**
Sewer (9006)					**FY 24-25 Total: $400,000**					**Total 5-Year**	**$ 3,922,500**
					$ 400,000	**$ -**					
5179	**9408**	Sewer System Repair, Rehabilitation, & Replcmnt	500,000	**100,000**	400,000	-	810,000	878,000	820,000	1,014,500	3,922,500
			500,000	**100,000**	**400,000**	**-**	**810,000**	**878,000**	**820,000**	**1,014,500**	**3,922,500**
Stormwater (9007)					**FY 24-25 Total: $1,332,007**					**Total 5-Year**	**$ 50,003,093**
					$ 782,007	**$ 550,000**					
5181	**9364**	Rio Hondo Load Redctn (LRS) Alhambra Wsh Treat Sys	5,000	-	5,000	50,000	-	-	-	-	55,000
5182	9411	Huntington Drive Green Street	250,000	**239,863**	10,137	-	-	845,000	5,570,500	5,570,500	11,996,137
5219	9412	City Hall Stormwater Project	500,000	**100,000**	400,000	500,000	-	-	-	-	900,000
5180	9413	Arroyo Seco San Rafael & San Pascual Projects	437,500	**70,630**	366,870	-	-	-	-	-	366,870
5183	Future	Lower Arroyo Seco Projects	-	-	-	-	2,305,000	8,723,362	8,723,362	14,433,362	34,185,086
5184	Future	Camino Verde Pocket Park	-	-	-	-	-	100,000	600,000	1,800,000	2,500,000
			1,192,500	**410,493**	**782,007**	**550,000**	**2,305,000**	**9,668,362**	**14,893,862**	**21,803,862**	**50,003,093**
Streets (9008)					**FY 24-25 Total: $3,131,831**					**Total 5-Year**	**$ 14,611,831**
					$ 3,020,772	**$ 111,059**					
5185	**9203**	Street Repavement & Repairs	3,958,538	**1,340,548**	2,617,990	-	2,750,000	2,750,000	2,750,000	2,750,000	13,617,990
5186	**9264**	Sidewalk Replacement & Repairs	432,782	**30,000**	402,782	111,059	120,000	120,000	120,000	120,000	993,841
			4,391,320	**1,370,548**	**3,020,772**	**111,059**	**2,870,000**	**2,870,000**	**2,870,000**	**2,870,000**	**14,611,831**
Sustainability (9009)					**FY 23-24 Total: $280,699**					**Total 5-Year**	**$ 830,699**
					$ 280,699	**$ -**					
5103	**9188**	Civic Center/City Hall EV Charging Systems	421,898	**191,199**	230,699	-	-	-	-	-	230,699
5188	**9189**	Storage Yard ~~Arroyo Park~~ EV Charging Systems	50,000	-	50,000	-	-	-	-	-	50,000
5200	**9410**	Climate Action Plan	120,000	-	-	-	100,000	100,000	100,000	100,000	400,000
TBD	**9402**	~~EV Charging Stating (Fire Spt Lot)~~	-	-	-	-	-	-	-	-	-
5187	TBD	Civic Center/Mound Solar Panel Installation	-	-	-	-	-	-	-	-	-
5189	TBD	Urban Forest Master Plan	-	-	-	-	150,000	-	-	-	150,000
			591,898	**191,199**	**280,699**	**-**	**250,000**	**100,000**	**100,000**	**100,000**	**830,699**

City of South Pasadena Capital Improvement Projects

Proposed Draft

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Total			**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 20,062,188**	**$ 38,995,779**	**$ 35,636,934**	**$ 33,024,556**	**$ 143,827,164**
Transportation & Traffic (9010)					**FY 24-25 Total: $3,658,305**						
					$ 2,594,990	**$ 1,063,315**				**Total 5-Year**	**$ 31,310,987**
2008	9102	Fremont/Huntington (MAT) Mobility Active Transporta	475,000	-	475,000	437,600	776,980	3,149,702	1,216,878	-	6,056,160
2002	9161	North-South Corridor (Fair Oaks) ITS Deployment	1,241,350	**115,593**	1,125,757	103,091	4,704,561	4,704,561	-	-	10,637,970
TBD	9192	Fair Oaks Traffic Signal Const	394,558	**5,000**	-	-	-	-	-	-	-
~~TBD~~	~~9278~~	~~Fair Oaks ITS Project~~	-	-	-	-	-	-	-	-	-
5129	9290	Grevelia Street and Fair Oaks Avenue	50,000	-	50,000	-	150,000	-	-	-	200,000
5130	9350	Pedestrian Crossing Devices	200,000	-	200,000	122,624	-	-	-	-	322,624
1512	9351	Rectangular Rapid Flashing Beacons (Mission & Fremo	266,112	**13,388**	252,725	-	-	-	-	-	252,725
5218	9421	Special Transportation Accounts	100,000	**83,492**	16,508	125,000	100,000	100,000	100,000	100,000	541,508
2005	9103	Fremont/Huntington (MIP) Mobility Improvement Proj	475,000	-	475,000	125,000	500,000	4,500,000	4,400,000	-	10,000,000
5135	94xx	Citywide Mobility / Active Transport Plan Update	-	-	-	150,000	-	-	-	-	150,000
5131	TBD	Garfield Avenue and Monterey Road Traffic Signal and	-	-	-	-	100,000	300,000	-	-	400,000
5132	TBD	Columbia Street Striping and Signals	-	-	-	-	50,000	250,000	-	-	300,000
5133	TBD	Orange Grove Avenue Project	-	-	-	-	150,000	350,000	-	-	500,000
2007	9311	Fair Oaks SR-110 Interchange On/Off-Ramps	-	-	-	-	300,000	500,000	-	-	800,000
5134	TBD	Mission-Merdian-El Centro Bollard System	-	-	-	-	-	50,000	200,000	-	250,000
5136	TBD	Traffic Signal Controller & Cabinet Replacement	-	-	-	-	-	300,000	300,000	300,000	900,000
			3,202,020	**217,472**	**2,594,990**	**1,063,315**	**6,831,541**	**14,204,263**	**6,216,878**	**400,000**	**31,310,987**
Water (9011)					**FY 24-25 Total: $2,700,000**						
					$ 2,700,000	**$ -**				**Total 5-Year**	**$ 25,738,000**
5190	**9300**	Water Main Pipeline Repairs	2,000,000	-	2,000,000	-	1,000,000	1,000,000	1,000,000	1,000,000	6,000,000
5192	**9348**	Water Facility Site Improvements	88,000	-	-	-	138,000	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	-	2,450,000
5110	**9409**	Westside Reservoir Design/Construction	550,000	-	550,000	-	2,000,000	7,000,000	6,000,000	-	15,550,000
5191	**9414**	Raymond & Bilikie Elevated Tanks Study & Imprv	120,000	-	-	-	120,000	80,000	200,000	-	400,000
5194	Future	SCADA Upgrade	-	-	-	-	150,000	150,000	150,000	-	450,000
			2,908,000	**-**	**2,700,000**	**-**	**3,708,000**	**9,480,000**	**8,600,000**	**1,250,000**	**25,738,000**

City Council and the Finance Commission
Agenda Report

ITEM NO. 3

DATE: June 17, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Director
Dr. Scott Miller, Financial Management Consultant

SUBJECT: **CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED SLFRF FUNDING**

Recommendation

It is recommended that the City Council and the Finance Commission review, discuss, and provide direction to staff regarding the Fiscal Year 2024-2025 proposed SLFRF funding.

Executive Summary

The Fiscal Year 2024-2025 SLFRF Funding List and Estimated Costs are attached and included in each Budget Binder. SLFRF funds were programmed into the FY 2022-23 Budget in the amount of $1,118,655. Additional identified projects in the FY 2023-24 Budget amount to $218,420, and proposed existing CIP projects total $1,004,753. This leaves a net balance of $3,207,408 in SLFRF funds that must be used and encumbered before December 31, 2024.

As part of the SLFRF discussion, staff proposes that the City Council consider using SLFRF funds to replace general fund dollars, thereby allocating the remaining $3,207,408 into an assigned reserve for current or future use. Staff also want to remind the City Council that these funds are one-time, non-recurring funds, best suited for one-time expenses.

Staff requests that the City Council and Finance Commission ask questions, provide feedback, and make recommendations on the use of the SLFRF funds. The City Council is asked to prioritize the use of these funds and provide direction on transitioning SLFRF funds into General Fund dollars for CIP projects or other designated uses.

Staff will incorporate the feedback and recommendations into the Proposed Budget for the June 27, 2024, Proposed Budget Adoption Date.

Attachment:
Attachment No. 1 - FY 24-25 Proposed SLFRF Funding Memorandum - June 17, 2024

Finance Department

Memo

To: Honorable Mayor and Members of The City Council; Honorable Chairperson and Members of The Finance Commission

From: John Downs, Finance Director
Dr. Scott Miller, Financial Management Consultant

Date: June 17, 2024

Re: Consideration for Review, Discussion, and Direction for Fiscal Year 2024-2025 Proposed SLFRF Funding

---

Attached and included in each separate Budget Binder, is the Fiscal Year 2024-2025 SLFRF Funding List and Estimated Costs. SLFRF funds were programmed into the FY 2022-23 Budget in the amount of $1,118,655. There are additional identified projects in the FY 2023-24 Budget of $218,420 and proposed existing CIP projects totaling $1,004,753. This leaves a net balance of SLFRF funds to use and be encumbered before December 31, 2024, of $3,207,408.

As part of the SLFRF discussion, staff wants to propose to the City Council a way to allow the SLFRF funds to take the place of general fund dollars and then put the non-allocated funds of $3,207,408 into an assigned reserve to be used now or at a future date. Staff also want to remind the City Council that these funds are one-time non-recurring funds better used for one-time expenses.

Staff requests that the City Council and Finance Commission ask questions and make recommendations and then the City Council provides a prioritization of the use of the SLFRF Funds. City Council direction on the transitioning of the SLFRF funds into General Fund Dollars for use in CIP Projects or other things Council designates.

Staff will take the feedback and incorporate them into the Proposed Budget for the June 27, 2024, Proposed Budget Adoption Date.

EXHIBIT A

FY 2024-2025 Proposed SLFRF Programming

FY 2022-23 SLRF Activity	
Civic Plus	29,709.50
Taser & Body Caera	70,000.00
CDW - Office 365	52,982.01
Breathing Apparatus	152,047.32
Salaries	813,916.50
Total	**$ 1,118,655.33**

Proposed SLFR Funded Projects	
VoiP Phone System Installation	21,549
CD Permit Management Software	111,535
City/Civic EV Charging System	130,699
Agenda Management System	21,600
Arroyo Park EV Charging System	50,000
City Hall Stormwater Project	200,000
Arroyo Seco San Rafael & San Pascual Projects	229,370
Library Master Plan	150,000
City Technology & Financial Systems	90,000
Total	**$ 1,004,753**

SLRF Allocation		
Original Allocation:		**$ 6,059,236**
FY 2022-23 Activity		1,118,655
Projected Existing Projects to be Funded		218,420
Proposed Existing Projects to be Funded		1,004,753
Previously Planned Purchases:		
Asphalt Truck	300,000	
Fire Assessment	50,000	
Fire Command Vehicle	70,000	
Library RFID Project	90,000	510,000
Remaining Unprogrammed Funds		**$ 3,207,408**

City Council and the Finance Commission Agenda Report

ITEM NO. 4

DATE: June 17, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Department
Dr. Scott Miller, Financial Management Consultant

SUBJECT: **CONSIDERATION FOR REVIEW AND DISCUSSION OF THE FISCAL YEAR 2024-2025 PROPOSED MASTER USER FEE SCHEDULE**

Recommendation

It is recommended that the City Council and Finance Commission review and discuss the proposed Fiscal Year 2024-2025 Master Fee Schedule.

Background

The City of South Pasadena (City) adopts a comprehensive Annual Budget ("Budget") for all funds, including the General Fund. In addition to the General Fund, the City manages Enterprise Funds, Special Funds, and Internal Service Funds.

Enterprise Funds, such as the Water and Sewer Funds, operate on a self-sustaining basis. These funds provide essential public services while ensuring financial solvency by matching or exceeding revenues against expenses.

Special Funds, including but not limited to Prop A, Prop C, and Metro grants, are designated for specific purposes. They are often funded through federal, state, or county sources and are strictly regulated by third-party entities, including granting agencies.
Internal Service Funds, such as the City's Fund 103 - Insurance Fund, ensure equitable distribution of costs by collecting contributions from appropriate internal entities to cover expenses like insurance.

One of the major revenue sources for the FY 2024-2025 budget is User Fees. These fees are collected for specific tasks and activities, such as police services, fire services, administrative services, parks, facility maintenance and repairs, street repairs, and improvements. They are distinct from general government activities, which are funded by general taxes such as property tax, sales tax, or utility user taxes (UUT). This ensures that taxes directly contribute to the services that benefit the community.

State law allows municipalities to charge for specific non-governmental activities to cover the cost of these activities. These fees benefit only those who request or participate in them, rather than the general taxpayer. However, the law mandates that User Fees can only cover the actual cost of providing these specific services and cannot generate profit.

Analysis
The Master User Fee Schedule is a document approved by the City Council that outlines various charges for specific non-general government activities. These activities include building permit charges, planning charges, ROI charges, facility rental charges, special library charges, and many others, totaling over 100 different User Fees. According to State Law, these fees can only cover the direct and indirect costs of providing specific services, and the City cannot charge more than the actual cost, ensuring no profit is made from these fees.

Typically, these fees are adjusted either by a Consumer Price Index (CPI) factor, as approved by the City Council, or through a Comprehensive User Fee Study conducted every three to five years. This study determines the cost of providing these services—including labor, materials, supplies, and facility costs—and uses a formula to set fees that cover all associated costs. While the City Council can choose to subsidize these fees with general fund dollars to reduce the charges, doing so excessively can divert funds from general government activities, which are primarily supported by the general fund.

In recent months, there have been numerous discussions between the City Council and staff about conducting a Cost Allocation Plan and a Comprehensive User Fee Study. The Departments of Public Works and Finance are spearheading these efforts to ensure the Master Fee Schedule is updated with the most current cost data. This updated data will be used to recalculate and present revised fees to the City Council in January 2025.

Until these studies are completed, the FY 2024-2025 Master Fee Schedule will be updated using the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-U) for the Los Angeles-Long Beach-Anaheim area, as published by the United States Department of Labor, Bureau of Labor Statistics. For March, this indicated a CPI increase of 3.4%. Once the Cost
Allocation Plan and Comprehensive User Fee Studies are completed and approved by the City Council, staff will recommend updating the FY 2024-2025 Budget during the Mid-Year Budget Review to reflect the new fee changes approved by the City Council.

Current FY 2024-2025 Master Fee Proposed Revenues
The General Fund Master Fee Proposed Revenues for FY 2024-2025 are estimated to be $40,994,048. Attachment 1 provides a summary chart comparing the Master Fee Proposed Revenues to the rest of the FY 2024-2025 General Fund operating revenues.

Attachment:
Attachment No. 1 - Revenue Summary Schedule.pdf
Attachment No. 2 - Master Fee Resolution-Draft.pdf
Attachment No. 3 - Exhibit A - Master Fee Schedule Draft.pdf

General Fund Revenue Summary

Revenue Category	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Property Taxes	16,773,318	17,906,070	18,728,374	19,700,384	19,756,301	20,692,452
Assessments & Special Taxes	347,931	364,223	395,801	375,149	375,150	393,157
Sales Taxes	5,132,645	6,096,613	6,523,428	6,478,033	6,215,543	6,316,170
Utility Users Taxes	3,738,531	3,875,268	4,431,072	4,352,462	4,478,377	4,752,155
Franchise Fees	1,200,408	1,289,532	1,301,778	1,271,477	1,221,147	1,405,527
License & Permits	808,280	814,081	870,974	796,200	815,933	849,463
Fines & Forfeitures	143,449	52,291	65,860	58,000	66,876	58,000
Use of Money & Property	4,788,970	(495,381)	514,439	1,345,014	1,015,694	1,018,715
Other Agencies	955,205	179,525	236,171	475,500	463,019	702,385
Current Services	3,079,621	3,836,129	4,342,013	4,141,520	3,589,900	4,090,680
All Other Revenues	183,717	250,501	99,472	86,108	179,645	231,959
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	**37,635,460**	**34,652,238**	**37,992,765**	**39,563,231**	**38,660,968**	**40,994,048**

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOUTH PASADENA, CALIFORNIA, REVISING THE MASTER SCHEDULE OF FEES FOR SERVICE YEAR 2024-2025

WHEREAS, has an adopted Master Fee Schedule, which contains the City's established fees and charges and was last updated on June 21, 2023; and

WHEREAS, the costs of these services change with time as the cost of delivery increases; and

WHEREAS, the cost of services may also be increased due to increases in cost of living, as measured by the Consumer Price Index (CPI-U) for Los Angeles-Long Beach- Anaheim Urbanized Area; and

WHEREAS, the City Council is cognizant that the charges for such services should relate to the direct cost and/or value thereof to the City; and

WHEREAS, Government Code Section 66017 requires a 60-day "waiting period" before any development fee increase can become effective; and

WHEREAS, the City Council held a duly noticed public hearing on June 18, 2024 to consider and approve the updated fees; and

WHEREAS, the City Council desires to amend the Master Fee Schedule to adjust for the increase in cost of living, which results in levels more consistent with full cost recovery and appropriate value;

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

SECTION 1. The City Council hereby amends, modifies and establishes the service fees and user charges as set forth in the attached Exhibit A ("Fees") to be effective on the date of July 1, 2024, except as otherwise set forth herein. Fees charged upon a development project, as defined in Government Code Section 66000, and as set forth in Exhibit A shall be effective 60 days after the date this Resolution is adopted.

SECTION 2. The Fees do not exceed the estimated reasonable cost of providing the services for which the Fees are imposed.

SECTION 3. The City Council is taking action only on those Fees as set forth in Exhibit A. Remaining fees, permit fees, City service charges, and other fees, charges,

and required payments for municipal services, use of City property, inspections, enforcement activities, or for other indicated purposes as set forth in any motion, resolution or ordinance adopted by the City Council, that are not listed in Exhibit A to this Resolution, have not been readopted or revised and remain in place at the current rate.

SECTION 4. The City Clerk shall certify to the adoption of this resolution.

PASSED, APPROVED AND ADOPTED ON this 18th day of June, 2024.

Evelyn Zneimer, Mayor

ATTEST:

Amber Tardif, Deputy City Clerk

APPROVED AS TO FORM:

Roxanne Diaz, City Attorney

I HEREBY CERTIFY the foregoing resolution was duly adopted by the City Council of the City of South Pasadena, California, at a special meeting held on the 18th day of June 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

City Clerk
(seal)

EXHIBIT A

UPDATED MASTER FEE SCHEDULE FOR FISCAL YEAR 2024-2025

Fee No.	Fee Title	Proposed Fee (CPI Increase 3.4%)
CLERK		
1	Duplication - FPPC Regulations	**$0.10**
2	Digital Records Duplication (Formerly: Duplication - CD/DVD)	**$17.00**
3	Duplication - Photocopy	**$0.10**
4	Filing Fees - Candidates Nominations (Per CA Election Code Section 10228)	**$25.00**
5	Filing Fees - Initiative Petition (Per CA Election Code 9103 (b))	**$200.00**
COMMUNITY SERVICES		
	CAMP MED FEES:	
6	Camp Med - Five Day Rate - 1st Child - Resident	**$178.00**
7	Camp Med - Five Day Rate - Each Additional Child - Resident	**$166.00**
8	Camp Med - Five Day Rate - 1st Child - Non-Resident	**$199.00**
9	Camp Med - Five Day Rate - Each Additional Child - Non-Resident	**$188.00**
10	Camp Med - Three Day Rate	**$110.00**
11	Camp Med - Three Day Rate - Each Additional Child	**$104.00**
12	Camp Med After School - Five Day Rate - 1st Child	**$107.00**
13	Camp Med After School - Five Day Rate - Each Additional Child	**$101.00**
14	Camp Med - Late Fee After First 5 Minutes - per minute	**$3.50**
	FIELD AND OPEN SPACE RENTAL FEES:	
	Garfield / Arroyo Park:	
15	Sport Fields -- Non-Profit (Less than 50% contributor) (per hr)	**$60.00**
16	Sports Fields -- Non-Profit (Contributor) (per hr)	**$0.00**
17	Sport Fields - Resident (per hr.)	**$47.00**
18	Sports Field - Non-Resident (per hr)	**$60.00**
19	Gazebo Rental - Resident (4 hr block)	**$95.00**
20	Gazebo Rental - Non-Resident (4 hr block)	**$141.00**
21	Picnic Areas -- Deposit for Groups > 50 Persons resident	**$53.00**
22	Picnic Areas -- Deposit for Groups > 50 Persons non-resident	**$64.00**
23	Tennis Courts -- Sports Teams -- OG & Garfield Parks - Per Hour	**$59.00**
24	Tennis Courts -- Instructions -- OG & Garfield Parks - Per Hour	**$59.00**
	OG Rec Center Rental Fees:	
25	Security Deposit	**$295.00**
26	Non-Profit (per hr)	**$35.00**
27	Resident (per hr)	**$35.00**
28	Non-Resident (per hr)	**$47.00**
29	Youth Groups - local (up to 2 hrs)	**$12.00**
	Eddie Park House Rental Fees:	
30	Security Deposit	**$295.00**
31	Non-Profit (per hr)	**$107.00**
32	Resident (per hr)	**$95.00**
33	Non-Resident (per hr)	**$118.00**
34	Event (4 hr block) Resident Only	**$178.00**
35	Youth Groups - local (up to 2 hrs)	**$12.00**
	Garfield Youth House Rental Fees:	
36	Security Deposit	**$295.00**
37	Non-Profit (per hr)	**$82.00**
38	Resident (per hr)	**$72.00**
39	Non-Resident (per hr)	**$118.00**
40	Event (4 hr block) Resident Only	**$178.00**
41	Youth Groups - local (up to 2 hrs)	**$12.00**

	War Memorial Rental Fees:	
42	Security Deposit	**$592.00**
43	War Memorial -- Non-Profits (per hr)	**$131.00**
44	War Memorial -- Resident (per hr)	**$118.00**
45	War Memorial -- Non-Resident (per hr)	**$154.00**
46	War Memorial -- Non-Profits -- Prime Time	**$208.00**
47	War Memorial -- Resident / Local Business (per hr) -- Prime Time	**$195.00**
48	War Memorial -- Non-Resident (per hr) -- Prime Time	**$231.00**
49	War Memorial -- Lower Floor -- Non-Profits (per hr)	**$101.00**
50	War Memorial -- Lower Floor -- Resident (per hr)	**$89.00**
51	War Memorial -- Lower Floor -- Non-Resident (per hr)	**$118.00**
52	War Memorial - Use of Kitchen (per event / use)	**$59.00**
53	War Memorial - Use of Kitchen - Prime Time	**$178.00**
	Senior Center Rental Fees:	
54	Security Deposit	**$295.00**
55	Main Room - Non-Profits (per hr)	**$107.00**
56	Main Room - Resident (per hr)	**$95.00**
57	Main Room - Non-Resident (per hr)	**$118.00**
58	Conference Room -- Non- Profits (per hr)	**$35.00**
59	Conference Room -- Resident / Local Business (per hr)	**$35.00**
60	Conference Room -- Non-Resident (per hr)	**$47.00**
61	Kitchen Use (per event / use)	**$59.00**
	Senior Center Programs:	
62	Hot Meals - Senior 55 & Over / Disabled Persons	**$2.80**
63	Hot Meals - Persons Under 55	**$5.00**
64	Home Delivered Meals - Senior 55 & Over / Disabled Persons	**$3.00**
65	Senior Center Membership - single person Over 55	**$25.00**
66	Senior Center Membership - couples Over 55	**$35.00**
67	Computer Lab Printing	**$0.20**
68	Leisure Classes - Seniors	**Varies**
69	Coffee	**$0.50**
	Dial-A-Ride Fees:	
70	Senior Resident (Registered) 55>	**$0.50**
71	Disabled Resident (Registered)	**$0.50**
72	Caregiver	**$0.00**
73	MTA Bus Pass - Senior 62 & Over	**$10.00**
74	MTA Bus Pass - Disabled Persons	**$10.00**
	Miscellaneous Fees:	
75	Breakfast with Santa Event	**$24.00**
76	Spring Family Event - Presale	**$12.00**
77	Spring Family Event - Day of Event	**$18.00**
78	Booth Rental - All Facilities - per booth	**$59.00**
79	Event -Vendor/Catering Booth - per vendor/ booth	**$118.00**
80	Leisure Classes	**Varies**
81	Refund Processing Fee	**$22.00**
82	Staff (Rental)	**$47.00**
83	Additional Staff (Alcohol)	**$47.00**
Community Development		
	Building Fees:	
84	Building Permit & Plan Check	**See LA County Fee Schedule**

	Film Permit Fees:	
85	Still photography - Per Day	**$157.00**
86	Motion Picture Photography - Per Day	**$627.00**
87	Student Films/ Public Service Announcements/ Educational Films - Per Day	**$24.00**
88	Handheld Video Crew with less than 20 people - Per Day	**$157.00**
	Location / Hourly Fees:	
89	Still Photography / Handheld Video Crew - On Public Right-Of-Way - Per Hour	**$89.00**
90	Student Filming On Public Right-of-way - per hour	**$18.00**
91	Street or Lane Closure - Per Hour	**$178.00**
92	Streets/Sidewalks/Alleys as Principal Site - Per Hour	**$178.00**
93	City Parking Lots - Per Hour	**$178.00**
94	City Building (Four Hour Minimum)/City Park - Per Hour	**$209.00**
95	Police (Eight Hour Minimum) - per hour	**$95.00**
96	Police Vehicles - per hour	**$24.00**
97	Fire (Eight Hour Minimum) - per hour	**$95.00**
98	Traffic Control Plan Review - per review	**$133.00**
99	Cancellation Fee	**$118.00**
	Use Permits:	
100	Conditional Use Permit	**$4,139.00**
101	Temporary Use Permit (non-profit)	**$272.00**
102	Temporary Use Permit	**$545.00**
103	CUP Modification	**$2,957.00**
104	CUP with First Variance	**$5,323.00**
105	Parking Use Permit	**$2,086.00**
106	Administrative Use Permit	**$1,840.00**
	Maps:	
107	Tentative Parcel Map	**$4,391.00**
108	Tentative Tract Map	**$11,907.00**
109	Final Parcel / Tract Map Review	**$6,539.00**
	Design Review:	
110	Single Family Residence*	**$2,361.00**
111	Commercial - Single Sign	**$1,874.00**
112	Commercial - Sign Program	**$2,874.00**
	Multi Family:	
113	3-8 Units	**$3,542.00**
114	9-16 Units	**$4,722.00**
115	17-50 Units	**$5,313.00**
116	51-100 Units	**$5,904.00**
117	101 Units or More	**$7,084.00**
	Commercial:	
118	less than 2,000 sq ft	**$2,366.00**
119	2,001 - 10,000 sq ft	**$4,731.00**
120	10,000 + sq ft	**$7,097.00**
	Cultural Heritage Commission Fees:	
121	Cultural Hert. Comm. - Landmark Review	**$1,775.00**
	C.H.C. Cert. of Approp. (incl. Demo)	
122	Single-Family*	**$1,775.00**
	Multi-Family:	
123	3-8 Units	**$3,549.00**
124	9-16 Units	**$4,731.00**
125	17-50 Units	**$7,097.00**
126	51-100 Units	**$8,279.00**
127	101 Units or More	**$10,646.00**

	Commercial:	
128	less than 2,000 sq ft	**$3,549.00**
129	2,001 - 10,000 sq ft	**$5,914.00**
130	10,000 + sq ft	**$10,646.00**
131	Chair Review	**$1,046.00**
132	Historic Resource Evaluation	**$501.00**
	Environmental Fees:	
	Flat Fees:	
133	Negative Declaration Filing	**$334.00**
134	Mitigation Monitoring Inspection & Administrative Fee	**Actual Cost**
135	Categorical Exemption (CEQA) - Filing	**$167.00**
	Deposit-Based Fees:	
136	Initial Environmental Study	**$5,914.00**
137	EIR	**$29,571.00**
	Appeals:	
138	Appeals (To Planning Commission or City Council) - Single Family*	**$1,182.00**
139	Appeal - Other Uses**	**$2,366.00**
140	Appeal Continuance	**$354.00**
	Deposits:	
141	Zoning Text & Map Amendments	**$11,828.00**
142	Specific Plan Application	**$11,828.00**
143	General Plan Amendment	**$23,657.00**
144	Specific Plan Amendment	**$23,657.00**
145	Development Agreement Review	**$11,828.00**
146	Planned Development	**$11,828.00**
	Other Planning Applications:	
147	Zoning Code Admin Modification	**$1,345.00**
148	Zoning Code Interpretation	**$1,086.00**
149	Application Withdrawl	**$2,087.00**
150	Lot Line Adjustment / Parcel Merger / Certificate of Compliance	**$2,366.00**
151	Hillside Development Review	**$2,366.00**
152	Hillside Development Review with Variance	**$3,549.00**
153	Variance - First	**$3,903.00**
154	Variance - Each Additional	**$2,753.00**
155	Vacation Easements, Alleys, Street	**$2,086.00**
156	Discretionary Time Extension Request	**$3,173.00**
157	Covenants	**$646.00**
158	Mills Act Contract	**$2,366.00**
	Miscellaneous Fees:	
159	Public Noticing Fee (Does Not Include Material / Mailing Costs)	**$337.00**
160	Garage/Yard Sale Permit	**$12.00**
161	Temporary Banners - Per Banner, Per Permit	**$59.00**
162	Zoning - Written Analysis of Conformance	**$833.00**
163	Zoning Verification Letter	**$125.00**
164	Zoning Clearance for Business License Review	**$74.00**
165	Re-Review - Per hour	**$182.00**
166	Pre-Application Meeting	**$354.00**
167	Planning Inspection Per Hour	**$182.00**
168	Changes / Modifications to Approved Plans (initiated by Applicant) - Single Family*	**$592.00**
169	Changes / Modifications to Approved Plans (initiated by Applicant) - All Other Uses**	**$2,366.00**
170	Administrative Citation (per Municipal Code)	**$592.00**

	Surcharges:	
171	General Plan Maintenance Fee (Percentage of Building Permit Fee)	**15%**
172	Technology Surcharge (percentage applied to fire, building, engineering, and planning permits)	**10%**
FINANCE		
	Miscellaneous Fees:	
173	NSF Check Fee (CA Civil Code Section 1719)	**$25.00**
174	Credit Card Transaction Fee (Percentage of Transaction Cost)	**3%**
FIRE		
	Fire Emergency Medical Services:	
175	Advance Life Support	**LA County Rate**
176	Basic Life support	**LA County Rate**
177	Treat No Transport	**$547.00**
178	Other EMS Fees	**LA County Fee**
179	Paramedic Program - Residential	**$95.00**
180	Paramedic Program - Residential (6 months or less)	**$47.00**
181	Paramedic Program - Business	**$107.00**
182	Paramedic Program - Business (6 months or less)	**$53.00**
	Standby Fees:	
183	Engine Company - (Use or Standby)	**$669.00**
184	Ambulance	**$405.00**
185	Chief Officer Per Hr. - With 2 Hr. Min.	**$269.00**
	Sprinkler Plan Check and Inspection:	
	Residential	
186	New	**$608.00**
187	Remodel	**$433.00**
	Commercial	
	New:	
188	0 - 10,000 sq ft.	**$713.00**
189	10,000 - 25,000 sq ft.	**$939.00**
190	25,000 - 50,000 sq ft.	**$1,494.00**
191	50,000+ sq ft.	**$1,771.00**
	Remodel/T.I.:	
192	0 - 5,000 sq ft.	**$582.00**
193	5,000 - 10,000 sq ft.	**$816.00**
194	10,000 - 25,000 sq ft.	**$1,216.00**
195	25,000+ sq ft.	**$1,494.00**
196	Sprinkler - Extra Plan Check/ Site Visit - per check / visit	**$138.00**
	Fire Alarms:	
	New: (# of Devices) - Commercial	
197	1 - 25 Devices	**$373.00**
198	26-50 Devices	**$538.00**
199	51-100 Devices	**$608.00**
200	100+ Devices - Per Device	**$1,163.00**
	Remodel/ T.I.: Commercial	
201	1-5 Systems	**$304.00**
202	6-15 Systems	**$400.00**
203	16-50 Systems	**$538.00**
204	50+ Systems	**$747.00**

205	New Residential (Single Family)*	**$234.00**
206	Remodel Residential (Single Family)*	**$166.00**
207	Extra Plan Check/Site Visits	**$138.00**
208	Hydrostatic Test and Alarm Test	**$138.00**
209	Any Plan Check Not listed	**$138.00**
	Hazmat Fees:	
210	Hazmat Disclosure Level I	**LA County Fee**
211	Hazmat Disclosure Level II	**LA County Fee**
212	Hazmat Disclosure Level III	**LA County Fee**
213	Hazmat Placard Start Up Cost	**LA County Fee**
214	Hazmat Placard Updates	**LA County Fee**
	False Alarm Fees:	
215	False Alarm - 1st Repsonse	**$0.00**
216	False Alarm - 2nd and 3rd Repsonse	**$178.00**
217	False Alarm - 4th and beyond	**$914.00**
	Inspections:	
218	Any Other Inspection Not Listed	**$138.00**
	Annual Inspection of Apartments	
219	3-8 Units	**$166.00**
220	9-16 Units	**$209.00**
221	17-50 Units	**$277.00**
222	51-100 Units	**$347.00**
223	101 Units or More	**$417.00**
	Annual Inspection of Businesses	
224	less than 2,000 sq ft	**$107.00**
225	2,001 - 10,000 sq ft	**$236.00**
226	10,000 + sq ft	**$536.00**
227	Additional Inspection (3rd Visit, 2nd Reinspection)	**$167.00**
228	Inspection (4th Visit and Subsequent)	**$229.00**
	New Business Fire Inspection	
229	less than 2,000 sq ft	**$71.00**
230	2,001 - 10,000 sq ft	**$138.00**
231	10,000 + sq ft	**$277.00**
	Permits:	
232	Permits - Event Tent	**$192.00**
233	Permits - Special Film Feuling Truck	**$150.00**
234	Permits - Any Other Required by Chief	**$324.00**
235	Permits - Fireworks Display	**$622.00**
	Fire Reports:	
236	Redacted	**$53.00**
237	Non-Redacted	**$9.00**
	Miscellaneous Fees:	
238	Investigation Cost Recovery	**Actual Cost**
239	Witness Fees	**$178.00**
240	Record Research: Intensive, Interpretive - Per Half Hour	**$53.00**
241	Records: Duplication Per Page	**$0.11**
242	Underground Storage Tank Removal	**$555.00**
243	Clean Up, 1st Responder	**Actual Cost**

LIBRARY		
	Library Services Fees:	
244	Replacement - Processing Fee	**$10.00**
245	Replacement of Library Item	**Actual Cost**
246	Inter-Library Loan (Per Title)	**$5.00**
247	Library Asset Recovery Service	**Actual Cost**
	Printing / Reproduction Fees:	
248	Local History Collection Image - Commercial Use	**$125.00**
249	Local History Collection Image - Private Use - Resident	**$12.00**
250	Local History Collection Image - Private Use - Non-Resident	**$30.00**
251	Black & White	**$0.15**
252	Color Copies	**$0.50**
	Passport Fees:	
253	Passport Photo - per photo	**$7.00**
254	Passport Execution Fee (Per US State Department)	**$35.00**
	Community Room Rental Fees:	
255	Community Room - Non-Profit Groups - Per Hr. (Min. 2 Hrs.)	**$118.00**
256	Community Room - Resident / Local Business - Per Hr. (Min. 2 Hrs.)	**$107.00**
257	Community Room -Non-Resident - Per Hr. (Min 2 Hrs.)	**$141.00**
258	Community Room - Non-Profit Groups - Primetime (Min. 2 Hrs.)	**$195.00**
259	Community Room - Resident / Local Business - Primetime (Min. 2 Hrs.)	**$183.00**
260	Community Room -Non-Resident - Primetime (Min 2 Hrs.)	**$218.00**
261	Community Room - Staff (Cleanup and Supervision)	**$47.00**
262	Community Room - Staff (Alcohol)	**$47.00**
263	Community Room - Security Deposit	**$295.00**
	Equipment Rental Fees:	
264	Audio/Visual Equipment Rental	**$71.00**
265	Equipment Rental - Baldwin Piano	**$42.00**
POLICE		
	Penalties:	
266	Display Vehicle for Sale	**$50.00**
267	Parking in Red Zone	**$50.00**
268	Parking in Yellow Zone	**$50.00**
269	Parking in White Zone	**$50.00**
270	Parking in Green Zone	**$50.00**
271	Parked on Parkway	**$50.00**
272	Parking Prohibited by Sign	**$50.00**
273	1 HR, 2 HR, 4HR Time Limited Parking	**$50.00**
274	Parking Outside Spaces	**$50.00**
275	Parked Over 72 Hours	**$50.00**
276	Parking Vehicle for Sale	**$50.00**
277	Washing, Servicing or Repairing Vehicle	**$50.00**
278	Selling from Motor Vehicle	**$50.00**
279	Parking Left Side of Roadway	**$50.00**
280	Parking Adjacent to Schools	**$50.00**
281	Exceeding 3% Grade/ Wheels Not Curbed	**$50.00**
282	Emergency No Parking	**$50.00**
283	Alley Parking - Sign Posted	**$50.00**
284	Parked on Private Property	**$50.00**
285	Parking on Public Property	**$50.00**
286	Parking on City Owned Off-street Facility	**$50.00**
287	Oversized Vehicle	**$50.00**
288	Unattended Trailer	**$50.00**

289	Overnight Parking	**$50.00**
290	City Parking Lot (2 HR Limit)	**$50.00**
	Parking Pass Fees:	
291	Parking 1 Year	**$144.00**
292	Parking - Senior Citizens (65 Years old min.)	**$116.00**
293	Parking - Alternate Fuel Vehicles	**$116.00**
294	Parking - Monthly Pass	**$35.00**
295	Parking - Replacement/ Transfer	**$19.00**
296	Parking - Daily Pass	**$2.40**
	All Police Reports:	
297	Redacted	**$103.00**
298	Non-Redacted - Non-Resident	**$26.00**
299	Non-Redacted - Resident	**$26.00**
	False Alarm:	
300	False Alarm 1st	**$0.00**
301	False Alarm 2nd - 3rd	**$178.00**
302	False Alarm 4th and beyond	**$652.00**
	Reproduction:	
303	Photo Reproduction - Per Photo	**$26.00**
304	Video/Audio Reproduction	**$103.00**
	Miscellaneous Fees:	
305	DUI Emergency Response	**Actual Cost**
306	Records Check/ Clearance Letter	**$26.00**
307	Special Business Background Check	**$616.00**
308	Impound Fee - Vehicle Release	**$152.00**
309	Juvenile Recovery	**Actual Cost**
310	Firearms Storage & Release	**$35.00**
311	Citation Corrections/ Inspection Service (resident)	**$18.00**
312	Citation Corrections/ Inspection Service (non-resident)	**$44.00**
313	Fingerprint Services -- Per Three Cards	**$26.00**
314	Civil Subpoena	**Fee set by Courts**
315	Duces Tecum Subpoena (Per CA Evidence Code)	**$15.00**
316	Booking Fee	**$164.00**
317	Tow Franchise Fee - per year	**$1,102.00**
318	CCW Application Fee	**$334.00**
319	CCW Clerical Fee	**$37.00**
320	Psychological Evaluation	**$158.00**
321	CCW Amendement Fee	**$21.00**
PUBLIC WORKS		
	Water Fees:	
322	Water Turn Off (After Hours)	**$172.00**
323	Water Turn On (After Hours)	**$172.00**
324	Water 24 Hour Door Hanger Fee	**$37.00**
325	Water Turn Off for Non-Payment***	**$76.00**
326	Water - New/Change Account	**$118.00**
327	Water - Discontinue Service	**$118.00**
328	Water - Discontinue for Non-Compliance	**$229.00**
329	Water - Unauthorized Turn on	**$229.00**
330	Fire Flow Testing	**$611.00**
331	Temporary Meter Rental - Install	**$47.00**
332	Temporary Meter Rental - Move	**$118.00**
333	Temporary Meter Rental - Rental	**$91.00**
334	Inspection of Backflow Prevention Device	**$212.00**

335	Backflow Prevention Program Penalty	**$354.00**
336	Water Installation Inspection Fee	**$365.00**
	Deposit-Based Fees:	
337	Water Service Installation	**$5,914.00**
338	Water Meter installation	**$1,182.00**
339	Temporary Meter Rental	**$2,957.00**
	Sewer Fees:	
340	Sewer Connection/Inspection, Existing Lateral	**$414.00**
341	Sewer Connection/Inspection, Existing WYE	**$414.00**
342	Sewer Connection/Inspection, Saddle Connect	**$414.00**
343	Capping of Sewer Lateral	**$414.00**
344	Sewer Construction Fee - New Construction	**$819.00**
345	Sewer Spill in Public ROW	**Actual Cost**
346	Fats, Oils, & Grease Permit Fee (annual)	**$168.00**
347	Fats, Oils, & Grease Inspection Fee (annual)	**Actual Cost**
348	Fats, Oils, & Grease Mitigation Penalty (annual)	**$414.00**
	PW Engineering:	
349	Excavate - Utility Trenches <= 100 l.f.	**$677.00**
350	Excavations-Utility Trenches >= 100 l.f.	**$822.00**
351	Excavations-Utility Trenches > 100 l.f. - per l.f.	**$0.64**
352	Excavation-Utility Patches	**$606.00**
353	Concrete Sidewalk / Driveway Parkway / Permit	**$214.00**
354	Concrete Sidewalk / Driveway / Parkway Inspection	**$285.00**
355	Curb & Gutter Permit	**$214.00**
356	Curb & Gutter Inspection Flat Fee	**$285.00**
357	Curb Coring Base Permit	**$236.00**
358	Curb Coring Inspection Flat Fee	**$225.00**
359	Pavement Street & Alley	**$478.00**
360	Pavement Street & Alley Inspections Flat Fee	**$643.00**
361	Street/ROW Vacation/ Abandonment	**$6,318.00**
362	Public Improvement Inspection	**$572.00**
363	Public Works Plan Check Fee - Single Family*	**$592.00**
364	Public Works Plan Check Fee - Other Uses**	**$1,059.00**
365	Additional Plan Check/ Reviews Beyond 2	**$177.00**
366	Final Parcel Map Review	**$3,323.00**
367	Final Tract Map Review	**$3,323.00**
368	Final Map Amendment - Administrative	**$177.00**
369	Temp Encroachment - Dumpster	**$107.00**
370	Temp Encroachment - Southwest Hills	**$232.00**
371	Temp Encroachment - All Other	**$124.00**
	Deposits (Time and Material):	
372	Street Renaming Processing	**$5,914.00**
	Miscellaneous Fees:	
373	100 foot Radius Map & Mailing Lists	**$78.00**
374	Sidewalk Dining Permit/ Inspect, Initial	**$147.00**
375	Sidewalk Dining Permit/ Inspect, Renewal	**$111.00**
376	Sidewalk Rental Fee - Per Sq. Ft.	**$4.70**
377	Sidewalk Vendor Permit	**$157.00**
378	House Number Change	**$530.00**
379	Oversized/Overloads Permits (Per Transportation Code)	**$19.00**
380	Block Party Street Closure - Initial	**$315.00**
381	Block Party Street Closure - Renewal	**$118.00**
382	Blueprint/ Map Reproduction	**Actual Cost**

383	Banner Installation & Removal	**$226.00**
384	Banner Installation - Initial	**$373.00**
385	Parade/ Special Event Staffing	**Hourly Rate**
386	No Parking Signs (temporary)	**$44.00**
Trees:		
387	Tree Removal / Replacement Permit	**$365.00**
388	Private Property Tree Removal for Developments (3+ more trees)	**$506.00**
389	Tree Trimming Permit	**$75.00**
390	Inspection For Trimming or Removal	**$141.00**
391	Private Tree Trimming in Public ROW	**Actual Cost**
Newsrack:		
392	Newsrack Permit - Initial	**$217.00**
393	Newsrack Permit - Annual Renewal	**$75.00**
TRANSPORTATION		
394	Mission Meridian Village Parking (Daily)	**$3.00**
395	Mission Meridian Village Parking (Monthly)	**$50.00**
396	Mission Meridian Village Parking (Monthly Senior)	**$12.00**

Footnotes:

***Single Family:** This term refers to single-family homes and duplexes (2 attached dwelling units)

****Other Uses:** This term refers to mutlifamily (3 or more units), Commercial, Mixed Use, or Legal Non-Conforming Use

*****Water Turnoff for Non-Payment:** This fee has a low income cap per SB 998.

Facility Rental Terms:

Non-Profit = Registered 501c(3) organization

Resident = South Pasadena Resident with South Pasadena Address or South Pasadena Based Business

Non-Resident = Non-South Pasadena Based Resident or Business

Prime Time (Community Services) = Begins at 3PM on Friday through Saturday at 12PM

Prime Time (Library): Begins at 4PM on Friday through Sunday at 10PM

City Council and the Finance Commission Agenda Report

ITEM NO. 5

DATE: June 17, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: John Downs, Finance Director
Dr. Scott Miller, Financial Management Consultant

SUBJECT: **CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE FISCAL YEAR 2024-2025 PROPOSED BUDGET**

Recommendation

It is recommended that the City Council and Finance Commission review, discuss, and provide direction to staff regarding the Fiscal Year 2024-2025 Proposed Budget.

Background

The City of South Pasadena (City) adopts a comprehensive Annual Budget ("Budget") for all funds, including the General Fund. In addition to the General Fund, the City manages Enterprise Funds, Special Funds, and Internal Service Funds.

Enterprise Funds, such as the Water and Sewer Funds, operate on a for-profit basis, providing essential public services while ensuring financial solvency by matching or exceeding revenues against expenses. Special Revenue Funds, including but not limited to Prop A, Prop C, and Metro grants, are designated for specific purposes, often funded through federal, state, or county sources, and are strictly regulated by third-party entities, including granting agencies. Internal Service Funds, such as the City's Fund 103 - Insurance Fund, ensure equitable distribution of costs by collecting contributions from appropriate internal entities to cover expenses like insurance.

The FY 2024-2025 budget builds off of the FY 2023-2024 zero-based budgeting approach. This budget process, which began in March 2024, involved extensive collaboration among all departments and staff. It included departmental meetings, revenue and expenditure analyses, and projections for the upcoming fiscal year. After all departments submitted their budget proposals, the City Manager reviewed and consolidated them. In addition, community budget study sessions were held as part of the FY 2024-2025 budget development process and included the following:

- May 9, 2024, at 9:00 AM (City Council Chambers)
- May 9, 2024, at 12:00 PM (via Zoom)
- May 13, 2024, at 6:00 PM (Library Community room)
- June 12, 2024, at 1:00 PM (City Council Chambers)

Furthermore, an extensive budget survey was completed, soliciting over 90 responses. The survey results are included as Attachment 2 to the staff report. The Finance Commission and

the City Council can use the survey results to help inform budget decisions.

A budget study session was held with the Finance Commission on May 30, 2024, where staff solicited input and received direction with respect to the General and CIP funds. The Commission's recommendations and comments were presented to the City Council in an Ad-Doc and during the joint June 5, 2024 City Council/Financial Commission meeting. Additionally, the Budget Policies and the Master Fee Schedule will be presented for discussion on June 18, 2024.

Analysis

In the last several months, there have been numerous discussions by the City Council, Finance Commission, and the Finance Commission Ad-Hoc, along with feedback from the community, as part of the budget process which are incorporated in the Fiscal Year 2024-2025 Budget. Key strategic directives were provided to the Executive Team by the City Manager, including the following:

- Evaluation of professional services accounts and conservatively budgeting for the contractual needs necessary to complete outstanding projects;
- A thorough evaluation of staffing needs, including the temporary freezing of some positions while we continue to evaluate workloads and capacities in FY 2024-25, while also looking at potential efficiencies in operations;
- A decrease in citywide travel and training accounts, maintaining funding for only critical and essential travel and training necessary for accreditation or membership in various professional organizations;
- Budgeting for the Landscaping, Lightning, and Maintenance District (LLMD);
- Initial funding of $90,000 to begin exploring potential technology upgrades necessary for a modern Enterprise Resource Program (ERP) for citywide operations, including Finance (included in the CIP); and
- Increasing the Financial Sustainability Reserve to $1,000,000, which will provide a buffer should unanticipated expenses impact the FY 2024-25 budget.

<u>FY 2023-24 General Fund Revenue</u>

The General Fund revenues for FY 2024-25 are projected to be $40,994,048. The chart below summarizes the General Fund operating revenues from FY 2020-21 to the adopted FY 2024-25. The budgeted revenues for FY 2023-24 were estimated at $39,563,231, but the revised estimate for June 30, 2024, is $38,660,968. The adjusted estimate is due to the softening in sales taxes and a lower estimate of

investment revenue within the Use of Money & Property category.

For FY 2024-25, the City anticipates an increase in General Fund revenues to $40,994,048. This growth is attributed to the following increases:

- **Property Taxes:** $992,069
- **Utility Users Taxes:** $399,693
- **Franchise Fees:** $134,050
- **License & Permits:** $53,263
- **Other Agencies:** $226,885
- **Other Revenues:** ($375,143)

This projected increase reflects the City's ongoing efforts to enhance revenue streams and ensure financial stability

Revenue Category	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Adopted 2024/25
Property Taxes	16,773,318	17,906,070	18,728,374	19,700,384	19,756,301	20,692,452
Assessments & Special Taxes	347,931	364,223	395,801	375,149	375,150	393,157
Sales Taxes	5,132,645	6,096,613	6,523,428	6,478,033	6,215,543	6,316,170
Utility Users Taxes	3,738,531	3,875,268	4,431,072	4,352,462	4,478,377	4,752,155
Franchise Fees	1,200,408	1,289,532	1,301,778	1,271,477	1,221,147	1,405,527
License & Permits	808,280	814,081	870,974	796,200	815,933	849,463
Fines & Forfeitures	143,449	52,291	65,860	58,000	66,876	58,000
Use of Money & Property	4,788,970	(495,381)	514,439	1,345,014	1,015,694	1,018,715
Other Agencies	955,205	179,525	236,171	475,500	463,019	702,385
Current Services	3,079,621	3,836,129	4,342,013	4,141,520	3,589,900	4,090,680
All Other Revenues	183,717	250,501	99,472	86,108	179,645	231,959
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	**37,635,460**	**34,652,238**	**37,992,765**	**39,563,231**	**38,660,968**	**40,994,048**

General Fund FY 2023-2024 Projected Summary

The General Fund balance as of July 1, 2023, was $18,712,222. For FY 2023-24, revenues are projected to be $38,660,968, while expenditures are expected to total $34,651,894. With transfers-in amounting to $3,212,101, transfers-out amounting to $1,232,790 and net reserve adjustments of $2,723,408, the projected ending balance for June 30, 2024, is $21,977,199.

The increase in transfers-in are due to the utilization of the State and Local Fiscal Recovery (SLRF) to cover municipal service costs related to Public Safety, with the resulting savings being set aside in reserves. Transfers-out have decreased due to lower expenditures in CIP projects funded by the General Fund. The decrease in expenditures is attributed to vacancies affecting Wages & Benefits and lower Operations & Maintenance costs, including the use of reserves for the purchase of the Caltrans properties, the legal costs associated with the Caltrans 626 Prospective Litigation, as well as work on the Storm Water project.

General Fund	
Beginning Balance 07/01/23	$ 18,712,222
Revenues	38,660,968
Expenditures	(34,651,894)
Transfers In	3,212,101
Transfers Out	(1,232,790)
Reserves Adjustment	(2,723,408)
Projected End Balance 6/30/24	$ 21,977,199

General Fund FY 2023-2024 Projected Reserves

The projected General Fund reserves balance as of June 30, 2024, is $7,188,351. This total reflects additions amounting to $2,723,408 (net change in reserves) from various reserves, including the Storm Water Reserve, Caltrans Property Purchases, Caltrans 626 Prospective Litigation, Special Projects Reserve and the Stables CIP Reserve.

RESERVES FY 23-24				
DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000		243,000	149,000
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		100,000	200,000
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	305,876		141,000	164,876
Vehicle Replacement Reserve	100,000			100,000
Special Projects Reserve	-	3,207,408		3,207,408
Mental Health Reserve	200,000			200,000
Stables CIP Reserve	122,548	59,550		182,098
Total:	**4,464,943**	**3,207,408**	**484,000**	**7,188,351**

General Fund Summary for FY 2024-2025 Projected Summary

The General Fund balance as of July 1, 2024, is estimated to be $21,977,199. For FY 2024-25, revenues are projected at $40,994,048 while expenditures are expected to total $39,880,621. With transfers out of $767,074 and reserve adjustments of $100,000, the projected ending balance for June 30, 2025 is $22,223,552, resulting in an increase of $346,353 to the General Fund balance by fiscal year end.

The increase in expenditures is primarily due to salary adjustments, increases in health insurance costs, the upcoming November elections, increases in excess insurance policy premiums, as well as the impact of inflation on the cost of goods and services.

General Fund	
Beginning Balance 07/01/24	$ 21,977,199
Revenues	40,994,048
Expenditures	(39,880,621)
Transfers In	-
Transfers Out	(767,074)
Reserves Adjustment	(100,000)
Projected End Balance 6/30/25	$ 22,223,552

General Fund FY 2024-2025 Projected Reserves

The projected General Fund reserves balance as of June 30, 2025, is $7,288,351. This total reflects an increase of $100,000 in Financial Sustainability.

RESERVES FY 24-25				
DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	149,000			149,000
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	200,000			200,000
Financial Sustainability Reserve	900,000	100,000		1,000,000
Caltrans 626 Prospective Litigation	164,876			164,876
Vehicle Replacement Reserve	100,000			100,000
Special Projects Reserve	3,207,408			3,207,408
Mental Health Reserve	200,000			200,000
Stables CIP Reserve	182,098	-		182,098
Total:	**7,188,351**	**100,000**	**-**	**7,288,351**

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

- $21,085,609 (51%) comes from property taxes and special taxes
- $6,316,170 (16%) comes from sales tax
- $4,752,155 (11%) comes from utility user's tax
- $4,090,680 (11%) comes from current city services
- Remaining 11% comes from use of money & property, and other revenue sources

General Fund Expenditures
For the Fiscal Year 2024-25 budget season, the goal was to create a status-quo budget and continue working off of the zero-based budgeting approach which was implemented in Fiscal Year 2023-24. This process required each department to start from zero and justify every line item, resulting in a leaner budget that allows for priority and necessary staffing growth. Employee wages and benefits, along with city operations and maintenance, comprise more than 97% of expenditures. The increases in expenditures are primarily due to the final year negotiated MOU salary adjustments of 2%, and CalPERS health insurance cost increases of 10.7%, as well as inflationary factors for the cost of goods and services. This budget also includes funding for the upcoming November elections.

- **$27,396,381 (68%)** for wages and benefits
- **$12,407,740 (31%)** for operations and maintenance
- **$76,500 (1%)** for capital projects

Personnel Changes
For Fiscal Year 2024-25, the proposed budget does not include any new position requests. Instead, the City Manager recommends temporarily freezing 7 full-time and 17 part-time positions, either partially or fully, in FY 2024-25. Throughout the upcoming fiscal year, the City Manager's Office will collaborate closely with Department Heads to continuously evaluate workloads and operations, aiming to identify and implement operational efficiencies.

The proposed budget includes 166 full-time positions, and 70 part-time positions. For FY

2024-25, Staff recommends a new approach to budgeting for part-time positions. Rather than budgeting based on Full-Time Equivalents (FTEs), it is suggested to budget based on the number of part-time hours needed to operate programs and services. This method provides greater flexibility in staffing operations, considering the limited availability of part-time staff, which often makes staffing operations unpredictable.

Budgeted Position Summary

Department	Full-Time Positions	Part-Time Positions
City Manager's Office	4	1
Community Development	12	0
Community Services	9	40
Finance	8	0
Fire	23	0
Library	10	25
Management Services	8	0
Police	51	3
Public Works	41	1
Totals:	**166**	**70**

General Fund Operating Expenditures by Type

The chart below summarizes the General Fund operating expenditures by type from FY 2020-21 to the proposed FY 2024-25.

Category/Fund	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	22,108,355	25,216,188	24,460,162	26,659,742	23,332,994	27,396,381
Operations & Maintenance	5,875,483	7,495,907	11,571,313	12,219,249	11,114,164	12,407,740
Capital Outlay	39,802	13,005	159,909	258,000	204,735	76,500
101 - General Fund Total	**28,023,640**	**32,725,100**	**36,274,708**	**39,136,992**	**34,651,894**	**39,880,621**

General Fund Operating Expenditures by Type

General Fund Operating Expenditures by Department

The chart below summarizes the General Fund operating expenditures by type from FY 2020-21 to the proposed FY 2024-25. 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 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
City Council	35,890	45,446	35,161	118,903	126,006	126,968
City Manager	1,577,656	1,815,368	1,302,705	1,274,785	1,102,054	1,097,663
Management Services						
Management Services	-	6,615	443,077	485,105	557,333	601,431
City Clerk	115,512	-	390,154	447,319	321,026	428,416
Elections	76,843	93,242	84,086	63,900	100	155,000
Human Resources	350,761	-	820,456	841,614	742,556	920,681
Transportation Planning	287	90	-	-	-	-
Legal Services	607,285	572,032	957,860	420,000	745,531	745,531
Innovation and Technology	541,110	-	988,373	1,151,511	1,120,129	1,225,078
Finance						
Finance	871,011	1,040,325	1,165,149	1,050,473	1,024,464	995,072
City Treasurer	8,444	9,993	8,425	9,239	9,239	9,424
Non-Dept/Overhead	996,366	2,264,416	2,635,668	2,539,444	2,413,902	2,986,985
Police	10,400,998	11,384,907	10,638,978	11,398,978	9,996,931	11,991,006
Fire						
Fire	6,315,749	7,716,685	7,331,752	7,300,602	6,686,295	7,163,761
Emergency Preparedness	31,932	46,904	39,748	55,000	54,500	45,000
Public Works	-	-	-	-	-	-
Admin & Engineering	618,493	572,717	678,021	1,243,249	1,069,617	787,252
Environmental Services	653	55,009	144,438	207,480	115,031	288,103
Park Maintenance	476,793	581,680	539,630	975,901	932,284	1,067,387
Facilities Maintenance	826,985	901,702	974,407	1,344,778	1,167,024	1,524,600
Community Development	1,819,769	2,428,641	3,569,588	4,100,795	3,079,928	3,622,896
Library	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,188,036
Community Services						
Senior Services	202,374	237,957	385,763	437,749	371,625	475,106
Community Services	217,223	276,302	366,840	373,413	302,546	425,840
Recreation and Youth Services	323,135	835,939	858,103	1,085,519	729,718	1,009,384
Capital Projects	-	-	83,325	-	-	-
Total GF Expenditures	**28,023,640**	**32,725,100**	**36,274,708**	**39,136,992**	**34,651,894**	**39,880,621**

Capital Improvement Program (CIP)

As part of the joint City Council and Finance Commission meeting in May 2024, a detailed discussion regarding the existing Capital Improvement program took place. During this discussion, the City Council provided direction to staff to reprioritize project needs and refine the level of funding for each project. Staff reviewed the FY 2024-25 list of CIP projects, and is making a recommendation to focus primarily on infrastructure projects. In the proposed budget, funding for these projects is recommended to primarily utilize SLRF funding. This funding is time-limited and must be encumbered by December 2024 and expended by 2026. See budget binder, Section for detailed CIP list of projects.

SLRF (State & Local Fiscal Recovery)

As discussed in the previous section, Staff recommends funding several CIP projects through SLRF. The table below identifies recommended allocations of SLRF funding in the amount of $1,004,753.

Proposed SLFR Funded Projects	
VoiP Phone System Installation	21,549
CD Permit Management Software	111,535
City/Civic EV Charging System	130,699
Agenda Management System	21,600
Arroyo Park EV Charging System	50,000
City Hall Stormwater Project	200,000
Arroyo Seco San Rafael & San Pascual Projects	229,370
Library Master Plan	150,000
City Technology & Financial Systems	90,000
Total	**$ 1,004,753**

SLRF Allocation		
Oringinal Allocation:		**$ 6,059,236**
FY 2022-23 Activity		1,118,655
Projected Existing Projects to be Funded		218,420
Proposed Existing Projects to be Funded		1,004,753
Previously Planned Purchases:		
Asphalt Truck	300,000	
Fire Assessment	50,000	
Fire Command Vehicl	70,000	
Library RFID Project	90,000	510,000
Remaining Unprogramed Funds		**$ 3,207,408**

Fiscal Impact
The net General Fund fiscal impact of the Proposed Budget is a positive increase to fund balance of approximately $346,353.

Commission Review and Recommendation
The Finance Commission meeting is at the same time as the publication of the June 17th City Council agenda. Staff anticipates a summary of recommendations of the commission to the Council as an additional document to the agenda of the packet for the June 27, 2024 meeting.

Public Notification
The proposed budget document has been made available for public review through the posting of the document for the Finance Commission meetings on the City's website, through the City's social media, and through the city's e-newsletter communications tools. The City held numerous community outreach meetings and conducted a Community Budget Survey.

Attachment:
Attachment No. 1 - FY 2024-25 Proposed Budget.pdf

City of South Pasadena

FISCAL YEAR 2024-2025

PROPOSED

ANNUAL BUDGET

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FY 23-24 Fund Balances

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	18,712,222	38,660,968	34,651,894	1,232,790	3,212,101	(2,723,408)	21,977,199
101	GF (Council Designated Reserves)	4,587,491	-	-	-	-	2,723,408	7,310,899
103	Insurance Fund	(85,924)	4,376,502	3,656,397	-	-	-	634,181
104	Street Improvements Program	2,312,733	-	-	1,320,241	-	-	992,492
105	Facilities & Equip. Replacement	2,244,200	34,844	379,000	70,143	-	-	1,829,900
106	Technology Surcharge	54,229	22,000	-	-	-	-	76,229
108	SR 110 Gen Fund Reserve	338,483	-	-	11,871	-	-	326,612
110	OPEB Trust Fund	1,141,509	-	-	-	-	-	1,141,509
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,909,406	844,349	814,834	-	-	-	1,938,920
206	SLFRF Fund	4,940,581	-	218,420	3,207,408	-	-	1,514,753
207	Prop "C"	1,537,182	660,688	52,744	-	-	-	2,145,125
208	TEA/Metro	153,260	2,136	-	-	-	-	155,396
209	Carlyle Library Bequest	-	2,674,036	-	-	-	-	2,674,036
210	Sewer	8,555,458	2,201,213	872,921	525,808	-	-	9,357,943
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	(45,068)	157,946	-	60,356	-	-	52,522
214	Rogan HR5394 Grant	(172,954)	116,673	-	102,334	-	-	(158,614)
215	Street Light & Landscape	117,416	910,048	1,602,268	-	598,211	-	23,407
217	Public, Educ. & Gov't. Fund	198,843	10,195	-	-	-	-	209,038
218	Clean Air Act	190,520	16,207	-	-	-	-	206,726
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(27,741)	78,750	133,000	-	78,109	-	(3,882)
223	Gold Line Mitigation Fund	64,158	894	-	-	-	-	65,052
226	Mission Meridian Public Garage	(370,098)	-	9,200	-	-	-	(379,298)
228	Housing Authority	164,899	53,324	6,700	17,150	-	-	194,372
230	State Gas Tax	862,296	741,939	909,287	-	-	-	694,948
232	County Park Bond	(257,008)	44,600	44,600	-	-	-	(257,008)
233	Measure R	1,861,750	500,563	244,953	41,746	-	-	2,075,613
234	Measure M-MAT		-	-	-	-	-	-
236	Measure M	2,255,887	569,571	464,481	48,085	-	-	2,312,893
237	Road Maint. & Rehab. Acct.	1,861,804	665,194	-	-	-	-	2,526,998
238	MSRC Grant	(157,536)	-	-	2,700	-	-	(160,236)
239	Measure W	385,356	258,815	209,180	239,863	-	-	195,128
240	Measure M MSP		-	-	-	-	-	-
241	Measure H	(74,270)	-	-	-	-	-	(74,270)
242	Prop C Exchange	(362,140)	180,188	-	-	-	-	(181,951)
243	Measure R- MIP		-	-	-	-	-	-
245	Bike & Pedestrian Paths	-	-	-	25,000	-	-	(25,000)
247	SGVCOG Grants		-	-	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	18,172	-	-	-	-	-	18,172
255	Capital Growth	635,521	89,537	-	1,387	-	-	723,671
260	CDBG	(4,908)	19,599	19,599	30,000	-	-	(34,908)
270	Asset Forfeiture	235,226	3,278	60,000	-	-	-	178,504
272	Police Grants - State (COPS)	560,704	755,142	73,011	-	-	-	1,242,835
274	Homeland Security Grant	(146,371)	62,680	-	-	-	-	(83,691)
275	Park Impact Fees	953,826	211,582	-	22,704	-	-	1,142,704
276	Historic Preservation Grant	5,694	79	-	-	-	-	5,773
277	HSIP Grant	(69,790)	75,000	-	12,049	-	-	(6,839)
278	Housing Element Grant	135,000	-	-	-	-	-	135,000
281	CA State Library Building Forward		-	-	-	-	-	-
295	Arroyo Seco Golf Course	2,280,785	1,149,600	1,208,152	5,225	-	-	2,217,009
310	Sewer Capital Projects	287,437	-	425,808	-	425,808	-	287,437
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867
400	Capital Improvement Projects Fund		-	2,662,631	-	2,662,631	-	-
500	Water	86,818,450	10,785,291	6,516,664	3,265,065	-	-	87,822,013
503	Water Efficiency Fund	977,644	173,467	216,829	-	-	-	934,282
505	2016 Water Revenue Bonds	(31,655,461)	-	2,475,800	-	2,475,675	-	(31,655,586)
506	SRF Loan - Water	(313,655)	-	266,415	-	266,415	-	(313,655)
510	Water & Sewer Impact Fees	1,134,411	530,047	-	-	-	-	1,664,458
550	Public Financing Authority	(3,634,233)	-	522,976	-	522,976	-	(3,634,233)
927	Redev. Obligations Trust Fund	204,948	196,600	196,600	-	-	-	204,948
		111,798,312	**67,833,546**	**58,914,362**	**10,241,925**	**10,241,925**	**-**	**120,717,496**
227	Successor Agency to CRA	(170,642)	196,600	196,600	-	-	-	(170,642)
	Successor Agency Total	**(170,642)**	**196,600**	**196,600**	**-**	**-**	**-**	**(170,642)**
	TOTAL CITY & CRA	**111,627,669**	**68,030,146**	**59,110,962**	**10,241,925**	**10,241,925**	**-**	**120,546,854**

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RESERVES FY 23-24

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	392,000		243,000	149,000
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		100,000	200,000
Financial Sustainability Reserve	900,000			900,000
Caltrans 626 Prospective Litigation	305,876		141,000	164,876
Vehicle Replacement Reserve	100,000			100,000
Special Projects Reserve	-	3,207,408		3,207,408
Mental Health Reserve	200,000			200,000
Stables CIP Reserve	122,548	59,550		182,098
Total:	**4,464,943**	**3,207,408**	**484,000**	**7,188,351**

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FY 2024-25 Fund Balances

Fund	Description	Beginning Fund Balance	Year-End Revenues	Year-End Expenditures	Transfers Out	Transfers In	Reserve Adjustments	Ending Fund Balance
101	General Fund (Undesignated)	21,977,199	40,994,048	39,880,621	767,074	-	(100,000)	22,223,552
101	GF (Council Designated Reserves)	7,310,899	-	-	-	-	100,000	7,410,899
103	Insurance Fund	634,181	4,099,360	4,099,360	-	-	-	634,181
104	Street Improvements Program	992,492	-	-	957,897	-	-	34,595
105	Facilities & Equip. Replacement	1,829,900	44,395	540,000	1,364,025	144,225	-	114,495
106	Technology Surcharge	76,229	22,000	-	-	-	-	98,229
108	SR 110 Gen Fund Reserve	326,612	-	-	136,356	-	-	190,256
110	OPEB Trust Fund	1,141,509	-	-	-	-	-	1,141,509
201	MTA Pedestrian Improvement	(29,951)	-	-	-	-	-	(29,951)
205	Prop "A"	1,938,920	789,253	1,195,656	-	-	-	1,532,517
206	SLFRF Fund	1,514,753	-	510,000	1,004,753	-	-	-
207	Prop "C"	2,145,125	640,539	2,388	300,000	-	-	2,483,276
208	TEA/Metro	155,396	2,722	-	-	-	-	158,117
209	Carlyle Library Bequest	2,674,036	-	-	-	-	-	2,674,036
210	Sewer	9,357,943	2,284,699	1,350,529	885,808	-	-	9,406,305
211	CTC Traffic Improvement	-	-	-	-	-	-	-
213	SB2 Planning Grant	52,522	-	-	-	2,054	-	54,576
214	Rogan HR5394 Grant	(158,614)	-	-	1,083,735	-	-	(1,242,349)
215	Street Light & Landscape	23,407	910,062	1,712,877	-	765,086	-	(14,322)
217	Public, Educ. & Gov't. Fund	209,038	11,433	-	-	-	-	220,471
218	Clean Air Act	206,726	16,811	-	-	-	-	223,538
219	CalRecycle Local Asst. Grant	-	-	-	-	-	-	-
220	Business Improvement Tax	(3,882)	86,250	73,000	-	1,988	-	11,356
223	Gold Line Mitigation Fund	65,052	1,139	-	-	-	-	66,191
226	Mission Meridian Public Garage	(379,298)	-	15,000	-	-	-	(394,298)
228	Housing Authority	194,372	58,867	147,000	30,000	-	-	76,240
230	State Gas Tax	694,948	757,279	1,235,493	200,000	-	-	16,734
232	County Park Bond	(257,008)	103,500	103,500	-	-	-	(257,008)
233	Measure R	2,075,613	488,599	122,456	445,754	-	-	1,996,003
234	Measure M-MAT	-	912,600	-	912,600	-	-	-
236	Measure M	2,312,893	556,633	290,323	421,026	-	-	2,158,177
237	Road Maint. & Rehab. Acct.	2,526,998	715,084	-	585,093	-	-	2,656,990
238	MSRC Grant	(160,236)	404,225	-	244,225	-	-	(236)
239	Measure W	195,128	257,722	238,278	102,637	-	-	111,935
240	Measure M MSP	-	372,624	-	372,624	-	-	-
241	Measure H	(74,270)	7,000	-	-	-	-	(67,270)
242	Prop C Exchange	(181,951)	-	-	-	-	-	(181,951)
243	Measure R- MIP	-	600,000	-	600,000	-	-	-
245	Bike & Pedestrian Paths	(25,000)	26,986	-	25,000	-	-	(23,014)
247	SGVCOG Grants	-	-	-	-	-	-	-
248	BTA Grants	(416,948)	-	-	-	-	-	(416,948)
249	Open Streets Grant	18,172	-	-	-	-	-	18,172
250	MWD Grant	-	500,000	-	500,000	-	-	-
251	Measure A Grant	-	550,000	-	550,000	-	-	-
252	Proposition 68 Grant	-	193,992	-	193,992	-	-	-
255	Capital Growth	723,671	61,877	-	8,757	-	-	776,791
260	CDBG	(34,908)	692,028	19,104	513,841	-	-	124,175
270	Asset Forfeiture	178,504	4,177	60,000	-	-	-	122,681
272	Police Grants - State (COPS)	1,242,835	363,066	73,011	-	-	-	1,532,891
274	Homeland Security Grant	(83,691)	350,049	350,049	-	-	-	(83,691)
275	Park Impact Fees	1,142,704	214,757	-	1,224,078	-	-	133,383
276	Historic Preservation Grant	5,773	101	-	-	-	-	5,874
277	HSIP Grant	(6,839)	227,452	-	227,452	-	-	(6,839)
278	Housing Element Grant	135,000	-	25,000	-	-	-	110,000
281	CA State Library Building Forward	-	-	-	-	-	-	-
295	Arroyo Seco Golf Course	2,217,009	1,267,500	1,431,511	730,143	-	-	1,322,855
310	Sewer Capital Projects	287,437	-	425,808	-	425,808	-	287,437
327	2000 Tax Allocation Bonds	924,867	-	-	-	-	-	924,867
400	Capital Improvement Projects Fund	-	-	16,109,763	2,054	16,109,763	-	(2,054)
500	Water	87,822,013	13,082,853	10,402,904	6,288,233	-	-	84,213,730
503	Water Efficiency Fund	934,282	177,158	342,344	300,000	-	-	469,096
505	2016 Water Revenue Bonds	(31,655,586)	-	2,475,425	-	2,475,425	-	(31,655,585)
506	SRF Loan - Water	(313,655)	-	532,531	-	532,532	-	(313,654)
510	Water & Sewer Impact Fees	1,664,458	534,172	-	-	-	-	2,198,630
550	Public Financing Authority	(3,634,233)	-	520,276	-	520,276	-	(3,634,233)
927	Redev. Obligations Trust Fund	204,948	196,600	196,600	-	-	-	204,948
		120,717,496	**73,579,615**	**84,480,804**	**20,977,157**	**20,977,157**	**-**	**109,816,306**
227	Successor Agency to CRA	(170,642)	196,600	196,000	-	-	-	(170,042)
	Successor Agency Total	**(170,642)**	**196,600**	**196,000**	**-**	**-**	**-**	**(170,042)**
	TOTAL CITY & CRA	**120,546,854**	**73,776,215**	**84,676,804**	**20,977,157**	**20,977,157**	**-**	**109,646,264**

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RESERVES FY 24-25

DESIGNATED RESERVES	Beginning Balance	Additions	Deletions	Ending Balance
Arroyo Golf Course / Bike Trail	600,000			600,000
CalTrans Vacant Lot Purchases	149,000			149,000
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	200,000			200,000
Financial Sustainability Reserve	900,000	100,000		1,000,000
Caltrans 626 Prospective Litigation	164,876			164,876
Vehicle Replacement Reserve	100,000			100,000
Special Projects Reserve	3,207,408			3,207,408
Mental Health Reserve	200,000			200,000
Stables CIP Reserve	182,098	-		182,098
Total:	**7,188,351**	**100,000**	**-**	**7,288,351**

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State of Local Fiscal Recovery Fund Actity Summary

FY 2022-23 SLRF Activity	
Civic Plus	29,709.50
Taser & Body Caera	70,000.00
CDW - Office 365	52,982.01
Breathing Apparatus	152,047.32
Salaries	813,916.50
Total	**$ 1,118,655.33**

Proposed SLFR Funded Projects	
VoiP Phone System Installation	21,549
CD Permit Management Software	111,535
City/Civic EV Charging System	130,699
Agenda Management System	21,600
Arroyo Park EV Charging System	50,000
City Hall Stormwater Project	200,000
Arroyo Seco San Rafael & San Pascual Projects	229,370
Library Master Plan	150,000
City Technology & Financial Systems	90,000
Total	**$ 1,004,753**

SLRF Allocation		
Original Allocation:		**$ 6,059,236**
FY 2022-23 Activity		1,118,655
Projected Existing Projects to be Funded		218,420
Proposed Existing Projects to be Funded		1,004,753
Previously Planned Purchases:		
Asphalt Truck	300,000	
Fire Assessment	50,000	
Fire Command Vehicl	70,000	
Library RFID Project	90,000	510,000
Remaining Unprogramed Funds		**$ 3,207,408**

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PROJECTED TRANSFERS IN FY 23-24

Fund	Fund Name	Description	Amount
101	General Fund	Accounting Adjustment	4,693
101	General Fund	SLRF - GF Municipal Services Reimbursment	3,207,408
		Total Fund 101	**3,212,101**
105	Facil. & Equip. Replacement	Tesla Lease Model Y	-
		Total Fund 105	**-**
215	Street Light & Landscape	Transfer to cover deficit (per Council)	598,211
		Total Fund 215	**598,211**
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	Grevalia&Berkshire Pocket Park	22,704
400	CIP	Fremont/Huntington MAT Project	-
400	CIP	VoiP Phone System Installation	108,451
400	CIP	Golf Course Netting Replacemen	5,225
400	CIP	North-South Corridor ITS Dploy	115,593
400	CIP	CD Permit Management Software	100,875
400	CIP	CD Record Scan & Doc Managmnt	-
400	CIP	City/Civic EV Charging System	191,199
400	CIP	Arroyo Park EV Charging System	-
400	CIP	Fair Oaks Traffic Signal Const	5,000
400	CIP	Street Repairs - 2023	1,340,548
400	CIP	825 Mission Yard Security Gate	-
400	CIP	Citywide Facility Repair	44,082
400	CIP	FD Front Bay Door Replacement	-
400	CIP	PD Locker/Restroom Improvement	-
400	CIP	PD Improvements	-
400	CIP	PD Briefing Room Update	-
400	CIP	PD1st Floor Inter Paint/Drywal	26,061
400	CIP	War Memorial Audio/Vis. Equipm	-
400	CIP	Pocket Park Construction	-
400	CIP	ADA Sidewalk Repairs	30,000
400	CIP	War Memorial HVAC Repairs	-
400	CIP	Rec. Facilities Key System	-
400	CIP	Fair Oaks ITS Project	-
400	CIP	Grevelia/Fair Oaks Int. Imprv	-
400	CIP	Ann. Water Main Repairs	-
400	CIP	Library HVAC Repairs	-
400	CIP	Library ADA Ramp, Light. & Imp	-
400	CIP	Water Facil. Site Improvements	-
400	CIP	Advanced Metering Infr. (AMI)	-
400	CIP	Pedestrian Crossing Devices	-
400	CIP	Rect. Rapid Flashing Beacons	13,388
400	CIP	Rio Hondo LRS Alham, Wash Trtm	-
400	CIP	EV Charging Station (MSRC)	-
400	CIP	Citywide Facilities Assessment/ Security Enh.	-
400	CIP	Library Security Camera System	-
400	CIP	CMMS/Work Order System/GIS	-
400	CIP	Elevated Tanks-Raymond/Bilikie	-
400	CIP	Sewer Sys. Rep., Rehab&Replace	100,000
400	CIP	Westside Reservoir	-
400	CIP	Climate Action Plan	-
400	CIP	FD Diesel Exhaust System Replacement	-
400	CIP	308 San Pascual Residence Improvements	17,150

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PROJECTED TRANSFERS IN FY 23-24

Fund	Fund Name	Description	Amount
400	CIP	Agenda Management System	8,400
400	CIP	City Website System & Design	39,970
400	CIP	Library Facility Improvements	-
400	CIP	Library Roof	-
400	CIP	Library Master Plan	-
400	CIP	Special Transportation Projects	83,492
400	CIP	Parks Master Plan	-
400	CIP	Snake Trail Improvements	-
400	CIP	Senior Center Flooring	-
400	CIP	Arroyo Seco San Rafael & San Pascual Projects	70,630
400	CIP	Huntington Drive Green Street	239,863
400	CIP	City Hall Stormwater Project	100,000
400	CIP	Fremont/Huntington MIP Project	-
		Total Fund 400	**2,662,631**
506	SRF Loan Water	Debt Service - Interest	96,249
506	SRF Loan Water	Debt Service - Principal	170,166
		Total Fund 506	**266,415**
505	Water Rev Bonds	Debt Service - Fees	1,250
505	Water Rev Bonds	Issuance Cost Expense	-
505	Water Rev Bonds	Debt Service - Principal	985,000
505	Water Rev Bonds	Debt Service - Interest	1,439,213
505	Water Rev Bonds	Def Loss Amort Expense	258,250
505	Water Rev Bonds	Premium Amort Expense - 2016	(208,038)
		Total Fund 505	**2,475,675**
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	435,000
550	Public Financing Authority	Debt Service - Interest - 2013	113,688
550	Public Financing Authority	Premium Amort Expense - 2013	(27,712)
		Total Fund 550	**522,976**
		Total Transfer In	**10,241,925**

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PROJECTED TRANSFERS OUT FY 23-24

Fund	Fund Name	Description	Amount
101	General Fund	VoiP Phone System Installation	108,451
101	General Fund	CD Permit Management Software	40,520
101	General Fund	City/Civic EV Charging System	188,499
101	General Fund	Agenda Management System	8,400
101	General Fund	City Website System & Design	39,970
101	General Fund	City Hall Stormwater Project	100,000
101	General Fund	Arroyo Seco San Rafael & San Pascual Projects	70,630
101	General Fund	Cover deficit for Landscape & Lighting Maintenance Fund	598,211
101	General Fund	Cover deficit for Business Improvement Tax Fund	78,109
101	General Fund	Library Master Plan	-
		Total Fund 101	**1,232,790**
104	Street Imp. Prog.	Street Repairs - 2023	1,315,548
104	Street Imp. Prog.	Accounting Adjustment	4,693
		Total Fund 104	**1,320,241**
105	Facil. & Equip. Replacement	825 Mission Yard Security Gate	-
105	Facil. & Equip. Replacement	Citywide Facility Repair	44,082
105	Facil. & Equip. Replacement	FD Front Bay Door Replacement	-
105	Facil. & Equip. Replacement	PD Locker/Restroom Improvement	-
105	Facil. & Equip. Replacement	PD Improvements	-
105	Facil. & Equip. Replacement	PD Briefing Room Update	-
105	Facil. & Equip. Replacement	PD1st Floor Inter Paint/Drywal	26,061
105	Facil. & Equip. Replacement	War Memorial HVAC Repairs	-
105	Facil. & Equip. Replacement	Library HVAC Repairs	-
105	Facil. & Equip. Replacement	Library ADA Ramp, Light. & Imp	-
105	Facil. & Equip. Replacement	Citywide Facilities Assessment/ Security Enh.	-
105	Facil. & Equip. Replacement	Library Security Camera System	-
105	Facil. & Equip. Replacement	FD Diesel Exhaust System Replacement	-
105	Facil. & Equip. Replacement	Library Facility Improvements	-
105	Facil. & Equip. Replacement	Library Roof	-
105	Facil. & Equip. Replacement	Senior Center Flooring	-
		Total Fund 105	**70,143**
108	SR 110 GF Reserve	North-South Corridor ITS Dploy	11,871
		Total Fund 108	**11,871**
206	SLRF	General Fund Municipal Services Reimbursment	3,207,408
			3,207,408
207	Prop C	Street Repairs - 2023	-
		Total Fund 108	**-**
210	Sewer	CMMS/Work Order System/GIS	-
210	Sewer	Sewer Sys. Rep., Rehab&Replace	100,000
210	Sewer	Debt Service - Principal	253,262
210	Sewer	Debt Service - Interest	172,546
		Total Fund 210	**525,808**
213	SB2 Planning Grant	CD Permit Management Software	60,356
		Total Fund 213	**60,356**
214	Rogan HR5294 Grant	North-South Corridor ITS Dploy	102,334
		Total Fund 214	**102,334**
228	Housing Authority	308 San Pascual Residence Improvements	17,150
		Total Fund 228	**17,150**
230	Gas Tax	Street Repairs - 2023	-
		Total Fund 230	**-**
233	Measure R	Special Transportation Projects	41,746
		Total Fund 233	**41,746**
234	Measure M-MAT	Fremont/Huntington MAT Project	-
		Total Fund 234	**-**
236	Measure M	Fair Oaks Traffic Signal Const	5,000

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PROJECTED TRANSFERS OUT FY 23-24

Fund	Fund Name	Description	Amount
236	Measure M	Rect. Rapid Flashing Beacons	1,339
236	Measure M	Special Transportation Projects	41,746
		Total Fund 236	**48,085**
237	RMRA	Street Repairs - 2023	-
		Total Fund 237	**-**
238	MSRC	Tesla Lease Model Y	-
238	MSRC	City/Civic EV Charging System	2,700
		Total Fund 238	**2,700**
239	Measure W	Rio Hondo LRS Alham, Wash Trtm	-
239	Measure W	Arroyo Seco San Rafael & San Pascual Projects	-
239	Measure W	Huntington Drive Green Street	239,863
		Total Fund 239	**239,863**
240	Measure M MSP	Pedestrian Crossing Devices	-
240	Measure M MSP	Grevelia/Fair Oaks Int. Imprv	-
		Total Fund 240	**-**
243	Measure R - MIP	Fremont/Huntington MIP Project	-
		Total Fund 243	**-**
245	Bike & Pedestrian Path	Street Repairs - 2023	25,000
		Total Fund 245	**25,000**
255	Capital Growth	North-South Corridor ITS Dploy	1,387
		Total Fund 255	**1,387**
260	CDBG	ADA Sidewalk Repairs	30,000
		Total Fund 260	**30,000**
275	Park Impact Fees	Grevalia&Berkshire Pocket Park	22,704
275	Park Impact Fees	Parks Master Plan	-
275	Park Impact Fees	Snake Trail Improvements	-
		Total Fund 275	**22,704**
277	HSIP Grant	Fair Oaks Traffic Signal Const	-
277	HSIP Grant	Rect. Rapid Flashing Beacons	12,049
		Total Fund 277	**12,049**
281	CA State Library Bld. Forward	Library HVAC Repairs	-
281	CA State Library Bld. Forward	Library Facility Improvements	-
281	CA State Library Bld. Forward	Library Roof	-
		Total Fund 281	**-**
295	Arroyo Seco Golf	Golf Course Netting Replacemen	5,225
		Total Fund 295	**5,225**
500	Water	Ann. Water Main Repairs	-
500	Water	Water Facil. Site Improvements	-
500	Water	Advanced Metering Infr. (AMI)	-
500	Water	CMMS/Work Order System/GIS	-
500	Water	Elevated Tanks-Raymond/Bilikie	-
500	Water	Westside Reservoir	-
500	Water	SRLF Debt Service - Interest	96,249
500	Water	SRLF Debt Service - Principal	170,166
500	Water	Debt Service - Fees	1,250
500	Water	Debt Service - Principal	985,000
500	Water	Debt Service - Interest	1,439,213
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	435,000
500	Water	Debt Service - Interest - 2013	113,688
500	Water	Premium Amort Expense - 2013	(27,712)
		Total Fund 500	**3,265,065**
503	Water Efficiency	Climate Action Plan	-

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PROJECTED TRANSFERS OUT FY 23-24

Fund	Fund Name	Description	Amount
503	Water Efficiency	City Hall Stormwater Project	-
		Total Fund 503	**-**
		Total Transfer Out	**10,241,925**

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TRANSFERS IN FY 24-25

Fund	Fund Name	Description	Amount
101	General Fund		
		Total Fund 101	**-**
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)	765,086
		Total Fund 215	**765,086**
220	Business Improvement Tax	Transfer to cover deficit (per Council)	1,988
		Total Fund 220	**1,988**
213	SB2 Planning Grant	CD Management Software	2,054
		Total Fund 220	**2,054**
310	Sewer	Debt Service Principle	258,581
310	Sewer	Debt Service Interest	167,227
		Total Fund 310	**425,808**
400	CIP	Grevalia&Berkshire Pocket Park	1,768,070
400	CIP	Fremont/Huntington MAT Project	912,600
400	CIP	VoiP Phone System Installation	21,549
400	CIP	Golf Course Netting Replacemen	730,143
400	CIP	North-South Corridor ITS Dploy	1,228,848
400	CIP	CD Permit Management Software	111,535
400	CIP	CD Record Scan & Doc Managmnt	-
400	CIP	City/Civic EV Charging System	230,699
400	CIP	Arroyo Park EV Charging System	50,000
400	CIP	Fair Oaks Traffic Signal Const	-
400	CIP	Street Repairs - 2023	2,617,990
400	CIP	825 Mission Yard Security Gate	-
400	CIP	Citywide Facility Repair	329,570
400	CIP	FD Front Bay Door Replacement	135,000
400	CIP	PD Locker/Restroom Improvement	90,000
400	CIP	PD Improvements	-
400	CIP	PD Briefing Room Update	-
400	CIP	PD1st Floor Inter Paint/Drywal	-
400	CIP	War Memorial Audio/Vis. Equipm	-
400	CIP	Pocket Park Construction	-
400	CIP	ADA Sidewalk Repairs	513,841
400	CIP	War Memorial HVAC Repairs	-
400	CIP	Rec. Facilities Key System	20,000
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	-
400	CIP	Library ADA Ramp, Light. & Imp	-
400	CIP	Water Facil. Site Improvements	-
400	CIP	Advanced Metering Infr. (AMI)	150,000
400	CIP	Pedestrian Crossing Devices	322,624
400	CIP	Rect. Rapid Flashing Beacons	252,725
400	CIP	Rio Hondo LRS Alham, Wash Trtm	55,000
400	CIP	EV Charging Station (MSRC)	-
400	CIP	Citywide Facilities Assessment/ Security Enh.	287,160
400	CIP	Library Security Camera System	-
400	CIP	CMMS/Work Order System/GIS	120,000
400	CIP	Elevated Tanks-Raymond/Bilikie	-
400	CIP	Sewer Sys. Rep., Rehab&Replace	400,000
400	CIP	Westside Reservoir	550,000
400	CIP	Climate Action Plan	-
400	CIP	FD Diesel Exhaust System Replacement	50,000

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TRANSFERS IN FY 24-25

Fund	Fund Name	Description	Amount
400	CIP	308 San Pascual Residence Improvements	30,000
400	CIP	Agenda Management System	21,600
400	CIP	City Website System & Design	-
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	Special Transportation Projects	141,508
400	CIP	Snake Trail Improvements	50,000
400	CIP	Senior Center Flooring	60,000
400	CIP	Arroyo Seco San Rafael & San Pascual Projects	366,870
400	CIP	Huntington Drive Green Street	10,137
400	CIP	City Hall Stormwater Project	900,000
400	CIP	City Technology & Financial Systems	90,000
400	CIP	Citywide Mobility / Active Transport Plan Update	150,000
400	CIP	Fremont/Huntington MIP Project	600,000
		Total Fund 400	**16,109,763**
505	Water Rev Bonds	Debt Service - Fees	1,500
505	Water Rev Bonds	Issuance Cost Expense	-
505	Water Rev Bonds	Debt Service - Principal	1,035,000
505	Water Rev Bonds	Debt Service - Interest	1,388,713
505	Water Rev Bonds	Def Loss Amort Expense	258,250
505	Water Rev Bonds	Premium Amort Expense - 2016	(208,038)
		Total Fund 505	**2,475,425**
506	SRF Loan Water	Debt Service - Interest	188,150
506	SRF Loan Water	Debt Service - Principal	344,382
			532,532
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	95,988
550	Public Financing Authority	Premium Amort Expense - 2013	(27,712)
		Total Fund 550	**520,276**
		Total Transfer In	**20,977,157**

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TRANSFERS OUT FY 24-25

Fund	Fund Name	Description	Amount
101	General Fund	VoiP Phone System Installation	-
101	General Fund	CD Permit Management Software	-
101	General Fund	City/Civic EV Charging System	-
101	General Fund	Agenda Management System	-
101	General Fund	Arroyo Park EV Charging System	-
101	General Fund	City Hall Stormwater Project	-
101	General Fund	Arroyo Seco San Rafael & San Pascual Projects	-
101	General Fund	Cover deficit for Landscape & Lighting Maintenance Fund	765,086
101	General Fund	Cover deficit for Business Improvement Tax Fund	1,988
101	General Fund	Library Master Plan	-
		Total Fund 101	**767,074**
104	Street Imp. Prog.	Street Repairs - 2023	957,897
		Total Fund 104	**957,897**
105	Facil. & Equip. Replacement	825 Mission Yard Security Gate	-
105	Facil. & Equip. Replacement	Citywide Facility Repair	329,570
105	Facil. & Equip. Replacement	FD Front Bay Door Replacement	135,000
105	Facil. & Equip. Replacement	PD Locker/Restroom Improvement	90,000
105	Facil. & Equip. Replacement	Rec. Facilities Key System	20,000
105	Facil. & Equip. Replacement	PD Briefing Room Update	-
105	Facil. & Equip. Replacement	PD1st Floor Inter Paint/Drywal	-
105	Facil. & Equip. Replacement	War Memorial HVAC Repairs	-
105	Facil. & Equip. Replacement	Library HVAC Repairs	-
105	Facil. & Equip. Replacement	Library ADA Ramp, Light. & Imp	-
105	Facil. & Equip. Replacement	Citywide Facilities Assessment/ Security Enh.	287,160
105	Facil. & Equip. Replacement	Library Security Camera System	-
105	Facil. & Equip. Replacement	FD Diesel Exhaust System Replacement	50,000
105	Facil. & Equip. Replacement	Library Facility Improvements	100,514
105	Facil. & Equip. Replacement	Library Roof	291,781
105	Facil. & Equip. Replacement	Senior Center Flooring	60,000
		Total Fund 105	**1,364,025**
108	SR 110 GF Reserve	North-South Corridor ITS Dploy	136,356
		Total Fund 108	**136,356**
206	SLRF	VoiP Phone System Installation	21,549
206	SLRF	CD Permit Management Software	111,535
206	SLRF	City/Civic EV Charging System	130,699
206	SLRF	Agenda Management System	21,600
206	SLRF	Arroyo Park EV Charging System	50,000
206	SLRF	City Hall Stormwater Project	200,000
206	SLRF	Arroyo Seco San Rafael & San Pascual Projects	229,370
206	SLRF	Library Master Plan	150,000
206	SLRF	City Technology & Financial Systems	90,000
		Total Fund 206	**1,004,753**
207	Prop C	Street Repairs - 2023	300,000
		Total Fund 108	**300,000**
210	Sewer	CMMS/Work Order System/GIS	60,000
210	Sewer	Sewer Sys. Rep., Rehab&Replace	400,000
210	Sewer	Debt Service - Principal	258,581
210	Sewer	Debt Service - Interest	167,227
		Total Fund 210	**885,808**
213	SB2 Planning Grant	CD Permit Management Software	-
		Total Fund 213	**-**
214	Rogan HR5294 Grant	North-South Corridor ITS Dploy	1,083,735
		Total Fund 214	**1,083,735**
228	Housing Authority	308 San Pascual Residence Improvements	30,000
		Total Fund 228	**30,000**

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TRANSFERS OUT FY 24-25

Fund	Fund Name	Description	Amount
230	Gas Tax	Street Repairs - 2023	200,000
		Total Fund 230	**200,000**
233	Measure R	Street Repairs - 2023	300,000
233	Measure R	Special Transporation Projects	70,754
233	Measure R	Citywide Mobility / Active Transport Plan Update	75,000
		Total Fund 233	**445,754**
234	Measure M-MAT	Fremont/Huntington MAT Project	912,600
		Total Fund 234	**912,600**
236	Measure M	Street Repairs - 2023	250,000
236	Measure M	Rect. Rapid Flashing Beacons	25,272
236	Measure M	Special Transporation Projects	70,754
236	Measure M	Citywide Mobility / Active Transport Plan Update	75,000
		Total Fund 236	**421,026**
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	100,000
		Total Fund 238	**244,225**
239	Measure W	Rio Hondo LRS Alham, Wash Trtm	55,000
239	Measure W	Arroyo Seco San Rafael & San Pascual Projects	37,500
239	Measure W	Huntington Drive Green Street	10,137
		Total Fund 239	**102,637**
240	Measure M MSP	Pedestrian Crossing Devices	322,624
240	Measure M MSP	Grevelia/Fair Oaks Int. Imprv	50,000
		Total Fund 240	**372,624**
243	Measure R - MIP	Fremont/Huntington MIP Project	600,000
		Total Fund 243	**600,000**
245	Bike & Pedestrian Path	Street Repairs - 2023	25,000
		Total Fund 245	**25,000**
250	MWD	City Hall Stormwater Project	500,000
		Total Fund 250	**500,000**
251	Measure A	Grevalia&Berkshire Pocket Park	550,000
		Total Fund 251	**550,000**
252	Prop 68	Grevalia&Berkshire Pocket Park	193,992
		Total Fund 252	**193,992**
255	Capital Growth	North-South Corridor ITS Dploy	8,757
		Total Fund 255	**8,757**
260	CDBG	ADA Sidewalk Repairs	513,841
		Total Fund 260	**513,841**
275	Park Impact Fees	Grevalia&Berkshire Pocket Park	1,024,078
275	Park Impact Fees	Parks Master Plan	150,000
275	Park Impact Fees	Snake Trail Improvements	50,000
		Total Fund 275	**1,224,078**
277	HSIP Grant	Fair Oaks Traffic Signal Const	-
277	HSIP Grant	Rect. Rapid Flashing Beacons	227,452
		Total Fund 277	**227,452**
281	CA State Library Bld. Forward	Library HVAC Repairs	-
281	CA State Library Bld. Forward	Library Facility Improvements	-
281	CA State Library Bld. Forward	Library Roof	-
		Total Fund 281	**-**
295	Arroyo Seco Golf	Golf Course Netting Replacemen	730,143
		Total Fund 295	**730,143**
400		CD Permit Managemennt Software	2,054
		Total Fund 400	**2,054**
500	Water	Ann. Water Main Repairs	2,000,000

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TRANSFERS OUT FY 24-25

Fund	Fund Name	Description	Amount
500	Water	Water Facil. Site Improvements	-
500	Water	Advanced Metering Infr. (AMI)	150,000
500	Water	CMMS/Work Order System/GIS	60,000
500	Water	Elevated Tanks-Raymond/Bilikie	-
500	Water	Westside Reservoir	550,000
500	Water	SRLF Debt Service - Interest	188,150
500	Water	SRLF Debt Service - Principal	344,382
500	Water	Debt Service - Fees	1,500
500	Water	Debt Service - Principal	1,035,000
500	Water	Debt Service - Interest	1,388,713
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	95,988
500	Water	Premium Amort Expense - 2013	(27,712)
		Total Fund 500	**6,288,233**
503	Water Efficiency	Arroyo Seco San Rafael & San Pascual Projects	100,000
503	Water Efficiency	City Hall Stormwater Project	200,000
		Total Fund 503	**300,000**
		Total Transfer Out	**20,977,157**

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REVENUE DETAIL FY 24-25

Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
4000-000	Property Tax - Current Secured	12,386,279	12,823,306	13,808,976	14,543,151	14,543,151	15,268,303
4010-000	Property Tax - Unsecured	435,198	759,197	478,937	448,243	448,243	483,583
4015-000	Property Tax - Residual SA	101,674	213,625	126,881	139,050	199,630	146,510
4020-000	Property Tax - Prior Years	(23,528)	2,129	(52,221)	3,090	3,090	3,090
4030-000	Property Tax - Int & Pen	45,544	51,961	47,863	30,900	42,821	41,700
4035-000	Property Tax - Postponement	18,790	29,653	-	30,542	9,689	24,200
4040-000	Highway Rental	112,115	112,334	105,872	115,477	112,562	115,477
4050-000	Homeowners Exemption	58,805	58,841	58,903	61,800	61,800	61,800
4060-000	Supplemental - Sec/Unsec	320,286	409,925	439,970	422,223	422,223	450,000
5002-000	Motor Vehicle In Lieu Adj.	3,318,155	3,445,099	3,713,192	3,905,907	3,913,092	4,097,789
Property Tax		**16,773,318**	**17,906,070**	**18,728,374**	**19,700,384**	**19,756,301**	**20,692,452**
4150-000	Library Special Tax	347,931	364,223	395,801	375,149	375,150	393,157
Assessments & Special Taxes		**347,931**	**364,223**	**395,801**	**375,149**	**375,150**	**393,157**
4200-000	Sales & Use Tax	2,398,132	2,730,069	3,004,168	2,972,321	2,775,798	2,802,957
4200-002	Sales Tax - Measure A	2,407,750	2,993,038	3,134,514	3,121,000	3,055,000	3,110,000
4201-000	PSAF - Prop 172 Sales Tax	326,764	373,506	384,746	384,712	384,745	403,213
Sales Tax		**5,132,645**	**6,096,613**	**6,523,428**	**6,478,033**	**6,215,543**	**6,316,170**
4230-001	Utility Tax - Water	960,932	844,642	809,278	903,100	812,317	829,230
4230-002	Utility Tax - Electric	1,562,810	1,750,422	2,079,269	2,136,916	2,136,916	2,328,781
4230-003	Utility Tax - Gas	489,887	590,186	860,701	643,302	860,000	925,000
4230-004	Utility Tax - Telephone	410,435	417,483	408,223	396,609	396,609	396,609
4230-006	Utility Tax - Cable	314,466	272,535	273,601	272,535	272,535	272,535
Utility Users Tax		**3,738,531**	**3,875,268**	**4,431,072**	**4,352,462**	**4,478,377**	**4,752,155**
4210-001	Franchise - Refuse	553,981	575,957	639,264	593,236	580,000	684,013
4210-002	Franchise - Cable TV	228,125	223,941	218,246	230,659	226,000	214,536
4210-003	Franchise - Electric	155,020	163,883	198,169	168,800	172,357	221,949
4210-004	Franchise - Gas	58,579	63,688	75,919	68,783	54,000	85,029
4220-000	Real Property Transfer	204,703	262,064	170,180	210,000	188,790	200,000
Other Taxes		**1,200,408**	**1,289,532**	**1,301,778**	**1,271,477**	**1,221,147**	**1,405,527**
4400-000	Business License	386,163	381,395	429,784	391,000	430,000	430,000
4405-000	Business License SB1186 Fee	9,779	9,353	10,937	9,400	11,000	11,000
4420-000	Bus Lic Penalties & Trans	6,011	5,497	21,524	8,000	32,663	27,093
4440-000	Tobacco Retail Permit	240	960	-	-	570	570
4460-000	Parking Permits	283,235	280,095	264,386	252,000	235,700	252,000
4445-000	Filming Permits	80,498	86,130	88,261	85,000	50,000	70,000
4465-001	Fire Permits	14,418	19,453	15,470	12,000	15,000	17,000
4470-001	Grading Permits	-	-	628	300	-	300
4470-002	Street / Curb Permits	27,793	25,231	39,984	30,000	35,000	35,000
4470-004	Street Closure Permits	-	4,461	-	3,000	1,000	1,500
4470-005	Newsrack Permits	-	462	-	500	-	-
4480-000	FOG Wastewater Permit	142	1,045	-	5,000	5,000	5,000
Licenses & Permits		**808,280**	**814,081**	**870,974**	**796,200**	**815,933**	**849,463**
4600-000	Vehicle Code Fines	34,108	48,049	27,321	18,500	31,547	18,500
4610-000	Parking Citations	100,057	(437)	36,237	38,000	25,924	38,000
4620-000	Other Court Fines	9,284	4,679	2,301	1,500	9,405	1,500
Fines & Forfeitures		**143,449**	**52,291**	**65,860**	**58,000**	**66,876**	**58,000**
4800-000	Interest Income	238,731	224,197	423,122	950,437	658,965	658,965
4802-000	Gain / Loss on Investments	25,833	(11,890)	(115,979)	-	-	-
4805-000	Unrealized Gain / Loss	(261,442)	(1,125,662)	(234,458)	-	-	-
4815-000	Chamber Farmers Mkt Cap Impr	4,665	11,572	7,783	5,022	12,000	14,000
4820-000	Rental - Stables	106,240	129,316	136,096	140,000	140,000	140,000
4820-001	Rental - Stables - CIP Rsv	48,693	69,608	73,008	60,000	65,000	65,000
4825-000	Rental - Tennis	79,100	78,896	91,306	108,000	52,000	54,000
4825-001	Rental - Tennis - CIP Rsv	4,900	-	-	-	-	-
4830-001	Rental - Cellular Site	4,374,440	-	-	-	-	-
4830-002	Rental - Cell Phone Site	23,013	-	-	-	-	-
4830-003	Rental - Cell Site - AT&T	15,062	-	-	-	-	-
4830-004	Cell Phone - CW/Bilicke	20,188	-	-	-	-	-
4830-005	Cell Phone - Verizon - San Pascual	17,524	26,197	-	-	-	-
4830-006	Cell Phone - Cingular OG	14,617	-	-	-	-	-
4830-009	Cell Phone - Cingular ASP	16,090	-	-	-	-	-
4830-010	Cell Phone - Verizon - MH	10,416	-	-	-	-	-
4840-000	Rental - War Memorial Building	(600)	23,707	50,039	32,000	36,188	35,000
4850-000	Rental - Eddie Park	-	1,415	2,149	2,000	2,557	2,250
4860-000	Rental - Library Comm Room	2,954	4,182	16,037	20,000	19,500	20,000
4870-000	Rental - Racquet Ball Ctr	-	-	-	-	-	-

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REVENUE DETAIL FY 24-25		Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
4885-000	Rental - Sr Citizen Ctr	-	2,098	11,976	12,000	13,084	12,000
4890-000	Rental - Farmer's Market	11,662	12,617	11,617	12,555	14,000	15,000
4892-000	Rental - Misc	35,730	43,647	39,491	-	-	-
4893-000	Rental - Batting Cages	1,153	12,642	-	-	-	-
4894-000	Rental - Youth House	-	2,079	2,253	3,000	2,400	2,500
Use of Money & Property		**4,788,970**	**(495,381)**	**514,439**	**1,345,014**	**1,015,694**	**1,018,715**
5000-000	Motor Vehicle In Lieu	-	-	-	-	-	-
5400-000	Sale of Property	993	4,314	1,791	-	-	-
5020-000	State Reimb - Police Training	12,562	18,619	19,165	18,000	30,000	30,000
5030-000	State Mandated Cost	-	-	-	-	-	-
5071-003	Miscellaneous Grants	273,820	5,245	199,481	136,000	136,634	136,000
5071-007	Misc Federal Grant	328,205	-	-	-	-	-
5071-011	Library Svc. CENIC Grant	-	12,030	-	-	-	-
5073-001	Grants-Police	6,712	41,046	15,734	21,500	236,385	236,385
5310-001	Fire Interagency Support Reimb	332,914	98,272	-	300,000	60,000	300,000
Revenue From Other Agencies		**955,205**	**179,525**	**236,171**	**475,500**	**463,019**	**702,385**
5150-001	Business License App Fee	23,741	20,215	25,730	22,000	26,700	24,000
5150-002	Non Sufficient Fund Chg	105	140	158	-	-	-
Current Services-Finance		**23,846**	**20,355**	**25,888**	**22,000**	**26,700**	**24,000**
5200-001	Community Development Misc Fee	-	16,976	4,164	30,000	65	-
5200-002	Planning Fees	232,459	230,111	263,456	300,000	145,000	145,000
5200-003	Plan Check	334,541	760,453	811,889	700,000	700,000	720,000
5200-004	Building Permits	459,335	558,420	589,679	600,000	600,000	620,000
5200-007	Administrative Citations	1,545	-	44,968	25,000	15,000	25,000
5200-008	Design Review Fee	-	12,534	39,709	38,000	30,000	30,000
5200-009	Cultural Heritage (CHC) Fee	-	9,086	15,543	30,000	32,000	32,000
5200-010	Art Development Fee	-	-	-	7,500	5,000	5,000
Current Services-Community Development		**1,027,880**	**1,587,581**	**1,769,408**	**1,730,500**	**1,527,065**	**1,577,000**
5220-001	Engineering Fees - Misc	140,208	138,558	150,393	110,000	-	-
5220-002	Engineering Plan Check	345	234	1,260	2,500	-	2,500
5221-000	Public Works Plan Check Fees	-	1,044	-	-	-	-
5223-000	NPDES	78,305	79,225	80,073	94,000	75,000	80,000
Current Services-Public Works		**218,859**	**219,061**	**231,726**	**206,500**	**75,000**	**82,500**
5230-001	Police Special Svcs	189,262	3,385	2,415	2,500	2,517	2,500
5230-004	Vehicle Impound Fees	14,418	25,733	29,472	27,000	49,416	27,000
5230-005	Police Svcs - Filming	285,925	119,993	381,203	326,000	104,132	300,000
5280-001	Animal Control Fees	163	-	-	-	-	-
Current Services-Police		**489,768**	**149,111**	**413,090**	**355,500**	**156,065**	**329,500**
5255-000	Passport Services	301	-	-	-	-	-
Current Services-Library		**301**	**-**	**-**	**-**	**-**	**-**
5260-000	Library Fees	-	596	834	700	1,075	1,000
5260-002	Library Fines	575	79	-	-	-	-
5260-003	Library Replacements	763	7,979	6,988	6,200	5,900	6,000
5260-004	Library Equip. Rental	-	235	1,761	1,400	2,500	2,500
Current Services-Library		**1,337**	**8,889**	**9,582**	**8,300**	**9,475**	**9,500**
5265-002	Sr. Citizens Classes	41	11,525	16,958	16,000	15,475	16,000
5265-003	Sr. Citizens Membership	1,885	7,754	8,795	8,000	9,500	10,000
5265-004	Sr. Citizens Bus Trips	(40)	(230)	4,851	3,500	5,700	6,000
5265-005	Snr. Citizens Center Programs	300	9	1,088	1,120	1,314	1,180
5265-006	Bingo - Coffee - Med. I.D.	-	51	595	500	450	500
5270-001	Camp Med Fees	11,218	302,382	324,201	390,000	235,000	300,000
5270-002	Recreation Classes	195,086	286,146	204,699	230,000	230,000	235,000
5270-003	Special Events	4,897	8,212	9,601	10,000	20,000	50,000
5270-004	MTA Bus Pass - General	-	-	-	-	-	10,000
5270-005	Park/Field Reservations	7,296	91,736	79,646	60,000	70,000	70,000
5270-008	Concerts in the Park	-	1,450	13,850	25,000	5,150	7,000
5270-009	War Memorial Kitchen	-	1,179	2,207	2,500	1,506	1,500
Current Services-Community Services		**220,684**	**710,215**	**666,491**	**746,620**	**594,095**	**707,180**
5289-001	Fire Dept - Filming	134,098	75,195	166,965	130,000	86,000	130,000
5289-002	Fire Dept - Plan Check	41,646	38,584	36,296	25,000	30,000	32,000
5289-007	Fire Dept - Inspection	114,883	113,825	147,169	100,000	100,000	100,000
5290-001	Paramedic Fees	599,057	681,690	786,460	625,000	818,000	900,000
5300-000	Paramedic Subscriptions	27,108	82,805	24,570	35,000	37,000	40,000
5302-000	Fire Command Reimbursements	180,143	148,774	64,353	157,000	130,000	157,000
5305-001	Fire Miscellaneous	12	46	15	100	500	2,000
Current-Services-Fire		**1,096,947**	**1,140,918**	**1,225,829**	**1,072,100**	**1,201,500**	**81,361,000**

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REVENUE DETAIL FY 24-25

Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Current-Services-ALL		***3,079,621***	***3,836,129***	***4,342,013***	***4,141,520***	***3,589,900***	***4,090,680***
5420-000	Workers Comp Reimb	72,416	-	-	-	-	-
5430-000	Damage to City Property	1,301	250	-	-	-	-
5440-000	Candidate Filing Fee	1,571	-	273	-	-	-
5460-000	Recycling Revenue	2,850	11,710	18,605	16,508	12,973	16,927
5490-000	Cash Over/Short	(1,578)	(21)	1	-	-	-
5501-001	Donations - Misc	3	93	23	-	-	-
5501-003	Donations - Senior Meals	23,913	-	2,927	39,600	22,000	24,000
5505-000	Miscellaneous	68,511	223,089	56,910	10,000	42,876	88,873
5505-001	Duplication Fees	8,394	1,510	150	4,000	2,000	4,546
5510-000	Credit Card Transaction Fee	6,337	8,092	13,310	9,000	90,613	90,613
5530-400	PD Reports & Misc Fees	-	5,778	7,273	7,000	9,183	7,000
Other Revenue		**183,717**	**250,501**	**99,472**	**86,108**	**179,645**	**231,959**
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		**37,635,460**	**34,652,238**	**37,992,765**	**39,563,231**	**38,660,968**	**40,994,048**
5410-000	Insurance Reimbursement - WC	53,052	528,610	418,140	381,137	800,750	800,750
5410-001	Insurance Reimbursement - GL	454,257	114,773	2,475,923	675,000	977,172	977,172
5420-000	Internal Service Charge - WC	681,985	671,480	733,545	647,946	695,180	575,043
5425-000	Internal Service Charge - GL	(408,000)	1,800,000	2,040,000	1,967,800	1,903,400	1,746,395
Other Revenue		**781,294**	**3,114,863**	**5,667,608**	**3,671,883**	**4,376,502**	**4,099,360**
103 - INSURANCE FUND TOTAL		**781,294**	**3,114,863**	**5,667,608**	**3,671,883**	**4,376,502**	**4,099,360**
4800-000	Interest Income	-	13,688	21,305	-	-	-
4802-000	Gain / Loss on Investments	-	(992)	(8,556)	-	-	-
4805-000	Unrealized Gain / Loss	-	(77,139)	(14,354)	-	-	-
Use of Money & Property		**-**	**(64,442)**	**(1,604)**	**-**	**-**	**-**
104 - STREET IMPROVEMENTS PROGRAM		**-**	**(64,442)**	**(1,604)**	**-**	**-**	**-**
						-	-
4800-000	Interest Income	10,423	7,694	28,793	44,395	34,844	44,395
Use of Money & Property		**10,423**	**7,694**	**28,793**	**44,395**	**34,844**	**44,395**
105 - FACILITIES & EQUIP REPLACEMENT		**10,423**	**7,694**	**28,793**	**44,395**	**34,844**	**44,395**
						-	-
5520-000	Technology Surcharge	3,126	20,099	31,004	32,000	22,000	22,000
Other Revenue		**3,126**	**20,099**	**31,004**	**32,000**	**22,000**	**22,000**
106 - TECHNOLOGY SURCHARGE TOTAL		**3,126**	**20,099**	**31,004**	**32,000**	**22,000**	**22,000**
9911-000	Transfers from Other Fund	-	-	338,483	-	-	-
Transfers In		**-**	**-**	**338,483**	**-**	**-**	**-**
108 - SR110 GENERAL FUND RESERVE TOTAL		**-**	**-**	**338,483**	**-**	**-**	**-**
4802-000	Gains / Loss on Investment	-	16,544	-	58,560	-	-
Use of Money & Property		**-**	**16,544**	**-**	**58,560**	**-**	**-**
110 - OPEB TRUST FUND TOTAL		**-**	**16,544**	**-**	**58,560**	**-**	**-**
4200-000	Sales & Use Tax	528,052	642,891	674,675	768,191	768,191	738,971
Sales Tax		**528,052**	**642,891**	**674,675**	**768,191**	**768,191**	**738,971**
4800-000	Interest Income	18,059	5,220	22,633	34,282	26,907	34,282
4802-000	Gain / Loss on Investments	1,271	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(12,865)	-	-	-	-	-
Use of Money & Property		**6,466**	**5,220**	**22,633**	**34,282**	**26,907**	**34,282**
5266-000	Dial - A - Ride Charges	1,671	2,217	3,059	2,500	1,810	4,000
Charges for Current Services		**1,671**	**2,217**	**3,059**	**2,500**	**1,810**	**4,000**
5500-000	MTA Bus Pass - Senior	160	1,000	1,210	5,000	-	-
5504-000	Prop A - NTD Disc. Incentive	30,364	-	-	12,000	47,441	12,000
5505-000	Miscellaneous	-	-	-	-	-	-
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		**30,524**	**1,000**	**1,210**	**17,000**	**47,441**	**12,000**
205 - LOCAL TRANSIT RETURN "A" TOTAL		**566,713**	**651,328**	**701,577**	**821,973**	**844,349**	**789,253**
5073-000	Other Revenue	-	3,029,618	1,118,655	-	-	-
Other Revenue		**-**	**3,029,618**	**1,118,655**	**-**	**-**	**-**
206 - SLFRF FUND TOTAL		**-**	**3,029,618**	**1,118,655**	**-**	**-**	**-**

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REVENUE DETAIL FY 24-25

Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
4200-000	Sales & Use Tax	438,000	533,265	559,624	637,194	637,194	612,957
Sales Tax		**438,000**	**533,265**		**637,194**	**637,194**	**612,957**
4800-000	Interest Income	12,329	3,478	17,107	24,582	19,294	24,582
4802-000	Gain / Loss on Investments	847	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(8,571)	-	-	-	-	-
Use of Money & Property		**4,605**	**3,478**	**17,107**	**24,582**	**19,294**	**24,582**
4460-001	Parking Revenue	2,164	5,890	6,762	-	4,200	3,000
Charges for Current Services		**2,164**	**5,890**	**6,762**	**-**	**4,200**	**3,000**
207 - LOCAL TRANSIT RETURN "C" TOTAL		**444,769**	**542,633**	**583,493**	**661,776**	**660,688**	**640,539**
4800-000	Interest Income	2,375	475	1,791	2,722	2,136	2,722
4802-000	Gain / Loss on Investments	138	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(1,400)	-	-	-	-	-
Use of Money & Property		**1,114**	**475**	**1,791**	**2,722**	**2,136**	**2,722**
208 - TEA/METRO TOTAL		**1,114**	**475**	**1,791**	**2,722**	**2,136**	**2,722**
5071-000	Carlyle Library Bequest	-	-	-	-	2,674,036	-
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**2,674,036**	**-**
209 - CARLYLE LIBRARY BEQUEST TOTAL		**-**	**-**	**-**	**-**	**2,674,036**	**-**
4800-000	Interest Income	68,264	58,032	93,116	182,699	101,213	182,699
4802-000	Gain / Loss on Investments	4,810	(2,579)	(26,697)	-	-	-
4805-000	Unrealized Gain / Loss	(48,674)	(200,653)	(44,788)	-	-	-
Use of Money & Property		**24,399**	**(145,200)**	**21,630**	**182,699**	**101,213**	**182,699**
5310-000	Sewer Service Charges	2,108,764	2,200,532	2,226,832	2,100,551	2,100,000	2,100,000
5315-000	Penalty - Sewer	-	-	-	5,000	-	2,000
5335-000	Water Impact Fees	-	-	-	-	-	-
Charges for Current Services		**2,108,764**	**2,200,532**	**2,226,832**	**2,105,551**	**2,100,000**	**2,102,000**
210 - SEWER TOTAL		**2,133,163**	**2,055,332**	**2,248,463**	**2,288,250**	**2,201,213**	**2,284,699**
5071-000	SB2 Planning Grant	-	-	-	135,000	157,946	-
Revenue From Other Agencies		**-**	**-**	**-**	**135,000**	**157,946**	**-**
213 - SB2 PLANNING GRANT TOTAL		**-**	**-**	**-**	**135,000**	**157,946**	**-**
5017-000	Rogan HR5294 Grant	-	-	-	1,087,899	116,673	-
Revenue From Other Agencies		**-**	**-**	**-**	**1,087,899**	**116,673**	**-**
214 - ROGAN HR5394 GRANT TOTAL		**-**	**-**	**-**	**1,087,899**	**116,673**	**-**
4100-000	Street Light Assessments	892,903	898,450	896,896	900,000	900,000	900,000
Assessments & Special Taxes		**892,903**	**898,450**	**896,896**	**900,000**	**900,000**	**900,000**
4800-000	Interest Income	1,862	1,225	1,526	62	48	62
Use of Money & Property		**1,862**	**1,225**	**1,526**	**62**	**48**	**62**
5430-000	Damage to City Property	-	-	-	-	-	-
5501-012	Donations - Tree Dedications	13,536	20,437	3,685	5,000	10,000	10,000
Other Revenue		**13,536**	**20,437**	**3,685**	**5,000**	**10,000**	**10,000**
215 - STREET LIGHT & LANDSCAPE TOTAL		**908,301**	**920,112**	**902,107**	**905,062**	**910,048**	**910,062**
4800-000	Interest Income	822	564	2,272	3,433	2,695	3,433
Use of Money & Property		**822**	**564**	**2,272**	**3,433**	**2,695**	**3,433**
5250-000	PEG Fees	9,074	7,668	6,660	8,000	7,500	8,000
Revenue From Other Agencies		**9,074**	**7,668**	**6,660**	**8,000**	**7,500**	**8,000**
217 - PUBLIC, EDUC., & GOV'T. TOTAL		**9,896**	**8,231**	**8,932**	**11,433**	**10,195**	**11,433**
						-	-
4800-000	Interest Income	1,697	393	1,920	2,811	2,207	2,811
4802-000	Gain / Loss on Investments	121	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(1,224)	-	-	-	-	-
Use of Money & Property		**594**	**393**	**1,920**	**2,811**	**2,207**	**2,811**
5082-000	AB 2766 (SCAQMD) Fees	33,243	32,872	35,087	33,200	14,000	14,000
Revenue From Other Agencies		**33,243**	**32,872**	**35,087**	**33,200**	**14,000**	**14,000**
218 - CLEAN AIR ACT TOTAL		**33,836**	**33,265**	**37,007**	**36,011**	**16,207**	**16,811**
4800-000	Interest Income	20	1	-	-	-	-
Use of Money & Property		**20**	**1**	**-**	**-**	**-**	**-**
5412-000	Business Improvement Tax	67,454	56,619	63,232	60,000	60,000	60,000
5412-001	BIT - Filming Permits	30,086	32,760	33,068	31,875	18,750	26,250
Other Revenue		**97,540**	**89,379**	**96,300**	**91,875**	**78,750**	**86,250**
220 - BUSINESS IMPROVEMENT TAX TOTAL		**97,560**	**89,380**	**96,300**	**91,875**	**78,750**	**6,250**

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REVENUE DETAIL FY 24-25 Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
4800-000	Interest Income	299	195	750	1,139	894	1,139
Use of Money & Property		**299**	**195**	**750**	**1,139**	**894**	**1,139**
223 - GOLD LINE MITIGATION FUND TOTAL		**299**	**195**	**750**	**1,139**	**894**	**1,139**
4800-000	Interest Income	-	316	6,558	-	-	-
Use of Money & Property		**-**	**316**	**6,558**	**-**	**-**	**-**
5575-000	Proceeds from Trust Fund	-	-	-	196,600	196,600	196,600
Other Revenue		**-**	**-**	**-**	**196,600**	**196,600**	**196,600**
227 - SA-CRA TOTAL		**-**	**316**	**6,558**	**196,600**	**196,600**	**196,600**
4800-000	Interest Income	1,007	243	1,772	2,527	1,984	2,527
4802-000	Gain / Loss on Investments	68	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(693)	-	-	-	-	-
4810-000	Rental - Arroyo House	9,513	10,538	9,945	10,200	11,340	11,340
4880-000	Rental - Nursery/Theater Property	11,000	25,380	39,900	36,700	40,000	45,000
Use of Money & Property		**20,896**	**36,161**	**51,617**	**49,427**	**53,324**	**58,867**
228 - HOUSING AUTHORITY TOTAL		**20,896**	**36,161**	**51,617**	**49,427**	**53,324**	**58,867**
4800-000	Interest Income	12,314	2,825	11,168	16,646	13,065	16,646
4802-000	Gain / Loss on Investments	842	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(8,518)	-	-	-	-	-
Use of Money & Property		**4,638**	**2,825**	**11,168**	**16,646**	**13,065**	**16,646**
5038-000	State Gas Tax - 2103	170,923	203,534	219,760	267,195	237,379	239,440
5039-000	State Gas Tax - 2105	130,520	142,999	153,490	176,937	164,143	167,399
5040-000	State Gas Tax - 2106	77,965	86,420	92,911	105,129	97,154	99,021
5050-000	State Gas Tax - 2107	160,651	171,078	209,182	212,525	224,198	228,773
5060-000	State Gas Tax - 2107.5	21,964	6,000	6,000	6,000	6,000	6,000
5070-000	State Gas Tax - SB1	-	-	-	-	-	-
Revenue From Other Agencies		**562,024**	**610,031**	**681,343**	**767,786**	**728,874**	**740,633**
5535-000	Loader Fee - Athens	-	-	-	-	-	-
Other Revenue		**-**	**-**	**-**	**-**	**-**	**-**
230 - STATE GAS TAX TOTAL		**566,662**	**612,856**	**692,511**	**784,432**	**741,939**	**757,279**
5084-006	County Park Bond - (Prop A)	-	17,649	-	-	44,600	103,500
5084-008	County Park Bond - Maint	-	-	-	118,000	-	-
Revenue From Other Agencies		**-**	**17,649**	**-**	**118,000**	**44,600**	**103,500**
232 - COUNTY PARK BOND TOTAL		**-**	**17,649**	**-**	**118,000**	**44,600**	**103,500**
4200-000	Sales & Use Tax	328,956	399,884	419,597	477,895	477,895	459,718
Sales Tax		**328,956**	**399,884**	**419,597**	**477,895**	**477,895**	**459,718**
4800-000	Interest Income	12,829	3,864	20,052	28,881	22,668	28,881
4802-000	Gain / Loss on Investments	854	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(8,642)	-	-	-	-	-
Use of Money & Property		**5,041**	**3,864**	**20,052**	**28,881**	**22,668**	**28,881**
233 - MEASURE R TOTAL		**333,996**	**403,748**	**439,649**	**506,776**	**500,563**	**488,599**
5071-022	LACMTA Measure M MAT	-	-	-	475,000	-	912,600
Revenue From Other Agencies		**-**	**-**	**-**	**475,000**	**-**	**912,600**
234 - LACMTA MEASURE M MAT TOTAL		**-**	**-**	**-**	**475,000**	**-**	**912,600**
4200-000	Sales & Use Tax	372,719	452,515	474,654	541,615	541,615	521,014
Sales Tax		**372,719**	**452,515**	**474,654**	**541,615**	**541,615**	**521,014**
4800-000	Interest Income	15,422	4,907	24,537	35,619	27,956	35,619
4802-000	Gain / Loss on Investments	1,096	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(11,090)	-	-	-	-	-
Use of Money & Property		**5,428**	**4,907**	**24,537**	**35,619**	**27,956**	**35,619**
236 - MEASURE M TOTAL		**378,147**	**457,422**	**499,191**	**577,234**	**569,571**	**556,633**
5070-000	State Gas Tax - SB1	474,939	523,795	601,769	666,557	645,563	690,072
Sales Tax		**474,939**	**523,795**	**601,769**	**666,557**	**645,563**	**690,072**
4800-000	Interest Income	8,169	2,748	17,842	25,012	19,631	25,012
4802-000	Gain / Loss on Investments	515	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(5,210)	-	-	-	-	-
Use of Money & Property		**3,474**	**2,748**	**17,842**	**25,012**	**19,631**	**25,012**
237 - ROAD MAINT. & REHAB. ACCT. TOTAL		**478,413**	**526,543**	**619,611**	**691,569**	**665,194**	**5,084**

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REVENUE DETAIL FY 24-25 Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
5071-014	MSRC Grant	-	20,000	-	246,925	-	404,225
Revenue From Other Agencies		**-**	**20,000**	**-**	**246,925**	**-**	**404,225**
238 - MSRC GRANT TOTAL		**-**	**20,000**	**-**	**246,925**	**-**	**404,225**
4800-000	Interest Income	-	439	4,503	5,722	4,491	5,722
Use of Money & Property		**-**	**439**	**4,503**	**5,722**	**4,491**	**5,722**
5071-003	Miscellaneous Grant	273,748	253,983	254,324	252,000	254,324	252,000
Revenue From Other Agencies		**273,748**	**253,983**	**254,324**	**252,000**	**254,324**	**252,000**
239 - MEASURE W TOTAL		**273,748**	**254,423**	**258,828**	**257,722**	**258,815**	**257,722**
4200-000	Sales & Use Tax	-	-	-	250,000	-	372,624
Sales Tax		**-**	**-**	**-**	**250,000**	**-**	**372,624**
240 - MEASURE M MSP TOTAL		**-**	**-**	**-**	**250,000**	**-**	**372,624**
5230-007	Homeless Outreach Service	24,056	43,473	13,429	18,500	-	7,000
Revenue From Other Agencies		**24,056**	**43,473**	**13,429**	**18,500**	**-**	**7,000**
241 - MEASURE H TOTAL		**24,056**	**43,473**	**13,429**	**18,500**	**-**	**7,000**
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	-	600,000
Revenue From Other Agencies		**-**	**-**	**-**	**475,000**	**-**	**600,000**
243 - MEASURE R - MSP TOTAL		**-**	**-**	**-**	**475,000**	**-**	**600,000**
4800-000	Interest Income	75	-	-	-	-	-
4802-000	Gain / Loss on Investments	8	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(83)	-	-	-	-	-
Use of Money & Property		**0**	**-**	**-**	**-**	**-**	**-**
5035-000	SB 821 State Grants	-	-	-	31,103	-	26,986
Revenue From Other Agencies		**-**	**-**	**-**	**31,103**	**-**	**26,986**
245 - BIKE & PEDESTRIAN PATHS TOTAL		**0**	**-**	**-**	**31,103**	**-**	**26,986**
5071-010	SGVCOG Grants	-	-	-	45,000	-	-
Revenue From Other Agencies		**-**	**-**	**-**	**45,000**	**-**	**-**
247 - SGVCOG GRANTS TOTAL		**-**	**-**	**-**	**45,000**	**-**	**-**
5077-045	Metro Grant - Golden Streets	332,000	-	420,000	-	-	-
Revenue From Other Agencies		**332,000**	**-**	**420,000**	**-**	**-**	**-**
249 - OPEN STREETS GRANT TOTAL		**332,000**	**-**	**420,000**	**-**	**-**	**-**
5071-016	MWD Grant	-	-	-	-	-	500,000
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**-**	**500,000**
250 - MWD GRANT TOTAL		**-**	**-**	**-**	**-**	**-**	**500,000**
5071-017	MWD Grant	-	-	-	-	-	550,000
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**-**	**550,000**
251 -Measrure A GRANT TOTAL		**-**	**-**	**-**	**-**	**-**	**550,000**
5071-018	MWD Grant	-	-	-	-	-	193,992
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**-**	**193,992**
252 - Proposition 68 GRANT TOTAL		**-**	**-**	**-**	**-**	**-**	**193,992**
4800-000	Interest Income	6,617	1,759	7,273	10,877	8,537	10,877
4802-000	Gain / Loss on Investments	445	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(4,508)	-	-	-	-	-
Use of Money & Property		**2,554**	**1,759**	**7,273**	**10,877**	**8,537**	**10,877**
5215-000	Growth Requirement - Resident	58,207	36,362	51,885	50,000	80,000	50,000
5216-000	Growth Requiremnt - Comm/ Indus	-	1,233	8,086	10,000	1,000	1,000
Charges for Current Services		**58,207**	**37,595**	**59,971**	**60,000**	**81,000**	**51,000**
255 - CAPITAL GROWTH TOTAL		**60,761**	**39,354**	**67,244**	**70,877**	**89,537**	**61,877**
5075-032	Sr. Program - D99575	42,708	18,383	-	-	-	-
5075-049	ADA Sidewalk	-	-	-	407,782	-	672,924
5075-055	CDBG-CV Grant	53,000	20,321	-	-	-	-
Revenue From Other Agencies		**95,708**	**38,704**	**-**	**407,782**	**-**	**2,924**

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REVENUE DETAIL FY 24-25

Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
5501-003	Donations - Senior Meals	20,579	24,354	20,968	19,599	19,599	19,104
5550-000	Prior Year Adjustment	-	-	-	-	-	-
Other Revenue		**20,579**	**24,354**	**20,968**	**19,599**	**19,599**	**19,104**
260 - CDBG TOTAL		**116,287**	**63,058**	**20,968**	**427,381**	**19,599**	**692,028**
4800-000	Interest Income	2,465	669	2,749	4,177	3,278	4,177
4802-000	Gain / Loss on Investments	181	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(1,832)	-	-	-	-	-
Use of Money & Property		**814**	**669**	**2,749**	**4,177**	**3,278**	**4,177**
5075-001	Asset Forfeiture - DOJ	76,501	30,813	-	-	-	-
Revenue From Other Agencies		**76,501**	**30,813**	**-**	**-**	**-**	**-**
270 - ASSET FORFEITURE TOTAL		**77,315**	**31,482**	**2,749**	**4,177**	**3,278**	**4,177**
4800-000	Interest Income	4,723	1,279	5,465	9,066	7,116	9,066
4802-000	Gain / Loss on Investments	298	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(3,013)	-	-	-	-	-
Use of Money & Property		**2,008**	**1,279**		**9,066**	**7,116**	**9,066**
5005-000	State Grant - COPS (AB3229)	156,727	161,285	165,370	224,500	748,026	354,000
Revenue From Other Agencies		**156,727**	**161,285**	**165,370**	**224,500**	**748,026**	**354,000**
272 - POLICE GRANTS - STATE TOTAL		**158,735**	**162,564**	**170,835**	**233,566**	**755,142**	**363,066**
5036-000	Homeland Security Grant	-	-	-	-	62,680	350,049
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**62,680**	**350,049**
274 - HOMELAND SECURITY GRANT TOTAL		**-**	**-**	**-**	**-**	**62,680**	**350,049**
4800-000	Interest Income	3,831	2,675	10,260	14,757	11,582	14,757
Use of Money & Property		**3,831**	**2,675**	**10,260**	**14,757**	11,582	14,757
5200-008	Park Impact Fees	164,527	103,108	177,067	160,000	200,000	200,000
Charges for Current Services		**164,527**	**103,108**	**177,067**	**160,000**	**200,000**	**200,000**
275 - PARK IMPACT FEE		**164,527**	**103,108**	**177,067**	**174,757**	**211,582**	**214,757**
4800-000	Interest Income	24	13	67	101	79	101
Use of Money & Property		**24**	**13**	**67**	**101**	**79**	**101**
5071-015	Historic Preservation Grant	-	40,000	-	-	-	-
Revenue From Other Agencies		**-**	**40,000**	**-**	**-**	**-**	**-**
276 - HISTORIC PRESERVATION GRANT		**24**	**40,013**	**67**	**101**	**79**	**101**
5071-016	HSIP Grant	2,090	163	180,188	307,862	75,000	227,452
Revenue From Other Agencies		**2,090**	**163**	**180,188**	**307,862**	**75,000**	**227,452**
277 - HSIP GRANT TOTAL		**2,090**	**163**	**180,188**	**307,862**	**75,000**	**227,452**
5071-020	Miscellaneous Grant - State	-	-	135,000	4,000	-	-
Revenue From Other Agencies		**-**	**-**	**-**	**-**	**-**	**-**
278 - HOUSING ELEMENT GRANT TOTAL		**-**	**-**	**135,000**	**4,000**	**-**	**-**
5071-000	Miscellaneous Grant - State	-	-	-	368,445	-	-
Revenue From Other Agencies		**-**	**-**	**-**	**368,445**	**-**	**-**
281 - CA STATE LIBRARY BUILDING GRANT TO		**-**	**-**	**-**	**368,445**	**-**	**-**
4800-000	Interest Income	29	-	5,395	-	-	-
4802-000	Gain / Loss on Investments	2	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(18)	-	-	-	-	-
Use of Money & Property		**13**	**-**	**5,395**	**-**	**-**	**-**
5275-001	Green Fees / Mini Golf	1,111,553	945,801	1,044,144	997,500	997,500	1,086,500
5275-002	Range	564,930	359,545	548,095	536,000	53,600	57,700
5275-003	Golf Shop	43,937	50,203	43,299	71,850	65,000	76,850
5275-004	Food	36,750	25,987	20,694	31,700	25,000	33,850
5275-005	Filming	9,964	8,767	16,376	12,600	8,500	12,600
Charges for Current Services		**1,767,133**	**1,390,303**	**1,672,607**	**1,649,650**	**1,149,600**	**1,267,500**
295-ARROYO SECO GOLF COURSE TOTAL		**1,767,146**	**1,390,303**	**1,678,002**	**1,649,650**	**1,149,600**	**1,267,500**
4800-000	Interest Income	6,969	-	-	-	-	-
4802-000	Gain / Loss on Investments	759	-	-	-	-	-
4805-000	Unrealized Gain / Loss	(7,682)	-	-	-	-	-
Use of Money & Property		**46**	**-**	**-**	**-**	**-**	**-**
327 - 2000 TAX ALLOCATION BONDS TOTAL		**46**	**-**	**-**	**-**	**-**	**-**

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REVENUE DETAIL FY 24-25 Acct	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
4800-000	Interest Income	26,394	77,718	370,036	607,678	333,291	607,678
4802-000	Gain / Loss on Investments	2,824	(4,019)	(112,837)	-	-	-
4805-000	Unrealized Gain / Loss	(28,576)	(312,648)	(189,298)	-	-	-
Use of Money & Property		**642**	**(238,949)**	**67,901**	**607,678**	**333,291**	**607,678**
5320-000	Water Sales	11,508,051	12,102,176	11,195,543	12,572,000	10,400,000	10,400,000
5325-000	Standby Service Charge	129,569	67,649	50,977	74,800	50,000	50,000
5327-000	Efficiency Fee	(9)	-	-	-	-	-
5330-000	Private Fire Service	42,444	37,491	39,179	30,000	-	-
Charges for Current Services		**11,680,055**	**12,207,315**	**11,285,698**	**12,676,800**	**10,450,000**	**10,450,000**
5360-000	Rubbish Clearing	-	(8)	-	-	-	-
5505-000	Miscellaneous	-	9,302,561	-	-	-	-
5510-000	Misc Service Revenue	22,001	15,408	19,570	8,500	-	-
5540-000	Service Fees	2,735	(81)	2,375	10,000	2,000	2,000
5560-000	Sewer Billing Fees	-	-	-	30,000	-	-
Other Revenue		**24,736**	**9,317,881**	**21,945**	**48,500**	**2,000**	**2,000**
5071-020	Prop 68 Groundwater Remediation Gra	-	-	-	2,200,000	-	2,023,175
Revenue From Other Agencies		**-**	**-**	**-**	**2,200,000**	**-**	**2,023,175**
500 - WATER TOTAL		**11,705,433**	**21,286,247**	**11,375,545**	**15,532,978**	**10,785,291**	**13,082,853**
4800-000	Interest Income	4,100	2,714	2,714	17,158	13,467	17,158
Use of Money & Property		**4,100**	**2,714**	**2,714**	**17,158**	**13,467**	**17,158**
5327-000	Efficiency Fee	215,966	203,565	2,714	225,000	160,000	160,000
Charges for Current Services		**215,966**	**203,565**	**2,714**	**225,000**	**160,000**	**160,000**
5071-003	Miscellaneous Grants	30,604	-	2,714	40,000	-	-
Revenue From Other Agencies		**30,604**	**-**	**2,714**	**40,000**	**-**	**-**
5550-000	Prior Year Adjustment	-	-	2,714	-	-	-
Other Revenue		**-**	**-**	**2,714**	**-**	**-**	**-**
503 - WATER EFFICIENCY FUND		**250,670**	**206,280**	**10,857**	**282,158**	**173,467**	**177,158**
4800-000	Interest Income	-	197	2,714	-	-	-
Use of Money & Property		**-**	**197**	**2,714**	**-**	**-**	**-**
505 - 2016 WATER REVENUE BONDS TOTAL		**-**	**197**	**2,714**	**-**	**-**	**-**
4800-000	Interest Income	29,030	18,063	2,714	-	-	-
Use of Money & Property		**29,030**	**18,063**	**2,714**	**-**	**-**	**-**
506 - SRF LOAN - WATER TOTAL		**29,030**	**18,063**	**2,714**	**-**	**-**	**-**
4800-000	Interest Income	4,262	3,139	2,714	19,172	15,047	19,172
4802-000	Gain / Loss on Investments	-	-	2,714	-	-	-
4805-000	Unrealized Gain / Loss	-	-	2,714	-	-	-
Use of Money & Property		**4,262**	**3,139**	**8,143**	**19,172**		
5335-000	Water Impact Fees	121,331	66,383	2,714	180,000	500,000	500,000
5336-000	Sewer Impact Fees	5,112	6,975	2,714	10,000	15,000	15,000
Charges for Current Services		**126,443**	**73,358**	**5,429**	**190,000**	**515,000**	**515,000**
5550-000	Prior Year Adjustment	-	-	2,714	-	-	-
Other Revenue		**-**	**-**	**2,714**	**-**	**-**	**-**
510 - WATER & SEWER IMPACT FEES TOTAL		**130,705**	**76,496**	**16,286**	**209,172**	**530,047**	**534,172**
4800-000	Interest Income	-	7	2,714	-	-	-
4802-000	Gain / Loss on Investments	-	-	2,714	-	-	-
Use of Money & Property		**-**	**7**	**5,429**	**-**	**-**	**-**
550 - PUBLIC FINANCING TOTAL		**-**	**7**	**5,429**	**-**	**-**	**-**
				2,714			
4800-000	Interest Income	-	-	2,714	-	-	-
Use of Money & Property		**-**	**-**	**2,714**	**-**	**-**	**-**
4000-000	Property Tax - Current Secured	285,849	172,383	2,714	196,600	196,600	196,600
Property Tax		**285,849**	**172,383**	**2,714**	**196,600**	**196,600**	**196,600**
927 - REDEV. OBLIGATIONS TOTAL		**285,849**	**172,383**	**5,429**	**196,600**	**196,600**	**196,600**
	CITYWIDE TOTAL	**59,990,586**	**71,050,222**	**66,621,586**	**73,598,224**	**68,030,146**	**73,776,215**

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Category/Fund	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	22,108,355	25,216,188	24,460,162	26,659,742	23,332,994	27,396,381
Operations & Maintenance	5,875,483	7,495,907	11,571,313	12,219,249	11,114,164	12,407,740
Capital Outlay	39,802	13,005	159,909	258,000	204,735	76,500
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	83,325	-	-	-
101 - General Fund Total	**28,023,640**	**32,725,100**	**36,274,708**	**39,136,992**	**34,651,894**	**39,880,621**
Operations & Maintenance	2,167,385	4,276,759	5,290,303	3,566,267	3,656,397	4,099,360
103 - Insurance Fund Total	**2,167,385**	**4,276,759**	**5,290,303**	**3,566,267**	**3,656,397**	**4,099,360**
Capital Projects	150,934	15,491	43,984	-	-	-
104 - Street Improvements Program Total	**150,934**	**15,491**	**43,984**	**-**	**-**	**-**
Operations & Maintenance	-	-	179,324	531,502	379,000	540,000
Capital Outlay	77,691	942	36,876	-	-	-
Capital Projects	493,994	102,245	39,188	-	-	-
105 - Facilities & Equip. Replacement Total	**571,685**	**103,187**	**255,387**	**531,502**	**379,000**	**540,000**
Capital Projects	-	-	-	-	-	-
108 - SR110 General Fund Reserve Total	**-**	**-**	**-**	**-**	**-**	**-**
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	-	-	-	1,000	-	-
Capital Outlay	-	-	-	-	-	-
Other Expenses	-	-	1,141,509	-	-	-
110 - OPEB Trust Fund Total	**-**	**-**	**1,141,509**	**1,000**	**-**	**-**
Wages & Benefits	187,334	220,062	372,971	687,234	574,204	667,785
Operations & Maintenance	63,453	57,560	95,807	301,041	240,630	281,509
Capital Outlay	64,500	-	175,843	-	-	246,362
Capital Projects	-	-	5,617	-	-	-
205 - Prop "A" Total	**315,286**	**277,622**	**650,237**	**988,275**	**814,834**	**1,195,656**
Wages & Benefits	-	-	813,917	-	-	-
Operations & Maintenance	-	-	152,692	3,498,717	218,420	210,000
Capital Outlay	-	-	152,047	-	-	300,000
Other Expenses	-	-	-	-	-	-
Transfer Out	-	-	-	-	-	-
Capital Projects	-	-	-	-	-	-
206 - SLFRF Fund Total	**-**	**-**	**1,118,655**	**3,498,717**	**218,420**	**510,000**
Wages & Benefits	200,295	192,956	155,158	-	22,744	2,388
Operations & Maintenance	82,684	116,730	73,212	-	30,000	-
Capital Projects	11,460	21,090	35,400	-	-	-
207 - Prop "C" Total	**294,439**	**330,776**	**263,771**	**-**	**52,744**	**2,388**
Capital Projects	125,801	18,100	-	-	-	-
208 - TEA/Metro Total	**125,801**	**18,100**	**-**	**-**	**-**	**-**
Wages & Benefits	424,165	420,465	500,829	586,758	479,161	700,663
Operations & Maintenance	74,703	410,511	396,651	653,922	393,760	649,866
Capital Outlay	77,123	-	-	-	-	-
Other Expenses	46,183	219,282	210,171	-	-	-
Capital Projects	473,091	-	-	-	-	-
210 - Sewer Total	**1,095,266**	**1,050,258**	**1,107,650**	**1,240,680**	**872,921**	**1,350,529**
Capital Projects	-	-	45,068	-	-	-
213 - SB2 Planning Grant Total	**-**	**-**	**45,068**	**-**	**-**	**-**
Capital Projects	3,211	-	167,246	-	-	-
214 - Rogan HR5394 Grant Total	**3,211**	**-**	**167,246**	**-**	**-**	**-**
Wages & Benefits	199,179	207,461	146,085	237,782	205,107	245,677
Operations & Maintenance	732,020	1,045,666	1,115,695	1,447,900	1,397,161	1,467,200
Capital Outlay	-	15,923	-	30,000	-	-
Capital Projects	-	-	-	-	-	-
215 - Street Light & Landscape Total	**931,199**	**1,269,049**	**1,261,780**	**1,715,682**	**1,602,268**	**1,712,877**

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Category/Fund	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Operations & Maintenance	-	-	-	-	-	-
Capital Outlay	35,924	-	-	-	-	-
218 - Clean Air Act Total	**35,924**	**-**	**-**	**-**	**-**	**-**
Operations & Maintenance	107,000	105,500	108,432	133,500	133,000	73,000
220 - Business Improvement Tax Total	**107,000**	**105,500**	**108,432**	**133,500**	**133,000**	**73,000**
Operations & Maintenance	9,650	9,052	8,041	15,000	9,200	15,000
226 - Mission Meridian Public Garage Total	**9,650**	**9,052**	**8,041**	**15,000**	**9,200**	**15,000**
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	51,743	44,493	35,050	200,600	196,600	196,000
227 - Successor Agency to CRA Total	**51,743**	**44,493**	**35,050**	**200,600**	**196,600**	**196,000**
Operations & Maintenance	10,361	373	3,690	16,200	6,700	147,000
228 - Housing Authority Total	**10,361**	**373**	**3,690**	**16,200**	**6,700**	**147,000**
Wages & Benefits	469,132	497,374	625,094	925,061	739,787	831,893
Operations & Maintenance	88,920	115,888	124,579	358,700	169,500	338,600
Capital Outlay	25,185	-	-	65,000	-	65,000
Capital Projects	-	-	-	-	-	-
230 - State Gas Tax Total	**583,237**	**613,262**	**749,673**	**1,348,761**	**909,287**	**1,235,493**
Wages & Benefits	-	-	-	-	-	-
Operations & Maintenance	27,957	54,329	46,543	118,000	44,600	103,500
232 - County Park Bond Total	**27,957**	**54,329**	**46,543**	**118,000**	**44,600**	**103,500**
Wages & Benefits	-	-	21,020	78,472	64,480	72,456
Operations & Maintenance	-	-	-	50,000	180,473	50,000
Capital Projects	343,453	31,773	-	-	-	-
233 - Measure R Total	**343,453**	**31,773**	**21,020**	**128,472**	**244,953**	**122,456**
Capital Projects	-	-	-	-	-	-
234 - LACMTA Measure M MAT Total	**-**	**-**	**-**	**-**	**-**	**-**
Wages & Benefits	-	-	21,020	78,472	64,481	72,456
Operations & Maintenance	-	-	18,390	150,000	400,000	150,000
Capital Outlay	25,185	-	-	-	-	67,867
Capital Projects	-	-	-	-	-	-
236 - Measure M Total	**25,185**	**-**	**39,410**	**228,472**	**464,481**	**290,323**
Capital Projects	451,157	-	-	-	-	-
237 - Road Maint. & Rehab. Acct. Total	**451,157**	**-**	**-**	**-**	**-**	**-**
Capital Outlay	-	-	-	-	-	-
Capital Projects	1,151	-	4,550	-	-	-
238 - MSRC Grant Total	**1,151**	**-**	**4,550**	**-**	**-**	**-**
Wages & Benefits	26,481	21,886	31,582	57,138	42,514	61,278
Operations & Maintenance	16,074	72,809	123,113	256,000	166,666	177,000
Capital Projects	-	-	-	-	-	-
239 - Measure W Total	**42,555**	**94,695**	**154,695**	**313,138**	**209,180**	**238,278**
Capital Projects	-	-	-	-	-	-
240 - Measure M MSP Total	**-**	**-**	**-**	**-**	**-**	**-**
Wages & Benefits	38,582	50,982	-	-	-	-
241 - Measure H Total	**38,582**	**50,982**	**-**	**-**	**-**	**-**
Capital Projects	44,618	8,076	17,093	-	-	-
242 - Prop C Exchange Funds Total	**44,618**	**8,076**	**17,093**	**-**	**-**	**-**
Capital Projects	10,252	-	-	-	-	-
245 - Bike & Pedestrian Paths Total	**10,252**	**-**	**-**	**-**	**-**	**-**
Operations & Maintenance	-	-	-	45,000	-	-
247 - SGVCOG Grant Total	**-**	**-**	**-**	**45,000**	**-**	**-**
Capital Projects	7,830	-	-	-	-	-

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Category/Fund	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
248 - BTA Grants Total	**7,830**	**-**	**-**	**-**	**-**	**-**
Operations & Maintenance	10,745	301,052	90,033	-	-	-
249 - Golden Streets Grant Total	**10,745**	**301,052**	**90,033**	**-**	**-**	**-**
Capital Projects	-	-	20,252	-	-	-
255 - Capital Growth Total	**-**	**-**	**20,252**	**-**	**-**	**-**
Operations & Maintenance	62,980	65,950	23,292	19,599	19,599	19,104
Capital Projects	-	-	-	-	-	-
260 - CDBG Total	**62,980**	**65,950**	**23,292**	**19,599**	**19,599**	**19,104**
Operations & Maintenance	-	20,100	-	10,000	10,000	10,000
Capital Outlay	-	-	-	50,000	50,000	50,000
270 - Asset Forfeiture Total	**-**	**20,100**	**-**	**60,000**	**60,000**	**60,000**
Capital Outlay	24,478	136,767	-	178,011	73,011	73,011
272 - Police Grants - State (COPS) Total	**24,478**	**136,767**	**-**	**178,011**	**73,011**	**73,011**
Capital Outlay	-	125,360	-	-	-	350,049
274 - Homeland Security Grant Total	**-**	**125,360**	**-**	**-**	**-**	**350,049**
Operations & Maintenance	18,050	15,035	3,099	-	-	-
Capital Projects	-	138,745	36,288	-	-	-
275 - Park Impact Fees Total	**18,050**	**153,780**	**39,386**	**-**	**-**	**-**
Wages & Benefits	-	-	-	-	-	-
Capital Projects	-	-	21,317	-	-	-
277 - HSIP Grant Total	**-**	**-**	**21,317**	**-**	**-**	**-**
Operations & Maintenance	1,084,188	1,267,820	1,341,028	1,245,087	1,208,152	1,431,511
Capital Outlay	-	-	-	-	-	-
Other Expenses	53,791	50,784	33,386	-	-	-
Capital Projects	-	-	14,632	-	-	-
295 - Arroyo Seco Golf Course Total	**1,137,979**	**1,318,604**	**1,389,046**	**1,245,087**	**1,208,152**	**1,431,511**
Operations & Maintenance	184,839	183,383	177,755	425,808	425,808	425,808
310 - Sewer Capital Projects Total	**184,839**	**183,383**	**177,755**	**425,808**	**425,808**	**425,808**
Capital Projects	-	-	-	16,518,071	2,662,230	16,109,763
400 - Capital Improvement Projects Fund	**-**	**-**	**-**	**16,518,071**	**2,662,230**	**16,109,763**
Wages & Benefits	1,710,650	1,905,784	1,885,289	2,219,369	1,845,458	2,253,250
Operations & Maintenance	3,293,633	3,789,440	3,862,468	6,874,551	4,671,206	7,019,654
Capital Outlay	32,708	18,379	-	720,000	-	1,130,000
Other Expenses	999,203	1,840,220	1,808,696	-	-	-
Capital Projects	10,061	(49,624)	-	-	-	-
500 - Water Total	**6,046,254**	**7,504,199**	**7,556,453**	**9,813,920**	**6,516,664**	**10,402,904**
Wages & Benefits	107,838	135,019	99,582	165,242	153,449	143,144
Operations & Maintenance	25,678	24,737	77,401	159,200	63,380	159,200
Capital Outlay	-	-	-	40,000	-	40,000
Capital Projects	50,839	-	-	-	-	-
503 - Water Efficiency Fund Total	**184,355**	**159,756**	**176,983**	**364,442**	**216,829**	**342,344**
Operations & Maintenance	1,595,899	1,571,200	1,534,200	2,501,050	2,475,800	2,475,425
505 - 2016 Water Revenue Bonds Total	**1,595,899**	**1,571,200**	**1,534,200**	**2,501,050**	**2,475,800**	**2,475,425**
Operations & Maintenance	104,607	101,869	147,478	264,966	266,415	532,531
505 - 2016 Water Revenue Bonds Total	**104,607**	**101,869**	**147,478**	**264,966**	**266,415**	**532,531**
Operations & Maintenance	129,376	117,376	102,540	529,276	522,976	520,276
550 - Public Financing Authority Total	**129,376**	**117,376**	**102,540**	**529,276**	**522,976**	**520,276**
Operations & Maintenance	-	-	-	196,600	196,600	196,600
927 - Redev. Oblig. Retirement Total	**-**	**-**	**-**	**196,600**	**196,600**	**196,600**
CITYWIDE TOTAL	**44,969,061**	**52,838,273**	**60,087,229**	**85,343,086**	**59,110,561**	**84,676,804**

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Version 6/17/2024

General Fund Revenue Summary

Revenue Category	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Property Taxes	16,773,318	17,906,070	18,728,374	19,700,384	19,756,301	20,692,452
Assessments & Special Taxes	347,931	364,223	395,801	375,149	375,150	393,157
Sales Taxes	5,132,645	6,096,613	6,523,428	6,478,033	6,215,543	6,316,170
Utility Users Taxes	3,738,531	3,875,268	4,431,072	4,352,462	4,478,377	4,752,155
Franchise Fees	1,200,408	1,289,532	1,301,778	1,271,477	1,221,147	1,405,527
License & Permits	808,280	814,081	870,974	796,200	815,933	849,463
Fines & Forfeitures	143,449	52,291	65,860	58,000	66,876	58,000
Use of Money & Property	4,788,970	(495,381)	514,439	1,345,014	1,015,694	1,018,715
Other Agencies	955,205	179,525	236,171	475,500	463,019	702,385
Current Services	3,079,621	3,836,129	4,342,013	4,141,520	3,589,900	4,090,680
All Other Revenues	183,717	250,501	99,472	86,108	179,645	231,959
Reimbursement From Other Funds	483,384	483,384	483,384	483,384	483,384	483,384
Total GF Revenues	**37,635,460**	**34,652,238**	**37,992,765**	**39,563,231**	**38,660,968**	**40,994,048**

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Version 6/17/2024

General Fund Expenditure Summary

Department/Program Exp	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
City Council	35,890	45,446	35,161	118,903	126,006	126,968
City Manager	1,577,656	1,815,368	1,302,705	1,274,785	1,102,054	1,097,663
Management Services						
Management Services	-	6,615	443,077	485,105	557,333	601,431
City Clerk	115,512	-	390,154	447,319	321,026	428,416
Elections	76,843	93,242	84,086	63,900	100	155,000
Human Resources	350,761	-	820,456	841,614	742,556	920,681
Transportation Planning	287	90	-	-	-	-
Legal Services	607,285	572,032	957,860	420,000	745,531	745,531
Innovation and Technology	541,110	-	988,373	1,151,511	1,120,129	1,225,078
Finance						
Finance	871,011	1,040,325	1,165,149	1,050,473	1,024,464	995,072
City Treasurer	8,444	9,993	8,425	9,239	9,239	9,424
Non-Dept/Overhead	996,366	2,264,416	2,635,668	2,539,444	2,413,902	2,986,985
Police	10,400,998	11,384,907	10,638,978	11,398,978	9,996,931	11,991,006
Fire						
Fire	6,315,749	7,716,685	7,331,752	7,300,602	6,686,295	7,163,761
Emergency Preparedness	31,932	46,904	39,748	55,000	54,500	45,000
Public Works	-	-	-	-	-	-
Admin & Engineering	618,493	572,717	678,021	1,243,249	1,069,617	787,252
Environmental Services	653	55,009	144,438	207,480	115,031	288,103
Park Maintenance	476,793	581,680	539,630	975,901	932,284	1,067,387
Facilities Maintenance	826,985	901,702	974,407	1,344,778	1,167,024	1,524,600
Community Development	1,819,769	2,428,641	3,569,588	4,100,795	3,079,928	3,622,896
Library	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,188,036
Community Services						
Senior Services	202,374	237,957	385,763	437,749	371,625	475,106
Community Services	217,223	276,302	366,840	373,413	302,546	425,840
Recreation and Youth Services	323,135	835,939	858,103	1,085,519	729,718	1,009,384
Capital Projects	-	-	83,325	-	-	-
Total GF Expenditures	**28,023,640**	**32,725,100**	**36,274,708**	**39,136,992**	**34,651,894**	**39,880,621**

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Project No.	Project Name	FY 2023-24 Budget	FY 2023-24 Projected	FY 2023-24 Carry-Over	FY 2024-25 New	FY 2024-25 Budget
General Building & Facilities						
9206	825 Mission Yard Security Gate	160,000	-	-	-	-
9224	Citywide Facility Repair	373,652	44,082	329,570	-	329,570
9226	FD Front Bay Door Replacement	80,000	-	80,000	55,000	135,000
9229	PD Locker/Restroom Improvement	190,000	-	90,000	-	90,000
9230	PD Improvements	17,000	-	-	-	-
9231	PD Briefing Room Update	19,000	-	-	-	-
9232	PD1st Floor Inter Paint/Drywal	13,000	26,061	-	-	-
9242	War Memorial Audio/Vis. Equipm	-	-	-	-	-
9269	War Memorial HVAC Repairs	25,000	-	-	-	-
9273	Rec. Facilities Key System	-	-	-	20,000	20,000
9404	Citywide Facilities Assessment/ Security Enhancement	287,160	-	287,160	-	287,160
9214	FD Diesel Exhaust System Replacement	50,000	-	50,000	-	50,000
9330	Senior Center Flooring	60,000	-	60,000	-	60,000
	Subtotal General Building & Facilities	**1,274,812**	**70,143**	**896,730**	**75,000**	**971,730**
Housing Authority						
9342	308 San Pascual Residence Improvements	30,000	17,150	12,850	17,150	30,000
	Subtotal Housing Authority	**30,000**	**17,150**	**12,850**	**17,150**	**30,000**
Information Technology						
9149	VoiP Phone System Installation	200,000	108,451	21,549	-	21,549
9186	CD Permit Management Software	212,410	100,875	111,535	(2,054)	109,481
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-
9407	CMMS/Work Order System/GIS	120,000	-	120,000	-	120,000
9182	Agenda Management System	50,000	8,400	21,600	-	21,600
94X2	City Technology & Financial Systems				90,000	90,000
9183	City Website System & Design	60,000	39,970	-	-	-
	Subtotal Information Technology	**642,410**	**257,696**	**274,684**	**87,946**	**362,630**
Library						
9301	Library HVAC Repairs	259,100	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	20,000	-	-	-	-
9405	Library Security Camera System	20,000	-	-	-	-
9328	Library Facility Improvements	100,514	-	100,514	-	100,514
9329	Library Roof	291,781	-	291,781	-	291,781
9338	Library Master Plan	150,000	-	150,000	-	150,000
	Subtotal Library	**841,395**	**-**	**542,295**	**-**	**542,295**
Community Services & Parks						
9033	Grevalia&Berkshire Pocket Park	839,968	22,704	817,264	950,806	1,768,070
9157	Golf Course Netting Replacemen	735,368	5,225	730,143	-	730,143
9263	Pocket Park Construction	-	-	-	-	-
9367	Parks Master Plan	150,000	-	150,000	-	150,000
9369	Snake Trail Improvements	50,000	-	50,000	-	50,000
	Subtotal Community Services & Parks	**1,775,336**	**27,929**	**1,747,407**	**950,806**	**2,698,213**
Sewer						
9408	Sewer Sys. Rep., Rehab&Replace	500,000	100,000	400,000	-	400,000
	Subtotal Sewer	**500,000**	**100,000**	**400,000**	**-**	**400,000**
Stormwater						
9364	Rio Hondo LRS Alham, Wash Trtm	5,000	-	5,000	50,000	55,000
9411	Huntington Drive Green Street	250,000	239,863	10,137	-	10,137
9412	City Hall Stormwater Project	500,000	100,000	400,000	500,000	900,000
9413	Arroyo Seco San Rafael & San Pascual Projects	437,500	70,630	366,870	-	366,870
	Subtotal Stormwater	**1,192,500**	**410,493**	**782,007**	**550,000**	**1,332,007**
Streets						
9203	Street Repairs - 2023	3,958,538	1,340,548	2,617,990	-	2,617,990
9264	ADA Sidewalk Repairs	432,782	30,000	402,782	111,059	513,841
	Subtotal Streets	**4,391,320**	**1,370,548**	**3,020,772**	**111,059**	**3,131,831**
Sustainability						
9188	City/Civic EV Charging System	421,898	191,199	230,699	-	230,699
9189	Arroyo Park EV Charging System	50,000	-	50,000	-	50,000
9402	EV Charging Station (MSRC)	-	-	-	-	-
9410	Climate Action Plan	120,000	-	-	-	-
	Subtotal Sustainability	**591,898**	**191,199**	**280,699**	**-**	**280,699**
Transportation & Traffic						
9102	Fremont/Huntington MAT Project	475,000	-	475,000	437,600	912,600
9161	North-South Corridor ITS Dploy	1,241,350	115,593	1,125,757	103,091	1,228,848
9192	Fair Oaks Traffic Signal Const	394,558	5,000	-	-	-
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	122,624	322,624
9351	Rect. Rapid Flashing Beacons	266,112	13,388	252,725	-	252,725
9421	Special Transportation Projects	100,000	83,492	16,508	125,000	141,508
9103	Fremont/Huntington MIP Project	475,000	-	475,000	125,000	600,000
94XX	Citywide Mobility / Active Transport Plan Update	-	-	-	150,000	150,000
	Subtotal Transportation & Traffic	**3,202,020**	**217,472**	**2,594,990**	**1,063,315**	**3,658,305**

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Project No.	Project Name	FY 2023-24 Budget	FY 2023-24 Projected	FY 2023-24 Carry-Over	FY 2024-25 New	FY 2024-25 Budget
Water						
9300	Ann. Water Main Repairs	2,000,000	-	2,000,000	-	2,000,000
9348	Water Facil. Site Improvements	88,000	-	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	150,000	-	150,000
9409	Westside Reservoir	550,000	-	550,000	-	550,000
9414	Elevated Tanks-Raymond/Bilikie	120,000	-	-	-	-
	Subtotal Water	**2,908,000**	**-**	**2,700,000**	**-**	**2,700,000**
	Totals	**$ 17,349,691**	**$ 2,662,630**	**$ 13,252,434**	**$ 2,855,275**	**$ 16,107,709**

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Project No.	Project Name	FY 2025	101 General Fund	104 Street Improvement Program	105 Facil. & Equip. Replacement	108 SR 110 Gen Fund Reserve	206 SLRF
9033	Grevalia&Berkshire Pocket Park	1,768,070	-	-	-	-	
9102	Fremont/Huntington MAT Project	912,600	-	-	-	-	
9149	VoiP Phone System Installation	21,549	-	-	-	-	21,549
9157	Golf Course Netting Replacemen	730,143	-	-	-	-	
9161	North-South Corridor ITS Dploy	1,228,848	-	-	-	136,356	
9186	CD Permit Management Software	109,481	-	-	-	-	111,535
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-	
9188	City/Civic EV Charging System	230,699	-	-	-	-	130,699
9189	Arroyo Park EV Charging System	50,000	-	-	-	-	50,000
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-	
9203	Street Repairs - 2023	2,617,990	-	957,897	-	-	
9206	825 Mission Yard Security Gate	-	-	-	-	-	
9224	Citywide Facility Repair	329,570	-	-	329,570	-	
9226	FD Front Bay Door Replacement	135,000	-	-	135,000	-	
9229	PD Locker/Restroom Improvement	90,000	-	-	90,000	-	
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	513,841	-	-	-	-	
9269	War Memorial HVAC Repairs	-	-	-	-	-	
9273	Rec. Facilities Key System	20,000	-	-	20,000	-	
9278	Fair Oaks ITS Project	-	-	-	-	-	
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-	-	-	
9300	Ann. Water Main Repairs	2,000,000	-	-	-	-	
9301	Library HVAC Repairs	-	-	-	-	-	
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-	
9348	Water Facil. Site Improvements	-	-	-	-	-	
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-	-	
9350	Pedestrian Crossing Devices	322,624	-	-	-	-	
9351	Rect. Rapid Flashing Beacons	252,725	-	-	-	-	
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	-	-	-	
9402	EV Charging Station (MSRC)	-	-	-	-	-	
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-	287,160	-	
9405	Library Security Camera System	-	-	-	-	-	
9407	CMMS/Work Order System/GIS	120,000	-	-	-	-	
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-	
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	-	-	-	
9409	Westside Reservoir	550,000	-	-	-	-	
9410	Climate Action Plan	-	-	-	-	-	
9214	FD Diesel Exhaust System Replacement	50,000	-	-	50,000	-	
9342	308 San Pascual Residence Improvements	30,000	-	-	-	-	
9182	Agenda Management System	21,600	-	-	-	-	21,600
9183	City Website System & Design	-	-	-	-	-	
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	-	-	-	-	
9421	Special Transportation Projects	141,508					
9369	Snake Trail Improvements	50,000	-	-	-	-	
9330	Senior Center Flooring	60,000	-	-	60,000	-	
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	-	-	-	-	229,370
9411	Huntington Drive Green Street	10,137	-	-	-	-	-
9412	City Hall Stormwater Project	900,000	-	-	-	-	200,000
94X2	City Technology & Financial Systems	90,000	-				90,000
94XX	Citywide Mobility / Active Transport Plan Update	150,000					
9103	Fremont/Huntington MIP Project	600,000	-	-	-	-	
	Totals	**$ 16,107,709**	**$ - **	**$ 957,897**	**$ 1,364,025**	**$ 136,356**	**$ 1,004,753**

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Project No.	Project Name	FY 2025	207 Prop C	210 Sewer	213 SB2 Planning Grant	214 Rogan HR5294 Grant	228 Housing Authority
9033	Grevalia&Berkshire Pocket Park	1,768,070	-	-	-	-	-
9102	Fremont/Huntington MAT Project	912,600	-	-	-	-	-
9149	VoiP Phone System Installation	21,549	-	-	-	-	-
9157	Golf Course Netting Replacemen	730,143	-	-	-	-	-
9161	North-South Corridor ITS Dploy	1,228,848	-	-	-	1,083,735	-
9186	CD Permit Management Software	109,481	-	-	(2,054)	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-	-
9188	City/Civic EV Charging System	230,699	-	-	-	-	-
9189	Arroyo Park EV Charging System	50,000	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-	-
9203	Street Repairs - 2023	2,617,990	300,000	-	-	-	-
9206	825 Mission Yard Security Gate	-	-	-	-	-	-
9224	Citywide Facility Repair	329,570	-	-	-	-	-
9226	FD Front Bay Door Replacement	135,000	-	-	-	-	-
9229	PD Locker/Restroom Improvement	90,000	-	-	-	-	-
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	513,841	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-	-
9273	Rec. Facilities Key System	20,000	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-	-	-	-
9300	Ann. Water Main Repairs	2,000,000	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-	-	-
9350	Pedestrian Crossing Devices	322,624	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	252,725	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-	-
9407	CMMS/Work Order System/GIS	120,000	-	60,000	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	400,000	-	-	-
9409	Westside Reservoir	550,000	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	50,000	-	-	-	-	-
9342	308 San Pascual Residence Improvements	30,000	-	-	-	-	30,000
9182	Agenda Management System	21,600	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-	-
9328	Library Facility Improvements	100,514	-	-	-	-	-
9329	Library Roof	291,781	-	-	-	-	-
9338	Library Master Plan	150,000	-	-	-	-	-
9367	Parks Master Plan	150,000	-	-	-	-	-
9421	Special Transportation Projects	141,508					
9369	Snake Trail Improvements	50,000	-	-	-	-	-
9330	Senior Center Flooring	60,000	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	-	-	-	-	-
9411	Huntington Drive Green Street	10,137	-	-	-	-	-
9412	City Hall Stormwater Project	900,000	-	-	-	-	-
94X2	City Technology & Financial Systems	90,000					
94XX	Citywide Mobility / Active Transport Plan Update	150,000					
9103	Fremont/Huntington MIP Project	600,000	-	-	-	-	-
	Totals	**$ 16,107,709**	**$ 300,000**	**$ 460,000**	**$ (2,054)**	**$ 1,083,735**	**$ 30,000**

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Project No.	Project Name	FY 2025	230 Gas Tax	233 Measure R Local	234 Measure M-MAT	236 Measure M - Local	237 RMRA - SB1
9033	Grevalia&Berkshire Pocket Park	1,768,070	-	-	-	-	-
9102	Fremont/Huntington MAT Project	912,600	-	-	912,600	-	-
9149	VoiP Phone System Installation	21,549	-	-	-	-	-
9157	Golf Course Netting Replacemen	730,143	-	-	-	-	-
9161	North-South Corridor ITS Dploy	1,228,848	-	-	-	-	-
9186	CD Permit Management Software	109,481	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-	-
9188	City/Civic EV Charging System	230,699	-	-	-	-	-
9189	Arroyo Park EV Charging System	50,000	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-	-
9203	Street Repairs - 2023	2,617,990	200,000	300,000	-	250,000	585,093
9206	825 Mission Yard Security Gate	-	-	-	-	-	-
9224	Citywide Facility Repair	329,570	-	-	-	-	-
9226	FD Front Bay Door Replacement	135,000	-	-	-	-	-
9229	PD Locker/Restroom Improvement	90,000	-	-	-	-	-
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	513,841	-	-	-	-	-
9269	War Memorial HVAC Repairs	-	-	-	-	-	-
9273	Rec. Facilities Key System	20,000	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-	-	-	-
9300	Ann. Water Main Repairs	2,000,000	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-	-	-
9350	Pedestrian Crossing Devices	322,624	-	-	-	-	-
9351	Rect. Rapid Flashing Beacons	252,725	-	-	-	25,272	-
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-	-
9407	CMMS/Work Order System/GIS	120,000	-	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	-	-	-	-
9409	Westside Reservoir	550,000	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	50,000	-	-	-	-	-
9342	308 San Pascual Residence Improvements	30,000	-	-	-	-	-
9182	Agenda Management System	21,600	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-	-
9328	Library Facility Improvements	100,514	-	-	-	-	-
9329	Library Roof	291,781	-	-	-	-	-
9338	Library Master Plan	150,000	-	-	-	-	-
9367	Parks Master Plan	150,000	-	-	-	-	-
9421	Special Transportation Projects	141,508		70,754		70,754	
9369	Snake Trail Improvements	50,000	-	-	-	-	-
9330	Senior Center Flooring	60,000	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	-	-	-	-	-
9411	Huntington Drive Green Street	10,137	-	-	-	-	-
9412	City Hall Stormwater Project	900,000	-	-	-	-	-
94X2	City Technology & Financial Systems	90,000					
94XX	Citywide Mobility / Active Transport Plan Update	150,000		75,000		75,000	
9103	Fremont/Huntington MIP Project	600,000	-	-	-	-	-
	Totals	**$ 16,107,709**	**$ 200,000**	**$ 445,754**	**$ 912,600**	**$ 421,026**	**$ 585,093**

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Project No.	Project Name	FY 2025	238 MSRC Grant	239 Measure W	240 Measure M - MSP	245 Bike & Pedestrian Path	255 Capital Growth	260 CDBG
9033	Grevalia&Berkshire Pocket Park	1,768,070	-	-	-	-	-	-
9102	Fremont/Huntington MAT Project	912,600	-	-	-	-	-	-
9149	VoiP Phone System Installation	21,549	-	-	-	-	-	-
9157	Golf Course Netting Replacemen	730,143	-	-	-	-	-	-
9161	North-South Corridor ITS Dploy	1,228,848	-	-	-	-	8,757	-
9186	CD Permit Management Software	109,481	-	-	-	-	-	-
9187	CD Record Scan & Doc Managmnt	-	-	-	-	-	-	-
9188	City/Civic EV Charging System	230,699	100,000	-	-	-	-	-
9189	Arroyo Park EV Charging System	50,000	-	-	-	-	-	-
9192	Fair Oaks Traffic Signal Const	-	-	-	-	-	-	-
9203	Street Repairs - 2023	2,617,990	-	-	-	25,000	-	-
9206	825 Mission Yard Security Gate	-	-	-	-	-	-	-
9224	Citywide Facility Repair	329,570	-	-	-	-	-	-
9226	FD Front Bay Door Replacement	135,000	-	-	-	-	-	-
9229	PD Locker/Restroom Improvement	90,000	-	-	-	-	-	-
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	513,841	-	-	-	-	-	513,841
9269	War Memorial HVAC Repairs	-	-	-	-	-	-	-
9273	Rec. Facilities Key System	20,000	-	-	-	-	-	-
9278	Fair Oaks ITS Project	-	-	-	-	-	-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-	50,000	-	-	-
9300	Ann. Water Main Repairs	2,000,000	-	-	-	-	-	-
9301	Library HVAC Repairs	-	-	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-	-	-	-	-
9348	Water Facil. Site Improvements	-	-	-	-	-	-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-	-	-	-
9350	Pedestrian Crossing Devices	322,624	-	-	322,624	-	-	-
9351	Rect. Rapid Flashing Beacons	252,725	-	-	-	-	-	-
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	55,000	-	-	-	-
9402	EV Charging Station (MSRC)	-	-	-	-	-	-	-
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-	-	-	-	-
9405	Library Security Camera System	-	-	-	-	-	-	-
9407	CMMS/Work Order System/GIS	120,000	-	-	-	-	-	-
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-	-	-	-
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	-	-	-	-	-
9409	Westside Reservoir	550,000	-	-	-	-	-	-
9410	Climate Action Plan	-	-	-	-	-	-	-
9214	FD Diesel Exhaust System Replacement	50,000	-	-	-	-	-	-
9342	308 San Pascual Residence Improvements	30,000	-	-	-	-	-	-
9182	Agenda Management System	21,600	-	-	-	-	-	-
9183	City Website System & Design	-	-	-	-	-	-	-
9328	Library Facility Improvements	100,514	-	-	-	-	-	-
9329	Library Roof	291,781	-	-	-	-	-	-
9338	Library Master Plan	150,000	-	-	-	-	-	-
9367	Parks Master Plan	150,000	-	-	-	-	-	-
9421	Special Transportation Projects	141,508						
9369	Snake Trail Improvements	50,000	-	-	-	-	-	-
9330	Senior Center Flooring	60,000	-	-	-	-	-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	-	37,500	-	-	-	-
9411	Huntington Drive Green Street	10,137	-	10,137	-	-	-	-
9412	City Hall Stormwater Project	900,000	-	-	-	-	-	-
94X2	City Technology & Financial Systems	90,000						
94XX	Citywide Mobility / Active Transport Plan Update	150,000						
9103	Fremont/Huntington MIP Project	600,000	-	-	-	-	-	-
	Totals	**$ 16,107,709**	**$ 100,000**	**$ 102,637**	**$ 372,624**	**$ 25,000**	**$ 8,757**	**$ 513,841**

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Project No.	Project Name	FY 2025	275 Park Impact Fees	277 HSIP Grant	281 CA State Library Building Forward	295 Arroyo Seco Golf	500 Water
9033	Grevalia&Berkshire Pocket Park	1,768,070	1,024,078	-		-	-
9102	Fremont/Huntington MAT Project	912,600	-	-		-	-
9149	VoiP Phone System Installation	21,549	-	-		-	-
9157	Golf Course Netting Replacemen	730,143	-	-		730,143	-
9161	North-South Corridor ITS Dploy	1,228,848	-	-		-	-
9186	CD Permit Management Software	109,481	-	-		-	-
9187	CD Record Scan & Doc Managmnt	-	-	-		-	-
9188	City/Civic EV Charging System	230,699	-	-		-	-
9189	Arroyo Park EV Charging System	50,000	-	-		-	-
9192	Fair Oaks Traffic Signal Const	-	-	-		-	-
9203	Street Repairs - 2023	2,617,990	-	-		-	-
9206	825 Mission Yard Security Gate	-	-	-		-	-
9224	Citywide Facility Repair	329,570	-	-		-	-
9226	FD Front Bay Door Replacement	135,000	-	-		-	-
9229	PD Locker/Restroom Improvement	90,000	-	-		-	-
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	513,841	-	-		-	-
9269	War Memorial HVAC Repairs	-	-	-		-	-
9273	Rec. Facilities Key System	20,000	-	-		-	-
9278	Fair Oaks ITS Project	-	-	-		-	-
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-		-	-
9300	Ann. Water Main Repairs	2,000,000	-	-		-	2,000,000
9301	Library HVAC Repairs	-	-	-	-	-	-
9322	Library ADA Ramp, Light. & Imp	-	-	-		-	-
9348	Water Facil. Site Improvements	-	-	-		-	-
9349	Advanced Metering Infr. (AMI)	150,000	-	-		-	150,000
9350	Pedestrian Crossing Devices	322,624	-	-		-	-
9351	Rect. Rapid Flashing Beacons	252,725	-	227,452		-	-
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	-		-	-
9402	EV Charging Station (MSRC)	-	-	-		-	-
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-		-	-
9405	Library Security Camera System	-	-	-		-	-
9407	CMMS/Work Order System/GIS	120,000	-	-		-	60,000
9414	Elevated Tanks-Raymond/Bilikie	-	-	-		-	-
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	-		-	-
9409	Westside Reservoir	550,000	-	-		-	550,000
9410	Climate Action Plan	-	-	-		-	-
9214	FD Diesel Exhaust System Replacement	50,000	-	-		-	-
9342	308 San Pascual Residence Improvements	30,000	-	-		-	-
9182	Agenda Management System	21,600	-	-		-	-
9183	City Website System & Design	-	-	-		-	-
9328	Library Facility Improvements	100,514	-	-	-	-	-
9329	Library Roof	291,781	-	-	-	-	-
9338	Library Master Plan	150,000	-	-		-	-
9367	Parks Master Plan	150,000	150,000	-		-	-
9421	Special Transportation Projects	141,508					
9369	Snake Trail Improvements	50,000	50,000	-		-	-
9330	Senior Center Flooring	60,000	-	-		-	-
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	-	-		-	-
9411	Huntington Drive Green Street	10,137	-	-		-	-
9412	City Hall Stormwater Project	900,000	-	-		-	-
94X2	City Technology & Financial Systems	90,000					
94XX	Citywide Mobility / Active Transport Plan Update	150,000					
9103	Fremont/Huntington MIP Project	600,000	-	-		-	-
	Totals	**$ 16,107,709**	**$ 1,224,078**	**$ 227,452**	**$ -**	**$ 730,143**	**$ 2,760,000**

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Project No.	Project Name	FY 2025	503 Water Efficiency	243 Measure R - MIP	101 Reserves	250 MWD	251 Measure A
9033	Grevalia&Berkshire Pocket Park	1,768,070	-	-	-		550,000
9102	Fremont/Huntington MAT Project	912,600	-	-	-		
9149	VoiP Phone System Installation	21,549	-	-	-		
9157	Golf Course Netting Replacemen	730,143	-	-	-		
9161	North-South Corridor ITS Dploy	1,228,848	-	-	-		
9186	CD Permit Management Software	109,481	-	-	-		
9187	CD Record Scan & Doc Managmnt	-	-	-	-		
9188	City/Civic EV Charging System	230,699	-	-	-		
9189	Arroyo Park EV Charging System	50,000	-	-	-		
9192	Fair Oaks Traffic Signal Const	-	-	-	-		
9203	Street Repairs - 2023	2,617,990	-	-	-		
9206	825 Mission Yard Security Gate	-	-	-	-		
9224	Citywide Facility Repair	329,570	-	-	-		
9226	FD Front Bay Door Replacement	135,000	-	-	-		
9229	PD Locker/Restroom Improvement	90,000	-	-	-		
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	513,841	-	-	-		
9269	War Memorial HVAC Repairs	-	-	-	-		
9273	Rec. Facilities Key System	20,000	-	-	-		
9278	Fair Oaks ITS Project	-	-	-	-		
9290	Grevelia/Fair Oaks Int. Imprv	50,000	-	-	-		
9300	Ann. Water Main Repairs	2,000,000	-	-	-		
9301	Library HVAC Repairs	-	-	-	-		
9322	Library ADA Ramp, Light. & Imp	-	-	-	-		
9348	Water Facil. Site Improvements	-	-	-	-		
9349	Advanced Metering Infr. (AMI)	150,000	-	-	-		
9350	Pedestrian Crossing Devices	322,624	-	-	-		
9351	Rect. Rapid Flashing Beacons	252,725	-	-	-		
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	-	-	-		
9402	EV Charging Station (MSRC)	-	-	-	-		
9404	Citywide Facilities Assessment/ Security Enh.	287,160	-	-	-		
9405	Library Security Camera System	-	-	-	-		
9407	CMMS/Work Order System/GIS	120,000	-	-	-		
9414	Elevated Tanks-Raymond/Bilikie	-	-	-	-		
9408	Sewer Sys. Rep., Rehab&Replace	400,000	-	-	-		
9409	Westside Reservoir	550,000	-	-	-		
9410	Climate Action Plan	-	-	-	-		
9214	FD Diesel Exhaust System Replacement	50,000	-	-	-		
9342	308 San Pascual Residence Improvements	30,000	-	-	-		
9182	Agenda Management System	21,600	-	-	-		
9183	City Website System & Design	-	-	-	-		
9328	Library Facility Improvements	100,514	-	-	-		
9329	Library Roof	291,781	-	-	-		
9338	Library Master Plan	150,000	-	-	-		
9367	Parks Master Plan	150,000	-	-	-		
9421	Special Transportation Projects	141,508					
9369	Snake Trail Improvements	50,000	-	-	-		
9330	Senior Center Flooring	60,000	-	-	-		
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	100,000	-			
9411	Huntington Drive Green Street	10,137	-	-			
9412	City Hall Stormwater Project	900,000	200,000	-		500,000	
94X2	City Technology & Financial Systems	90,000					
94XX	Citywide Mobility / Active Transport Plan Update	150,000					
9103	Fremont/Huntington MIP Project	600,000	-	600,000	-		
	Totals	**$ 16,107,709**	**$ 300,000**	**$ 600,000**	**$ -**	**$ 500,000**	**$ 550,000**

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Project No.	Project Name	FY 2025	TBD Prop 68
9033	Grevalia&Berkshire Pocket Park	1,768,070	193,992
9102	Fremont/Huntington MAT Project	912,600	
9149	VoiP Phone System Installation	21,549	
9157	Golf Course Netting Replacemen	730,143	
9161	North-South Corridor ITS Dploy	1,228,848	
9186	CD Permit Management Software	109,481	
9187	CD Record Scan & Doc Managmnt	-	
9188	City/Civic EV Charging System	230,699	
9189	Arroyo Park EV Charging System	50,000	
9192	Fair Oaks Traffic Signal Const	-	
9203	Street Repairs - 2023	2,617,990	
9206	825 Mission Yard Security Gate	-	
9224	Citywide Facility Repair	329,570	
9226	FD Front Bay Door Replacement	135,000	
9229	PD Locker/Restroom Improvement	90,000	
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	513,841	
9269	War Memorial HVAC Repairs	-	
9273	Rec. Facilities Key System	20,000	
9278	Fair Oaks ITS Project	-	
9290	Grevelia/Fair Oaks Int. Imprv	50,000	
9300	Ann. Water Main Repairs	2,000,000	
9301	Library HVAC Repairs	-	
9322	Library ADA Ramp, Light. & Imp	-	
9348	Water Facil. Site Improvements	-	
9349	Advanced Metering Infr. (AMI)	150,000	
9350	Pedestrian Crossing Devices	322,624	
9351	Rect. Rapid Flashing Beacons	252,725	
9364	Rio Hondo LRS Alham, Wash Trtm	55,000	
9402	EV Charging Station (MSRC)	-	
9404	Citywide Facilities Assessment/ Security Enh.	287,160	
9405	Library Security Camera System	-	
9407	CMMS/Work Order System/GIS	120,000	
9414	Elevated Tanks-Raymond/Bilikie	-	
9408	Sewer Sys. Rep., Rehab&Replace	400,000	
9409	Westside Reservoir	550,000	
9410	Climate Action Plan	-	
9214	FD Diesel Exhaust System Replacement	50,000	
9342	308 San Pascual Residence Improvements	30,000	
9182	Agenda Management System	21,600	
9183	City Website System & Design	-	
9328	Library Facility Improvements	100,514	
9329	Library Roof	291,781	
9338	Library Master Plan	150,000	
9367	Parks Master Plan	150,000	
9421	Special Transportation Projects	141,508	
9369	Snake Trail Improvements	50,000	
9330	Senior Center Flooring	60,000	
9413	Arroyo Seco San Rafael & San Pascual Projects	366,870	
9411	Huntington Drive Green Street	10,137	
9412	City Hall Stormwater Project	900,000	
94X2	City Technology & Financial Systems	90,000	
94XX	Citywide Mobility / Active Transport Plan Update	150,000	
9103	Fremont/Huntington MIP Project	600,000	
	Totals	**$ 16,107,709**	**$ 193,992**

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CITY COUNCIL
Department Description and Authorized Positions

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

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.

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	15,653	18,589	19,738	19,703	22,306	40,968
Operations & Maintenance	20,236	26,857	15,424	99,200	103,700	86,000
Total Expenses by Category	**35,890**	**45,446**	**35,161**	**118,903**	**126,006**	**126,968**
[101-1011] City Council	35,890	45,446	35,161	118,903	126,006	126,968
Total Expenses by Program	**35,890**	**45,446**	**35,161**	**118,903**	**126,006**	**126,968**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	2,120	7,160	13,440	-	2,760	-
7010	000	Salaries - Temp / Part	12,880	10,680	5,700	18,000	18,000	37,500
7110	000	Workers Compensation	163	188	173	252	207	525
7170	000	FICA - Medicare	490	561	424	1,450	1,339	2,942
		<WAGES & BENEFITS>	15,653	18,589	19,738	19,703	22,306	40,968
8010	000	Postage	206	42	2	8,000	8,000	8,000
8020	000	Special Department Expense	1,404	5,119	3,929	49,000	49,000	49,000
8021	000	Discretionary Fund Program	15,376	12,588	5,309	33,700	33,700	16,000
8060	000	Dues & Memberships	3,200	-	-	500	500	500
8090	000	Conference & Meeting Expense	50	9,108	6,184	8,000	12,500	12,500
		<OPERATIONS & MAINTENANCE>	20,236	26,857	15,424	99,200	103,700	86,000
[101-1011] City Council Total			**35,890**	**45,446**	**35,161**	**118,903**	**126,006**	**126,968**

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CITY COUNCIL

Budget Detail **101-1011**

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 cost of mailings for District Town Halls. ($8,000).

8020 Special Department Expense
Provides funds City Council business cards, promotion items, name badges, calendars, photography, proclamation and certificates, special requests for City Council Meetings($3,500). Proclamation and certificate supplied ($500). Pasadena Tournament of Roses ($12,000). Multi-cultural Event ($25,000). 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 $16,000).

8060 Dues/Memberships/Subscriptions
Provides funds for individual councilmember memberships in organizations ($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 ($12,500).

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CITY MANAGER
FISCAL YEAR 2024-25 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, following up on citizen concerns, legislation affairs, economic development oversight, providing recommendations to promote organizational efficiency and overseeing the development and ongoing management of the City's Strategic Plan initiatives.

Notable Changes- Wages and Benefits

The City Manager's Office operationally has 5 FTEs, however for Fiscal Year 2024-25, the Assistant to the City Manager Position will not be filled until further budgetary considerations. One part-time management intern position is also included in the Department.

Notable Changes- Operations and Maintenance

This includes removal of funding for the City Manager's Emergency fund totaling $25,000, along with a $10,000 decrease in professional services.

Capital Outlay

None

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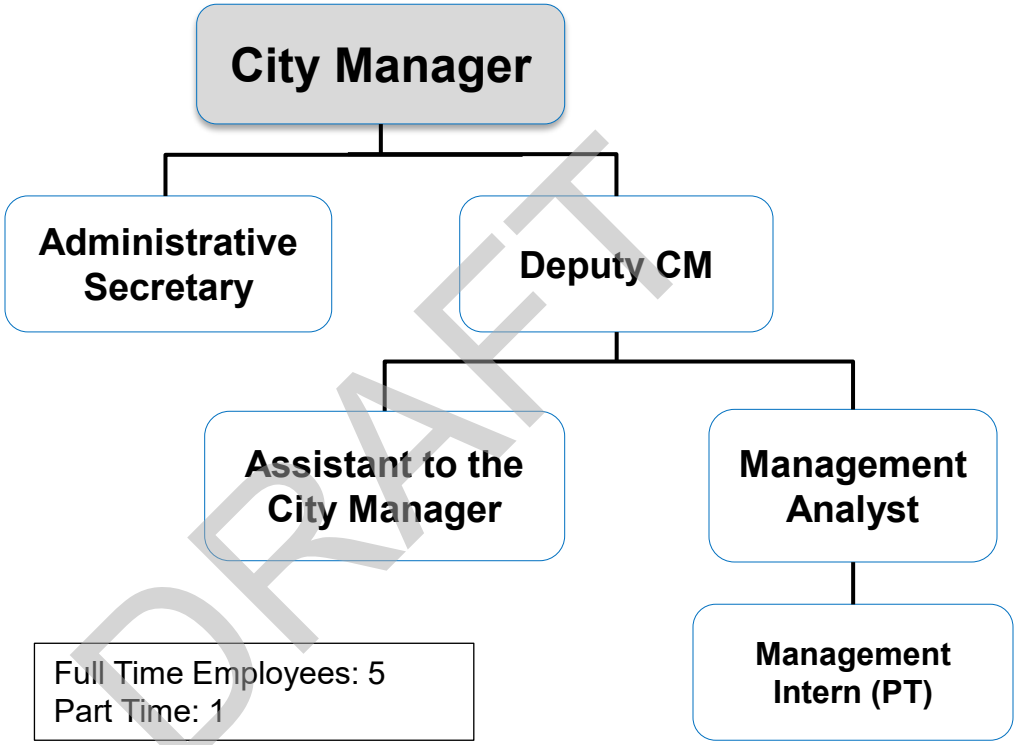
City Manager
Administrative Secretary
Deputy CM
Assistant to the City Manager
Management Analyst
Management Intern (PT)
Full Time Employees: 5
Part Time: 1

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,363,498	1,670,242	1,053,599	1,059,376	949,112	938,263
Operations & Maintenance	321,158	250,626	357,538	348,910	285,943	232,400
Total Expenses by Category	**1,684,656**	**1,920,868**	**1,411,137**	**1,408,285**	**1,235,054**	**1,170,663**
[101-2011] City Manager	1,577,395	1,815,368	1,227,801	1,224,510	1,052,986	1,063,388
[101-2012] Economic Development	261	-	74,905	50,275	49,068	34,275
[220-2301] Community Promotion	107,000	105,500	108,432	133,500	133,000	73,000
Total Expenses by Program	**1,684,656**	**1,920,868**	**1,411,137**	**1,408,285**	**1,235,054**	**1,170,663**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	815,286	910,988	657,325	693,542	608,769	516,285
7010	000	Salaries - Temp / Part	219,067	179,156	35,581	35,128	49,329	94,552
7020	000	Overtime	2,929	26,069	31,279	-	9,681	10,000
7040	000	Holiday	14,082	10,090	1,072	8,847	-	7,078
7070	000	Leave Buyback	-	26,622	2,879	25,608	-	25,608
7100	000	Retirement	185,649	432,904	186,068	73,787	65,797	61,862
7100	010	CalPERS UAL			-	110,175	111,162	120,313
7108	000	Deferred Compensation	36,687	(23,868)	7,530	6,820	5,880	5,186
7110	000	Workers Compensation	12,311	13,586	12,243	8,081	7,057	6,951
7120	000	Disability Insurance	-	-	10,882	-	-	-
7130	000	Group Health Insurance	51,707	62,786	77,098	73,170	70,106	65,487
7140	000	Vision Insurance	1,247	1,534	1,512	1,048	972	788
7150	000	Dental Insurance	4,432	5,282	4,974	3,911	3,602	2,923
7160	000	Life Insurance	592	719	740	515	422	351
7170	000	FICA - Medicare	17,509	18,375	18,416	12,744	10,335	14,880
7180	000	Car/Uniform Allowance	2,000	6,000	6,000	6,000	6,000	6,000
		<WAGES & BENEFITS>	1,363,498	1,670,242	1,053,599	1,059,376	949,112	938,263
8000	000	Office Supplies	4,428	21,283	9,871	10,000	7,000	10,000
8010	000	Postage	370	45	2,527	4,000	250	1,000
8020	000	Special Department Expense	1,630	13,813	22,206	8,500	13,500	10,000
8050	000	Printing/Duplicating	126	698	4,900	6,000	(126)	6,000
8060	000	Dues & Memberships	1,025	2,097	47,764	44,437	40,019	48,125
8090	000	Conference & Meeting Expense	494	15,143	26,736	17,198	20,000	10,000
8100	000	Vehicle Maintenance	1,498	2,041	369	-	-	-
8170	000	Professional Services	77,806	77,336	35,636	40,000	23,000	30,000
8180	000	Contract Services	116,518	-	-	10,000	232	10,000
8272	000	CM Emergency	10,000	12,670	24,191	25,000	-	-
		<OPERATIONS & MAINTENANCE>	213,897	145,126	174,201	165,135	103,875	125,125
[101-2011] City Manager Total			**1,577,395**	**1,815,368**	**1,227,801**	**1,224,510**	**1,052,986**	**1,063,388**

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CITY MANAGER	
Budget Detail	**101-2011**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides the partial compensation for the City Manager, Deputy City Manager, Assistant to the City Manager (not budgeted for in Fiscal Year 24-25), 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), copy paper (for City Hall second floor), and meeting supplies. ($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. ($1,000)

8020 Special Department Expense
Provides funds for miscellaneous department supplies and services not considered office supplies, Executive Team engagement, office maintenance, and supplies for community input sessions or engagement events related to divisions in the department ($10,000)

8050 Printing and Duplication
Provides funds for the printing and duplication of materials, including City information brochures, foam boards and A Frames, translation services, promotional street banners, printed surveys, electronic survey providers, brochures, stationary, and business cards, and name badges. (Total $6,000)

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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, Independent Cities Association, Southern California Association of Government, and subscriptions to newspapers and professional publications. ($48,125)

8090 Conference and Meeting Expense
Provides funds to attend professional and training meetings, and 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, and International Shopping Centers Conference. ($10,000)

8170 Professional Services
Provides funds for consultant services, such as operational studies and other professional services and citywide operations. (Total $30,000)

8180 Contract Services
Provides funds for City Manager Office to enter in contracts services for mission critical items ($10,000).

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8050	000	Printing/Duplicating	-	-	8,909	8,000	6,500	8,000
8060	000	Dues & Memberships	-	-	-	3,275	275	4,275
8190	000	Community Engagement	-	-	55,089	20,000	22,400	20,000
8220	000	Communications Spec. Dept Expense	261	-	8,639	19,000	19,893	2,000
8230	000	Communications Prof Services	-	-	2,268	-	-	-
		<OPERATIONS & MAINTENANCE>	261	-	74,905	50,275	49,068	34,275
[101-2012] Economic Development Total			**261**	**-**	**74,905**	**50,275**	**49,068**	**34,275**

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OPERATIONS & MAINTENANCE

8050 Printing and Duplication
Funds the printing and duplication of materials, including Guide to Doing Business in South Pasadena and Quarterly Major Project Newsletters ($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 and California Association of Local Economic Development ($4,275).

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
Promotional materials for launch of new website. (Total $2,000)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8060	000	Dues & Memberships	1,500	-	-	-	-	-
8185	000	Chamber of Commerce	105,500	105,500	105,500	128,500	128,500	68,000
8255	000	Public Events Promotion	-	-	2,932	5,000	4,500	5,000
		<OPERATIONS & MAINTENANCE>	107,000	105,500	108,432	133,500	133,000	73,000
[220-2301] Community Promotion Total			**107,000**	**105,500**	**108,432**	**133,500**	**133,000**	**73,000**

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OPERATIONS & MAINTENANCE

8185 Chamber of Commerce
Funds are allocated by contract with the South Pasadena Chamber of Commerce. ($83,000).

8255 Public Events Promotion
Public events promotion $5,000.

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MANAGEMENT SERVICES
FISCAL YEAR 2024-25 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 currently has three temporary contract staff on payroll, assisting in backfilling and augmenting regular positions and addressing critical backlog areas in Human Resources. The Department is underfilling the Chief City Clerk with a Deputy City Clerk, and a Senior Human Resources Analyst with a Human Resources Analyst. The resulting savings from those positions is funding a limited term Management Assistant.

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Notable Change—Operations and Maintenance

For Fiscal Year 2024-2025, the Information Technology (IT) Division will centralize almost all software subscriptions for all departments. This has resulted in an increase in the operations and maintenance budget, offset by the removal of those line items from their respective departments. The Department has also budgeted for the November 2024 General Election, including funding for potential ballot measures.

Capital Outlay

Funds for Phase 2 of our Technology Replacement Program are included to continue phasing 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.

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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).

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FY 2023-2024 Accomplishments

Human Resources Division:

- Implemented a First Aid Kits program, along with safety training for staff citywide.
- Installed Automated External Defibrillators (AED) at City Facilities.
- Implemented an online onboarding system, streamlining the onboarding process for incoming employees.
- Implemented an online learning management system.
- Successfully negotiated a Memorandum of Understanding with the Part-Time Public Services Employees Association.
- Successfully hired and onboarded 51 applicants.

City Clerk Division:

- Hosted the 2024 Commissioner Congress, highlighting the efforts of commissioners for the fiscal year.
- Completed Advisory Body Appointments and Reappointments.
- Implemented an agenda management system, streamlining the workflow for City Council agendas.
- Began the process of implementing the agenda management system across commissions and boards.
- Implemented an online filing system for Form 700's and campaign disclosure statements.
- Completed the process of upgrading the City's electronic record management system.

Information Technology Division:

- Implemented a citywide cybersecurity training tool and system, which trained staff on phishing and cybersecurity threats.
- Implemented a citywide Voice over Internet Protocol (VoIP) phone system, replacing the aged analog system and removing the need for landlines.
- Replaced the City's end of life servers.
- Audited technology citywide to continue the replacement cycle.
- Implemented a project to consolidate mobile phone lines.
- Completed migration of and training of all City staff to the City's new collaboration tool Microsoft Office 365

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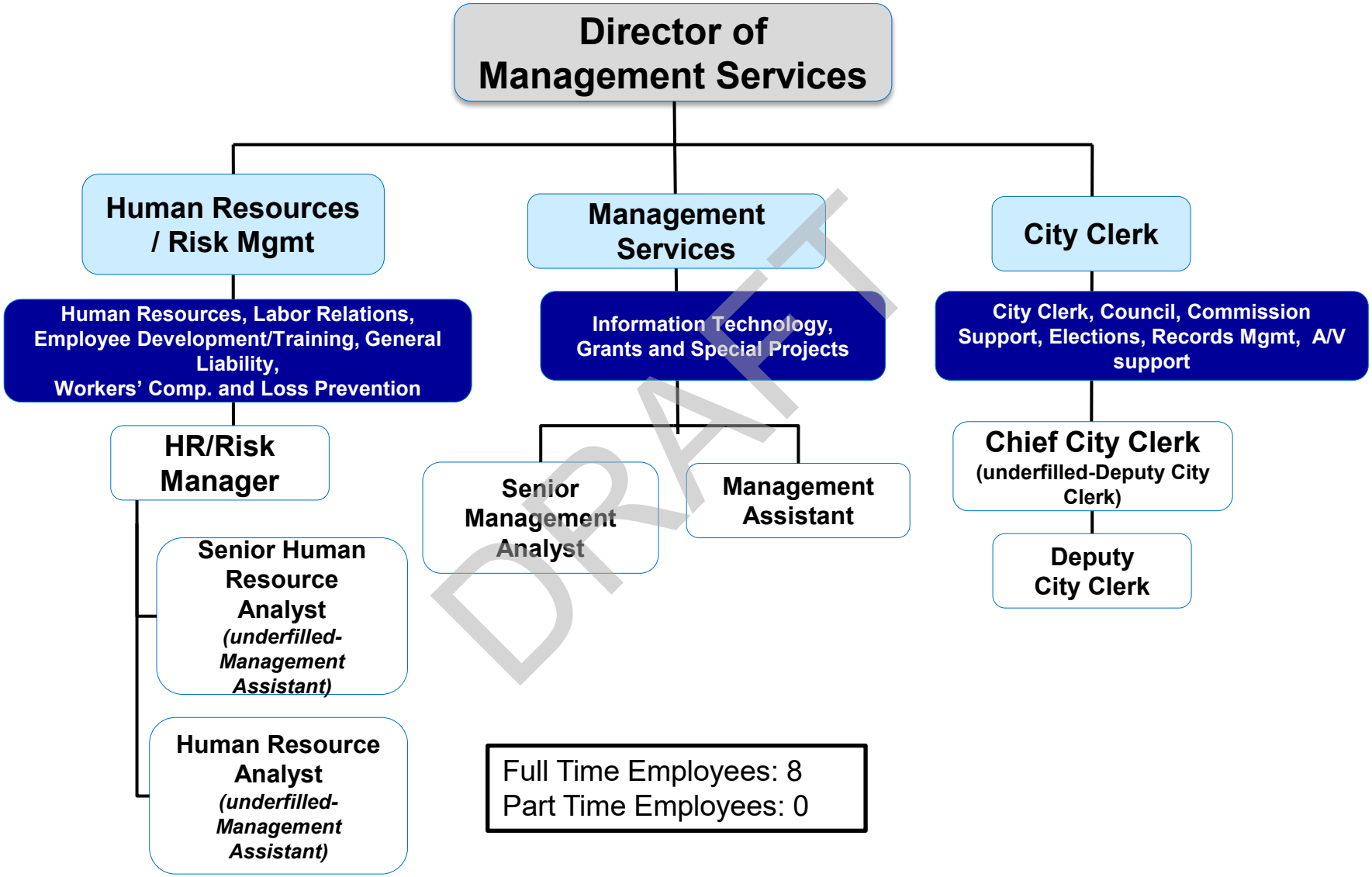
Director of Management Services
Human Resources / Risk Mgmt
Management Services
City Clerk
Human Resources, Labor Relations, Employee Development/Training, General Liability, Workers' Comp. and Loss Prevention
Information Technology, Grants and Special Projects
City Clerk, Council, Commission Support, Elections, Records Mgmt, A/V support
HR/Risk Manager
Senior Management Analyst
Management Assistant
Chief City Clerk (underfilled-Deputy City Clerk)
Deputy City Clerk
Senior Human Resource Analyst (underfilled-Management Assistant)
Human Resource Analyst (underfilled-Management Assistant)
Full Time Employees: 8
Part Time Employees: 0

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	30,959	6,615	906,931	1,033,959	1,176,242	1,396,713
Operations & Maintenance	1,647,496	665,364	2,736,232	2,178,490	2,268,118	2,694,424
Capital Outlay	91,035	7,495	93,825	197,000	160,735	75,000
Total Expenses by Category	**1,769,490**	**679,474**	**3,736,988**	**3,409,449**	**3,605,095**	**4,166,137**
[101-2033] City Clerk	115,512	-	390,154	447,319	321,026	428,416
[101-1022] Elections	76,843	93,242	84,086	63,900	100	155,000
[101-2034] Human Resources	350,761	-	820,456	841,614	742,556	920,681
[101-2021] Transportation Planning	287	90	-	-	-	-
[101-2031] Management Services	-	6,615	443,077	485,105	557,333	601,431
[101-2032] Inovation and Technology	541,110	-	988,373	1,151,511	1,120,129	1,225,078
[101-2501] Legal Services	607,285	572,032	957,860	420,000	745,531	745,531
[105-3032] Information Services	77,691	7,495	-	-	-	-
[206-2032] Inovation and Technology	-	-	52,982	-	118,420	90,000
Total Expenses by Program	**1,769,490**	**679,474**	**3,736,988**	**3,409,449**	**3,605,095**	**4,166,137**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	5,730	225,172	170,781	318,043	333,136
7010	000	Salaries - Temp / Part	-	-	129,594	67,000	-	-
7020	000	Overtime	-	-	-	-	4,655	4,700
7070	000	Leave Buyback	-	-	-	3,146	-	3,146
7100	000	Retirement	-	665	48,766	22,646	32,787	36,187
7100	010	CalPERS UAL	-		-	50,376	50,827	57,351
7108	000	Deferred Compensation	-	57	1,782	1,708	3,117	3,331
7110	000	Workers Compensation	-	80	3,308	2,392	3,173	3,618
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	9,235	7,979	23,288	29,330
7140	000	Vision Insurance	-	-	186	153	433	449
7150	000	Dental Insurance	-	-	683	567	1,524	1,582
7160	000	Life Insurance	-	-	117	92	246	270
7170	000	FICA - Medicare	-	83	4,126	6,263	4,465	4,830
		<WAGES & BENEFITS>	-	6,615	422,969	333,105	442,558	477,931
8000	000	Office Supplies	-	-	18,133	15,000	15,000	15,000
8010	000	Postage	-	-	-	300	-	-
8020	000	Special Department Expense	-	-	-	1,000	1,000	500
8050	000	Printing/Duplicating	-	-	52	500	-	-
8060	000	Dues & Memberships	-	-	766	700	775	800
8090	000	Conference & Meeting Expense	-	-	303	4,000	3,200	1,200
8110	000	Equipment Maintenance	-	-	500	-	-	-
8170	000	Professional Services	-	-	200	10,000	10,000	5,000
8180	000	Contract Services	-	-	-	120,000	84,600	100,000
8200	000	Training Expense	-	-	154	500	200	1,000
		<OPERATIONS & MAINTENANCE>	-	-	20,108	152,000	114,775	123,500
[101-2031] Management Services Total			**-**	**6,615**	**443,077**	**485,105**	**557,333**	**601,431**

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MANAGEMENT SERVICES

Budget Detail **101-2031**

PERSONNEL

7000 Salaries – Regular Employees
Provides compensation for the Management Services Director, Senior Management Analyst, and a Management Assistant.

7070 Leave Buyback
Provides funds to 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)

8020 Special Department Expense
Funds for department apparel for staff for community events and conference and trainings attendance. (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 ($400). (Total $800)

8090 Conference and Meeting Expense
Provides funds for travel and lodging for one staff member to attend the International City Manager's Association. (Total $1,200)

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

8180 Contract Services
Provides funds for City Hall security services. (Total $100,000)

8200 Training Expense
Provides funds for training materials for staff hosted trainings for staff. (Total $1,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	20,633	-	116,162	182,655	124,484	205,782
7010	000	Salaries - Temp / Part	3,151	-	57,739	-	-	-
7020	000	Overtime	-	-	266	-	9,705	10,000
7100	000	Retirement	934	-	41,438	14,612	9,368	16,833
7108	000	Deferred Compensation	4,737	-	1,072	1,827	1,000	2,058
7110	000	Workers Compensation	195	-	1,248	1,984	1,343	2,235
7130	000	Group Health Insurance	600	-	6,700	29,820	14,550	8,303
7140	000	Vision Insurance	40	-	151	405	304	165
7150	000	Dental Insurance	150	-	557	1,510	1,075	579
7160	000	Life Insurance	17	-	106	198	158	198
7170	000	FICA - Medicare	503	-	1,542	2,648	1,894	2,984
		<WAGES & BENEFITS>	30,959	-	226,980	235,659	163,880	249,136
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	252	-	125	750	750	500
8020	000	Special Department Expense	-	-	4,325	2,400	2,400	2,400
8040	000	Advertising	595	-	16,171	44,850	36,350	50,000
8050	000	Printing/Duplicating	61	-	332	1,000	1,000	1,000
8060	000	Dues & Memberships	264	-	-	800	800	950
8070	000	Mileage/Auto Allowance	-	-	264	500	-	250
8090	000	Conference & Meeting Expense	150	-	1,046	2,460	395	680
8095	000	Commissioners Congress	-	-	7,416	-	-	-
8110	000	Equipment Maintenance	-	-	1,257	-	-	-
8170	000	Professional Services	3,200	-	83,555	75,000	90,000	90,000
8180	000	Contract Services	79,501	-	47,585	83,200	25,400	32,600
8200	000	Training Expense	530	-	1,099	700	51	900
		<OPERATIONS & MAINTENANCE>	84,554	-	163,174	211,660	157,146	179,280
[101-2033] City Clerk Total			**115,512**	**-**	**390,154**	**447,319**	**321,026**	**428,416**

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CITY CLERK

Budget Detail **101-2033**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides compensation for the Chief City Clerk and a Deputy City Clerk.

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 $500)

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 official. (Total $2,400)

8040 Advertising
Provides funds for advertising for advisory body recruitment, publication of ordinances, ordinance summaries, and miscellaneous notices or display advertising not included in budgets of other departments. (Total $50,000)

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 a membership in the for City Clerk Association of California (CCAC) for access to scholarship, mentoring opportunities and discounted City Clerk trainings ($500) and International Institute for Municipal Clerks (IIMC) for access to discounted courses to complete Certified Municipal Clerk certification ($450). (Total $950)

8070 Mileage Reimbursement
Provides for mileage reimbursement when private vehicle is used by City Clerk Division staff to attend professional development trainings, conferences and meetings. (Total $250)

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8090 Conference and Meeting Expense
Provides funds for conference registration, lodging meals, and parking reimbursement. (Total $680).

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 $90,000)

8180 Contract Services
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 ($7,000). Includes funding for records retention policy services ($800), scanning and digitizing of all records citywide ($15,000), and funds for records shredding and record storage keeping ($9,800). (Total $32,600)

8200 Training Expense
Provides funding for City Clerk webinar trainings offered by CCAC ($400) and training materials for staff-hosted trainings such as supplies, handouts, refreshments when necessary and other as-needed items for training ($500). (Total $900)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8010	000	Postage	517	31	-	100	100	500
8020	000	Special Department Expense	5,000	2,950	1,342	-	-	2,500
8040	000	Advertising	5,000	200	5,000	2,300	-	5,000
8170	000	Professional Services	66,326	90,061	77,744	61,500	-	147,000
		<OPERATIONS & MAINTENANCE>	76,843	93,242	84,086	63,900	100	155,000
[101-1022] Elections Total			**76,843**	**93,242**	**84,086**	**63,900**	**100**	**155,000**

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OPERATIONS & MAINTENANCE

8010 Postage
Provides funds for as needed postage for mailings, as they arise. (Total $500)

8020 Special Department Expense
Provides funds for special department supplies and materials related to the election and voter outreach program. (Total $2,500).

8040 Advertising
Provides for funding for the voter outreach program advertisement through newspaper groups. (Total $5,000).

8170 Professional Services
Provides funding for translation of election notices from selected firm and as needed professional services for elections ($72,000) and funding for election management services provided by the Los Angeles County Registrar-Recorder/County Clerk's Office for the General Municipal Election ($75,000). (Total $147,000).

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	-	198,898	268,340	257,052	356,502
7010	000	Salaries - Temp / Part	-	-	24,993	75,080	193,887	154,340
7020	000	Overtime	-	-	-	-	5,963	6,000
7100	000	Retirement	-	-	33,092	27,489	26,799	35,697
7100	010	CalPERS UAL	-		-	37,944	38,284	41,906
7108	000	Deferred Compensation	-	-	-	2,683	2,377	3,565
7110	000	Workers Compensation	-	-	-	2,914	8,217	5,548
7130	000	Group Health Insurance	-	-	-	44,067	28,284	45,564
7140	000	Vision Insurance	-	-	-	536	459	690
7150	000	Dental Insurance	-	-	-	2,003	1,659	2,518
7160	000	Life Insurance	-	-	-	248	240	340
7170	000	FICA - Medicare	-	-	-	3,891	6,584	16,976
		<WAGES & BENEFITS>	-	-	256,983	465,195	569,804	669,646
8010	000	Postage	288	-	251	350	50	350
8020	000	Special Department Expense	2,039	-	28,879	34,500	34,500	35,800
8040	000	Advertising	7,140	-	5,820	10,000	6,000	6,000
8050	000	Printing/Duplicating	-	-	718	1,000	298	300
8060	000	Dues & Memberships	3,295	-	5,723	6,319	5,829	5,985
8090	000	Conference & Meeting Expense	280	-	8,253	7,250	75	3,600
8160	000	Legal Service	173,286	-	121,182	130,000	-	100,000
8170	000	Professional Services	126,333	-	301,720	35,000	95,000	-
8180	000	Contract Services	-	-	90,272	142,000	23,000	89,000
8200	000	Training Expense	38,100	-	656	10,000	8,000	10,000
		<OPERATIONS & MAINTENANCE>	350,761	-	563,473	376,419	172,752	251,035
[101-2034] Human Resources Total			**350,761**	**-**	**820,456**	**841,614**	**742,556**	**920,681**

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HUMAN RESOURCES

Budget Detail **101-2034**

PERSONNEL

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides compensation for the Human Resources & Risk Manager, and a Senior Human Resources Analyst and a Human Resources Analyst.

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). Also provides funds for Mission Loft parking structure annual rental fee for staff use ($1,300). (Total $35,800)

8040 Advertising
Provides funds for employment advertisement in various print and online resources other advertisement outlets. (Total $6,000).

8050 Printing and Duplication
Provides funds for purchase of annual Employment Law update posters from the South Pasadena Chamber of Commerce. (Total $300)

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, CALPELRA, PARMA, MMASC, SCPLRC, and SHRM ($1,730). (Total $5,985)

8090 Conference and Meeting Expense
Provides funds for staff conference travel, lodging and transportation expenses for CALPERLA Annual Conference ($2,000). Includes funding for registration to Risk Management Conference & Human Resources Academy, CalPERS Educational Forum, PARMA Annual Conference, and SCPMA-HR Annual Conference ($1,600). (Total $3,600)

8160 Legal Services

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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 $100,000)

8180 Contract Service

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), testing materials for public safety recruitments ($2,000), ADA Sign Language & other ADA accommodation services ($3,000), and Liability and Workers Compensation Actuarial expenses ($10,000). (Total $89,000)

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)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8160	000	Legal Service	607,285	572,032	869,950	420,000	745,531	745,531
8163	000	Legal Services-CalTrans Housng	-	-	87,910		-	-
		<OPERATIONS & MAINTENANCE>	607,285	572,032	957,860	420,000	745,531	745,531
[101-2501] Legal Services Total			**607,285**	**572,032**	**957,860**	**420,000**	**745,531**	**745,531**

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LEGAL SERVICES	
Budget Detail	**101-2501**

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 $745,531)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	106	-	1,000	1,000	-	1,000
8060	000	Dues & Memberships	-	-	230	475	420	475
8110	000	Equipment Maintenance	-	-	230	-	-	-
8150	000	Telephone	254,693	-	427,444	395,000	398,528	188,203
8170	000	Professional Services	206,352	-	339,995	301,000	294,114	305,000
8180	000	Contract Services	39,308	-	55,007	207,036	211,332	593,400
8300	000	Lease Payment	18,929	-	33,206	24,000	26,000	26,000
8301	000	Copier Usage Charges	8,378	-	37,436	26,000	29,000	36,000
		<OPERATIONS & MAINTENANCE>	527,766	-	894,548	954,511	959,394	1,150,078
8530	000	Computer Equipment	13,344	-	93,825	197,000	160,735	75,000
		<CAPITAL OUTLAY>	13,344	-	93,825	197,000	160,735	75,000
[101-2032] Innovation and Technology Total			**541,110**	**-**	**988,373**	**1,151,511**	**1,120,129**	**1,225,078**

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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 a 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 ($20,000), Point-to-Point network services (internet) throughout City Facilities ($80,000), mobile device/cellular accounts for personnel including FirstNet for first responders ($45,000). Also provides funds for the annual subscription of Citywide VoIP phone system ($43,203). (Total $188,203)

8170 Professional Services
Provides funds for Citywide managed IT support services for all departments. (Total $305,000)

8180 Contract Services
Provides funds for annual cost of accounting system software ($40,000), Docusign subscription services citywide ($9,100), SSL renewal for domain ($900), opengov domain ($10,000), antivirus/ cybersecurity services ($9,200), city website hosting services ($22,200), annual subscription costs for Microsoft Office 365 ($60,000), online bidding subscription ($8,000), Truepoint/ Accela ($66,500), e filing system for City Clerk Division ($5,000), agenda management software annual subscription cost ($9,900), public records act requests annual subscription ($14,400), records management annual subscription and maintenance ($10,000), annual code publishing web hosting fees ($1,100), GoGov Mobile application annual subscription ($19,000), digital marketing platform annual subscription ($255), social media management platform annual subscription ($2,300), social media archiving software annual subscription ($4,600), Canva Pro annual subscriptions ($1,200), annual subscription for land use and parcel data software ($31,300), annual subscription for document navigators software for Accela ($1,700), annual subscription cost for property reports software ($1,200), annual subscription cost for CivicRec ($29,000), annual cost for scheduling software ($1,240), annual cost for route scheduling software ($16,400), annual subscription cost for

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Debtbook ($12,000), annual subscription cost for online interactive budget management/ planning software ($22,000), annual subscription cost for emergency operations center software ($6,300), annual subscription cost for library management system ($51,500), annual subscription cost for library materials purchasing system/catalog records ($2,400), annual subscription cost for Envisionware computer reservation system ($6,000), annual subscription cost for digital image hosting platform ($100), annual subscription cost for cataloging records software ($26,000), subscription for electronic subpoena software ($11,300), annual subscription cost for community dashboard, per RIPA ($11,000), subscription cost for digital evidence management system ($4,000), annual subscription cost for field training software ($7,500), annual subscription for SmartDraw ($550), annual subscription cost for Lucidchart ($105), annual subscription cost for data file security software ($2,000), annual subscription cost for Netmotion ($3,000), annual subscription costs for NEOGOV Insight, Performance Evaluations, Learn, Onboard and E-Forms modules ($45,000), annual subscription for phishing and cybersecurity training software ($3,000), postage meter services ($4,300) and Zoom subscriptions ($850). (Total $593,400)

8300 Lease Payment
Monthly lease payments for twelve leased multifunction printers citywide. (Total $26,000)

8301 Copier Usage Charges
Provides funds for copy and printing expenditures on the multifunction printers citywide. (Total $36,000)

CAPITAL OUTLAY

8530 Computer Equipment
Citywide workstation equipment replacement, including monitors, laptops, and desktop purchases to replace equipment that has reached end of life. (Total $75,000)

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FINANCE DEPARTMENT
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 through a third-party vendor, 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.

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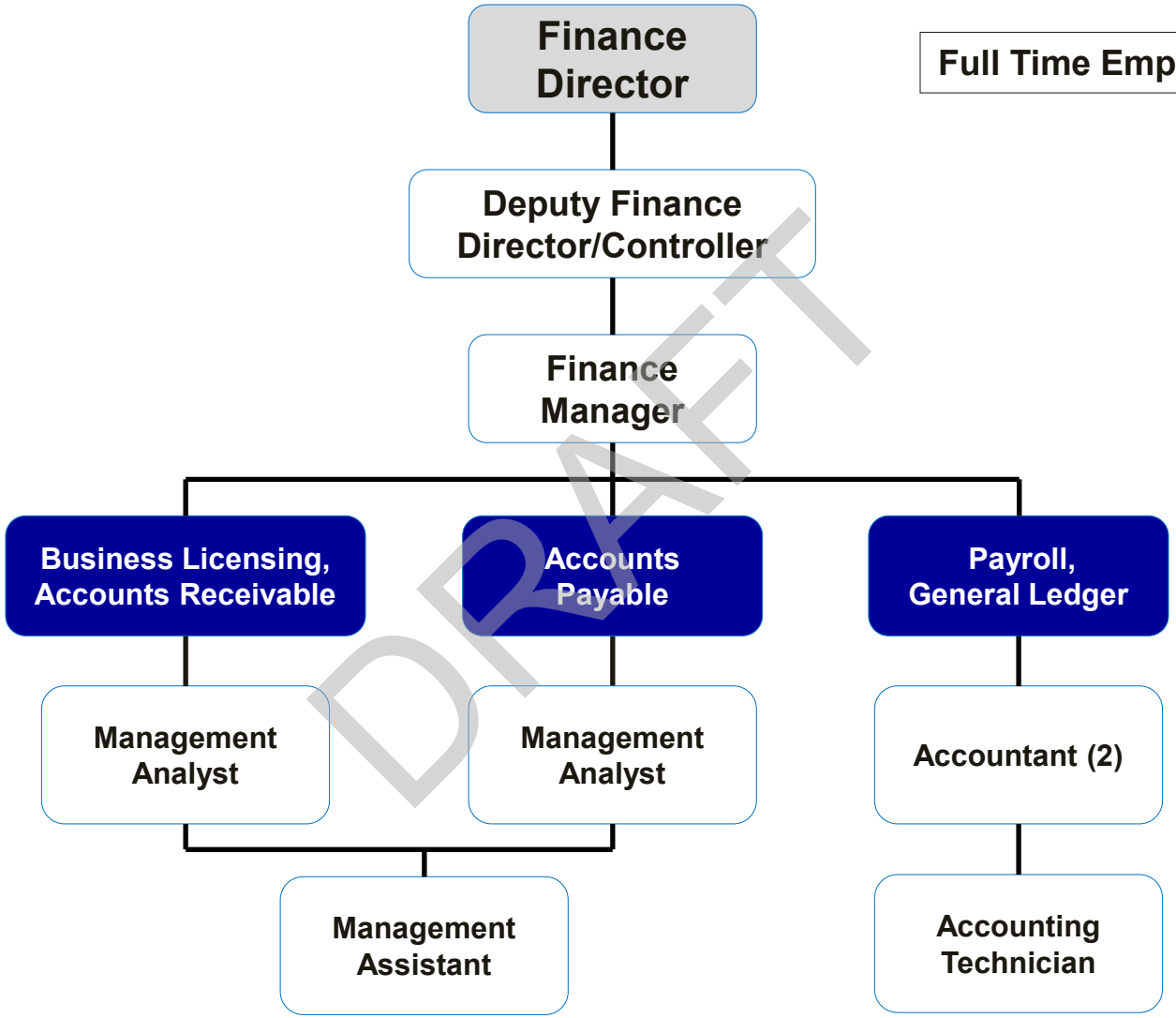
Finance Director
Full Time Employees: 9
Deputy Finance Director/Controller
Finance Manager
Business Licensing, Accounts Receivable
Accounts Payable
Payroll, General Ledger
Management Analyst
Management Analyst
Accountant (2)
Management Assistant
Accounting Technician

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,286,845	1,303,684	2,430,926	1,797,323	1,482,834	1,624,581
Operations & Maintenance	3,482,901	7,144,759	8,394,155	10,116,534	6,704,348	7,512,010
Other Expenses	-	-	1,141,509	-	-	-
Total Expenses by Category	**4,769,746**	**8,448,443**	**11,966,591**	**11,913,857**	**8,187,182**	**9,136,591**
[101-3011] Finance	871,011	1,040,325	1,165,149	1,050,473	1,024,464	995,072
[101-3041] Non-Dept/Overhead	996,366	2,264,416	2,635,668	2,539,444	2,413,902	2,986,985
[103-2501] Legal Services	2,167,385	4,276,759	5,290,303	3,566,267	3,656,397	4,099,360
[110-3011] OPEB Trust Fund	-	-	1,141,509	1,000	-	-
[206-XXXX] SLFRF Fund	-	-	813,917	3,498,717	100,000	-
[500-3012] Utility Billing	734,984	866,944	920,045	1,257,956	992,420	1,055,173
Total Expenses by Program	**4,769,746**	**8,448,443**	**11,966,591**	**11,913,857**	**8,187,182**	**9,136,591**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	275,120	341,052	360,223	535,178	470,874	494,377
7010	000	Salaries - Temp / Part	144,195	194,660	89,406	-	-	-
7020	000	Overtime	1,669	5,529	9,070	-	2,398	3,270
7040	000	Holiday	6,582	6,357	-	4,540	-	3,632
7070	000	Leave Buyback	-	-	5,485	10,318	-	10,318
7100	000	Retirement	30,112	76,998	70,964	42,762	34,673	40,440
7100	010	CalPERS UAL	-		-	-	-	-
7108	000	Deferred Compensation	12,766	(9,466)	2,627	5,338	4,616	4,937
7110	000	Workers Compensation	4,961	6,422	4,718	5,966	4,827	5,540
7122	000	Unemployment Insurance	3,003	-	-	-	-	-
7130	000	Group Health Insurance	38,869	30,933	37,499	73,147	44,225	62,135
7140	000	Vision Insurance	639	788	717	998	807	852
7150	000	Dental Insurance	2,505	3,078	2,682	3,736	2,931	3,096
7160	000	Life Insurance	344	406	355	494	406	433
7170	000	FICA - Medicare	8,813	9,495	7,238	7,760	6,783	7,168
		<WAGES & BENEFITS>	529,578	666,251	590,984	690,237	572,539	636,199
8000	000	Office Supplies	890	7,108	8,825	9,330	5,777	5,900
8010	000	Postage	2,235	1,540	2,313	3,000	3,000	3,000
8020	000	Special Department Expense	73,639	120,258	140,415	140,551	117,000	239,126
8050	000	Printing/Duplicating	584	-	2,000	3,950	3,023	3,500
8060	000	Dues & Memberships	150	355	1,118	971	955	413
8090	000	Conference & Meeting Expense	225	665	6,827	6,793	1,347	1,347
8170	000	Professional Services	192,842	221,516	103,741	91,725	104,887	104,188
8180	000	Contract Services	70,619	21,365	303,162	100,000	215,935	-
8200	000	Training Expense	249	1,266	5,763	3,916	-	1,400
		<OPERATIONS & MAINTENANCE>	341,433	374,074	574,165	360,236	451,924	358,874
[101-3011] Finance Total			**871,011**	**1,040,325**	**1,165,149**	**1,050,473**	**1,024,464**	**995,072**

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FINANCE

Budget Detail **101-3011**

PERSONNEL SERVICES

7000 Regular Salaries
Provides the partial compensation for the Finance Director, Accounting Manager, Finance Manager, Management Analyst, and Accountants. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Temp/Part-time
Provides partial compensation for a part-time Management Analyst, Interim Finance Director.

7020 Overtime
Covers the cost of overtime for non-management staff to assist with Finance Commission.

7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies
Provides funds for the purchase of miscellaneous supplies. ($5,900).

8010 Postage
Provides funds for postal expenses for mailing information, checks and miscellaneous department mailings. ($ 3,000)

8020 Special Department Expense
Allocation of credit card charges and bank analysis fees (offset with revenue 101-0000-0000-5510) ($136,896), funding for compilation of the ACFR statistical section, and application costs for the GFOA CAFR award program ($1,300). Annual PERS accounting actuarial ($3,583). W-2, 1095-C, 1099 mailing and deposit bags (Total $900). Financial Consulting Services (100,000). (Total $239,126).

8050 Printing and Duplication
Provides funds for the printing and duplication of draft and final budget. (Total $3,000)

8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership in the California Society of Municipal Finance Officers Association (CSMFO) ($135), the Government Finance Officers Association (GFOA) $188), and Municipal Management Association of Southern California ($90). (Total $413)

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8090 Conference and Meeting Expense
CalPERS ($300), Municipal Management Association of Southern California ($600), Springbrook Annual Conference ($448). (Total $1,347)

8170 Professional Services
HdL sales tax, business license tax, and property tax audits ($32,000), Debtbook subscription (GASB compliance) ($11,000), Thales Consulting – Annual SCO Report ($2,200), Cost based fee study ($45,000), Questica subscription for budget software ($13,988). (Total $104,188)

8200 Employee Training
CalPERS ($400), Municipal Management Association of Southern California ($600), Springbrook Annual Conference ($400). (Total $1,400)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
7122	000	Unemployment Insurance	-	-	180,685	-	4,127	-
7131	000	Retiree Health Insurance	558,561	394,777	528,154	592,250	528,000	528,000
		<WAGES & BENEFITS>	558,561	394,777	708,839	592,250	532,127	528,000
8020	000	Special Department Expense	-	12,461	22,860	9,600	10,469	216,302
8060	000	Dues & Memberships	29,330	34,801	1,525	1,525	1,737	1,900
8140	000	Utilities	400,366	434,674	390,770	495,000	420,000	495,000
8170	000	Professional Services	134,326	130,104	128,605	135,000	130,883	140,000
8180	000	Contract Services	2,262	4,953	16,000	19,000	19,000	22,920
8191	000	Liability & Surety Bonds	(300,000)	1,080,000	1,190,000	1,110,000	1,110,000	1,392,863
8335	000	Property Tax Admin. Fee	171,522	172,646	177,069	177,069	189,686	190,000
		<OPERATIONS & MAINTENANCE>	437,805	1,869,638	1,926,829	1,947,194	1,881,775	2,458,985
[101-3041] Non-Dept/Overhead Total			**996,366**	**2,264,416**	**2,635,668**	**2,539,444**	**2,413,902**	**2,986,985**

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NON-DEPARTMENTAL/OVERHEAD

Budget Detail **101-3041**

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.

OPERATIONS & MAINTENANCE

8020 Special Department Expense
CalPERS administrative Fee for medical insurance. (Total $216,302)

8060 Dues, Memberships, Subscriptions, and Books
Provides funds for City memberships in LAFCO. (Total $1,900).

8140 Utilities
Citywide Water Utility Usage. (Total $495,000)

8170 Professional Services
Provides funds for general fund portion of independent accounting services, including interim audits and preparation of annual Financial Report ($30,000), retiree health actuarial ($25,000), Morgan Stanley/Western Asset investment management services ($80,000), Springbrook training for payroll and Human Resources ($5,000). (Total $140,000)

8180 Contract Services
Provides funds for share of bank armored courier services. ($22,920)

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 (portions are allocated 30% to the Water Fund, and 10% to the Sewer Fund). (Total $1,392,863)

8335 Property Tax Admin Fee
LA County Fee for property tax calculation and administration. (Total $190,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	55,025	84,241	202,190	-	-	-
8161	000	Claims & Judgements - WC	1,365,034	1,821,509	1,857,059	554,000	1,186,436	1,200,000
8161	001	Claims & Judgements - GL	747,325	2,371,009	2,039,262	1,350,000	780,146	780,146
8162	000	Insurance Policy - WC	-	-	484,413	455,867	451,317	496,000
8162	001	Insurance Policy - GL	-	-	642,829	1,109,000	1,160,113	1,509,100
8170	000	Professional Services			64,550	97,400	78,385	114,114
		<OPERATIONS & MAINTENANCE>	2,167,385	4,276,759	5,290,303	3,566,267	3,656,397	4,099,360
[103-2501] Insurance Fund Total			**2,167,385**	**4,276,759**	**5,290,303**	**3,566,267**	**3,656,397**	**4,099,360**
103 - INSURANCE FUND TOTAL			**2,167,385**	**4,276,759**	**5,290,303**	**3,566,267**	**3,656,397**	**4,099,360**

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INSURANCE FUND

Budget Detail **103-2501**

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.

8161-001 (Total $1,200,000)

Claims & Judgements – GL

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 $780,146)

8162-000

Insurance Policy – WC

Workers compensation premium through PRISM, formerly CSAC-EIA. (Total $496,000)

8162-000

Insurance Policy – GL

General Liability premium through PRISM, formerly CSAC-EIA. (Total $1,509,100)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	132,182	159,819	241,324	390,757	282,114	347,400
7010	000	Salaries - Temp / Part	26,960	9,230	-	-	17,883	-
7020	000	Overtime	-	2,744	5,780	-	3,160	3,800
7040	000	Holiday	1,627	1,935	-	1,163	-	931
7070	000	Leave Buyback	-	478	4,571	4,422	-	4,422
7100	000	Retirement	21,275	55,002	34,162	31,707	21,323	30,051
7100	010	CalPERS UAL			-	9,486	9,571	11,133
7108	000	Deferred Compensation	5,632	(4,399)	1,527	3,768	2,742	3,468
7110	000	Workers Compensation	1,716	2,075	1,898	4,194	3,253	3,872
7120	000	Disability Insurance	-	-	2,720	-	-	-
7130	000	Group Health Insurance	6,083	11,237	19,486	59,796	30,885	46,799
7140	000	Vision Insurance	187	335	437	774	569	675
7150	000	Dental Insurance	786	1,358	1,642	2,892	2,053	2,441
7160	000	Life Insurance	98	172	213	401	297	353
7170	000	FICA - Medicare	2,159	2,670	3,426	5,477	4,316	5,037
		<WAGES & BENEFITS>	198,705	242,657	317,187	514,836	378,168	460,382
8000	000	Office Supplies	-	-	-	-	-	-
8010	000	Postage	24,779	31,527	28,502	50,000	50,000	40,000
8020	000	Special Department Expense	103,683	125,489	112,303	160,000	40,000	40,000
8032	000	Water Efficiency Fee Projects	47	-	-	-	-	-
8060	000	Dues & Memberships	-	-	-	424	955	413
8090	000	Conference & Meeting Expense	-	-	462	3,512	544	1,348
8110	000	Equipment Maintenance	-	-	-	18,000	-	-
8170	000	Professional Services	312,894	375,192	369,611	416,700	429,013	419,650
8180	000	Contract Services	2,895	99	-	-	-	-
8200	000	Training Expense	-	-	-	2,504	1,760	1,400
8400	000	Overhead Allocation	91,981	91,981	91,981	91,980	91,981	91,981
		<OPERATIONS & MAINTENANCE>	536,279	624,288	602,858	743,120	614,252	594,791
[500-3012] Utility Billing Total			**734,984**	**866,944**	**920,045**	**1,257,956**	**992,420**	**1,055,173**

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UTILITY BILLING

Budget Detail **500-3012**

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 a part-time Management Analyst, and Interim Finance Director.

OPERATIONS & MAINTENANCE

8010 Postage
Provides funds for postal expenses related to water billing. (Total $40,000)

8020 Special Department Expense
Provides funds for payment of water billing lock box fees, return fees and bank fees. (Total $40,000)

8060 Dues & Memberships
Share of annual CSMFO ($135), Government Finance Officers Association (GFOA) ($188), Municipal Management Association of Southern California (MMASC) ($90). (Total $413)

8090 Conference and Meeting Expense
CalPERS ($300), Municipal Management Association of Southern California (MMASC) ($600), Springbrook Annual Conference ($448). (Total $1,348)

8170 Professional Services
Utility Billing Contract ($325,500), city audit services ($23,400), investment management ($54,000), Questica budget software ($16,750). (Total $419,650)

8200 Training
CalPERS ($400), Municipal Management Association of Southern California (MMASC) ($600), Springbrook Annual Conference ($400). (Total $1,400)

8400 Overhead Allocation
Charges for administrative services provided by the General Fund. (Total $91,981).

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8170	000	Professional Services	-	-	52,982	-	118,420	90,000
[206-2032] Innovation and Technology Total			**-**	**-**	**52,982**	**-**	**118,420**	**90,000**
7000	000	Salaries - Permanent	-	-	810,667	-	-	-
7010	000	Salaries - Temp / Part	-	-	3,250	-	-	-
8020	000	Special Department Expense	-	-	-	3,498,717	100,000	-
[206-3041] Non-Dept/Overhead Total			**-**	**-**	**813,917**	**3,498,717**	**100,000**	**-**
8170	000	Professional Services	-	-	70,000	-	-	-
[206-4011] Police Total			**-**	**-**	**70,000**	**-**	**-**	**-**
8170	000	Professional Services	-	-	-	-	-	50,000
8183	000	Contract Services - Command Sharing	-	-	-	-	-	70,000
8520	000	Machinery & Equipment	-	-	152,047	-	-	300,000
[206-5011] Fire Total			**-**	**-**	**152,047**	**-**	**-**	**420,000**
8180	000	Contract Services	-	-	29,710	-	-	-
[206-8031] Community Services Total			**-**	**-**	**29,710**	**-**	**-**	**-**
		<OPERATIONS & MAINTENANCE>	-	-	1,118,655	3,498,717	218,420	510,000
206 - SLFRF FUND TOTAL			**-**	**-**	**1,118,655**	**3,498,717**	**218,420**	**510,000**

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State and Local Fiscal Recovery Fund

Budget Detail **206-XXXX**

OPERATIONS & MAINTENANCE

3041-8020	Special Department Expense State and local fiscal recovery Funds. (Total $4,211,925)
2032-8170	Professional Services Library RFID Project. (Total $90,000)
4011-8170	Professional Services Fire Department Comprehensive Assessment. (Total $50,000)
5011-8183	Contract Services – Command Sharing New Command Vehicle. (Total $70,000)
6011-8520	Contract Services – Command Sharing Asphalt truck. (Total $300,000)

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CITY TREASURER
FISCAL YEAR 2024-25 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

There are no proposed Capital Expenses for Fiscal Year 2024-25 Budget.

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	8,444	9,993	8,425	9,239	9,239	9,424
Total Expenses by Category	**8,444**	**9,993**	**8,425**	**9,239**	**9,239**	**9,424**
[101-3021] City Treasurer	8,444	9,993	8,425	9,239	9,239	9,424
Total Expenses by Program	**8,444**	**9,993**	**8,425**	**9,239**	**9,239**	**9,424**

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
7010	000	Salaries - Temp / Part	7,766	9,178	7,766	8,472	8,472	8,641
7110	000	Workers Compensation	84	113	109	119	119	121
7170	000	FICA - Medicare	594	702	550	648	648	661
		<WAGES & BENEFITS>	8,444	9,993	8,425	9,239	9,239	9,424
[101-3021] City Treasurer Total			**8,444**	**9,993**	**8,425**	**9,239**	**9,239**	**9,424**

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City Treasurer	
Budget Detail	**101-3000-3021**

PERSONNEL SERVICES

7010 Part-Time Salaries
Funds monthly stipend of elected City Treasurer. The Treasurer's stipend is authorized by Government Code and City resolutions.

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POLICE DEPARTMENT
FISCAL YEAR 2024-25 BUDGET SNAPSHOT

OVERVIEW

The Police Department is dedicated to providing a comprehensive array of law enforcement and crime deterrence services. These services encompass street and traffic patrol, crime investigation and analysis, parking enforcement, and an active community crime prevention program. The Support Services Bureau encompasses training oversight, records management, property and evidence handling, a dispatch center, and administrative support.

The Police Department is structured with a total of 37 sworn officers, comprising officers, corporals, sergeants, lieutenants, a Deputy Chief, and a Chief of Police. Additionally, the Department includes 18 full-time non-sworn personnel, as well as part-time non-sworn personnel, including Police Cadets. The Department is further strengthened by the inclusion of two Reserve Officers and a volunteer Chaplain.

Notable Changes- Wages and Benefits

At the time of this budget preparation, the Police Department is substantially understaffed, with 17 vacancies in both sworn and professional staff positions. Despite ongoing recruitment efforts to secure the most qualified candidates, the existing personnel shortages pose challenges. The Department remains committed to addressing community needs, including traffic enforcement, homeless outreach, and support for city-sponsored events.

Given the prevailing staffing constraints, there is an anticipation that the overtime budget will surpass the allocated amounts. In the Fiscal Years 2022-2023 and 2023-2024, the Police Department experienced consistent increases in overtime usage, primarily attributable to the impact of unfilled vacancies and absences related to COVID-19. Efforts

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are underway to mitigate these challenges and ensure the efficient fulfillment of departmental responsibilities.

Notable Changes- Operations and Maintenance

In alignment with the City's Green Action Plan and a commitment to sustainability, the Police Department has taken proactive measures to enhance environmental responsibility. Notably, the Department has implemented an electric fleet, incorporating electric vehicles for both patrol and administrative purposes. This initiative reflects a conscientious effort to contribute to the City's broader sustainability goals.

Furthermore, in response to community input and in support of the City Council's request, the contract for crossing guards with All City Management has been expanded. Specifically, an additional crossing guard has been allocated at the intersection of Huntington Drive and Marengo Avenue. This decision was prompted by a petition from residents in the area, highlighting the City's responsiveness to local needs and concerns.

Flock Cameras, denoting stationary Automated License Plate Readers (ALPRs), have been procured through lease arrangements utilizing grant funding. These cameras have been strategically positioned at key ingress and egress points throughout the City. Since their installation, the Flock Cameras have demonstrated substantial value as a force multiplier and an invaluable investigative tool for the Police Department. Their utilization has proven instrumental in enhancing overall vehicle recognition capabilities and contributing to effective law enforcement efforts.

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Capital Outlay

The ongoing support for the Police Department's Computer Aided Dispatch and Records Management System (CAD and RMS) is sustained through the State of California COPS Grant.

Furthermore, the Department has actively pursued reimbursement for the CAD and RMS systems through the State of California, AB 953-Racial and Identity Profiling (RIPA) Implementation Costs. Subsequently, in 2023, the Police Department successfully secured a reimbursement award totaling $571,000.00. This financial

support contributes significantly to the continued enhancement and maintenance of crucial technological infrastructure within the Department.

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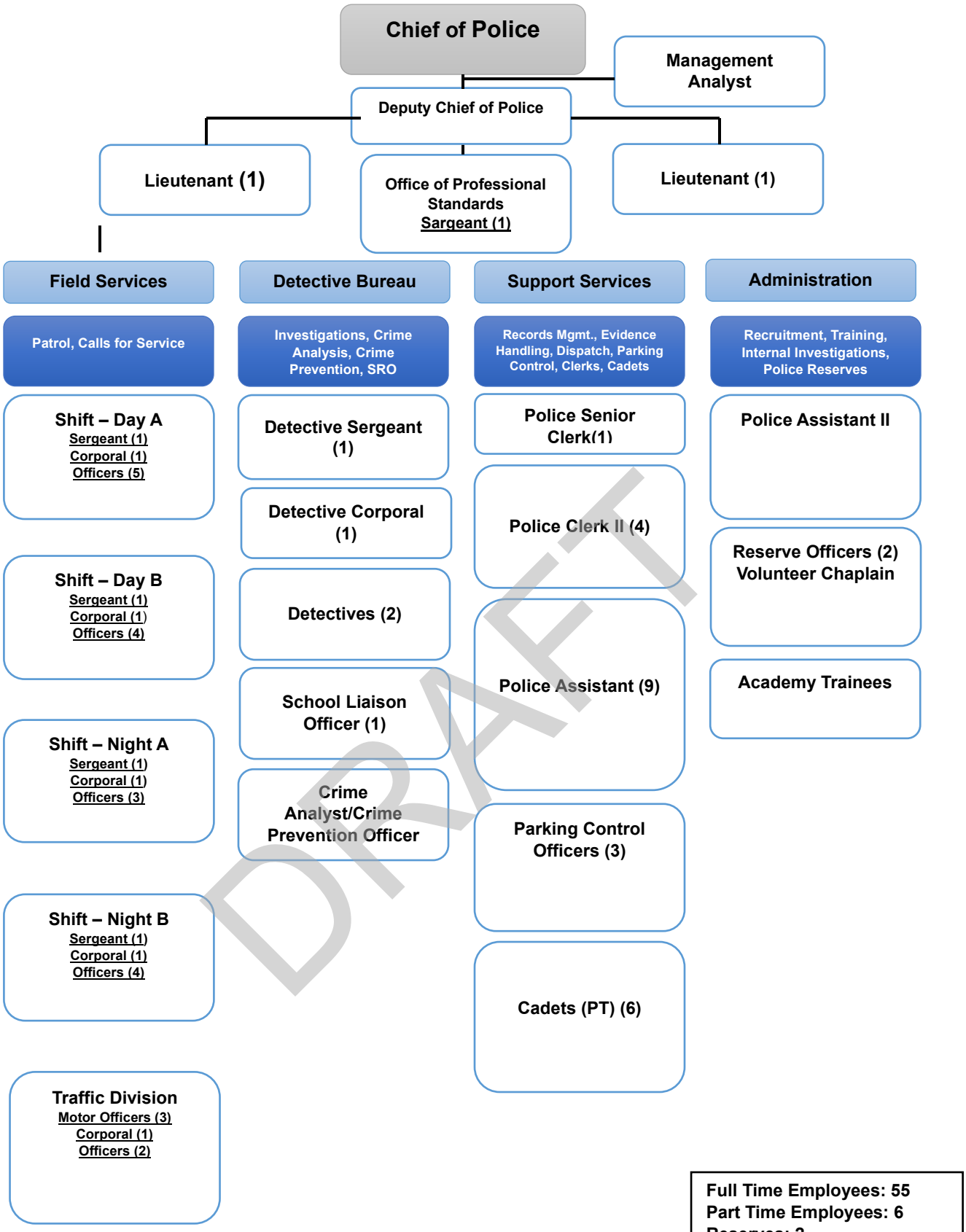
Chief of Police
Management Analyst
Deputy Chief of Police
Lieutenant (1)
Office of Professional Standards
Sargeant (1)
Lieutenant (1)
Field Services
Detective Bureau
Support Services
Administration
Patrol, Calls for Service
Investigations, Crime Analysis, Crime Prevention, SRO
Records Mgmt., Evidence Handling, Dispatch, Parking Control, Clerks, Cadets
Recruitment, Training, Internal Investigations, Police Reserves
Shift – Day A
Sergeant (1)
Corporal (1)
Officers (5)
Shift – Day B
Sergeant (1)
Corporal (1)
Officers (4)
Shift – Night A
Sergeant (1)
Corporal (1)
Officers (3)
Shift – Night B
Sergeant (1)
Corporal (1)
Officers (4)
Traffic Division
Motor Officers (3)
Corporal (1)
Officers (2)
Detective Sergeant (1)
Detective Corporal (1)
Detectives (2)
School Liaison Officer (1)
Crime Analyst/Crime Prevention Officer
Police Senior Clerk(1)
Police Clerk II (4)
Police Assistant (9)
Parking Control Officers (3)
Cadets (PT) (6)
Police Assistant II
Reserve Officers (2)
Volunteer Chaplain
Academy Trainees
Full Time Employees: 55
Part Time Employees: 6
Reserves: 2
Volunteers: 1

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	9,760,540	10,451,997	9,456,377	10,155,100	8,760,171	10,623,140
Operations & Maintenance	679,040	1,001,511	1,433,165	1,785,380	1,625,760	1,917,866
Capital Outlay	24,478	258,055	(1,240)	228,011	123,011	473,060
Total Expenses by Category	**10,464,058**	**11,711,564**	**10,888,302**	**12,168,491**	**10,508,942**	**13,014,065**
[101-4011] Police	10,400,998	11,384,907	10,638,978	11,398,978	9,996,931	11,991,006
[105-4011] Police	-	(6,553)	179,324	531,502	379,000	540,000
[206-4011] Police	-	-	70,000	-	-	-
[241-4011] Measure H	38,582	50,982	-	-	-	-
[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	24,478	136,767	-	178,011	73,011	73,011
[274-4019] Homeland Security Grant	-	125,360	-	-	-	350,049
Total Expenses by Program	**10,464,058**	**11,711,564**	**10,888,302**	**12,168,491**	**10,508,942**	**13,014,065**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	4,606,792	4,525,275	4,184,581	5,137,092	4,029,385	5,178,287
7010	000	Salaries - Temp / Part	147,632	135,997	156,487	104,419	150,740	173,777
7020	000	Overtime	704,131	776,637	1,078,971	885,071	1,285,342	750,000
7030	000	Overtime - FLSA	6,687	4,548	-	-	-	-
7040	000	Holiday	268,676	236,230	231,216	226,708	182,107	175,189
7045	000	Overtime - Special (Movie) Detail	286,525	299,327	387,988	450,000	122,513	450,000
7050	000	Overtime - DUI Checkpoint	13,471	15,220	23,374	-	27,935	47,000
7060	000	IOD - Safety	-	72,711	260,146	-	84,906	-
7070	000	Leave Buyback	16,512	15,309	22,947	13,683	820	13,683
7100	000	Retirement	2,562,864	3,692,828	2,126,107	858,701	750,142	858,229
7100	010	CalPERS UAL			-	1,237,237	1,172,734	1,850,348
7108	000	Deferred Compensation	170,181	(163,016)	36,872	50,434	58,747	50,597
7110	000	Workers Compensation	239,059	233,362	231,950	201,506	204,899	206,637
7120	000	Disability Insurance	7,956	-	44,821	-	27,895	-
7122	000	Unemployment Insurance	2,825	-	-	-	-	-
7130	000	Group Health Insurance	499,806	374,850	481,028	846,120	489,999	675,486
7140	000	Vision Insurance	10,285	9,956	9,036	11,994	8,747	9,857
7150	000	Dental Insurance	35,053	34,086	32,747	43,409	31,021	35,787
7160	000	Life Insurance	4,864	4,817	4,463	5,445	4,308	5,016
7170	000	FICA - Medicare	90,990	88,029	93,827	83,281	85,172	89,176
7180	000	Car/Uniform Allowance	47,650	44,850	49,817	-	42,758	54,071
		<WAGES & BENEFITS>	9,721,958	10,401,015	9,456,377	10,155,100	8,760,171	10,623,140
8000	000	Office Supplies	28,677	29,451	23,695	29,000	28,200	29,000
8010	000	Postage	4,410	3,572	5,723	5,250	4,699	5,250
8020	000	Special Department Expense	42,603	57,002	65,933	84,500	73,500	67,500
8022	000	OTS Grant Expense	2,755	1,093	2,501	-	6,000	6,000
8034	000	K9 Expenses	8,154	8,944	8,966	9,000	16,498	9,000
8035	000	Narco K9 Expenses	3,770	1,460	-	-	-	-
8050	000	Printing/Duplicating	12,944	14,947	16,193	22,000	22,000	22,000
8060	000	Dues & Memberships	1,555	3,555	3,410	3,700	645	3,700
8090	000	Conference & Meeting Expense	400	1,241	1,050	8,000	7,227	7,000
8100	000	Vehicle Maintenance	45,933	76,441	96,281	81,000	68,387	74,000
8105	000	Fuel	65,031	79,255	83,853	65,000	59,000	50,000
8109	000	Equipment	14,702	21,650	23,516	25,000	10,000	25,000
8110	000	Equipment Maintenance	12,621	15,557	21,034	21,000	16,000	22,000
8134	000	Safety Clothing/Equipment	15,419	18,636	12,781	35,000	35,000	35,000
8140	000	Utilities	-	-	-	-	-	30,000
8170	000	Professional Services	71,024	116,893	102,994	202,823	161,823	171,338
8180	000	Contract Services	309,161	459,320	651,278	575,105	656,782	737,577
8200	000	Training Expense	22,880	43,969	35,247	40,000	40,000	40,000
8210	000	Training Expense - POST Reimb.	17,002	28,424	29,386	30,000	30,000	30,000
8176	000	Reserves and Volunteers	-	-	-	7,500	1,000	3,500
		<OPERATIONS & MAINTENANCE>	679,040	981,411	1,183,841	1,243,878	1,236,760	1,367,866
8520	000	Machinery & Equipment	-	2,480	(1,240)	-	-	-
		<CAPITAL OUTLAY>	-	2,480	(1,240)	-	-	-
[101-4011] Police Total			**10,400,998**	**11,384,907**	**10,638,978**	**11,398,978**	**9,996,931**	**11,991,006**

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POLICE

Budget Detail **101-4011**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides salaries for all full-time, permanent sworn and civilian employees.

7010 Salaries – Temporary/Seasonal/Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees. Part-time employees include Police Cadets.

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
Covers overtime compensation for employees required to work on Holidays. Total ($226,708).

7045 Overtime – Filming Detail
Covers 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
Covers overtime compensation for providing staffing for DUI checkpoints. Total ($20,000).

7060 IOD – Safety
Injury on Duty Overtime. Total
($10,000)

7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances. Total ($100,000).

OPERATIONS & MAINTENANCE

8000 Office Supplies
Provides funds for the purchase of Police report forms, Detective and Records case file folders, office stationery, toner labels, general office supplies, break room supplies. Vendors: Staples Business Advantage and Amazon Capital Services. Total ($29,000)

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8010 Postage

Provides funds for Police Department postal expenses. Vendors: Pitney Bowes and FedEx (Costs represent a 5% increase from each vendor). Total ($5,250)

8020 Special Department Expense

Provides for department supplies and services to include fingerprint supplies, emergency flares, handheld radio batteries, and purchase of new radios ($40,000), Community Education Programs include National Night Out Teen Academy, Coffee with a Cop, Women's Self Defense, Citizen's Academy, and Crime Prevention Materials ($26,500). Festival of Balloons expenses including radio, repeater and message board rentals ($1,000). Total ($67,500)

8022 OTS Grant

DUI Checkpoint. Total ($6,000)

8034 K-9

Provides for training, equipment, maintenance, food, and veterinarian costs. Total ($9,000)

8010 Postage

8050 Printing and Duplication

Provides funds for the printing and duplication of materials such as crime prevention brochures ($3,000), parking citations, traffic citations, and parking permits; ($19,000); printing costs are expected to increase 10 to 15% this year. Total ($22,000)

8060 Dues, Memberships, Subscriptions and Books

Fund provides for both memberships and training materials. 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, and a subscription service for various legal codes including, Legal Source Book, 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 ($1,500). Funds are allocated for the Chief of Police, Deputy Chief, and Lieutenants 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 ($7,000)

8100 Vehicle Maintenance and Operations

Provides funds for the maintenance, repairs, and operational costs for the Police vehicle fleet, routine vehicle maintenance and collision repairs ($45,000), tires ($10,000), vehicle washes ($3,500), and maintenance and repairs of emergency equipment and vehicle computers ($15,000). Total ($74,000)

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8105 Fuel and Electricity
Provides funds for fueling gasoline-powered and charging of electric-powered vehicles. Total ($50,000)

8109 Equipment
Provides funds for equipment to include lethal and less lethal weapons, firearms, firearms accessories, electric control devices, miscellanies weapon 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, dispatch, and other equipment ($15,000); Police station card reader system ($7,000). Total ($22,000)

8134 Safety Clothing/Equipment
Provides for the purchase of safety equipment and supplies for both sworn and civilian personnel, including uniforms for new employees ($9,500), ballistic body armor ($20,000), and other safety equipment and supplies for new employees
($5,500). Total ($35,000).

8170 Professional Services
Provides for specific needs such as: Arrestee blood alcohol tests and medical treatment ($15,000), sexual assault and victim exams ($5,000), medical exams, psychological evaluations, polygraph tests, and background investigations for candidates for employment ($33,500), Pasadena or Glendale Police Department crime scene forensics technician and crime lab services ($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 ($63,322.35). Total ($171,338).

8140 Utilities
Electric Vehicle Charging Expenses. Total ($30,000).

8180 Contract Services
Funds contracts that are provided for services such as: Pasadena Humane Society increased due to CPI adjustment of 3% ($184,048), All City Management Crossing Guards, increased due to 10% estimated cost increase ($363,009.24), inmate housing fees for Alhambra and Pasadena Police Departments ($30,000), ICI Glendale/Pasadena Radio frequencies ($20,000), CAD/RMS technical support ($9,785), LexisNexis database ($7,800), In-Time payroll management system
($6,000), Foothill Communications ($12,900), Nixel notification system ($4,300), Flock Camera System ($30,000), Lexipol ($11,000) – moved from Professional Services, Foothill Air Support Team helicopter support, increased by 7.57 %
($38,405), Police Strategies LLC – Community Dashboard/RIPA ($10,000), SDI – Subpoena integration ($10,330). Total ($737,577.24).

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8200 Training Expense

Provides funds for non-P.O.S.T. non-refundable training courses and training materials for Police Department employees. Total ($40,000)

8210 P.O.S.T. Training Expense

Provides for 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

Provides for expenses associated with Volunteer Program and Police Reserve Officers to include uniforms maintenance and training. Total ($3,500)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8101	000	Vehicle Lease (PD)	-	-	179,324	531,502	379,000	540,000
		<OPERATIONS & MAINTENANCE>	-	-	179,324	531,502	379,000	540,000
8540	000	Automotive Equipment	-	(6,553)	-	-	-	-
		<CAPITAL OUTLAY>	-	(6,553)	179,324	531,502	379,000	540,000
[105-4011] Police Facilities & Equip. Repl. Total			**-**	**(6,553)**	**179,324**	**531,502**	**379,000**	**540,000**

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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 ($540,000).

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
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
[270-4011] Police Total								
		<CAPITAL OUTLAY>	-	-	-	50,000	50,000	50,000
[270-4015] Police Asset Forfeiture Total			**-**	**20,100**	**-**	**60,000**	**60,000**	**60,000**

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OPERATIONS & MAINTENANCE

8200 Training Expenses

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)

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CAPITAL OUTLAY

8520 Machinery & Equipment
Costs associated with the purchase of law enforcement equipment for use by law enforcement personnel that supports law enforcement activities. (Total $50,000)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8520	000	Machinery & Equipment	24,478	136,767	-	178,011	73,011	73,011
		<CAPITAL OUTLAY>	24,478	136,767	-	178,011	73,011	73,011
[272-4018] Police State Grant - AB 3229 Total			**24,478**	**136,767**	**-**	**178,011**	**73,011**	**73,011**

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CAPITAL OUTLAY

8520 Machinery & Equipment
Axon Enterprise Inc., digital storage, and upgrade current equipment. Total ($73,010.58)

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FIRE DEPARTMENT
FISCAL YEAR 2024-25 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 2024-25 Budget.

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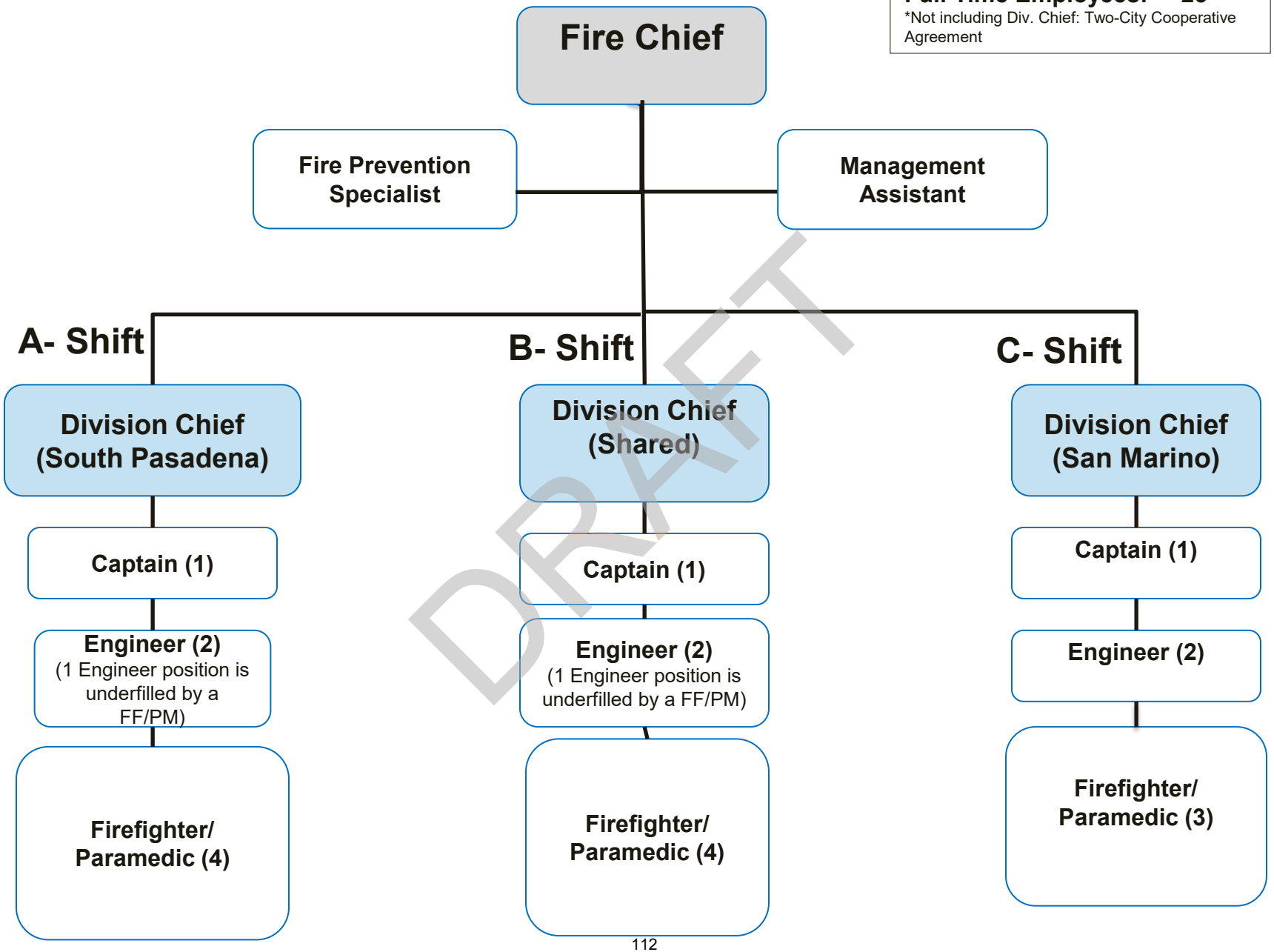
Full Time Employees: 23*
*Not including Div. Chief: Two-City Cooperative Agreement



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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	5,775,579	7,146,473	6,610,710	6,533,402	5,917,344	6,480,261
Operations & Maintenance	572,103	617,116	755,162	822,200	823,450	848,500
Capital Outlay	-	-	157,675	-	-	300,000
Total Expenses by Category	**6,347,681**	**7,763,589**	**7,523,547**	**7,355,602**	**6,740,795**	**7,628,761**
[101-5011] Fire	6,315,749	7,716,685	7,331,752	7,300,602	6,686,295	7,163,761
[101-5012] Emergency Preparedness	31,932	46,904	39,748	55,000	54,500	45,000
[206-5011] Fire	-	-	152,047	-	-	420,000
Total Expenses by Program	**6,347,681**	**7,763,589**	**7,523,547**	**7,355,602**	**6,740,795**	**7,628,761**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	2,458,937	2,313,836	2,717,933	2,745,719	2,253,937	2,855,471
7010	000	Salaries - Temp / Part	27,627	28,119	11,226	-	-	-
7020	000	Overtime	1,318,654	1,195,780	1,140,047	800,000	1,093,172	800,000
7030	000	Overtime - FLSA	36,518	31,822	41,801	98,000	30,760	98,000
7035	000	Overtime - Fire Strike	-	-	-	300,000	-	300,000
7040	000	Holiday	86,086	92,197	105,320	129,891	77,947	85,197
7045	000	Overtime - Special (Movie) Detail	134,178	175,185	165,698	100,000	78,917	100,000
7060	000	IOD - Safety	-	282,808	187,905	-	204,887	-
7065	000	Fitness	6,200	5,000	5,900	10,500	5,400	10,500
7070	000	Leave Buyback	-	-	27,883	34,214	8,919	34,214
7100	000	Retirement	941,079	2,489,658	1,320,327	538,397	490,381	561,370
7100	010	CalPERS UAL			-	1,024,111	970,914	940,574
7108	000	Deferred Compensation	110,601	(96,130)	24,144	26,898	37,395	28,056
7110	000	Workers Compensation	309,938	326,101	358,886	238,767	288,750	248,315
7120	000	Disability Insurance			125,126	-	18,710	-
7122	000	Unemployment Insurance	4,419	-	-	-	-	-
7130	000	Group Health Insurance	242,086	205,433	270,925	401,460	268,806	337,148
7140	000	Vision Insurance	4,551	4,678	4,660	5,143	4,190	4,328
7150	000	Dental Insurance	15,226	16,059	16,228	18,960	15,273	16,002
7160	000	Life Insurance	2,120	2,129	2,134	2,277	1,993	2,269
7170	000	FICA - Medicare	61,235	57,673	65,494	40,074	50,700	41,675
7180	000	Car/Uniform Allowance	16,125	16,125	19,073	18,992	16,295	17,143
		<WAGES & BENEFITS>	5,775,579	7,146,473	6,610,710	6,533,402	5,917,344	6,480,261
8000	000	Office Supplies	3,688	3,815	3,510	3,700	3,675	3,700
8010	000	Postage	1,061	733	909	1,100	2,755	1,100
8020	000	Special Department Expense	43,159	34,231	39,558	44,000	43,500	44,000
8024	000	Fire Strike Team Expense	-	2,193	14,654	15,000	15,000	15,000
8025	000	Medical Supplies	132,574	38,761	121,288	36,500	36,500	39,500
8026	000	Hazardous Materials	-	456	802	500	3,449	500
8027	000	Ground Emergency Medical Transport	-	28,206	36,389	10,000	-	5,000
8034	000	K9 Expenses	-	-	2,151	3,500	3,400	3,500
8050	000	Printing/Duplicating	1,249	1,000	2,573	500	683	700
8060	000	Dues & Memberships	1,225	1,025	1,941	1,500	1,300	1,500
8080	000	Books/DVDs/CDs	840	-	1,169	2,000	1,500	1,500
8090	000	Conference & Meeting Expense	-	1,994	2,414	3,000	3,000	3,000
8100	000	Vehicle Maintenance	42,297	57,881	45,549	37,500	52,500	55,000
8105	000	Fuel	20,637	21,857	9,693	30,000	30,000	30,000
8110	000	Equipment Maintenance	10,222	19,998	6,241	11,000	10,500	11,000
8120	000	Building Maintenance	9,029	20,168	4,909	10,000	9,816	10,000
8134	000	Safety Clothing/Equipment	26,087	30,311	116,686	35,000	35,000	35,000
8140	000	Utilities	-	-	-	-	-	1,500
8170	000	Professional Services	23,385	26,387	30,553	152,000	107,500	55,000
8180	000	Contract Services	156,250	204,672	219,058	225,900	264,372	265,000
8183	000	Contract Services - Command Sharing	58,723	64,766	41,243	132,500	132,500	90,000
8200	000	Training Expense	9,745	11,757	14,124	12,000	12,000	12,000
		<OPERATIONS & MAINTENANCE>	540,170	570,213	715,414	767,200	768,950	683,500
8520	000	Machinery & Equipment	-	-	5,628	-	-	-
		<CAPITAL OUTLAY>	-	-	5,628	-	-	-
[101-5011] Fire Total			**6,315,749**	**7,716,685**	**7,331,752**	**7,300,602**	**6,686,295**	**7,163,761**

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PERSONNEL SERVICES

7000 Regular Salaries
Provides funds for fire administration, command/suppression personnel, and support staff.

7010 Part-Time Salaries
Provides funds for one part-time Management Aide to perform secretarial duties.

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, and overtime required to fill minimal staffing requirements.

7035 Overtime-Fire Strike
Covers the cost of overtime for non-management personnel for out of area strike team responses.

7040 Holiday
Covers overtime compensation for employees required to work on Holidays.

7045 Overtime – Filming Detail
Covers 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
Provides funds to 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); letter head, 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;

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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
Covers 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. $23,000); 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 ($39,500).

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 ($5,000).

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 re-certification 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

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Notices (Cantu Graphics $450); fire prevention materials, (Alert-All Corp $250); Total ($700).

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 Marshalls 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 ($1,500).

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 $37,000, Emergency Vehicle Group $5,000); replace and service fire apparatus tires, (Parkhouse Tires $4,000); 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 ($55,000).

8105 Fuel
Provides fuel for fire apparatus ($25,000 Diesel fuel) and ($5,000 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).

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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 $38,000); 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); Total ($55,000).

8180 Contract Services
Provides funds for comprehensive fire dispatching and emergency radio communications services from the Verdugo Dispatch Center ($175,000); third party paramedic services billing through Wittman Enterprises LLC ($79,000); 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 $3,000); and software to support the electronic fuel pumps for fire apparatus from EJ Ward ($500). Total ($265,000).

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, ($85,000); training platform to support the shared agreement, (Target Solutions $5,000). Total ($90,000).

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).

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8020	000	Special Department Expense	31,932	46,904	32,248	29,500	29,000	30,000
8180	000	Contract Services	-	-	7,500	25,500	25,500	15,000
		<OPERATIONS & MAINTENANCE>	31,932	46,904	39,748	55,000	54,500	45,000
[101-5012] Emergency Preparedness Total			**31,932**	**46,904**	**39,748**	**55,000**	**54,500**	**45,000**

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EMERGENCY PREPAREDNESS	
Budget Detail	**101-5012**

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 $18,000); supplies and equipment to support the City's Community Emergency Response Team ($5,000). Total ($30,000).

8180 Contract Services

Provides funds for managing hazardous vegetation on City owned vacant properties ($15,000). Total ($15,000).

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PUBLIC WORKS DEPARTMENT
FISCAL YEAR 2023-24 BUDGET SNAPSHOT

OVERVIEW

The Public Works department is pleased to submit the Fiscal Year 24-25 budget proposal. The Public Works Department is comprised of five divisions: the Transportation Division, the Engineering Division, the Operations & Maintenance Division, the Environmental Services & Sustainability Division, and the Water Division.

The Transportation Division is responsible for:

- Planning transportation projects and organizing community input on project planning.
- Interagency Coordination related to transportation matters (METRO, Arroyo Verdugo Communities Joint Powers Authority, San Gabriel Valley Council of Governments, Federal Highway Administration, Caltrans,, LA County, and neighboring jurisdictions).
- Transportation programs and traffic operations, including active transportation, Intelligent Transportation Systems, and transit.
- Supporting the Mobility and Transportation Infrastructure Commission.

The Engineering Division is responsible for:

- Coordination with LA County and neighboring jurisdictions related to engineering or public right-of-way matters.
- Capital Improvement Projects, including design, plan review, construction management, and inspections.
- Private Developments, plan reviews, right of way improvements' inspections, traffic, and environmental impact studies.
- Issuance of right of way encroachment permits.
- Supporting the Public Works Commission.
- Utility Coordination.

The Operations & Maintenance Division is responsible for:

- Parks Maintenance and Urban Forest Management.
- Facilities Maintenance and Building Management.
- Maintenance and operation of traffic signals, street lights, and pedestrian crossing devices.

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- Street, sidewalk, curb, and gutter maintenance.
- Traffic control setup for special City events.
- Storm drain and sewer system maintenance.

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, and 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 consisting 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.

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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 created or budgeted from authorized positions, including a Principal Engineer, Management Analyst focused on Water Conservation, and a Water Operations Supervisor.

Notable Changes - Operating Budget

- Representing Transportation as its own division outside of Engineering.
- Necessary adjustments to energy costs such as fuel and utilities, and regulatory permit costs – attributing to eligible special funds where applicable.
- Continuing negotiated fixed 3-year rates for urban forest and landscape maintenance.
- Reduction in General Fund services related to finalizing Athens services and contract update, concluding current Residential Slow Street Implementation and completing 2023-2024 Pavement Condition Survey.
  Organizing parks maintenance budget and showing bee removal as a line item. Increases for pest, rodent, and insect control.
- Adjustments to Water budget for maintenance of aging vehicles and equipment, replacement of vehicles, backflow device testing and repair.

Capital Outlay

- Street Maintenance - Operations & Maintenance Division utility truck.
- Street Maintenance - Asphalt repair vehicle.
- Water Distribution - Water Division Vehicles, forklift, and compressor.
- Water Production - Valve Truck for preventative maintenance valve exercise program.
- Water Production – Supervisory Control and Data Acquisition (SCADA) computer equipment.
- Water Efficiency - Vehicle refurbishment for environmental conservation promotion.

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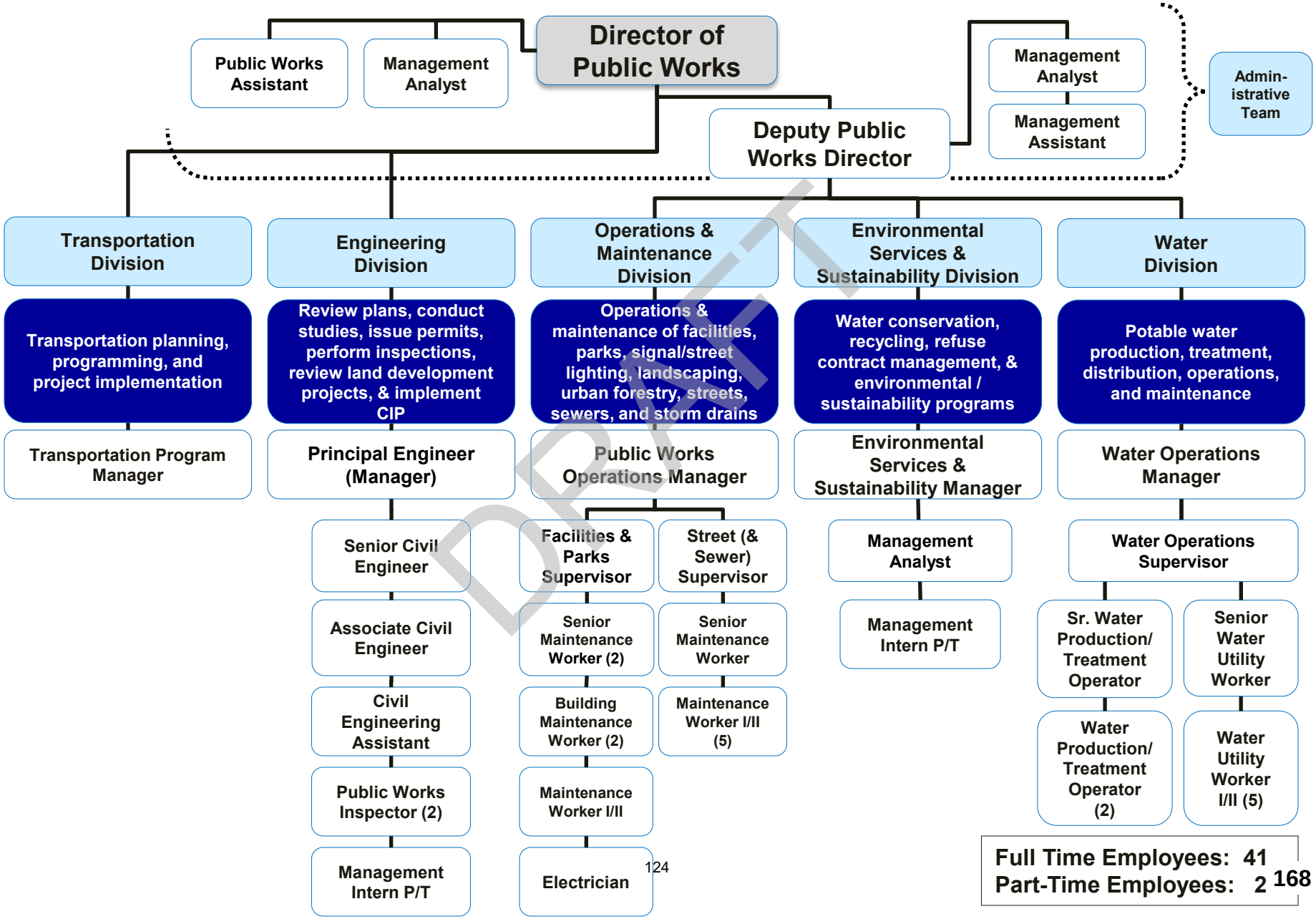
Public Works Department



Full Time Employees: 41
Part-Time Employees: 2

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	3,785,885	4,005,277	3,998,445	5,293,365	4,390,564	5,509,676
Operations & Maintenance	4,649,429	6,303,546	6,603,378	11,679,653	9,012,154	11,598,328
Capital Outlay	196,125	34,302	-	857,000	-	1,302,867
Other Expenses	-	-	-	-	-	-
Total Expenses by Category	**8,631,439**	**10,343,125**	**10,601,822**	**17,830,018**	**13,402,718**	**18,410,872**
[101-6011] PW Admin & Engineering	618,493	572,717	678,021	1,243,249	1,069,617	787,252
[101-6015] Environmental Services	653	55,009	144,438	207,480	115,031	288,103
[101-6410] Park Maintenance	476,793	581,680	539,630	975,901	932,284	1,067,387
[101-6601] Facilities Maintenance	826,985	901,702	974,407	1,344,778	1,167,024	1,524,600
[207-6011] PW Admin & Engineering	40,199	62,240	-	-	30,000	-
[210-6501] Sewer Operations	575,992	830,975	897,479	1,240,680	872,921	1,350,529
[215-6115] Traffic Signals	162,424	276,512	304,529	401,000	374,436	412,500
[215-6118] Sidewalk Maintenance	-	-	-	-	-	-
[215-6201] Street Lighting	191,600	297,921	280,739	403,438	343,371	403,159
[215-6310] Street Trees	525,457	638,121	638,838	758,744	731,961	744,718
[215-6416] Median Strips	51,718	56,495	37,674	152,500	152,500	152,500
[218-2270] Clean Air Act	35,924	-	-	-	-	-
[230-6116] Street Maintenance	583,237	613,262	749,673	1,348,761	909,287	1,235,493
[232-6417] Prop "A" Park Maintenance	27,957	54,329	46,543	118,000	44,600	103,500
[233-6011] PW Admin & Engineering	-	-	21,020	128,472	244,953	122,456
[236-6011] PW Admin & Engineering	25,185	-	39,410	228,472	464,481	290,323
[238-6501] Sewer Operations	-	-	-	-	-	-
[239-6011] PW Admin & Engineering	42,555	94,695	154,695	313,138	209,180	238,278
[248-6011] PW Admin & Engineering	-	-	-	-	-	-
[249-6011] PW Admin & Engineering	10,745	301,052	90,033	-	-	-
[247-6011] PW Admin & Engineering	-	-	-	45,000	-	-
[500-6710] Water Distribution	1,159,330	1,839,847	1,947,510	3,410,433	2,811,509	3,847,759
[500-6711] Water Production	3,142,676	3,006,811	2,880,202	5,145,531	2,712,735	5,499,972
[503-6713] Water Efficiency	133,516	159,756	176,983	364,442	216,829	342,344
Total Expenses by Program	**8,631,439**	**10,343,125**	**10,601,822**	**17,830,018**	**13,402,718**	**18,410,872**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	281,814	188,755	309,331	479,259	399,485	368,811
7010	000	Salaries - Temp / Part	19,665	17,651	12,983	31,247	4,328	-
7020	000	Overtime	2,637	3,829	3,125	-	1,783	1,800
7040	000	Holiday	13,506	4,970	-	-	218	114
7070	000	Leave Buyback	-	-	-	3,919	-	3,919
7100	000	Retirement	62,484	142,928	74,822	50,837	42,936	39,436
7100	010	CalPERS UAL			-	71,623	72,265	59,312
7108	000	Deferred Compensation	8,684	(7,481)	2,298	4,793	4,137	3,688
7110	000	Workers Compensation	4,018	2,914	3,932	6,120	4,973	4,145
7120	000	Disability Insurance	12,937	12,372	3,391	-	18,840	-
7122	000	Unemployment Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	31,470	18,888	29,136	68,466	46,655	44,047
7140	000	Vision Insurance	757	507	623	983	786	619
7150	000	Dental Insurance	2,831	1,891	2,433	3,908	3,165	2,296
7160	000	Life Insurance	344	253	324	455	378	317
7170	000	FICA - Medicare	4,692	4,492	5,302	9,340	6,269	5,348
		<WAGES & BENEFITS>	445,841	391,969	447,702	730,949	606,217	533,852
8000	000	Office Supplies	1,147	2,543	3,201	3,000	3,000	3,000
8010	000	Postage	617	975	705	2,000	1,000	2,000
8020	000	Special Department Expense	23,082	30,689	63,781	31,000	15,800	25,000
8040	000	Advertising	98	8,031	3,727	2,000	1,500	2,000
8050	000	Printing/Duplicating	4,517	3,572	465	7,500	6,000	7,500
8060	000	Dues & Memberships	847	-	706	4,400	2,400	3,700
8090	000	Conference & Meeting Expense	25	-	827	3,700	3,700	3,700
8100	000	Vehicle Maintenance	1,640	3,137	2,000	2,000	1,000	1,000
8105	000	Fuel	-	-	45,404	3,000	2,000	2,000
8134	000	Safety Clothing/Equipment	-	-	836	1,500	1,500	1,500
8170	000	Professional Services	139,386	131,801	107,867	400,000	400,000	175,000
8180	000	Contract Services	1,294	-	-	50,000	25,000	25,000
8200	000	Training Expense	-	-	799	2,200	500	2,000
		<OPERATIONS & MAINTENANCE>	**172,652**	**180,747**	**230,319**	**512,300**	**463,400**	**253,400**
[101-6011] PW Admin & Engineering Total			**618,493**	**572,717**	**678,021**	**1,243,249**	**1,069,617**	**787,252**

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PUBLIC WORKS ADMINISTRATION

Budget Detail **101-6011**

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
Provides partial compensation for seasonal 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 to 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), LA County Recorder recording fees ($1,000), Other Regulatory Fees ($4,000). (Total $10,000)

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,

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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) ($2,100) and the American Public Works Association (APWA) ($1,600). (Total $3,700)

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 $1,000)

8105 Fuel
Provides funds for operational fuel expenses. (Total $2,000)

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 ($170,000), , Geographic Information System (GIS) maintenance services ($5,000). (Total $175,000)

8180 Contract Services
Contract Services for Engineering Program Implementation. (Total $25,000)

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 $2,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	(3,029)	35,369	56,167	41,607	134,835
7010	000	Salaries - Temp / Part	-	-	1,667	-	99	-
7020	000	Overtime	-	-	394	-	164	-
7070	000	Leave Buyback	-	-	-	980	-	980
7100	000	Retirement	-	49	16,252	6,249	4,864	12,776
7100	010	CalPERS UAL			-	10,002	10,092	11,235
7108	000	Deferred Compensation	-	4	350	562	411	1,348
7110	000	Workers Compensation	-	5	419	610	433	1,731
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	-	-	1,916	7,914	3,423	23,331
7140	000	Vision Insurance	-	-	60	112	65	204
7150	000	Dental Insurance	-	-	222	421	244	990
7160	000	Life Insurance	-	-	28	50	31	119
7170	000	FICA - Medicare	-	6	565	814	600	1,955
		<WAGES & BENEFITS>	**-**	**(2,965)**	**57,242**	**83,880**	**62,031**	**189,503**
8010	000	Postage	-	-	4,141	5,000	1,000	5,000
8020	000	Special Department Expense	421	57,765	876	25,000	5,000	15,000
8040	000	Advertising	-	-	1,590	3,000	3,000	3,000
8050	000	Printing/Duplicating	-	-	10,897	15,000	15,000	15,000
8090	000	Conference & Meeting Expense	-	-	29	600	-	600
8140	000	Utilities	232	209	147	-	-	-
8170	000	Professional Services	-	-	69,515	75,000	29,000	60,000
		<OPERATIONS & MAINTENANCE>	**653**	**57,974**	**87,196**	**123,600**	**53,000**	**98,600**
[101-6015] Environmental Services Total			**653**	**55,009**	**144,438**	**207,480**	**115,031**	**288,103**

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ENVIRONMENTAL SERVICES

Budget Detail **101-6015**

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
Provides partial compensation for seasonal 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
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8010 Postage
Funds postal related expenses for environmental newsletters and documents. (Total $5,000)

8020 Department Expense
Funds supplies and materials related to the implementation of the Green Action Plan, Climate Action Plan, and Environmental/Sustainability programs.. (Total $15,000)

8040 Advertising
Funds Newspaper advertisement for environmental/sustainability notifications and events. (Total $3,000)

8050 Printing and Duplication
Funds expenditures related to printing, document production, flyers, bill inserts, door hangers, custom items, and other media, marketing, or materials. (Total $15,000)

8090 Conference and Meeting Expense

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Funds for conference registration and meeting expenses. (Total $600)

8170 Professional Services
Funds the professional environmental & sustainability services and studies related to the Climate Action Plan and Green Action Plan, and state, county, and local mandates such as Organic Waste Recycling requirements. (Total $60,000)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed	
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**	
7000	000	Salaries - Permanent	105,806	120,337	108,417	101,744	78,531	178,908	111,349
7020	000	Overtime	2,695	1,673	2,814	-	2,130	2,167	2,678
7040	000	Holiday	5,514	2,967	-	2,902	341	2,393	-
7070	000	Leave Buyback	-	-	-	1,539	-	1,539	-
7100	000	Retirement	22,940	53,745	37,157	10,992	8,783	18,716	36,815
7100	010	CalPERS UAL			-	16,478	16,626	26,132	-
7108	000	Deferred Compensation	4,941	(1,973)	888	1,013	786	1,784	854
7110	000	Workers Compensation	3,948	3,365	2,472	3,472	2,556	6,205	2,387
7120	000	Disability Insurance	1,794	-	1,311	-	-	-	1,311
7130	000	Group Health Insurance	15,228	11,177	12,820	26,874	13,014	29,118	12,820
7140	000	Vision Insurance	324	299	268	330	212	408	268
7150	000	Dental Insurance	1,213	1,118	1,002	1,234	782	1,499	1,002
7160	000	Life Insurance	137	132	121	149	99	223	121
7170	000	FICA - Medicare	1,746	1,764	1,667	1,475	1,116	2,594	1,619
		<WAGES & BENEFITS>	**166,287**	**194,602**	**168,936**	**168,201**	**124,978**	**271,687**	**171,222**
8000	000	Office Supplies	454	498	660	1,000	1,855	1,000	602
8020	000	Special Department Expense	15,261	14,548	26,134	56,200	43,200	56,200	24,854
8070	000	Mileage/Auto Allowance	-	-	86	500	350	500	86
8100	000	Vehicle Maintenance	1,032	1,500	1,500	7,000	6,500	7,000	156
8110	000	Equipment Maintenance	773	922	797	5,000	4,000	5,000	797
8140	000	Utilities	46,052	56,477	44,329	50,000	50,000	55,000	40,719
8170	000	Professional Services	-	10,000	15,041	15,000	15,000	15,000	1,946
8180	000	Contract Services	238,938	294,470	268,213	651,000	665,701	634,000	248,093
8200	000	Training Expense	34	-	389	2,000	700	2,000	389
8262	000	Graffitti Removal	7,962	8,664	12,711	20,000	20,000	20,000	12,711
8229	000	Taxes	-		834		-	-	834
		<OPERATIONS & MAINTENANCE>	**310,506**	**387,078**	**369,860**	**807,700**	**807,306**	**795,700**	**330,353**
[101-6410] Park Maintenance Total			**476,793**	**581,680**	**539,630**	**975,901**	**932,284**	**1,067,387**	**502,409**

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PARK MAINTENANCE

Budget Detail **101-6410**

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
Provides partial compensation for seasonal and other non-salaried part-time employees.

7020 Overtime
Covers the cost of overtime for non-management staff performing emergency call outs and attending commission meetings.

7070 Leave Buyback
Provides funds to 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 ($35,000), breakroom supplies ($200), Park repairs including fences, barriers, posts, gates, signs, and other equipment ($20,000), and office workstation equipment ($1,000). (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

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trencher, power washer, chainsaw, forklift, and other Parks equipment. ($5,000).

8140 Utilities
Provides funds for electrical service by Southern California Edison to City park facilities ($50,000), and Sothern California Gas ($5,000). (Total $55,000)

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, and 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), l, supplemental tree trimming and replacement ($50,000), sanitary scheduled cleaning for public park restrooms ($24,000),additional labor for supplementary maintenance services ($25,000), and humane bee removal from City property ($10,000). (Total $634,000)

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 for graffiti removal contract services. (Total $20,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	268,674	228,575	185,282	297,244	241,068	379,466
7020	000	Overtime	8,175	14,132	16,325	-	14,819	15,000
7040	000	Holiday	13,740	8,135	704	7,938	476	6,450
7070	000	Leave Buyback	-	7,855	-	575	-	575
7100	000	Retirement	58,920	144,472	56,108	29,605	22,367	39,287
7100	010	CalPERS UAL			-	34,424	34,732	52,820
7108	000	Deferred Compensation	9,900	(7,233)	1,135	2,952	2,523	3,790
7110	000	Workers Compensation	12,079	11,798	7,735	11,568	8,587	14,376
7120	000	Disability Insurance	8,995	26,569	1,311	-	-	-
7130	000	Group Health Insurance	46,089	34,082	36,831	83,376	49,314	71,988
7140	000	Vision Insurance	819	744	553	943	719	944
7150	000	Dental Insurance	3,061	2,779	2,071	3,532	2,660	3,473
7160	000	Life Insurance	387	351	239	411	320	480
7170	000	FICA - Medicare	4,178	4,082	2,957	4,310	3,483	5,551
		<WAGES & BENEFITS>	435,018	476,339	311,251	476,878	381,069	594,200
8000	000	Office Supplies	1,309	868	1,165	1,500	1,100	1,500
8020	000	Special Department Expense	38,782	30,691	47,086	32,000	36,980	37,600
8060	000	Dues & Memberships	-	-	-	700	300	700
8070	000	Mileage/Auto Allowance	-	-	137	700	200	600
8100	000	Vehicle Maintenance	1,605	4,593	10,500	12,000	12,000	12,000
8105	000	Fuel	-	-	-	15,000	8,000	10,000
8110	000	Equipment Maintenance	27	-	-	4,000	3,000	4,000
8120	000	Building Maintenance	50,248	21,954	140,692	197,000	129,500	197,000
8130	000	Small Tools	663	210	-	3,000	1,500	3,000
8132	000	Uniform Expense/Cleaning	1,202	883	1,416	3,500	3,500	5,000
8134	000	Safety Clothing/Equipment	1,685	473	1,999	40,000	38,875	40,500
8140	000	Utilities	167,144	197,848	236,772	247,000	242,000	275,000
8180	000	Contract Services	129,302	167,843	222,894	308,000	308,000	342,000
8200	000	Training Expense	-	-	493	1,500	1,000	1,500
		<OPERATIONS & MAINTENANCE>	391,968	425,362	663,155	865,900	785,955	930,400
8530	000	Computer Equipment	-	-	-	2,000	-	-
		<CAPITAL OUTLAY>	-	-	-	**2,000**	-	-
[101-6601] Facilities Maintenance Total			**826,985**	**901,702**	**974,407**	**1,344,778**	**1,167,024**	**1,524,600**

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FACILITIES MAINTENANCE

Budget Detail **101-6601**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Facilities Maintenance & Administrative Staff. .
Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time
Provides partial compensation for seasonal 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 expenses, including AQMD fees and fuel tank related fees for compliance ($13,500), breakroom supplies ($300), and other expenses for City facilities maintenance and repair supplies and services ($23,800). (Total $37,600)

8060 Dues/Memberships/Subscriptions
Provides funds for membership fees, dues, subscriptions and publications to professional organizations ($700).

8070 Mileage/Auto Allowance
Provides reimbursement funds for street maintenance related call outs. (Total $600)

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)

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8105 Fuel
Funds for operational fuel expenses. (Total $10,000)

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), Door and gate repairs, maintenance, locks/keys, and part replacements ($11,000), 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 ($9,000). (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 $5,000)

8134 Safety Equipment & Supplies
Provides for the purchase of safety equipment and supplies such as safety boots ($2,000), First Aid wall units, rental and monthly check ($3,000), Eye Wash Stations maintenance including plum stations ($9,700), City wide Fire Extinguisher monthly inspection ($25,000), weather/rain and other necessary safety gear for staff ($800). (Total $40,500)

8140 Utilities
Provides funds for electrical service by Southern California Edison to City facilities ($250,000) and Sothern California Gas ($25,000) (Total $275,000).

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 ($25,000), sump system maintenance and repair services ($2,500), contracted maintenance and repairs ($46,000), City Facility security systems ($10,000), pest, rodent, and insect control services ($35,000), additional labor for supplementary maintenance services ($6,500). (Total $342,000)

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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)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	280,629	233,342	346,964	404,442	318,295	479,191
7010	000	Salaries - Temp / Part	7,599	-	3,334	-	198	3,120
7020	000	Overtime	3,917	3,839	10,675	-	9,117	9,000
7040	000	Holiday	9,742	5,612	118	5,860	1,057	4,910
7055	000	IOD - Non-Safety			2,595	-	3,125	-
7070	000	Leave Buyback	-	1,736	1,371	7,361	-	7,361
7100	000	Retirement	59,317	146,625	81,601	40,855	32,410	48,831
7100	010	CalPERS UAL			-	50,013	50,461	61,732
7108	000	Deferred Compensation	10,138	(11,059)	2,403	4,022	3,366	4,773
7110	000	Workers Compensation	8,497	7,974	9,084	8,324	6,982	11,309
7120	000	Disability Insurance	2,985	3,093	2,621	-	12,560	-
7130	000	Group Health Insurance	33,812	22,457	31,009	55,629	33,398	58,505
7140	000	Vision Insurance	630	588	729	851	658	941
7150	000	Dental Insurance	2,341	2,081	2,557	3,118	2,354	3,290
7160	000	Life Insurance	320	302	378	419	335	501
7170	000	FICA - Medicare	4,238	3,875	5,390	5,864	4,844	7,199
		<WAGES & BENEFITS>	424,165	420,465	500,829	586,758	479,161	700,663
8000	000	Office Supplies	864	605	782	1,000	1,000	1,000
8020	000	Special Department Expense	21,477	60,791	23,602	34,300	15,000	34,600
8050	000	Printing/Duplicating	-	-	-	500	200	500
8060	000	Dues & Memberships	-	-	886	1,800	600	1,800
8070	000	Mileage/Auto Allowance	-	-	101	1,000	300	500
8090	000	Conference & Meeting Expense	-	-	-	800	-	800
8100	000	Vehicle Maintenance	4,584	3,411	983	26,000	13,000	26,000
8105	000	Fuel	-	-	376	15,000	12,000	15,000
8110	000	Equipment Maintenance	27	-	16,296	27,000	27,000	27,000
8120	000	Building Maintenance	-	316	350	5,000	-	5,000
8130	000	Small Tools	-	-	4,819	21,500	18,000	21,500
8132	000	Uniform Expense/Cleaning	970	567	852	3,500	3,500	3,500
8134	000	Safety Clothing/Equipment	495	473	1,290	3,500	2,450	3,500
8140	000	Utilities	-	-	-	2,000	-	2,000
8170	000	Professional Services	6,431	17,661	76,901	100,000	17,835	70,000
8180	000	Contract Services	-	77,332	-	140,000	21,000	135,000
8191	000	Liability & Surety Bonds	(30,000)	180,000	200,000	200,000	261,575	232,144
8200	000	Training Expense	332	332	389	2,000	300	1,000
8400	000	Overhead Allocation	69,522	69,022	69,022	69,022	-	69,022
		<OPERATIONS & MAINTENANCE>	74,703	410,511	396,651	653,922	393,760	649,866
8520	000	Machinery & Equipment	77,123	-	-	-	-	-
		<CAPITAL OUTLAY>	77,123	-	-	-	-	-
[210-6501] Sewer Operations Total			**575,992**	**830,975**	**897,479**	**1,240,680**	**872,921**	**1,350,529**

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SEWER MAINTENANCE	
Budget Detail	**210-6501**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Sewer Maintenance, Engineering, & Administrative as well as indirect cost allocations to Finance, Management Services, and City Manager's Office Staff. Refer to the Appendix for a detailed allocation list. Additional 5% incentive obtaining California Water Environment Association certification.

7010 Salaries – Part-Time
Funds partial compensation for seasonal 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 for department office supplies. (Total $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 ($3,800), and sewer related supplies and division expenses ($2,500). (Total $34,600)

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)

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8070 Mileage/Auto Allowance
Provides reimbursement funds for sewer maintenance related call outs. (Total $500)

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
Provides funds for operational fuel expenses. (Total $15,000)

8110 Equipment Maintenance
Provides for repairs and maintenance of sewer related equipment including sewer main cleaning equipment, 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 services ($10,000), and wastewater rate study ($40,000). (Total $70,000)

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8180 Contract Services
Sewer main video, cleaning, spill containment services ($95,000), Sewer Maintenance and repairs ($20,000), and supplemental contacted labor ($20,000). (Total $135,000)

8191 Liability Insurance & Surety Bonds and Property
This account pays a share of the City's self-insured costs, which goes to the Insurance Fund 103. (Total $232,144)

8200 Employee Training
Provides for training seminars and workshops related to sewer maintenance, including third party training. (Total $1,000)

8400 Overhead Allocation
Funds for administrative services provided by the General Fund. (Total $69,022)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	13,562	30,900	3,995	63,000	26,000	63,000
8140	000	Utilities	76,475	110,891	162,693	150,000	165,000	165,000
8180	000	Contract Services	72,387	118,798	137,841	158,000	183,436	184,500
		<OPERATIONS & MAINTENANCE>	162,424	260,590	304,529	371,000	374,436	412,500
8520	000	Machinery & Equipment	-	15,923	-	30,000	-	-
		<CAPITAL OUTLAY>	-	15,923	-	30,000	-	-
[215-6115] Traffic Signals Total			**162,424**	**276,512**	**304,529**	**401,000**	**374,436**	**412,500**

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OPERATIONS & MAINTENANCE

8020 Department Supplies
Funds special and miscellaneous department supplies and services related to the City's traffic signals ($8,000), traffic signal and pedestrian crossing system maintenance ($30,000); and traffic signal system upgrades ($25,000). (Total $63,000)

8140 Electricity
Provides funds for electrical service by Southern California Edison for traffic signal operations. (Total $165,000)

8180 Contract Services
Provides funds for the contract services related to monthly inspection, maintenance, and testing of the traffic signal system ($135,000) and signal knockdown repairs ($40,000). Cost sharing for traffic signal at Orange Grove and SR110 ($7,000) and Orange Grove and Columbia ($2,500). (Total $184,500)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	-	4,707	20,295	8,600	37,675
7020	000	Overtime	-	-	-	-	296	-
7100	000	Retirement	-	-	3,704	1,624	865	3,385
7100	010	CalPERS UAL			-	-	-	1,960
7108	000	Deferred Compensation	-	-	43	203	120	377
7110	000	Workers Compensation	-	-	52	722	346	1,542
7120	000	Disability Insurance	-	-	-	-	3,140	-
7130	000	Group Health Insurance	-	-	507	7,866	2,415	6,188
7140	000	Vision Insurance	-	-	8	84	30	72
7150	000	Dental Insurance	-	-	30	315	113	270
7160	000	Life Insurance	-	-	3	35	14	45
7170	000	FICA - Medicare	-	-	59	294	157	546
		<WAGES & BENEFITS>	-	-	9,114	31,438	16,096	52,059
8000	000	Office Supplies	811	377	-	1,000	300	300
8020	000	Special Department Expense	18,848	22,008	16,307	65,500	41,729	63,300
8100	000	Vehicle Maintenance	2,128	1,091	7,500	7,500	7,500	7,500
8105	000	Fuel	-	-	-	7,500	4,000	5,000
8110	000	Equipment Maintenance	-	789	20,082	5,000	5,000	5,000
8130	000	Small Tools	-	-	537	1,500	1,500	1,500
8132	000	Uniform Expense/Cleaning	1,067	585	300	2,000	5,000	6,000
8134	000	Safety Clothing/Equipment	228	250	836	1,000	1,000	1,000
8140	000	Utilities	161,588	177,887	117,362	170,000	150,000	150,000
8170	000	Professional Services	6,930	4,934	8,700	10,000	10,000	10,000
8191	000	Liability & Surety Bonds	-	90,000	100,000	100,000	100,000	100,000
8200	000	Training Expense	-	-	-	1,000	1,246	1,500
		<OPERATIONS & MAINTENANCE>	191,600	297,921	271,625	372,000	327,275	351,100
[215-6201] Street Lighting Total			**191,600**	**297,921**	**280,739**	**403,438**	**343,371**	**403,159**

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STREET LIGHTING

Budget Detail **215-6201**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Street Light Maintenance, Engineering, & Administrative Staff. 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 $300)

8020 Special Department Expense
Provides for electric supplies, hardware, wiring, breakroom supplies, and LED Lighting ($19,300), materials for signal knockdowns ($20,000), street light maintenance ($20,000), safety cones, stop signs and A-frames for traffic control assistance ($4,000). (Total $63,300)

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 $5,000)

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

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services. (Total $6,000)

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 Utilities
Provides funds for the energy costs by Southern California Edison for the City streetlights. (Total $150,000)

8170 Professional Services
Annual assessment review for the Lighting and Landscaping Assessment District (LLAD). (Total $10,000)

8191 Liability Insurance & Surety Bonds and Property
Funds a share of the City's self-insured costs, which goes to the Insurance Fund 103. (Total $100,000)

8200 Training Expense
Funds training seminars and workshops related to street lighting systems. (Total $1,500)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	132,668	124,739	86,097	122,601	118,575	122,252
7020	000	Overtime	6,493	5,702	2,342	-	2,002	2,000
7040	000	Holiday	7,065	3,951	-	3,950	327	3,228
7070	000	Leave Buyback	-	3,366	-	1,424	-	1,424
7100	000	Retirement	24,039	55,008	32,455	15,254	14,383	13,451
7100	010	CalPERS UAL			-	31,460	31,742	22,075
7108	000	Deferred Compensation	5,044	(4,904)	616	1,222	1,162	1,220
7110	000	Workers Compensation	5,728	4,876	2,466	3,519	2,969	3,984
7120	000	Disability Insurance	-	-	-	-	-	-
7130	000	Group Health Insurance	14,128	10,949	10,423	23,190	14,599	20,739
7140	000	Vision Insurance	376	344	242	376	300	282
7150	000	Dental Insurance	1,406	1,286	905	1,411	1,120	1,042
7160	000	Life Insurance	170	151	100	158	129	149
7170	000	FICA - Medicare	2,063	1,994	1,326	1,778	1,705	1,773
		<WAGES & BENEFITS>	199,179	207,461	136,971	206,344	189,011	193,618
8000	000	Office Supplies	520	365	49	700	250	300
8020	000	Special Department Expense	3,812	11,646	6,835	24,800	24,800	24,800
8040	000	Advertising	-	-	-	200	-	200
8060	000	Dues & Memberships	185	-	-	400	1,350	1,500
8070	000	Mileage/Auto Allowance	-	-	60	500	500	500
8090	000	Conference & Meeting Expense	-	-	-	500	-	500
8100	000	Vehicle Maintenance	6,266	7,456	3,494	11,000	11,000	11,000
8105	000	Fuel	-	-	-	5,000	5,000	5,000
8110	000	Equipment Maintenance	1,267	1,968	1,339	6,000	1,500	6,000
8130	000	Small Tools	142	2,178	3,164	7,000	6,000	7,000
8132	000	Uniform Expense/Cleaning	970	666	539	3,500	3,500	3,500
8134	000	Safety Clothing/Equipment	615	1,338	1,230	4,500	3,550	4,500
8140	000	Utilities			-	2,000	-	-
8170	000	Professional Services	14,500	15,000	25,500	25,500	25,500	25,500
8180	000	Contract Services	230,000	230,171	299,653	300,000	300,000	300,000
8181	000	In-Lieu Tree Planting	10,000	10,000	10,000	10,000	10,000	10,000
8184	000	Annual Tree Planting	8,000	74,871	149,745	150,000	150,000	150,000
8200	000	Training Expense	-	-	259	800	-	800
9181	000	Removal/Replacement Tree Program	50,000	75,000	-	-	-	-
		<OPERATIONS & MAINTENANCE>	326,278	430,661	501,867	552,400	542,950	551,100
[215-6310] Street Trees Total			**525,457**	**638,121**	**638,838**	**758,744**	**731,961**	**744,718**

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STREET TREE MAINTENANCE

Budget Detail **215-6310**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Street Tree Maintenance, Engineering, & Administrative Staff. Refer to the Appendix for a detailed allocation list.

7020 Overtime
Funds overtime pay for afterhours 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 $300)

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 related supplies ($24,600), and breakroom supplies ($200). (Total $24,800)

8040 Advertisements
Funds to publish ads for the tree regulations. (Total $200)

8060 Dues/Memberships/Subscriptions
Funds dues for Western International Society of Arboriculture (ISA) membership. (Total $1,500)

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 oil, tires, batteries, parts, and

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other 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)

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
Funds annual Citywide tree planting & removals. (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)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8020	000	Special Department Expense	1,061	228	998	7,500	7,500	7,500
8180	000	Contract Services	50,657	56,267	36,676	145,000	145,000	145,000
		<OPERATIONS & MAINTENANCE>	51,718	56,495	37,674	152,500	152,500	152,500
[215-6416] Median Strips Total			**51,718**	**56,495**	**37,674**	**152,500**	**152,500**	**152,500**

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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)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	311,472	299,001	434,070	653,521	486,981	579,358
7010	000	Salaries - Temp / Part	-	-	834	-	49	-
7020	000	Overtime	8,764	8,318	29,158	-	27,376	30,000
7040	000	Holiday	15,356	8,578	864	9,075	2,257	7,734
7055	000	IOD - Non Safety	-	-	2,180	-	28,124	-
7070	000	Leave Buyback	-	-	-	4,135	-	4,135
7100	000	Retirement	58,003	142,268	69,232	57,881	44,687	54,184
7100	010	CalPERS UAL			-	33,099	33,396	43,841
7108	000	Deferred Compensation	11,706	(14,399)	3,078	6,490	5,540	5,777
7110	000	Workers Compensation	12,547	12,319	16,157	21,374	16,996	16,313
7120	000	Disability Insurance	2,537	3,093	3,932	-	12,560	-
7130	000	Group Health Insurance	38,812	28,817	52,482	120,837	67,326	75,568
7140	000	Vision Insurance	1,002	931	1,212	1,859	1,451	1,294
7150	000	Dental Insurance	3,706	3,330	4,267	6,419	4,873	4,544
7160	000	Life Insurance	471	441	622	896	730	731
7170	000	FICA - Medicare	4,756	4,678	7,006	9,476	7,440	8,413
		<WAGES & BENEFITS>	469,132	497,374	625,094	925,061	739,787	831,893
8000	000	Office Supplies	814	315	942	1,000	150	500
8020	000	Special Department Expense	64,185	93,001	67,678	120,300	92,200	120,300
8060	000	Dues & Memberships	-	-	-	500	-	300
8070	000	Mileage/Auto Allowance	-	-	191	1,500	1,000	1,000
8100	000	Vehicle Maintenance	9,420	6,187	13,852	28,400	28,400	29,000
8105	000	Fuel	-	-	-	10,000	7,350	10,000
8110	000	Equipment Maintenance	27	-	15,479	35,000	23,300	35,000
8130	000	Small Tools	3,058	-	1,840	6,000	700	6,000
8132	000	Uniform Expense/Cleaning	2,059	1,719	2,622	3,500	3,500	3,500
8134	000	Safety Clothing/Equipment	1,287	1,676	3,885	5,500	3,700	5,500
8140	000	Utilities			-	2,000	-	2,000
8170	000	Professional Services	-	945	-	3,000	-	3,000
8180	000	Contract Services	8,070	12,046	17,702	140,000	8,200	120,500
8200	000	Training Expense	-	-	390	2,000	1,000	2,000
		<OPERATIONS & MAINTENANCE>	88,920	115,888	124,579	358,700	169,500	338,600
8540	000	Automotive Equipment	25,185	-	-	65,000	-	65,000
		<CAPITAL OUTLAY>	25,185	-	-	65,000	-	65,000
[230-6116] Street Maintenance Total			**583,237**	**613,262**	**749,673**	**1,348,761**	**909,287**	**1,235,493**

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STREET MAINTENANCE	
Budget Detail	**230-6116**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Operations & Maintenance Division related to Street Maintenance, Engineering, & Administrative Staff. Refer to the Appendix for a detailed allocation list.

7010 Salaries Part-time
Funds partial compensation for seasonal and other non-salaried part-time employees.

7020 Overtime
Funds overtime pay for afterhours 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). (Total $500)

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, memberships, and standard drawings/specifications. (Total $300)

8070 Mileage/Auto Allowance
Provides reimbursement funds for street maintenance related call outs. (Total $1,000)

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 $29,000)

8105 Fuel

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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 Compressed Natural Gas (CNG) gas for 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 ($3,500),. (Total $120,500)

8200 Training
Funds seminars and workshops related to street maintenance, signage and traffic control devices and methods. (Total $2,000)

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CAPITAL OUTLAY

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

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	4,648	14,553	6,117	25,500	1,000	25,500
8110	000	Equipment Maintenance	-	854	-	11,000	-	11,000
8140	000	Utilities	6,292	10,501	15,236	31,500	11,100	17,000
8180	000	Contract Services	17,016	28,421	25,191	50,000	32,500	50,000
		<OPERATIONS & MAINTENANCE>	27,957	54,329	46,543	118,000	44,600	103,500
[232-6417] Prop "A" Park Maintenance Total			**27,957**	**54,329**	**46,543**	**118,000**	**44,600**	**103,500**

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8020 Special Department Expense
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)

8110 Equipment Maintenance
Funds playground equipment maintenance for Garfield, Orange Grove, and Eddie Park. (Total $11,000)

8140 Utilities
Funds for electricity at Dog Park, Arroyo Park restrooms, Garfield Park Restrooms ($2,000), and Water at Dog Park, Arroyo Restrooms, and Garfield Restroom ($15,000). (Total $17,000)

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).

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	-	15,253	59,310	53,210	59,040
7100	000	Retirement	-	-	4,052	4,745	4,262	4,829
7100	010	CalPERS UAL			-	-	-	-
7108	000	Deferred Compensation	-	-	157	593	532	590
7110	000	Workers Compensation	-	-	171	644	567	641
7130	000	Group Health Insurance	-	-	1,073	11,700	4,741	6,077
7140	000	Vision Insurance	-	-	-	120	58	82
7150	000	Dental Insurance	-	-	75	450	290	290
7160	000	Life Insurance	-	-	12	50	49	50
7170	000	FICA - Medicare	-	-	228	860	771	856
		<WAGES & BENEFITS>	-	-	21,020	78,472	64,480	72,456
8170	000	Professional Services	-	-	-	50,000	180,473	50,000
		<OPERATIONS & MAINTENANCE>	-	-	-	50,000	180,473	50,000
[233-6011] PW Admin & Engineering Total			**-**	**-**	**21,020**	**128,472**	**244,953**	**122,456**

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MEASURE R	
Budget Detail	**233-6011**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Transportation Division. Refer to the Appendix for a detailed allocation list.

OPERATIONS AND MAINTENANCE

8170 Professional Services
Professional services related to transportation studies and evaluations. (Total $50,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	-	-	15,253	59,310	53,210	59,040
7100	000	Retirement	-	-	4,052	4,745	4,262	4,829
7108	000	Deferred Compensation	-	-	157	593	532	590
7110	000	Workers Compensation	-	-	171	644	567	641
7130	000	Group Health Insurance	-	-	1,073	11,700	4,741	6,077
7140	000	Vision Insurance	-	-	-	120	58	82
7150	000	Dental Insurance	-	-	75	450	290	290
7160	000	Life Insurance	-	-	12	50	50	50
7170	000	FICA - Medicare	-	-	228	860	771	856
		<WAGES & BENEFITS>	-	-	21,020	78,472	64,481	72,456
8170	000	Professional Services	-	-	18,390	150,000	400,000	150,000
		<OPERATIONS & MAINTENANCE>	-	-	18,390	150,000	400,000	150,000
8540	000	Automotive Equipment	25,185	-	-		-	67,867
		<CAPITAL OUTLAY>	25,185	-	-	-	-	67,867
[236-6011] PW Admin & Engineering Total			**25,185**	**-**	**39,410**	**228,472**	**464,481**	**290,323**

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MEASURE M	
Budget Detail	**236-6011**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Transportation Division. Refer to the Appendix for a detailed allocation list.

OPERATIONS AND 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)

8540 Automotive Equipment
Purchase of Asphalt Truck ($67,867)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	17,438	15,444	21,961	39,578	27,085	43,156
7020	000	Overtime	191	206	89	-	64	-
7040	000	Holiday	861	360	-	346	7	278
7070	000	Leave Buyback	-	-	-	490	-	490
7100	000	Retirement	2,319	5,006	6,131	4,044	2,934	4,403
7100	010	CalPERS UAL			-	5,001	5,046	5,596
7108	000	Deferred Compensation	1,204	(960)	189	396	299	432
7110	000	Workers Compensation	219	449	243	430	343	469
7120	000	Disability Insurance	1,794	-	655	-	3,140	-
7130	000	Group Health Insurance	1,962	994	1,798	5,883	2,911	5,434
7140	000	Vision Insurance	40	28	36	76	50	76
7150	000	Dental Insurance	149	104	134	286	184	283
7160	000	Life Insurance	18	13	18	35	23	35
7170	000	FICA - Medicare	286	242	327	574	427	626
		<WAGES & BENEFITS>	26,481	21,886	31,582	57,138	42,514	61,278
8020	000	Special Department Expense	8,503	17,954	18,424	26,000	22,666	22,000
8170	000	Professional Services	5,517	42,523	84,192	135,000	104,000	60,400
8180	000	Contract Services	2,054	12,331	20,496	95,000	40,000	94,600
		<OPERATIONS & MAINTENANCE>	16,074	72,809	123,113	256,000	166,666	177,000
[239-6011] PW Admin & Engineering Total			**42,555**	**94,695**	**154,695**	**313,138**	**209,180**	**238,278**

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MEASURE W – SAFE CLEAN WATER ACT

Budget Detail **239-6011**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Engineering Division and Administrative Staff related to Stormwater Maintenance and Infrastructure.. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time
Funds partial compensation for seasonal and other non-salaried part-time employees..

OPERATIONS & MAINTENANCE

8020 Special Department Expense
Provides funds for annual NPDES storm drain permit ($11,000), implementation of the Enhanced Watershed Management Program (EWMP) ($11,000). (Total $22,000)

8170 Professional Services
Provides for the cost of professional services related to National Pollutant Discharge Elimination System (NPDES) Permit compliance ($39,000), Professional services related to implementation of the Safe Clean Water Program (SCWP) ($21,400). Total ($60,400)

8180 Contract Services
Provides contracted services for catch basin cleaning, catch basin protection and repair, trash capture inserts, Municipal Separate Storm Sewer System (MS4) Permit compliance, and other stormwater related services. (Total $94,600)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	583,898	619,654	692,732	943,124	811,251	744,628
7010	000	Salaries - Temp / Part	31,658	-	3,334	-	198	6,240
7020	000	Overtime	36,597	40,443	49,925	-	75,897	85,000
7040	000	Holiday	20,060	15,444	1,075	12,985	5,487	11,540
7055	000	IOD - Non Safety	-	-	-	-	389	-
7070	000	Leave Buyback	-	-	-	4,107	-	4,107
7100	000	Retirement	116,670	282,956	190,511	101,928	86,872	80,756
7100	010	CalPERS UAL			-	157,293	158,702	126,967
7108	000	Deferred Compensation	24,689	(20,169)	5,122	9,316	8,890	7,407
7110	000	Workers Compensation	21,694	22,272	23,475	35,213	32,161	25,812
7120	000	Disability Insurance	1,392	2,062	1,966	-	6,280	-
7130	000	Group Health Insurance	65,393	60,832	81,364	158,961	111,093	119,984
7140	000	Vision Insurance	1,724	1,850	1,771	2,631	2,223	1,605
7150	000	Dental Insurance	5,875	6,347	6,200	9,698	8,060	6,058
7160	000	Life Insurance	727	803	811	1,188	1,016	879
7170	000	FICA - Medicare	9,680	9,910	11,257	13,675	12,688	11,332
		<WAGES & BENEFITS>	920,056	1,042,403	1,069,542	1,450,119	1,321,206	1,232,313
8000	000	Office Supplies	4,313	4,301	444	3,700	3,500	3,500
8010	000	Postage	127	12	-	400	-	400
8020	000	Special Department Expense	14,913	49,073	101,048	387,000	305,000	381,000
8050	000	Printing/Duplicating	66	404	-	3,500	2,000	3,500
8060	000	Dues & Memberships	-	-	295	10,700	3,900	7,700
8070	000	Mileage/Auto Allowance	616	1,754	1,072	2,500	1,175	2,500
8090	000	Conference & Meeting Expense	-	-	60	3,500	2,000	3,500
8100	000	Vehicle Maintenance	7,620	3,744	1,336	14,000	14,000	38,200
8105	000	Fuel	-	-	-	20,000	14,600	15,000
8110	000	Equipment Maintenance	9,224	1,378	1,837	15,000	12,500	27,000
8120	000	Building Maintenance	15,562	16,289	18,823	17,000	10,500	20,900
8130	000	Small Tools	4,902	394	9,223	10,000	7,100	10,000
8132	000	Uniform Expense/Cleaning	2,864	3,170	3,465	3,500	3,500	4,500
8134	000	Safety Clothing/Equipment	2,387	726	2,920	9,400	9,490	9,400
8140	000	Utilities	49,179	64,668	70,778	83,000	89,500	89,500
8150	000	Telephone	8,832	4,510	836	10,500	-	-
8160	000	Legal Service	-	1,838	9,831	-	-	-
8170	000	Professional Services	19,963	10,150	10,503	184,500	26,000	184,500
8180	000	Contract Services	25,109	44,634	32,901	158,000	76,700	173,000
8191	000	Liability & Surety Bonds	(78,000)	450,000	490,000	490,000	784,724	696,431
8200	000	Training Expense	595	420	949	2,000	2,000	2,800
8229	000	Taxes	4,392	4,485	4,532	5,000	5,000	5,000
8400	000	Overhead Allocation	117,114	117,114	117,114	117,114	117,114	117,114
		<OPERATIONS & MAINTENANCE>	209,777	779,066	877,968	1,550,314	1,490,303	1,795,445
8540	000	Automotive Equipment	-	-	-	410,000	-	820,000
8572	000	Meters	23,735	13,049	-	-	-	-
8573	000	Fire Hydrants	5,762	5,330	-	-	-	-
		<CAPITAL OUTLAY>	29,496	18,379	-	410,000	-	820,000
[500-6710] Water Distribution Total			**1,159,330**	**1,839,847**	**1,947,510**	**3,410,433**	**2,811,509**	**3,847,759**

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WATER DISTRIBUTION

Budget Detail **500-6710**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Water Division related to Water Distribution, Engineering, & Administrative as well as indirect cost allocations to Finance, Management Services, and City Manager's Office 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 overtime pay for afterhours emergency response to water main and service connection leaks.

7070 Leave Buyback
Funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies
Provides funds for office supplies. (Total $3,500)

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 and other supplies for Water Distribution division($221,000), backfill sand, base and asphalt, top soil ($17,500),valve replacement ($18,500) , replacement of fire hydrants and installation expenses ($40,000), materials for the installation and repair of fire services for development projects ($40,000), workstation installations ($25,000), inventory management system ($10,000), and emergency rental equipment ($6,000). (Total $381,000)

8050 Printing and Duplication
Provides funds for the printing and duplication of materials, plans, and

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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 ($7,000). (Total $7,700)

8070 Mileage/Auto Allowance
Provides reimbursement funds for water related call outs. (Total $2,500)

8090 Conference & Meeting Expenses
Provides funds for the American 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, preventative and routine maintenance of division vehicles and smog certifications. (Total $38,200)

8105 Fuel
Provides funds for operational fuel expenses. (Total $15,000)

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 ($10,000) and upgrade of water line locator, leak detection devices, pressure logger ($5,000), and supplies for underground work ($10,000). (Total $27,000)

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 ($8,400). (Total $20,900)

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 $4,500)

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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 ($88,000), CNG fuel ($1,500). (Total $89,500)

8170 Professional Services
Provides for 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 project include 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 ($12,000), water meter bee removal services ($3,000), landscaping contract services for water facilities ($24,000), Janitorial Services ($11,000), Citywide Cross Connection Program management ($10,000), and hot tapping services, backflow device testing and repair ($13,000). (Total $173,000)

8191 Liability Insurance & Surety Bonds and Property
This account pays a portion of the City's self-insured costs which goes to the Insurance Fund 103. (Total $696,431)

8200 Training Expense
Provides for training seminars and workshops related to water system distribution certification, such as American Water Works Association ($2,000), SCUWA staff training ($400), California Rural Water and State Water Resources Control Board operator certifications ($400). (Total $2,800)

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)

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CAPITAL OUTLAY

8540 Vehicles and Equipment
Purchase two replacement Water Division vehicles and forklift ($410,000) and air compressor ($50,000). (Total $460,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	369,595	321,220	288,900	163,884	89,660	359,462
7010	000	Salaries - Temp / Part	-	-	-	-	-	-
7020	000	Overtime	38,166	39,120	33,511	-	128	-
7040	000	Holiday	11,503	9,544	4,463	8,767	-	7,014
7070	000	Leave Buyback	-	-	-	1,095	-	1,095
7100	000	Retirement	97,798	212,478	116,408	18,029	10,479	41,659
7100	010	CalPERS UAL			-	28,271	28,524	78,321
7108	000	Deferred Compensation	13,556	(11,349)	2,424	1,638	893	3,548
7110	000	Workers Compensation	13,769	13,737	12,640	6,033	2,667	15,408
7120	000	Disability Insurance			-		6,280	-
7130	000	Group Health Insurance	36,343	26,026	31,534	22,350	5,055	43,925
7131	000	Retiree Health Insurance	-	-	-	-	-	-
7140	000	Vision Insurance	937	780	668	351	168	969
7150	000	Dental Insurance	3,795	3,198	2,711	1,456	769	3,450
7160	000	Life Insurance	425	389	320	163	88	418
7170	000	FICA - Medicare	6,001	5,582	4,982	2,376	1,373	5,285
		<WAGES & BENEFITS>	591,888	620,725	498,560	254,414	146,085	560,555
8000	000	Office Supplies	1,025	1,377	76	1,500	1,500	1,500
8010	000	Postage	65	12	-	400	400	400
8020	000	Special Department Expense	23,120	20,990	29,197	146,600	120,150	157,600
8050	000	Printing/Duplicating	-	-	-	2,000	500	2,000
8060	000	Dues & Memberships	2,373	2,443	2,812	5,600	3,000	5,600
8070	000	Mileage/Auto Allowance	259	60	72	600	450	600
8080	000	Books/DVDs/CDs	-	-	-	500	-	500
8100	000	Vehicle Maintenance	597	120	1,684	6,000	6,000	8,200
8110	000	Equipment Maintenance	4,660	-	165,321	231,000	65,500	236,000
8120	000	Building Maintenance	496	-	2,696	10,500	7,000	10,500
8130	000	Small Tools	-	989	-	1,000	1,000	1,000
8132	000	Uniform Expense/Cleaning	2,014	1,610	1,230	2,500	2,000	2,500
8134	000	Safety Clothing/Equipment	1,197	718	995	2,950	2,950	2,950
8140	000	Utilities	5,986	2,230	1,744	7,000	2,100	5,000
8150	000	Telephone	-	-	-	1,200	-	-
8152	000	Pumping Power	692,436	684,049	719,947	935,000	960,000	1,000,000
8170	000	Professional Services	128,616	141,858	221,296	210,000	127,000	228,300
8180	000	Contract Services	417,062	221,640	221,640	1,150,000	565,000	1,100,000
8200	000	Training Expense	-	-	389	1,500	1,400	1,500
8231	000	Water Purchases - Resale	345,861	466,942	247,072	310,000	50,700	310,000
8233	000	Watermaster Charges	716,542	635,780	560,204	1,350,000	650,000	1,350,000
8400	000	Overhead Allocation	205,267	205,267	205,267	205,267	-	205,267
		<OPERATIONS & MAINTENANCE>	2,547,577	2,386,087	2,381,642	4,581,117	2,566,650	4,629,417
8530	000	Computer Equipment	3,211	-	-	20,000	-	20,000
8540	000	Automotive Equipment	-	-	-	290,000	-	290,000
		<CAPITAL OUTLAY>	3,211	-	-	310,000	-	310,000
[500-6711] Water Production Total			**3,142,676**	**3,006,811**	**2,880,202**	**5,145,531**	**2,712,735**	**5,499,972**

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WATER PRODUCTION

Budget Detail **500-6711**

PERSONNEL SERVICES

7000 Salaries – Regular Employees
Provides partial compensation for Water Division related to Water Production, Engineering, & Administrative as well as indirect cost allocations to Finance, Management Services, and City Manager's Office 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 overtime pay for afterhours emergency response to water production problems and for coverage during vacations, sick leave and other extended employee absences.

7040 Holiday
Provides funds to 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($27,000), turbine oil ($1,000), backwash tank rentals ($6,000), 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 $157,600)

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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, preventative and routine maintenance of division vehicles and smog certifications. (Total $8,200)

8110 Equipment Maintenance
Provides funds for pump maintenance and emergency services ($149,000), water softener ($3,000), generator services ($3,000), chlorine equipment maintenance ($30,000), valve & pump maintenance ($10,000), compressor maintenance ($5,000), Nitrate Analyzer Maintenance ($36,000). (Total $236,000)

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)

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8140 Utilities
Provides for electric service to water system facilities used by the Water Production Division other than power for pumping. (Total $5,000)

8152 Pumping Power
This account provides funds for electrical and energy charges associated with operating well and booster pumps. (Total $1,000,000)

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 ($3,300), 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 ($30,000), and water quality and treatment cost reduction study ($70,000). (Total $228,300)

8180 Contract Services
Granular activated carbon media replacement for Wilson Wellhead Treatment system and Graves Treatment system ($850,000), Graves Reservoir Ion exchange generation salt ($75,000), weed abatement and reservoir tree maintenance ($15,000), waste brine treatment & disposal ($110,000), and Reservoir tank Inspection and cleaning ($50,000). (Total $1,100,000)

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)

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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)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	57,146	73,135	47,967	88,901	110,865	92,198
7010	000	Salaries - Temp / Part	3,243	8,281	14,360	22,729	5,167	16,416
7020	000	Overtime	2,950	2,684	309	-	5,371	4,500
7040	000	Holiday	2,644	1,607	-	1,531	25	1,231
7070	000	Leave Buyback	-	-	-	548	-	548
7100	000	Retirement	19,866	40,069	8,674	8,194	9,765	8,668
7100	010	CalPERS UAL			-	6,481	6,539	7,246
7108	000	Deferred Compensation	2,987	(2,426)	722	885	1,177	922
7110	000	Workers Compensation	910	1,140	1,095	1,409	1,337	1,388
7120	000	Workers Compensation	5,463	-	11,790	-	-	-
7130	000	Group Health Insurance	10,923	8,552	11,813	29,895	9,947	7,020
7140	000	Vision Insurance	140	127	126	305	210	57
7150	000	Dental Insurance	520	470	592	1,200	812	270
7160	000	Life Insurance	79	76	71	134	122	84
7170	000	FICA - Medicare	966	1,305	2,063	3,028	2,110	2,597
		<WAGES & BENEFITS>	107,838	135,019	99,582	165,242	153,449	143,144
8000	000	Office Supplies	66	-	506	2,000	1,000	2,000
8010	000	Postage	-	154	-	2,500	-	2,500
8020	000	Special Department Expense	5,465	161	7,806	25,000	2,330	25,000
8032	000	Water Efficiency Fee Projects	20,147	24,412	69,048	125,000	60,000	125,000
8060	000	Dues & Memberships	-	-	-	2,500	-	2,500
8070	000	Mileage/Auto Allowance	-	10	41	200	50	200
8090	000	Conference & Meeting Expense	-	-	-	2,000	-	2,000
		<OPERATIONS & MAINTENANCE>	25,678	24,737	77,401	159,200	63,380	159,200
8540	000	Automotive Equipment	-	-	-	40,000	-	40,000
		<CAPITAL OUTLAY>	-	-	-	40,000	-	40,000
[503-6713] Water Efficiency Total			**133,516**	**159,756**	**176,983**	**364,442**	**216,829**	**342,344**

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WATER EFFICIENCY PROJECTS

Budget Detail **503-6713**

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
Provides partial compensation for seasonal and other non-salaried part-time employees.

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
Provides 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 ($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 and 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 Expenditures related to Water Conservation Rebates for Residents ($50,000), and Expenditures related to Water Efficiency initiatives, including Upper San Gabriel Valley MWD matching funds

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towards Metropolitan Water District rebate programs ($75,000). (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)

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COMMUNITY DEVELOPMENT DEPARTMENT FISCAL YEAR 2024-25 BUDGET SNAPSHOT

OVERVIEW

The Community Development Department is comprised of five divisions: Planning, Building and Safety, Community Improvement (code enforcement), Housing, and Film and Art. Staff in Community Development serves 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 staff works with property owners to secure compliance with the municipal code 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. The department is also home to the South Pasadena Film Office which coordinates all filming activity in the City.

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Notable Changes - Wages and Benefits

Community Development is not requesting any new positions or changes to positions for Fiscal Year 2024-25.

Notable Changes - Operations and Maintenance

The Community Development Department will continue to focus on implementation of the 6th Cycle Housing Element programs. The budget for Professional Services includes:

- rent stabilization analysis, program design, and community input;
- on call consultants for GIS and mapping;
- on call architect services for ministerial qualifying mixed-use/residential projects;
- code updates to the Cultural Heritage Ordinance; and
- technical analysis and education related to the height limit ballot measure.

Capital Outlay

The Housing Authority owned property at 308 San Pasqual is in need of some improvements including the replacement and relocation of the gas wall heater, potential reroof, and septic tank inspection and potential pumping.

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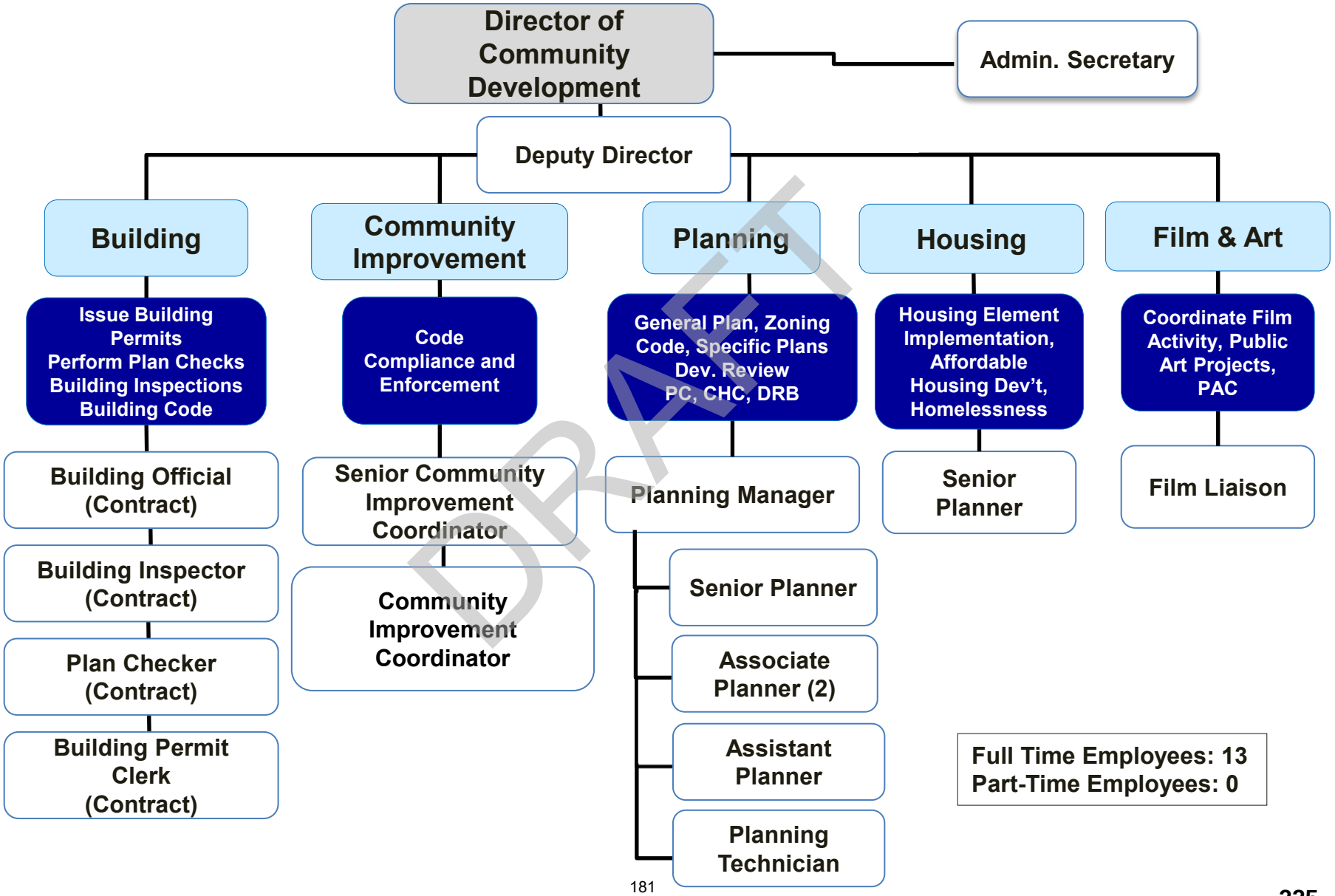
Director of Community Development
Admin. Secretary
Deputy Director
Building
Community Improvement
Planning
Housing
Film & Art
Issue Building Permits
Perform Plan Checks
Building Inspections
Building Code
Code Compliance and Enforcement
General Plan, Zoning Code, Specific Plans
Dev. Review
PC, CHC, DRB
Housing Element Implementation, Affordable Housing Dev't, Homelessness
Coordinate Film Activity, Public Art Projects, PAC
Building Official (Contract)
Building Inspector (Contract)
Plan Checker (Contract)
Building Permit Clerk (Contract)
Senior Community Improvement Coordinator
Community Improvement Coordinator
Planning Manager
Senior Planner
Associate Planner (2)
Assistant Planner
Planning Technician
Senior Planner
Film Liaison
Full Time Employees: 13
Part-Time Employees: 0

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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,108,800	1,304,611	1,549,492	1,981,414	1,697,528	1,963,746
Operations & Maintenance	721,329	1,124,402	2,023,786	2,135,581	1,389,100	1,831,150
Capital Outlay	-	-	36,876	-	-	-
Total Expenses by Category	**1,830,130**	**2,429,014**	**3,610,154**	**4,116,995**	**3,086,628**	**3,794,896**
[101-7011] Community Development	1,819,769	2,428,641	3,569,588	4,100,795	3,079,928	3,622,896
[105-7011] Facilities & Equipment Replacement	-	-	36,876	-	-	-
[228-7220] Housing Authority	10,361	373	3,690	16,200	6,700	147,000
[278-7011] Community Development	-	-	-	-	-	25,000
Total Expenses by Program	**1,830,130**	**2,429,014**	**3,610,154**	**4,116,995**	**3,086,628**	**3,794,896**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	672,364	713,825	996,271	1,256,252	1,143,724	1,321,245
7010	000	Salaries - Temp / Part	142,722	103,634	140,094	127,310	79,014	43,386
7020	000	Overtime	1,041	3,742	19,520	15,000	9,413	15,000
7040	000	Holiday	14,192	8,755	-	7,229	-	5,783
7055	000	IOD - Non-Safety			-	-	3,222	-
7070	000	Leave Buyback	-	15,859	-	9,496	-	9,496
7100	000	Retirement	144,519	390,914	251,582	128,201	113,197	136,380
7100	010	CalPERS UAL			-	161,675	163,123	181,299
7108	000	Deferred Compensation	34,217	(24,752)	7,369	12,545	11,228	13,199
7110	000	Workers Compensation	9,415	9,067	13,002	15,125	13,135	15,472
7120	000	Disability Insurance	13,337	2,653	-	-	-	-
7122	000	Unemployment Insurance	1,360	-	-	-	-	-
7130	000	Group Health Insurance	54,223	60,861	92,581	210,060	130,382	187,413
7140	000	Vision Insurance	1,319	1,416	1,971	2,743	2,265	2,428
7150	000	Dental Insurance	4,915	5,406	7,532	10,250	8,222	8,877
7160	000	Life Insurance	668	665	1,009	1,287	1,113	1,287
7170	000	FICA - Medicare	14,508	12,569	18,561	24,241	19,488	22,482
		<WAGES & BENEFITS>	1,108,800	1,304,611	1,549,492	1,981,414	1,697,528	1,963,746
8000	000	Office Supplies	470	6,472	8,551	20,000	8,000	10,000
8010	000	Postage	6,769	2,639	6,574	15,000	7,000	7,000
8020	000	Special Department Expense	8,173	4,358	7,498	6,122	6,300	5,000
8040	000	Advertising	-	250	70,840	10,000	300	300
8050	000	Printing/Duplicating	10,526	10,644	6,275	11,000	3,500	6,000
8060	000	Dues & Memberships	25,400	12,050	13,328	15,009	15,900	15,610
8090	000	Conference & Meeting Expense	275	50	7,845	27,075	7,200	13,190
8100	000	Vehicle Maintenance	2,032	2,554	1,276	1,000	400	500
8160	000	Legal Service			-	-	3,500	30,000
8165	000	Legal Fees - Comm Dev	-	-	90,132	-	-	
8170	000	Professional Services	293,955	235,396	495,059	1,187,000	500,000	710,000
8180	000	Contract Services	351,629	849,618	1,307,660	794,500	830,000	857,500
8200	000	Training Expense	380	-	4,866	3,000	300	2,700
8257	000	Boards & Commissions	-	-	191	4,675	-	1,350
8260	000	Public Art	11,360	-	-	25,000	-	-
		<OPERATIONS & MAINTENANCE>	710,968	1,124,030	2,020,096	2,119,381	1,382,400	1,659,150
[101-7011] Community Development Total			**1,819,769**	**2,428,641**	**3,569,588**	**4,100,795**	**3,079,928**	**3,622,896**

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COMMUNITY DEVELOPMENT

Budget Detail **101-7011**

PERSONNEL SERVICES

7000 Regular Salaries
Provides for compensation for the Community Development Director, Deputy Director, Planning Manager, one Senior Planner for Housing Programs, one Senior Planner, 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. Refer to the Appendix for a detailed allocation list.

7010 Salaries – Part-Time
Provides compensation for seasonal, temporary, and other non-salaried part-time employees.

7020 Overtime
Provides compensation for overtime duty for department staff.

7070 Leave Buyback
Provides funds to employees who opt to sell back hours of their leave balances.

OPERATIONS & MAINTENANCE

8000 Office Supplies
Provides funds for regular office supplies ($10,000).

8010 Postage
Provides funds for postal expenses for City mailings. These expenses are recovered as part of application fees ($7,000).

8020 Special Department Expense
Provides for special department supplies and services such as miscellaneous supplies and furniture (i.e. chairs), staff apparel for field and community events, code enforcement field equipment, planning books. ($5,000)

8040 Advertising
Provides funds for non-legal notices required for SW Monterey Hills construction projects ($300)

8050 Printing and Duplication
Provides funds for the printing and duplication of materials such as building permit forms, inspection forms, department envelopes, reproduction of maps, plans, department flyers/brochures, and other reports and materials ($6,000).

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8060 Dues, Memberships, Subscriptions, and Books
Provides funds for membership fees, dues, and publications of professional organizations and continuing education materials, such as the American Planning Association, California Association of Code Enforcement, International Council of Building Officials and California Preservation Foundation, and Film Liaisons in California Statewide ($15,610).

8090 Conference and Meeting Expense
Provides funds for conference registration, and meeting expenses, including the annual conference of the California Chapter of the American Planning Association, National American Planning Association, California Association of Code Enforcement, SCANPH, CA Preservation Foundation (Total $13,190).

8100 Vehicle Maintenance
Provides funds for operational costs for gas, oil, tires, batteries, parts, and repairs of Planning & Building hybrid vehicle ($500).

8110 Equipment Maintenance

8160 Department Special Counsel
Provides attorney services related to Holy Family ($30,000).

8170 Professional Services
Provides funding for consultant services and other services related to planning, building, community improvement, and housing including Strategic Plan priorities.
Housing Element Policy and Programs:

- Potential HE Amendment and related CEQA documents ($225,000)
- Tenant Protections/Rent Stabilization Study ($200,000)
- Cultural Heritage Ordinance minor updates/revisions ($50,000)
- Height Limit Ballot Measure ($50,000)
- Missing Middle Housing Program ($25,000)

On Call City Architect for ministerial mixed use and residential projects ($60,000)
On Call GIS and Mapping Services ($40,000)
Planning, CEQA & Historic Resource Evaluation consultants ($60,000)
(Total $710,000)

8180 Contract Services
Provides for building inspection, building official, building clerk building permit issuance and plan checking services provided under contract by Transtech ($850,000). Code Enforcement citation processing and collections ($4,500) and emergency fencing/board ups ($3,000)
(Total $857,500)

8200 Employee Training
Provides funds for required job-related CEQA, land use, form based code and historic preservation training seminars, materials, and training sessions taken by employees on city time ($2,700).

8257 Board & Commissions
Provides training funds for the Cultural Heritage Commission and Planning Commissions ($1,350).

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8260 Public Art
Provides funds for professional services related to public art program and policy handbook ($5,000).

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8120	000	Building Maintenance	262	-	-	5,000	-	5,000
8121	000	Utility Credit - Arroyo House	1,100	1,000	1,100	1,200	1,200	2,000
8180	000	Contract Services	8,283	-	2,590	10,000	5,500	140,000
8182	000	Property Tax - Leased Property	716	(628)	-	-	-	-
		<OPERATIONS & MAINTENANCE>	10,361	373	3,690	16,200	6,700	147,000
228 - HOUSING AUTHORITY TOTAL			**10,361**	**373**	**3,690**	**16,200**	**6,700**	**147,000**

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OPERATIONS & MAINTENANCE

8120 Building Maintenance
Provides for minor building maintenance of Arroyo House. (Total $5,000)

8121 Utility Credit – Arroyo House
Provides credit of $100 per month for the Arroyo House. (Total $2,000)

8180 Contract Services
Provides funds to track habitability inspection requests ($7,000), Fair Housing and Legal Services ($100,000) and Financial Proforma Analysis and underwriting ($25,000). (Total $240,000)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8170	000	Professional Services	-	-	-	-	-	25,000
		<OPERATIONS & MAINTENANCE>	-	-	-	-	-	25,000
[278-7011] Community Development Total			**-**	**-**	**-**	**-**	**-**	**25,000**

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LEAP GRANT

Budget Detail **278-7011**

OPERATIONS & MAINTENANCE

8170 Professional Services
Financial Proforma Analysis and underwriting. (Total $25,000)

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LIBRARY DEPARTMENT
FISCAL YEAR 2024-25 BUDGET SNAPSHOT

OVERVIEW

As a community anchor, the Library supports reading readiness, literacy, lifelong learning, recreation, and professional development with its collections, programs, services, and space. The Library is open 58 hours, 7 days a week, and has exceeded our statistical Key Performance Indicators in almost every category. Through April of Fiscal Year 2023-2024, 3,248 new library cards have been issued and 572 people on average have visited the Library each day. Items were checked out more than 265,670 times and librarians at our reference desks helped 75 daily and planned and presented 184 programs for kids, 42 for adults, and 6 all-ages events which were attended by more than 9,156 people.

The Library's accomplishments in Fiscal Year 2023-2024 were driven by our Strategic Plan and fell into four main categories: operations, technology, facility, and services. We launched a departmental Equity, Diversity and Inclusion Committee, implemented an acquisitions software module that enables us to get new materials into the hands of customers more quickly, launched an Ad Hoc Committee for the Library/Community Center site planning project, and improved communication and outreach to the community by adding more than 1,000 people to our email list, for a total of 5,786.

The Library's goals for Fiscal Year 2024-2025 are tied to the Strategic Plan. Staff will be focused on implementing a Radio Frequency Identification (RFID) system that will vastly improve efficiencies and expand the self-service options that customers expect from a modern library and on implementing new technology that improves printing and scanning options for customers. In collaboration with Public Works, the Library will also be focused on implementing critical safety improvements and completing overdue repairs to the building.

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Notable Changes - Wages and Benefits

The Library is not requesting any new full-time positions for Fiscal Year 2024-2025.

Notable Changes - Operations and Maintenance

There are no notable changes to the Library's M&O budget in Fiscal Year 2024-2025.

Capital Outlay

There is a significant reduction in Capital Outlay expenses as compared to the prior Fiscal Year when one-time funds were allocated for improvements to Teen area. Funds for safety-related improvements and building repairs are reflected in the Capital Improvement Plan, not in the Department's Capital Outlay budget.

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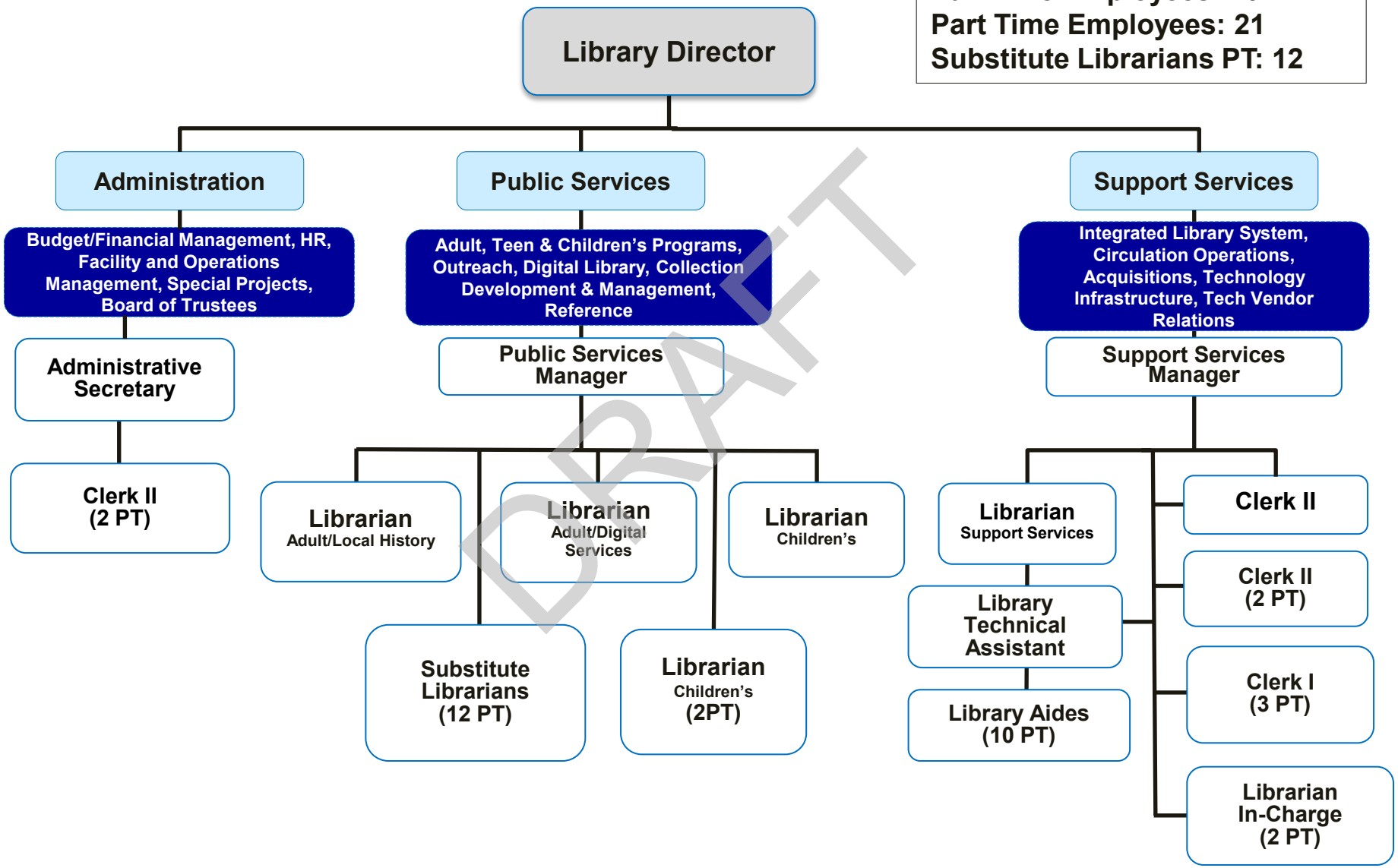
Public Library

Fiscal Year 2024-25

Full Time Employees: 10
Part Time Employees: 21
Substitute Librarians PT: 12



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EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,843,311
Operations & Maintenance	248,738	284,301	271,371	341,395	348,971	343,225
Capital Outlay	24,442	10,525	61,696	59,000	44,000	1,500
Total Expenses by Category	**1,608,369**	**1,839,131**	**1,833,000**	**2,211,234**	**1,984,057**	**2,188,036**
[101-8011] Library	1,608,369	1,839,131	1,833,000	2,211,234	1,984,057	2,188,036
Total Expenses by Program	**1,608,369**	**1,839,131**	**1,833,000**	**2,211,234**	**1,984,057**	**2,188,036**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	707,712	727,965	789,504	904,837	850,648	899,613
7010	000	Salaries - Temp / Part	250,634	252,424	330,182	360,000	310,063	420,333
7020	000	Overtime	155	519	237	-	101	-
7040	000	Holiday	23,432	13,727	1,391	13,598	487	10,981
7070	000	Leave Buyback	-	-	5,965	18,553	-	18,553
7100	000	Retirement	190,818	446,798	206,203	100,577	100,719	100,965
7100	010	CalPERS UAL			-	153,309	154,682	175,180
7108	000	Deferred Compensation	31,618	(28,545)	5,027	8,947	8,227	8,882
7110	000	Workers Compensation	11,479	12,623	14,028	19,762	13,679	16,489
7122	000	Unemployment Insurance	1,029	-	-	-	-	-
7130	000	Group Health Insurance	84,889	83,898	105,455	154,200	111,540	136,986
7140	000	Vision Insurance	1,610	1,800	1,748	2,174	1,941	1,968
7150	000	Dental Insurance	6,022	7,034	6,930	7,840	7,108	7,204
7160	000	Life Insurance	899	866	894	990	861	957
7170	000	FICA - Medicare	24,892	25,197	32,370	66,051	31,030	45,200
		<WAGES & BENEFITS>	1,335,189	1,544,306	1,499,933	1,810,839	1,591,086	1,843,311
8000	000	Office Supplies	6,359	7,297	6,362	7,500	7,000	7,000
8010	000	Postage	1,738	1,118	1,289	2,200	1,900	1,900
8020	000	Special Department Expense	15,160	30,645	20,392	22,500	36,270	22,600
8030	000	Library Periodicals	6,715	6,959	6,601	7,100	6,827	7,100
8031	000	Electronic Resources	20,619	20,433	19,982	20,000	19,909	23,925
8040	000	Advertising	1,287	204	475	-	-	-
8050	000	Printing/Duplicating	1,480	3,989	3,491	4,500	4,400	4,500
8060	000	Dues & Memberships	4,060	4,106	4,205	5,400	4,965	5,350
8070	000	Mileage/Auto Allowance	-	-	-	100	-	600
8080	000	Books/DVDs/CDs	70,843	86,375	105,917	110,000	110,000	110,000
8083	000	E-Books	33,288	32,648	34,985	36,000	38,000	36,000
8090	000	Conference & Meeting Expense	-	100	1,377	6,845	1,000	3,700
8110	000	Equipment Maintenance	405	1,389	2,960	3,000	2,700	5,000
8120	000	Building Maintenance	24,552	4,294	2,827	6,250	4,000	5,250
8151	000	CENIC WiFi Expenses	5,646	12,241	(429)	11,500	9,000	9,300
8155	000	Rental/Lease	-	-	-	450	450	450
8170	000	Professional Services	2,625	6,611	26,855	10,000	15,800	8,500
8180	000	Contract Services	51,941	64,700	31,329	84,050	84,050	88,850
8200	000	Training Expense	1,820	199	1,488	2,500	1,200	1,500
8257	000	Boards & Commissions	200	992	1,266	1,500	1,500	1,700
		<OPERATIONS & MAINTENANCE>	248,738	284,301	271,371	341,395	348,971	343,225
8500	000	Building & Improvements	15,962	5,882	46,235	10,000	10,000	-
8520	000	Machinery & Equipment	4,151	2,837	13,425	49,000	34,000	-
8521	000	Mach. & Equip. - Library Ops. Study	3,150	-	-	-	-	-
8530	000	Computer Equipment	1,179	1,806	2,036	-	-	1,500
		<CAPITAL OUTLAY>	24,442	10,525	61,696	59,000	44,000	1,500
[101-8011] Library Total			**1,608,369**	**1,839,131**	**1,833,000**	**2,211,234**	**1,984,057**	**2,188,036**

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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.

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 workday.

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 $7,000)

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 $1,900)

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 $22,600)

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)

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8031 Digital Resources
Provides funds for the purchase or licensing of digital resources, which are remotely available 24/7. Resources include live tutoring and homework help, encyclopedias, streaming films, resources for readers, and interactive and foreign language e-books for kids. (Total $23,925)

8040 Advertising
Provides funds for advertising special Library events in local newspapers. (Total $600)

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 (a joint powers authority), American Library Association, and other professional organizations. Memberships provide discounted pricing on selected resources, continuing education, professional development, and networking opportunities. (Total $5,350)

8070 Mileage Reimbursement
Addresses mileage reimbursement when a staff member's private vehicle is used to conduct City business. Used primarily to for attending required professional organization meetings and to support the training and continuing education of staff members at off-site workshops and trainings. (Total $600)

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 315,000. (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 35,000. (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 June 27 – July 2, 2024, and the California Library Association conference will be held in Pasadena in October 20245. ($3.700)

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8110 Equipment Maintenance
Includes funds for maintenance of miscellaneous Library equipment, such as security gates, air purifiers, paper cutters, and letter sorters. (Total $5,000)

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 power washing and interior furniture and carpet cleaning, and for automated ADA door repairs. (Total $5,250)

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. (Total $9,300)

8155 Rental/Lease
Funds for postage meter lease. ($450)

8170 Professional Services
Includes $7,500 for administering the Library Special Tax, including preparing and submitting the tax roll, and $1,000 for graphic design services. (Total $8,500)

8180 Contract Services
Provides $450 for security alarm maintenance, $1,100 for fire alarm system maintenance, $1,850 for emergency lighting system maintenance, and $2,975 for theft detection system and self-check kiosk maintenance. Includes $24,000 for cataloging records subscription, $2,900 for library asset recovery service, $2,325 for a book/CD/DVD ordering platform, $5,500 for implementation of a new public computer reservation and printing system, and $46,400 for Integrated Library System product licensing, off-site hosting, and services. (Total $88,850)

8200 Training Expense
Provides funds for training materials, seminars, webinars, and job-related training sessions for library staff. (Total $1,500)

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 $1,700)

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CAPITAL OUTLAY

8500 Building Improvements
No funds requested Fiscal Year 2024-2025.

8520 Machinery & Equipment
No funds requested Fiscal Year 2024-2025.

8530 Computer Equipment
Funds to purchase/replace barcode readers. ($1,500)

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COMMUNITY SERVICES
FISCAL YEAR 2024-25 BUDGET SNAPSHOT

OVERVIEW

The Community Services Department is pleased to submit the Fiscal Year 2024-25 budget proposal. The Community Service 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 12 city special events such as the Thanksgiving Luncheon and the citywide 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 camp, facility, and park reservation, and a total of 14 city events such as Concerts in the Park, Eggstravaganza, Spooktacular, and Breakfast with Santa.

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 new All-Electric 14 Passenger Van was purchased and is in operation. The Division is undergoing 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. The Golf Course Comprehensive Plan is underway, as well as a Grab-and-Go Concessionaire concept.

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The Department implemented a new registration software called CivicPlus which has enhanced the registration and reservation processes. This software allows families to register or enroll in classes and programs from home, leaving time for staff to complete other work tasks.

A Parks Master Plan Request for Proposals will be publicized and awarded before the end of the fiscal year and will be funded by Park Impact Fees. This Master Plan will result in a capital improvement plan for the City parks, fields, and gazebos.

Community Services handles all Special Events/Co-sponsorship Events in the City. In FY 23/24, there were a total of 18 events the Department managed. These events range from the Chamber of Commerce Arts Crawls, Holiday Lighting, and Eclectic Music Festival, South Pasadena Educational Foundation Parti Gras, South Pasadena Homecoming, South Pas Flea Market, Marengo Elementary School Lunar New Year, South Pasadena Boosters Tiger Run and Institute for the Redesign of Learning 5k/10k Run/Walk and Wellness Fair.

The staff supports the Community Services Commission, Festival of Balloons, and the South Pasadena Tournament of Roses Committee.

Notable Changes- Wages and Benefits

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
- Arroyo Seco Golf Course Study Session and Master Plan
- Arroyo Seco Golf Course Grab-and-Go Concept
- Opening of the South Pasadena Batting Cages

Recreation:

- Painting of Camp Med room
- Purchase new kid-size furniture for Camp Med

Dia-A-Ride

- Hired a consultant to complete an Assessment of the Division

Capital Outlay

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

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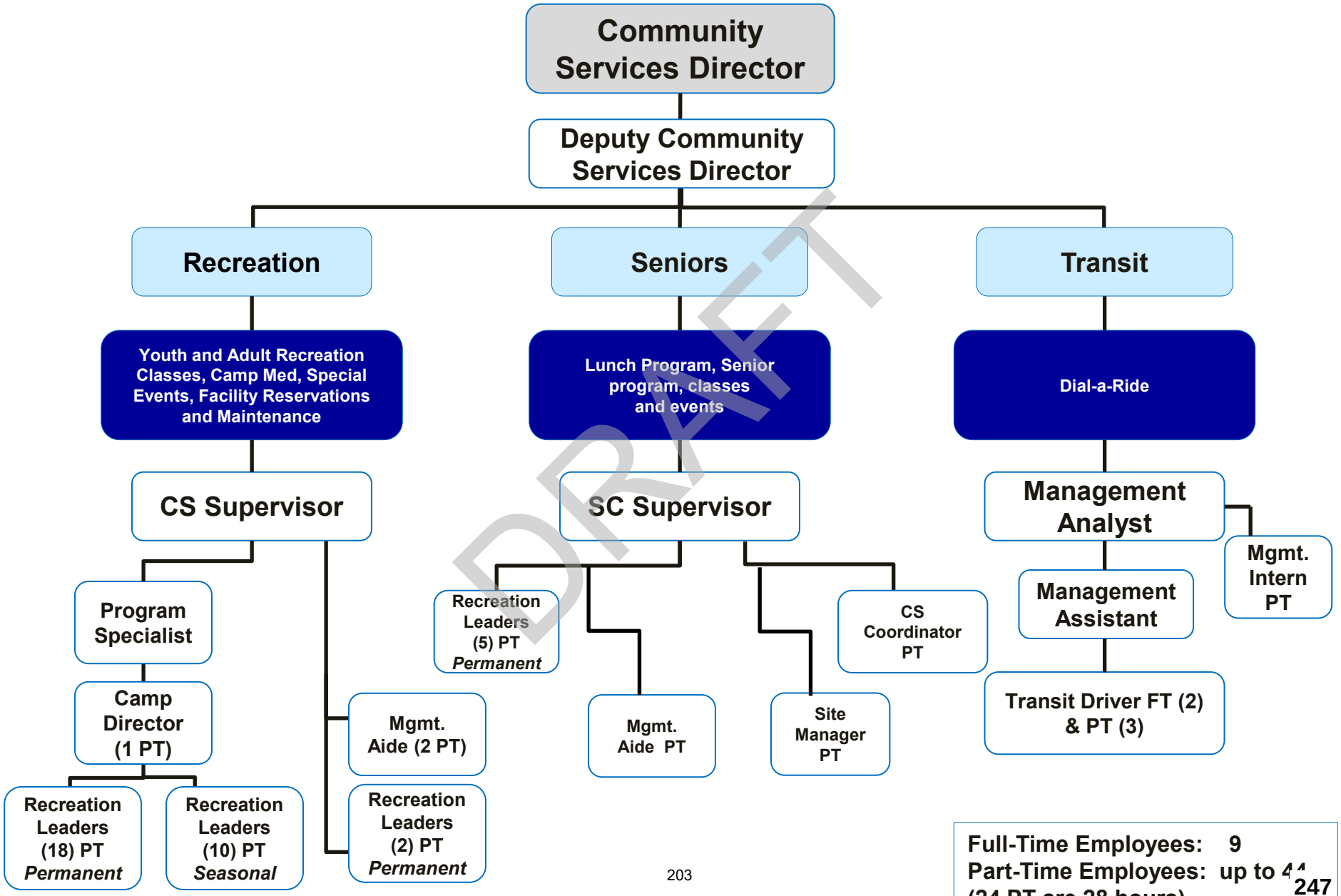

Full-Time Employees: 9
Part-Time Employees: up to 44
(24 PT are 28 hours)

EXPENDITURE SUMMARY	Actual 2020/21	Actual 2021/22	Estimated 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
Wages & Benefits	1,000,618	1,406,389	1,598,132	2,001,549	1,527,955	2,017,286
Operations & Maintenance	1,408,533	1,826,734	2,114,892	2,163,093	1,950,463	2,310,341
Capital Outlay	66,516	-	175,843	-	-	246,362
Total Expenses by Category	**2,475,667**	**3,233,123**	**3,888,867**	**4,164,642**	**3,478,418**	**4,573,989**
[101-8021] Senior Services	202,374	237,957	385,763	437,749	371,625	475,106
[101-8031] Community Services	217,223	276,302	366,840	373,413	302,546	425,840
[101-8032] Recreation and Youth Services	323,135	835,939	858,103	1,085,519	729,718	1,009,384
[205-2210] Prop "A" Administration	13,204	12,902	16,056	27,139	30,693	28,619
[205-8024] Transit Planning	143,026	86,928	299,015	198,220	201,031	469,518
[205-8025] Dial-A-Ride	159,057	177,792	329,550	762,915	583,111	697,518
[207-2260] Prop "C" Administration	6,602	4,491	7,153	-	-	-
[207-8025] Dial-A-Ride	236,178	242,954	221,218	-	22,744	2,388
[226-2029] Mission Meridian Public Garage	9,650	9,052	8,041	15,000	9,200	15,000
[260-8023] CDBG Senior Nutrition Prog	62,980	65,950	23,292	19,599	19,599	19,104
[275-6410] Park Maintenance	18,050	15,035	3,099	-	-	-
[295-8032] Recreation and Youth Services	(39,500)	50,508	-	-	-	-
[295-8041] General Administration	454,446	512,974	540,988	467,656	464,918	520,218
[295-8042] Golf Course Maintenance	378,623	423,131	461,478	502,590	470,125	537,068
[295-8043] Range	143,203	162,405	197,089	182,475	163,550	207,259
[295-8044] Golf Shop	128,569	103,494	126,880	79,050	91,950	145,696
[295-8045] Food Service	18,846	15,308	14,594	13,316	17,609	21,270
[206-8031] Community Services	-	-	29,710	-	-	-
Total Expenses by Program	**2,475,667**	**3,233,123**	**3,888,867**	**4,164,642**	**3,478,418**	**4,573,989**

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	61,759	33,741	74,007	76,654	87,569	165,381
7010	000	Salaries - Temp / Part	86,307	107,644	154,583	170,665	147,693	104,301
7020	000	Overtime	-	-	-	2,000	-	2,000
7040	000	Holiday	-	-	1,103		-	-
7070	000	Leave Buyback	-	-	-	2,193	-	2,193
7100	000	Retirement	21,180	50,302	18,158	6,132	14,253	13,528
7100	010	CalPERS UAL			-	-	-	-
7108	000	Deferred Compensation	732	178	769	767	845	1,654
7110	000	Workers Compensation	1,575	1,640	2,578	2,686	2,505	2,929
7130	000	Group Health Insurance	7,805	4,290	8,580	8,580	9,482	34,475
7140	000	Vision Insurance	140	82	165	165	165	405
7150	000	Dental Insurance	525	305	607	610	579	1,479
7160	000	Life Insurance	58	50	99	99	99	198
7170	000	FICA - Medicare	4,352	3,430	6,534	14,167	6,901	10,377
		<WAGES & BENEFITS>	184,433	201,662	267,183	284,718	270,092	338,920
8000	000	Office Supplies	1,306	2,685	1,879	3,000	3,000	3,000
8010	000	Postage	1,343	1,914	3,252	2,500	2,500	2,500
8020	000	Special Department Expense	2,480	14,698	27,952	30,700	28,980	22,200
8040	000	Advertising	-	-	2,102	3,780	3,553	1,000
8050	000	Printing/Duplicating	209	160	1,297	4,500	4,500	4,500
8060	000	Dues & Memberships	-	90	887	1,030	929	1,080
8090	000	Conference & Meeting Expense	-	625	3,807	2,000	1,573	2,000
8110	000	Equipment Maintenance	220	-	269	3,500	3,530	3,500
8120	000	Building Maintenance	152	451	714	2,300	2,300	2,100
8180	000	Contract Services	9,078	1,837	43,396	63,461	20,088	58,506
8200	000	Training Expense	-	25	494	800	360	800
8264	000	Special Events	93	2,390	18,248	17,000	17,000	19,000
8267	000	Classes	-	11,143	13,872	16,000	13,000	16,000
8300	000	Lease Payment	1,043	276	413	2,460	220	-
		<OPERATIONS & MAINTENANCE>	15,925	36,295	118,580	153,031	101,532	136,186
8520	000	Machinery & Equipment	2,016	-	-	-	-	-
		<CAPITAL OUTLAY>	2,016	-	-	-	-	-
[101-8021] Senior Services Total			**202,374**	**237,957**	**385,763**	**437,749**	**371,625**	**475,106**

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SENIOR SERVICES

Budget Detail **101-8021**

PERSONNEL SERVICES

7000 Regular Salaries
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).

7070 Leave Buyback
Provides funds for 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 ($2,800), senior center event supplies ($2,500), Home Delivery meal program supplies ($2,500), coffee service ($2,700), cleaning supplies ($2,000), volunteer mileage ($1,000), and staff uniforms ($2,000). Total ($22,200)

8040 Advertising
Promote senior services and events such as four newspaper advertisements ($1,000). Total ($1,000)

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 for Community Services Coordinator and Community Services Supervisor ($250), National Recreation and Park Association annual membership for Community Services Supervisor

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($115), Netflix subscription for Senior Cinema Program ($240), and Canva subscription ($160). Total ($1,080)

8090 Conference & Meeting Expenses
Community Services Supervisor to attend CPRS annual conference in 2025 ($2,000) 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 entrance ($500), cleaning of stainless-steel surfaces in the kitchen three times a year ($1,000), cleaning of drapes ($600). Total ($2,100)

8180 Contract Services
Contract catering for the senior nutrition program is $77,610. Community Development Block Grant (CDBG) provides partial funding of $19,104. City to subsidize a total of $17,106 based on an estimated revenue of $41,400 (approximately 13,800 meals). Total ($58,506)

8200 Training Expense
Training and seminars ($800).

8264 Special Events & Excursions
Senior excursions ($6,000), funds for 12 special events ($6,000), entertainment for 12 special events ($6,000), and Memorial Day Program ($1,000). Total ($19,000)

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)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	125,581	154,652	175,294	168,858	131,910	172,236
7010	000	Salaries - Temp / Part	-	841	-	10,500	-	-
7020	000	Overtime	-	-	-	-	-	-
7040	000	Holiday	6,446	5,114	-	3,034	-	2,428
7070	000	Leave Buyback	-	-	-	3,989	-	3,989
7100	000	Retirement	30,577	76,257	54,344	22,391	17,437	22,925
7100	010	CalPERS UAL			-	50,114	50,563	56,535
7108	000	Deferred Compensation	5,868	(4,150)	1,822	1,689	1,307	1,722
7110	000	Workers Compensation	1,349	1,830	2,106	1,943	1,493	1,982
7122	000	Unemployment Insurance	15,449	-	-	-	-	-
7130	000	Group Health Insurance	10,857	9,860	13,155	12,285	11,101	14,966
7140	000	Vision Insurance	117	174	193	165	137	165
7150	000	Dental Insurance	433	718	819	682	564	660
7160	000	Life Insurance	70	103	117	99	82	99
7170	000	FICA - Medicare	1,915	2,367	2,603	2,448	1,871	2,497
		<WAGES & BENEFITS>	198,662	247,767	250,452	278,197	216,466	280,203
8000	000	Office Supplies	779	1,034	1,000	1,000	1,000	1,000
8010	000	Postage	-	646	650	650	650	650
8020	000	Special Department Expense	6,218	12,887	16,133	8,261	3,875	10,796
8040	000	Advertising	-	-	-	1,000	1,000	1,000
8050	000	Printing/Duplicating	-	-	11,082	6,000	4,500	200
8060	000	Dues & Memberships	555	650	705	705	705	705
8090	000	Conference & Meeting Expense	-	793	1,296	2,000	1,000	2,250
8110	000	Equipment Maintenance	200	4,307	5,960	4,100	4,100	4,100
8120	000	Building Maintenance	4,700	1,575	8,484	12,500	11,500	11,000
8140	000	Utilities	221	40	-	-	-	-
8170	000	Professional Services	-	-	-	-	-	-
8180	000	Contract Services	5,557	5,889	24,254	8,450	7,200	8,916
8200	000	Training Expense	-	-	200	250	250	-
8264	000	Special Events	-	576	46,432	50,000	50,000	103,100
8300	000	Lease Payment	330	138	193	300	300	1,920
		<OPERATIONS & MAINTENANCE>	18,561	28,536	116,388	95,216	86,080	145,637
[101-8031] Community Services Total			**217,223**	**276,302**	**366,840**	**373,413**	**302,546**	**425,840**

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Version 6/17/2024

PERSONNEL SERVICES

7000 Regular Salaries
Compensation for Community Services Director (75%) and Deputy Director (25%).

7010 Wages – Seasonal/Part-Time Employees
Provide funds for part-time staff for the Fourth of July ($10,500).

7020 Overtime
Provides compensation for Fourth of July Staffing from All Departments (Total $31,900).

7070 Leave Buyback
Provides funds to 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
Community Garden Caltrans lease payment ($100), department staff shirts ($400), key duplication ($200), Memorial Garden boulder engraving ($375), Replacement of refrigerator at War Memorial Building ($6,000), Groundbreaking ceremonies for Pocket Parks ($500), and Licensing fees for concerts for SESAC ($1159), BMI ($421), ASCAP ($434), All Track ($357), Global Music Rights ($850). Total ($10,796)

8040 Advertising
Newspaper advertisement and Social Media Boosts. Total ($1,000)

8050 Printing and Duplication
Provides for special event flyers and posters. Total ($200)

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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 Community Services Director and Deputy Director to attend the CPRS annual conference and staff training. Total ($2,250)

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 at War and Senior Center ($2,250). Total ($4,100)

8120 Building Maintenance
Provides for unexpected repairs, maintenance or additional cleaning including cleaning of drapes, and hardwood floors at city facilities including War Memorial Building, Youth House, Eddie Park, and Orange Grove facilities. Total ($11,000)

8180 Contract Services
Provides funds for the security & fire alarm for Youth House ($1,296), fire alarm at War Memorial Building ($718), security Alarm at War Memorial Building ($1,188), Fire and security at Eddie Park ($1,656), Security and Fire Alarm for Ironworks Museum ($1,308), Security and Fire Alarm for Senior Center ($1,250), Peafowl Management Program ($1,500). Total ($8,916)

8264 Special Events
The Fourth of July Event includes a parade, a party in the park, and fireworks show. (Meridian Barricades $15,000, Radios $500, Power washing $1,350, poster art contest $500, Sound for parade $1,300, street pole banners $6,000, Car rentals $3,350, Event Shirts $1,500, Food booth enclosures $600, Decorations, supplies, prizes $2,000, DJ $500, Pancake Breakfast tickets $600, Awards $100, Jumpers $2,000, Portable restroom, handwashing stations and 3-compartment sink $1,500, LA County Health permit $1,300, Fireworks show $40,000, Sound, lighting, stage for fireworks show $10,000, Band $3,000, Street banner $2,000, SPUSD permit $10,000) Total ($103,100)

8300 Lease Payment
Provides partial funds for annual postage meter for the department. Total ($1,920)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	89,537	129,512	100,291	143,183	103,714	157,605
7010	000	Salaries - Temp / Part	83,074	277,459	382,408	508,295	287,406	488,172
7020	000	Overtime	-	3,740	1,467	2,500	1,484	2,500
7040	000	Holiday	3,189	2,353	1,895	2,347	640	2,012
7070	000	Leave Buyback	-	-	-	2,193	-	2,193
7100	000	Retirement	35,089	96,881	20,481	26,455	11,833	12,892
7108	000	Deferred Compensation	3,535	(2,901)	1,032	1,432	1,453	1,576
7110	000	Workers Compensation	2,006	4,703	5,430	10,897	4,348	7,115
7130	000	Group Health Insurance	6,922	10,639	11,100	11,100	11,100	12,288
7140	000	Vision Insurance	265	343	329	329	329	329
7150	000	Dental Insurance	864	1,271	1,507	1,510	1,479	1,479
7160	000	Life Insurance	140	197	198	198	198	198
7170	000	FICA - Medicare	5,273	19,746	26,228	40,961	20,464	39,630
		<WAGES & BENEFITS>	229,894	543,942	552,367	751,400	444,448	727,990
8000	000	Office Supplies	372	2,291	2,401	2,500	2,500	2,500
8010	000	Postage	500	250	1,250	1,250	1,250	1,250
8020	000	Special Department Expense	536	1,981	7,199	5,200	4,700	5,200
8040	000	Advertising	138	-	25	2,800	1,800	2,800
8050	000	Printing/Duplicating	-	6	-	2,400	1,600	1,200
8060	000	Dues & Memberships	-	555	523	1,195	1,195	1,045
8090	000	Conference & Meeting Expense	-	1,938	3,014	2,500	2,500	2,800
8110	000	Equipment Maintenance	-	-	156	850	850	850
8120	000	Building Maintenance	-	18,595	8,814	20,450	19,000	2,300
8180	000	Contract Services	6,685	8,038	24,421	23,004	21,500	21,104
8200	000	Training Expense	-	-	90	800	700	-
8264	000	Special Events	1,455	29,577	52,092	56,800	51,800	54,300
8267	000	Classes	80,987	198,170	152,673	149,000	119,000	130,000
8268	000	Camp Services	2,261	27,118	49,107	57,960	55,575	56,045
8269	000	Teen Center	120	3,271	3,776	7,150	1,300	-
8300	000	Lease Payment	187	207	193	260	-	-
		<OPERATIONS & MAINTENANCE>	93,241	291,997	305,736	334,119	285,270	281,394
[101-8032] Recreation and Youth Services Total			**323,135**	**835,939**	**858,103**	**1,085,519**	**729,718**	**1,009,384**

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PERSONNEL SERVICES

7000 Regular Salaries
Compensation for the Youth Services Supervisor and Program Specialist.

7010 Wages – Seasonal/Part-Time Employees
Provides funds for Recreation Division Recreation Leaders (16 x 18 hours and 20 x 28 hours), Camp Director (1 x 28 hours), and Management Aide (2 x 28 hours) (Total $ 502,038).

7020 Overtime
Provides compensation for hours worked beyond the normal workweek. (Total $2,500).

7070 Leave Buyback
Provides funds for staff that opt to sell back hours of their leave balance ($1,500).

OPERATIONS & MAINTENANCE

8000 Office Supplies
Office supplies ($2,500). Total ($2,500)

8010 Postage
Event promotion and advertising ($250). 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 for quarterly recreation classes ($2,800). Total ($2,800)

8050 Printing and Duplication
Program promotional flier ($1,200). Total ($1,200)

8060 Dues, Memberships & Subscriptions
California Parks and Recreation Society (CPRS) annual membership for Community Services Supervisor and Program Specialist ($300), Municipal Management Association of Southern California (MMASC) annual membership for Community Services Supervisor and Program Specialist ($250), National Recreation and Park Association annual membership for

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Community Services Supervisor and Program specialist ($295) and National Afterschool Annual Membership for Program Specialist ($200). Total ($1,045)

8090 Conference and Meeting Expense
Funds Community Services Supervisor and Program Specialist to attend CPRS annual conference in 2025 ($2,500) and trainings and seminars ($300). Total ($2,800)

8110 Equipment Maintenance
Office equipment maintenance ($850). Total ($850)

8120 Building Maintenance
Provides supplemental cleaning and minor building repairs at the Orange Grove Recreation Center ($2,200), key duplication ($100). Total ($2,300)

8180 Contract Services
Portable toilet service at the Skate Park ($8,104), and Skate Park repairs ($13,000). Total ($21,104)

8264 Special Events
Spring Eggstravaganza ($6,000), three Movies in the Park ($10,800), two Shakespeare in the Park ($7,500), Halloween ($5,000), Breakfast with Santa ($5,000), four Summer Concerts in the Park Series ($20,000). Total ($54,300)

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 $200,000 next year. 65% of which is paid to independent contract instructors. Total ($130,000)

8268 Camp Med
Camp Med school year and summer program supplies and trips; field trips ($12,900). Camp med supplies and activities ($7,800), 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 participant cubbies ($3,600), Provides funds for required First Aid/CPR training for staff ($1,800), Monthly special events ($1,000), Annual licensing for MPLC & BMI ($910), Carpet cleaning ($1,800), Staff jackets for After-School ($1,500), Volunteen Shirts ($500), Annual When2Work staff scheduling system ($900), and provides funds to promote Camp Med after school care and summer programs ($1,200), Subscriptions for Disney Plus ($200). Total ($56,045)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	6,516	6,142	11,266	17,905	20,602	18,263
7100	000	Retirement	2,265	6,152	3,771	2,374	2,741	2,431
7100	010	CalPERS UAL			-	5,282	5,329	5,980
7108	000	Deferred Compensation	303	61	117	179	206	183
7110	000	Workers Compensation	61	67	126	194	220	198
7130	000	Group Health Insurance	455	355	554	858	1,198	1,215
7140	000	Vision Insurance	5	7	11	16	20	16
7150	000	Dental Insurance	20	27	39	61	71	58
7160	000	Life Insurance	3	4	6	10	12	10
7170	000	FICA - Medicare	80	87	167	260	293	265
		<WAGES & BENEFITS>	9,708	12,902	16,056	27,139	30,693	28,619
8060	000	Dues & Memberships	3,495	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	3,495	-	-	-	-	-
[205-2210] Prop "A" Administration Total			**13,204**	**12,902**	**16,056**	**27,139**	**30,693**	**28,619**

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PROP "A" –Local Transit Administration

Budget Detail **205-8010-2210**

Salaries – Regular Employees

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

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	11,817	14,577	18,286	26,858	48,735	27,395
7100	000	Retirement	4,723	13,326	7,376	3,561	6,475	3,646
7100	010	CalPERS UAL			-	7,922	7,993	8,969
7108	000	Deferred Compensation	778	145	190	269	487	274
7110	000	Workers Compensation	117	158	204	292	522	298
7130	000	Group Health Insurance	920	864	943	1,287	2,969	1,823
7140	000	Vision Insurance	11	18	18	25	50	25
7150	000	Dental Insurance	41	68	67	91	175	87
7160	000	Life Insurance	7	11	11	15	30	15
7170	000	FICA - Medicare	153	207	270	389	694	397
		<WAGES & BENEFITS>	18,568	29,375	27,365	40,709	68,131	42,929
8020	000	Misc. Supplies - Parking	2,915	-	1,815	10,700	7,550	10,700
8060	000	Dues & Memberships	2,425	6,187	6,668	13,170	10,000	13,170
8061	000	HOA Dues	20,762	15,572	17,302	32,041	25,000	32,041
8120	000	Building Maintenance	-	-	-	3,000	1,000	3,000
8180	000	Contract Services	33,496	33,583	67,686	88,600	88,350	111,316
8250	000	Bus Pass Subsidy	360	2,212	2,336	10,000	1,000	10,000
		<OPERATIONS & MAINTENANCE>	59,957	57,553	95,807	157,511	132,900	180,227
8520	000	Machinery & Equipment	64,500	-	-	-	-	-
8540	000	Automotive Equipment	-	-	175,843	-	-	246,362
		<CAPITAL OUTLAY>	64,500	-	175,843	-	-	246,362
[205-8024] Transit Planning Total			**143,026**	**86,928**	**299,015**	**198,220**	**201,031**	**469,518**

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PROP "A" –TRANSIT PLANNING

Budget Detail **205-8024**

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 ($4,500), Signage ($2,000), internet connection for parking meters ($1,100), and Maintenance of parking permit machine ($3,100). 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 ($42,041)

8120 Building Maintenance
Safety improvements, fencing around stairwells, graffiti removal. Total ($3,000)

8180 Contract Services
Buses for City excursions ($35,600), janitorial Services for the Mission Meridian Village Parking Garage by Athens ($14,168), bus stops maintenance costs ($61,548). Total ($111,316)

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)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	80,297	78,442	175,020	351,265	298,276	356,410
7010	000	Salaries - Temp / Part	28,063	42,295	52,804	97,022	33,014	73,899
7020	000	Overtime	17	618	1,729	5,000	1,692	5,000
7040	000	Holiday	3,814	1,297	111	2,035	453	1,723
7100	000	Retirement	17,576	40,579	57,248	36,271	33,124	37,102
7100	010	CalPERS UAL			-	47,190	47,613	50,898
7108	000	Deferred Compensation	4,313	(4,323)	1,353	3,513	3,041	3,564
7110	000	Workers Compensation	1,286	1,398	2,828	5,195	3,895	5,006
7120	000	Disability Insurance	3,029	-	-	-	1,588	-
7130	000	Group Health Insurance	17,459	13,200	30,451	54,570	42,796	47,840
7140	000	Vision Insurance	471	400	573	933	876	768
7150	000	Dental Insurance	842	1,205	2,016	3,405	3,117	2,734
7160	000	Life Insurance	198	165	254	470	430	470
7170	000	FICA - Medicare	1,692	2,510	5,164	12,516	5,465	10,821
		<WAGES & BENEFITS>	159,057	177,785	329,550	619,385	475,381	596,236
8000	000	Office Supplies	-	-	-	4,000	3,500	2,000
8010	000	Postage	-	-	-	650	650	650
8020	000	Special Department Expense	-	-	-	9,300	8,800	7,000
8040	000	Advertising	-	-	-	1,000	-	1,000
8050	000	Printing/Duplicating	-	-	-	2,000	800	2,000
8060	000	Dues & Memberships	-	-	-	1,500	900	1,700
8090	000	Conference & Meeting Expense		-	-	2,000	1,000	2,000
8100	000	Vehicle Maintenance	-	-	-	61,000	40,000	54,000
8105	000	Fuel	-	7	-	5,000	3,000	3,000
8132	000	Uniform Expense/Cleaning	-	-	-	2,500	1,500	2,500
8140	000	Utilities	-	-	-	3,000	-	4,500
8170	000	Professional Services	-	-	-	30,000	30,000	-
8180	000	Contract Services	-	-	-	18,932	15,932	18,932
8200	000	Training Expense	-	-	-	2,000	1,000	2,000
8300	000	Lease Payment	-	-	-	648	648	-
		<OPERATIONS & MAINTENANCE>	-	7	-	143,530	107,730	101,282
[205-8025] Dial-A-Ride Total			**159,057**	**177,792**	**329,550**	**762,915**	**583,111**	**697,518**

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PROP "A" – DIAL A RIDE

Budget Detail **205-8025**

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 ($376,713).

7010 Part-Time
Provides funds for three (3) part-time Transit Drivers and one (1) Management Intern ($153,903).

7020 Overtime
Provides overtime pay for after-hours relating to transit ($5,000).

OPERATIONS & MAINTENANCE

8000 Office Supplies
Office and miscellaneous supplies. Total ($2,000)

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, DMV physicals for drivers, random drug testing ($1,500), and fire extinguisher maintenance ($200). Total ($7,000)

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 membership for The Community Transportation Association of America (CTAA) ($700), The California Association for Coordinated Transportation ($800), and Municipal Management Association of Southern California ($200). Total ($1,700)

8090 Conference& Meeting Expenses
Provides funds for Management Analyst to attend CALACT annual and the Federal Transit Administration Annual Drug and Alcohol National Conference. Total ($2,000)

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8100 Vehicle Maintenance
Funds repair and maintenance of one 2017 E450 (electric), one 2021 E450 (electric), one 2016 F250 CNG utility vehicle, and two 2012 MV-1 vans ($36,000), CNG Station repairs and monthly maintenance ($10,000) and van and vehicle cleaning ($8,000). Total ($54,000)

8105 Fuel
Fuel to operate Community Transit vehicles 2 CNG vehicles. Total ($3,000)

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 2 Plug-in Electric Vehicle (E450 passenger bus). Total ($4,500)

8180 Contract Services
Annual Maintenance for data management system ($14,932) Verizon Wi-Fi Jetpack data plan ($1,000), technical support from Acorn Technology ($3,000). Total ($18,932)

8200 Employee Training
Provides funds for training seminars, materials, and job-related training sessions ($2,000)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
7000	000	Salaries - Permanent	134,529	83,643	118,527	-	16,492	-
7000	100	Salaries - Permanent	-	35,372	(3,473)	-	-	-
7020	000	Overtime	-	148	1,927	-	658	-
7040	000	Holiday	5,648	2,536	-	-	454	2,388
7070	000	Leave Buyback	-	-	-	-	-	-
7100	000	Retirement	22,984	58,119	16,812	-	1,326	-
7100	010	CalPERS UAL			-	-	-	-
7108	000	Deferred Compensation	5,362	(5,197)	710	-	194	-
7110	000	Workers Compensation	1,951	1,665	1,380	-	197	-
7130	000	Group Health Insurance	20,382	9,720	8,977	-	2,865	-
7140	000	Vision Insurance	165	190	257	-	55	-
7150	000	Dental Insurance	610	482	966	-	196	-
7160	000	Life Insurance	99	49	122	-	30	-
7170	000	FICA - Medicare	1,964	1,739	1,801	-	278	-
		<WAGES & BENEFITS>	193,693	188,465	148,005	-	22,744	2,388
8000	000	Office Supplies	921	277	1,932	-	-	-
8010	000	Postage	-	230	650	-	-	-
8020	000	Special Department Expense	2,044	5,415	4,848	-	-	-
8040	000	Advertising	-	-	-	-	-	-
8050	000	Printing/Duplicating	136	33	77	-	-	-
8060	000	Dues & Memberships	625	1,000	715	-	-	-
8090	000	Conference & Meeting Expense	-	1,026	-	-	-	-
8100	000	Vehicle Maintenance	24,686	30,554	43,686	-	-	-
8105	000	Fuel	952	3,250	5,341	-	-	-
8132	000	Uniform Expense/Cleaning	-	1,314	1,411	-	-	-
8140	000	Utilities	-	-	-	-	-	-
8180	000	Contract Services	12,866	11,185	14,008	-	-	-
8200	000	Training Expense	-	-	350	-	-	-
8300	000	Lease Payment	256	207	193	-	-	-
		<OPERATIONS & MAINTENANCE>	42,485	54,490	73,212	-	-	-
[207-8025] Dial-A-Ride Total			**236,178**	**242,954**	**221,218**	**-**	**22,744**	**2,388**

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PROP "C" – DIAL A RIDE	
Budget Detail	**207-8025**

All moved to 205 Prop A

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8020	000	Special Department Expense	-	1,815	-	5,000	1,200	5,000
8060	000	Dues & Memberships	9,650	7,237	8,041	10,000	8,000	10,000
8170	000	Professional Services	-	-	-	-	-	-
		<OPERATIONS & MAINTENANCE>	9,650	9,052	8,041	15,000	9,200	15,000
[226-2029] Mission Meridian Public Garage Total			**9,650**	**9,052**	**8,041**	**15,000**	**9,200**	**15,000**

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Mission Meridian Public Garage	
Budget Detail	**226-2029**

Moved to Prop A Transit Planning 205-8030-8024

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8180	000	Contract Services	62,980	65,950	23,292	19,599	19,599	19,104
		<OPERATIONS & MAINTENANCE>	62,980	65,950	23,292	19,599	19,599	19,104
[260-8023] CDBG Senior Nutrition Prog Total			**62,980**	**65,950**	**23,292**	**19,599**	**19,599**	**19,104**

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OPERATIONS & MAINTENANCE

8180 Contract Services

Provides funds for contract catering of the senior nutrition program ($77,610). Community Development Block Grant covers $19,104 of the contract in grant funds, while the General Fund provides $58,506 through the Senior Services budget. The revenue estimate is just over $41,400 from serving approximately 13,800 meals. Overall, the City subsidizes $17,106 for the nutrition program.

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8000	000	Office Supplies	8,224	4,853	5,908	6,600	5,800	6,600
8010	000	Postage	392	163	260	200	450	200
8020	000	Special Department Expense	86,302	81,440	100,906	88,655	81,630	95,780
8040	000	Advertising	1,009	2,292	1,850	2,400	1,200	2,400
8120	000	Building Maintenance	10,184	13,036	24,052	24,300	23,000	33,800
8132	000	Uniform Expense/Cleaning	6,586	8,100	97	-	-	-
8140	000	Utilities	5,865	6,504	7,347	7,495	7,110	7,755
8150	000	Telephone	7,812	8,412	12,222	10,632	10,100	11,400
8170	000	Professional Services	139,500	172,987	100,000	101,996	101,996	101,996
8180	000	Contract Services	132,102	139,581	148,712	151,048	149,582	157,637
8191	000	Liability & Surety Bonds	50,403	69,529	133,125	67,800	78,000	96,000
8229	000	Taxes	1,039	975	1,213	1,250	1,200	1,250
8300	000	Lease Payment	5,028	5,103	5,296	5,280	4,850	5,400
		<OPERATIONS & MAINTENANCE>	454,446	512,974	540,988	467,656	464,918	520,218
[295-8041] General Administration Total			**454,446**	**512,974**	**540,988**	**467,656**	**464,918**	**520,218**

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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 ($55,800) computer services ($28,250) membership dues ($480), licensing fee ($1,150), Employee retention and incentives ($10,100). Total ($95,780)

8040 Advertising
Promotions and ads for Golf Course. Total ($2,400)

8120 Building Maintenance
Maintenance ($21,500) and Janitorial Supplies ($10,800), Burglar alarm ($1,500). Total ($33,800)

8140 Utilities
Funds for Water ($4,630), Gas and Electricity ($3,125). Total ($7,755)

8150 Telephone
Telephone and Internet services. Total ($11,400)

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 ($157,637)

8191 Liabilities and Surety Bonds
Liability Insurances. Total ($96,000)

8229 Taxes
Property taxes. Total ($1,250)

8300 Lease Payment
Equipment and Lease payments. Total ($5,400)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	63,333	67,441	64,746	18,400	18,400	17,500
8100	000	Vehicle Maintenance	7,090	11,056	14,392	31,800	22,050	51,500
8120	000	Building Maintenance	14,233	35,334	79,534	96,800	92,500	106,300
8130	000	Small Tools	322	12,734	8,902	10,200	7,500	9,000
8132	000	Uniform Expense/Cleaning	6,586	8,100	9,348	9,600	7,300	9,600
8140	000	Utilities	39,955	64,064	55,527	67,700	58,500	63,600
8150	000	Telephone	1,028	1,155	663	1,200	875	1,200
8180	000	Contract Services	246,075	223,249	228,366	266,890	263,000	278,368
		<OPERATIONS & MAINTENANCE>	378,623	423,131	461,478	502,590	470,125	537,068
[295-8042] Golf Course Maintenance Total			**378,623**	**423,131**	**461,478**	**502,590**	**470,125**	**537,068**

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OPERATIONS & MAINTENANCE

8020 Special Department Expense
Supplies ($10,800), license and permits ($3,300) and training ($400), trees, shrubs, and flowers (3,000). Total ($17,500)

8100 Vehicle Maintenance
Repairs to vehicles, carts, and equipment ($36,000) oil and gas ($15,500). Total ($51,500)

8120 Building Maintenance
Maintenance ($32,000) fertilizer seed and chemicals ($49,500) sand gravel and top ($10,000) and course irrigation repairs ($14,800). Total ($106,300)

8130 Small Tools
Purchase hand tools and lawn equipment. Total ($9,000)

8132 Uniform Maintenance
Uniform cleaning. Total ($9,600)

8140 Utilities
Funds for electricity. Total ($63,600)

8150 Telephone
Funds for telephone. Total ($1,200)

8180 Contract Services
Compensation for maintenance staff. Total ($278,368)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8020	000	Special Department Expense	28,163	27,438	51,106	42,200	39,350	41,800
8120	000	Building Maintenance	6,676	11,420	14,675	10,800	8,500	12,000
8132	000	Uniform Expense/Cleaning	287	-	-	750	700	1,000
8180	000	Contract Services	108,078	123,548	131,308	128,725	115,000	152,459
		<OPERATIONS & MAINTENANCE>	143,203	162,405	197,089	182,475	163,550	207,259
[295-8043] Range Total			**143,203**	**162,405**	**197,089**	**182,475**	**163,550**	**207,259**

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OPERATIONS & MAINTENANCE

8020 Special Department Expense
Range balls and mats ($40,000) and supplies ($1,800). Total ($41,800)

8120 Building Maintenance
Maintenance of range, netting, and irrigation. Total ($12,000)

8132 Uniform Maintenance
Uniform cleaning. Total ($1,000)

8180 Contract Services
Compensation for maintenance staff and starter. Total. ($152,459)

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Acct	Tsk	Account Title	Actual 2020/21	Actual 2021/22	Actual 2022/23	Adopted 2023/24	Estimated 2023/24	Proposed 2024/25
8020	000	Special Department Expense	4,174	2,169	6,470	4,200	2,500	4,200
8132	000	Uniform Expense/Cleaning	2,718	3,663	2,209	3,000	1,950	3,000
8180	000	Contract Services	121,678	97,662	118,201	71,850	87,500	138,496
		<OPERATIONS & MAINTENANCE>	128,569	103,494	126,880	79,050	91,950	145,696
[295-8044] Golf Shop Total			**128,569**	**103,494**	**126,880**	**79,050**	**91,950**	**145,696**

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Arroyo Seco Golf Course - Golf Shop

Budget Detail **295-8044**

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 ($138,496)

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			Actual	Actual	Actual	Adopted	Estimated	Proposed
Acct	**Tsk**	**Account Title**	**2020/21**	**2021/22**	**2022/23**	**2023/24**	**2023/24**	**2024/25**
8020	000	Special Department Expense	2,025	2,109	1,554	1,500	2,609	1,900
8120	000	Building Maintenance	4,557	2,615	3,419	1,200	3,500	2,400
8130	000	Small Tools	2,708	-	-	-	-	-
8180	000	Contract Services	9,556	10,584	9,620	10,616	11,500	16,970
		<OPERATIONS & MAINTENANCE>	18,846	15,308	14,594	13,316	17,609	21,270
[295-8045] Food Service Total			**18,846**	**15,308**	**14,594**	**13,316**	**17,609**	**21,270**

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Arroyo Seco Golf Course - Food and Beverage
Budget Detail **295-8045**

OPERATIONS & MAINTENANCE

8020 Special Department Expense
License and permits. Total ($1,900)

8120 Building Maintenance
Maintenance. Total ($2,400)

8180 Contract Services
Compensation for restaurant staff. Total ($16,970)

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Full-Time Budgeted/Funded Positions
Full-Time Budgeted Positions

City Manager	***2020/21**	***2021/22**	**2022/23**	**2023/24**	**2024/25**
City Manager	1	1	1	1	1
Deputy City Manager	0	1	1	1	1
Assistant to the City Manager	1	1	1	1	0
Management Analyst	0	1	1	1	1
Executive Assistant	1	0	0	0	0
Administrative Secretary	0	1	1	1	1
Total Funded Positions	3	5	5	5	4
Management Services					
Management Services Director	0	1	1	1	1
Chief City Clerk	1	1	1	1	1
Human Resources Manager	1	0	0	0	0
Human Resources/Risk Manager	0	1	1	1	1
Principal Mgt. Analyst	0	0	0	0	0
Sr. Management Analyst	0	1	1	1	1
Management Analyst	2	2	2	0	0
Deputy City Clerk	1	1	1	1	1
Management Assistant	0	0	1	1	1
Sr. Human Resources Analyst	0	0	0	1	1
Human Resources Analyst	0	0	0	1	1
Total Funded Positions	5	7	8	8	8
Finance Department					
Finance Director	1	1	1	1	1
Deputy Finance Director/Controller	0	0	0	1	0
Finance Manager	1	1	1	1	1
Accounting Manager	1	1	1	0	0
Accountant	1	1	2	2	2
Management Analyst	0	0	2	2	2
Management Assistant	1	2	0	1	1
Accounting Technician	1	0	0	1	1
Total Funded Positions	6	6	7	9	8
Police Department					
Police Chief	1	1	1	1	1
Deputy Police Chief	1	0	1	1	1
Police Captain	0	0	0	0	0
Police Lieutenant	2	2	2	2	1
Police Sergeant	5	5	5	6	5
Police Corporal	6	6	6	6	5
Police Officer	20	20	21	21	21

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Police Department cont.	2020/21	2021/22	2022/23	2023/24	2024/25
Management Analyst	1	1	1	1	1
Senior Clerk	0	0	0	0	0
Support Services Assistant	0	0	0	0	0
Police Clerk I	0	0	0	0	0
Police Clerk II	4	4	4	4	4
Police Assistant II (Rotational)	1	1	1	1	1
Police Assistant	8	8	8	9	8
Parking Control Officer	3	3	3	3	3
Administrative Secretary	0	0	0	0	0
Total Funded Positions	51	51	53	55	51
Fire Department					
Fire Chief	1	1	1	1	1
Division Chief	2	2	2	2	2
Fire Prevention Specialist	1	1	1	1	1
Fire Captain	3	3	3	3	3
Fire Engineer	6	6	6	6	6
Firefighter/Paramedic	9	9	9	9	9
Management Assistant	0	0	0	1	1
Total Funded Positions	22	22	22	23	23
Public Works Department					
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	0	0	0
Principal Engineer	0	0	0	1	1
Senior Civil Engineer	0	1	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	2	2	2	2
Management Analyst	0	0	2	2	2
Management Assistant	1	1	1	1	1
Transporation Engineer	0	0	1	0	0
Transportation Program Manager	0	0	0	1	1
Operations & Maintenance Division					
Public Works Operations Manager	1	1	1	1	1
Facilities and Parks Supervisor	0	0	1	1	1
Parks Superivsor	1	1	1	0	0
Facilities Maintenance Supervisor	1	1	1	0	0
Street & Sewer Supervisor	1	1	1	1	1

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Public Works cont.	2020/21	2021/22	2022/23	2023/24	2024/25
Electrician	1	1	1	1	1
Senior Mainenance Worker	2	2	2	3	3
Building Maintenance Worker	2	2	2	2	2
Maintenance Worker I/II	5	5	6	6	6
Environmental & Sustainability Division					
Environmental & Sustainability Manager	0	0	1	1	1
Water Conservation Analyst	1	1	0	0	0
Management Analyst	0	0	0	1	1
Water Division					
Water Operations Manager	1	1	1	1	1
Water Operations Supervisor	0	0	0	1	1
Senior Water Utility Worker	1	1	1	1	1
Senior Water Production/Treatment Operator	1	1	1	1	1
Water Production/Treatement Operator	2	2	2	2	2
Water Utility Worker I/II	5	5	5	5	5
Total Funded Positions	33	35	39	41	41

Community Development					
Community Development Director	1	1	1	1	1
Deputy Community Development Director	0	1	1	1	1
Planning Manager	0	1	1	1	1
Senior Management Analyst/Housing	0	0	1	1	1
Principal Management Analyst	2	1	0	0	0
Senior Planner	0	0	0	2	2
Associate Planner	1	3	3	2	2
Assistant Planner	1	1	1	1	0
Senior Community Improvement Coordinator	0	0	0	1	1
Community Improvement Coordinator	1	1	1	1	1
Film Liasion	1	1	1	1	1
Management Assistant	0	0	0	0	0
Administrative Secretary	1	1	1	0	0
Permit Counter Technician	0	0	1	1	1
Total Funded Positions	8	11	12	13	12

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Library	2020/21	2021/22	2022/23	2023/24	2024/25
Library Director	1	1	1	1	1
Public Services Manager	1	1	1	1	1
Support Services Manager	1	1	1	1	1
Librarian	3	3	4	4	4
Library Technical Assistant	1	1	1	1	1
Library Clerk I	1	1	0	0	0
Library Clerk II	0	0	1	1	1
Adminsitrative Secretary	1	1	1	1	1
Total Funded Positions	9	9	10	10	10
Community Services					
Community Services Director	1	1	1	1	1
Deputy Community Services Director	0	1	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	1	1	1	1	1
Community Services Coordinator	1	1	0	0	0
Management Aide	0	0	0	0	0
Program Specialist	1	1	1	1	1
Transportation Driver	2	2	2	2	2
Total Funded Positions	9	10	9	9	9
Total Full-Time Budgeted/Funded Positions	**146**	**156**	**165**	**173**	**166**

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Fiscal Year 2023-24 - Limited Term and Contract Retired Annuitants

Limited Term:

City Manager:	
Management Services:	2
Finance Department:	
Police Department:	1
Fire Department:	
Public Works:	1
Community Development:	1
Library:	
Community Services:	
Count: 5	

Contract Retired Annuitants:

City Manager:	1
Management Services:	4
Finance Department:	
Police Department:	2
Fire Department:	
Public Works:	
Community Development:	1
Library:	
Community Services:	
Count: 8	

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City Council and the Finance Commission Agenda Report

ITEM NO. 6

DATE: June 17, 2024

FROM: Arminé Chaparyan, City Manager

PREPARED BY: Dr. Scott Miller, Financial Management Consultant

SUBJECT: **CONSIDERATION FOR REVIEW, DISCUSSION, AND DIRECTION OF THE PROPOSED FISCAL YEAR 2024-2025 BUDGET POLICIES**

Recommendation

It is recommended that the City Council and Finance Commission review, discuss, and provide direction on the proposed Fiscal Year 2024-2025 Budget Policies, as attached, and instruct staff to include them as part of the final Fiscal Year 2024-2025 Budget.

Background

Budget Policies were initially developed to give budget readers the general policies used to develop the annual budget and how the approved budget dollars would be used during the entire fiscal year. They are not intended to be detailed like policies and procedures handbook, or an accounting procedures manual or even an instruction manual. They are intended to be broad based policies that guide the development and expenditures of the budget for users of the budget document, be they residents of the City, other governmental organizations or possible investors in the City's bonds.

Most California Cities have their Budget or Financial Policies included in their fiscal year budget documents for approval by their respective City Council's before the start of any fiscal year.

This is not only a Best Practices in Budgeting item, but it is a mandatory element in achieving a Government Finance Officers Association (GFOA) and California Society of Municipal Finance Officers (CSMFO) Budget Awards. It is also an audit element reviewed by the City's Independent Auditors as part of the Annual Comprehensive Financial Report.

Analysis

Staff has reviewed the current Fiscal Year Budget Policies and compared them to other Southern California cities of similar sizes. Staff recommends expanding the policies to further detail how the City currently operates within current financial guidelines and to better communicate these to the readers of the budget document in a move for true transparency. Part of this update effort is to reflect the expanded policy's scope and true purpose- not being just for budget development but policies that last the entire fiscal year. Secondly, staff is recommending expanding the policies to better echo how things are handled in day-to-day operations with these policies as the guiding principles for everyone to understand and rely on. Finally, these policies will be used by the City's bond investors and the City's Independent Auditors in evaluating the City's financial decisions, it's practices and its operations to see if

the City follows standardized and generally accepted accounting/budgeting principles in its financial operations and procedures. Bond rating agencies especially focus on these policies when deciding on a particular bond rating of the City as well.

Significant added Policies (from the FY 2023-24 Budget) include:

- Debt Service
- Expanded Reserve Policy
- Expanded Appropriations and Budgetary Control
- Expanded General Fund Reserves
- Expanded Operating Management Policies
- Debt Management Policies

Alternatives (if applicable)
The City Council may:

1. Approve the FY 24-25 Budget Policies
2. Amend and then approve the FY 24-25 Budget Policies
3. Delay Approving the FY 24-25 Budget Policies to another date before June 30th, 2024.
4. Deny approving the recommended FY 24-25 Budget Policies and Re-Adopt the FY 23-24 Budget policies as the new FY 24-25 Budget Policies.

Fiscal Impact
The fiscal impact will depend on the changes approved by the City Council. While there are no immediate monetary changes anticipated for this fiscal year's budget, any approved alternative policies that require operational or accounting adjustments may incur additional costs. These potential fiscal impacts are currently unknown at the time of this report.

Commission Review and Recommendation
This matter was reviewed by the Finance Commission at their May 30th, 2024, meeting. It was also available for review at the Joint Finance Commission/City Council meeting on June 5, 2024, and will be reviewed again at the Joint Finance Commission/City Council meeting on June 17, 2024.

At the May 30, 2024, Finance Commission meeting, several recommendations were made by various Commissioners regarding the policies:

1. Move the newly created Internal Service and General Fund Transfer Out Funds Policy Self-Insurance Reserves Section closer to the #10 Risk Management Section of the Policies
2. Keep the Self-Insurance Cash Reserves equal to 100% of the probable and reasonably estimated claim liabilities
3. Add a Loan Provision statement in the General Fund Designated Reserves (Assigned) Section to indicate that Loans from these various reserves need to be paid back to these funds within a certain time and interest rate, and
4. Add an Interest Income Statement that says that interest earned in the General Fund Designated Reserves (Assigned) Section are credited to those Designated Reserve Funds. There were also some minor grammatical corrections that staff noticed needed to be changed too.

Staff Responses to Commission Recommendations:

- First Recommendation: Staff agrees with the first recommendation and has moved the section as suggested (see attachment 3).
- Second Recommendation: Staff disagrees with maintaining a 100% cash reserve liability. After consulting with PRISM, our Self-Insurance Fund Administrator, staff recommends maintaining the current 70% reserves.
- Third Recommendation: Since loaning money from assigned reserves can only occur in times of fiscal emergency and requires a City Council vote, staff believes adding a loan provision may not fully align with the Commissioner's goal. The City Council can set or modify loan terms or even dissolve reserves as needed during such times. However, if the City Council deems this provision important, staff will incorporate it, though it will not restrict the City Council's future actions regarding any loans.
- Fourth Recommendation: Staff agrees in principle with this recommendation. However, an additional statement is unnecessary as the City is already required to complete calculations per Governmental Accounting Standards Board (GASB) Statements and Guidelines.

Public Notification

The public was made aware of this item through its inclusion in the legally publicly noticed agenda, posted physically at City Hall and also on the City's website.

Attachment:

Attachment No. 1 - Original FY 2023-24 Budget Policies.pdf
Attachment No. 2 - Redlined Proposed FY 2024-25 Budget Policies 5.30.24.pdf
Attachment No. 3 - Bluelined Budget Policies Final Draft.pdf
Attachment No. 4 - Proposed Budget Policies Clean Draft.pdf

FY 2022/2023 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 balance 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- 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 are 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 rations 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-insures 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.

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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 by offset against a deficit in the following year.

FY ~~2022/2023~~2024/2025 Budget Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts ~~fiscal~~budget policies to establish a framework to ensure a ~~balance~~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~~budget adoption process and may be revised by City Council action.

1. ANNUAL BUDGET

~~**The City adopts an annual budget. The**~~ Per State Law, the City's ~~**fiscal year starts on**~~Fiscal Year runs from July 1st ~~**and concludes on**~~to June 30th~~**. The**~~ of each year and the City Council shall adopt a balanced annual budget ~~**for the new fiscal year, will be adopted before**~~no later than June 30th~~.~~ of each year.

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~~on the second of two separate public ~~meeting~~meetings 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~~expenditures, so that at year~~-~~end (June 30) all ~~these~~governmental funds ~~have~~reflect a positive fund balance and the General Fund balance is maintained~~.~~ or increased. To ensure a balanced budget the following principles will be used:

- The budget ~~is~~will be balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed ~~uses.~~expenditures.
- Ongoing operations ~~are~~must be funded by recurring revenues~~.~~, while one-time expenses can be funded by a variety of sources.
- 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 initial public hearings and formally adopts the City's annual budget and ~~may modify~~its appropriations with majority approval~~.~~ no later than June 30th of each year. During the fiscal year, any budget adjustments (increases in originally approved 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~~- 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

In adhering to Generally Accepted Accounting Principles (GAAP), the City follows appropriate Governmental Accounting Standards Board (GASB) Statements, one of which, No. 54 (GASB 54), addresses Fund Balance Reporting. Compliance with GASB 54 requires the use of the terms below to define various components of fund balance. Reserves are presented in the Annual Comprehensive Financial Report (ACFR) in the Financial Statement section designated using the definitions below.

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and ~~are~~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~~. The authority to designate these reserves can be delegated, and ~~may take~~ less formal action may be taken 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~~—The City Council designates these reserves ~~are designated by the City Council, and are designated~~through formal action for specific purposes~~, through formal action. Committed balances can be modified by the~~. The City Council ~~taking~~can modify committed balances through formal action.

General Fund Economic/Contingency Reserve (Committed~~(~~)

It is a goal of the City to obtain and maintain a general operating reserve in the form of cash and investments, of at 30% of operating expenditures. The first 25% of operating expenditures shall be considered a contingency reserve to cover normal seasonal cash flow variations, as well as unforeseen emergency or catastrophic impacts upon the City. The remaining 5% of operating expenditures may be used for short term economic investment/Financial Sustainability when specifically authorized by the City Council, upon recommendation of the City Manager. The

Director of Finance will calculate the annual reserves based on year-end actual expenditures in conjunction with the Annual Comprehensive Financial Report (ACFR).

General Fund Designated~~)~~ Reserves (Assigned)

Designated Reserves (Assigned) 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.

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash designated reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Arroyo Golf Course/Bike Trail Reserve
- CalTrans Vacant Lot Purchase Reserves
- Legal Reserves
- Library Expansion Reserve
- Maintenance Yard/Community Center Reserve
- Renewable Energy Sources Reserve
- Storm Water Reserve
- Library Park Drainage Reserve
- Financial Sustainability Reserve
- Caltrans 626 Prospective Litigation Reserve
- Transportation Projects-Rogan Fund Match Reserve
- Stables CIP Reserve
- Mental Health Reserve

Internal Service and General Fund Transfer Out Funds

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Facilities & Equipment Replacement Fund (Fund 105)
- Street Light and Landscape Deficit Funds (Fund 101 to Fund 215)

- Capital Improvement Project Fund (Fund 400)
- Business Improvement Tax Deficit Funds (Fund 101 to Fund 220)
- Information Technology Fund (Fund 106)
- Compensated Absences (Fund xxx)
- Liability Self-Insurance Fund (Fund 103) (only in excess of required reserves)
- Worker's Compensation Self-Insurance Fund (Fund 460) (only in excess of required reserves)
- Vehicle Replacement Fund (Fund xxx)

Sufficient reserves shall be maintained in internal service funds and general fund transfer out funds to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collections. Where more than sufficient reserves are being maintained, the excess can be used to offset current expenditure needs. Determination of adequate or excess reserves will be reviewed annually by the Director of Finance and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, other): The Director of Management Services in conjunction with the Director of Finance shall endeavor to maintain these reserves at a level, which, together with purchased insurance policies, will adequately cover the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on, at minimum, a biennial basis in order to recommend appropriate funding levels if not provided for by the City's Self-Insurance Program Administrator. The City shall endeavor to maintain cash reserves equal to 50% of the probable and reasonably estimable claim liabilities and 40% of the incurred-but-not-reported (IBNR) amount determined by the actuary unless there are separate amounts required by the City's Self-Insurance Program Administrator. To lessen the impact of short-term annual rate change fluctuation, City management may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually short and non-recurring factors.

The City shall endeavor to maintain reserves for systematic replacement of fleet vehicles, building components and systems, computers and related equipment, and operational contingencies based upon lifecycle replacement plans to ensure adequate fund balance required. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by building reserves equal to the anticipated replacement cost of each asset class at the end of useful life.

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 rations 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~~25% of revenues. ~~-~~The Sewer fund will maintain a reserve equal to ~~30~~25% of revenues.

6. INFRASTRUCTURE AND CAPITAL MANAGEMENT POLICIES

~~**The City maintains a long-range fiscal perspective through the use of a Capital Improvement Program**~~A five-year Capital Improvement Program (CIP) will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable) life of two years or more.

The CIP will attempt to include adequate funding to support repair and replacement of deteriorating infrastructure 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**~~ in a goal to avoid significant unfunded liabilities in the City's infrastructure.

Proposed capital projects will be considered through the City's budget development process and reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating) as well as the City Manager for overall consistency with the City's goals and objectives. The Director of Public Works, in consultation with the Director of Finance will then identify financing sources for the projects as presented by the City Manager and prioritized by the City Council. Prior to adoption by the City Council, the CIP will be reviewed by the the Finance Commission.

Pay-as-you-go Capital Improvement Plan financing should account for a minimum of 50 percent of all capital improvement projects for each five-year planning period. Pay-as-you-go financing is defined as all sources of revenue other than City debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc. Pay-as-you-go financing should generally be considered as the preferred option. However, the potential for debt issuance

that provides additional economic and/or strategic values could be considered as recommended by the Director of Finance and the Director of Public Works.

The City shall endeavor to apply restricted funds (i.e., in-lieu parking, gas tax funds or existing bond proceeds) to capital projects before using "unrestricted" funds.

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~~may fluctuate based upon available resources.

~~7. ACCOUNTING AND REPORTING STANDARDS~~

7. OPERATING MANAGEMENT POLICIES

The ~~City~~Director of Finance is primarily responsible for the development, implementation, and evaluation of all financial management policies and procedures. However, all departments will participate in the responsibility of meeting policy goals, budget goals, and ensuring the long-term financial health of the City. Future work plans, program initiatives, and strategic plans will be developed to reflect current policy directives, projected resources, and future service requirements.

The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

The City will endeavor to avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and program-based cost accounting. The process will include a diligent review of programs by staff, the Director of Finance, the City Manager, the Finance Commission and the City Council.

Revenues will not be dedicated for specific purposes, unless required by law or GAAP. All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the Director of Finance) and appropriated by the City Council prior to expenditure/expense.

Current revenues will fund current expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source. Current operating expenditures for all fund types will include all allocable overhead operating costs. For the most part, these expenses will be charged to individual budget program elements as internal service fund charges. Included within the allocated service charges will be funding adequate to maintain the approved capital program (unless financed through other debt instruments).

City staff shall strive to identify entrepreneurial solutions to recover costs of operating programs.

The City shall strive to avoid returning to the City Council for new or expanded appropriations. Exceptions may include emergencies, unforeseen impacts, midyear adjustments or new opportunities.

Addition of personnel will only be requested to meet program initiatives and policy directives: after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition or transfer.

All non-enterprise user fees and charges will be examined or adjusted every year and the City shall endeavor to undergo a thorough review to determine the 100% direct and indirect cost of service recovery rate at least every five years. The City Council will strive to obtain 100% cost recovery rates but will reserve the right to recover less as appropriate. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council each year.

Equipment replacement will be accomplished through a life cycle funding mechanism and in some instances the use of a “rental” rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for operation and replacement of vehicles and other capital equipment (fleet, computers, phones, and copier systems). The City shall endeavor to maintain adequate cash reserves to fund 50% replacement of capital equipment. Replacement costs will be based upon equipment lifecycle developed by each department and approved by the Directors of Public Works and Finance.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered.

Revenue and expenditure forecasts will be prepared by the Director of Finance to examine the City’s ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually and include a four or five-year outlook. The Director of Finance will prepare and present these estimates to the City Council at least once a year.

Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments, in cooperation with the City Manager and Director of Finance, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed internally on a bi-annual basis or on an “opportunity” basis.

Through the annual approval of the financial policies, the City Council delegates authority to the City Treasurer to invest or reinvest surplus funds and sell or exchange securities so purchased for and on behalf of the City for the one-year period commencing each July 1.

The City, through the Director of Finance and the Finance Department, will follow an aggressive, consistent, but sensitive policy of collecting revenues with proper internal controls to meet the city's needs and comply with all ~~requirements of~~applicable state and federal laws.

8. ACCOUNTING AND FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in general conformance with state and federal laws, generally accepted accounting principles~~, and will publish an~~ (GAAP), and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

The City's Annual Comprehensive Financial Report (ACFR) ~~in~~will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with ~~generally accepted accounting principles, prepared in coordination with our independent auditors, no later than the first quarter of each calendar year. The~~ finance related legal and contractual provisions, disclose thoroughness, and detail sufficiency, and minimize ambiguities and potential for misleading inference.

The City's 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~~ will also be submitted to the Electronic Municipal Market Access System ("EMMA"), a facility of the Municipal Securities Rulemaking Board, at www.emma.msrb.org, or such other addresses and/or such other services providing information with respect to bonds as the City may designate in writing to any bond trustee.

The City's Budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant ~~deficiencies. The City shall swiftly and thoroughly respond, to auditor findings of~~ budgetary issues, trends, and resource choices.

To provide a reasonable basis for making the Director of Finance's (management's) required representations concerning the finances of the City of South Pasadena, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. The Director of Finance is given the responsibility and authority to develop and maintain proper internal controls on all financial aspects of the City and maintain all the books of the City for inspection. Because the cost of internal controls should not significantly outweigh their benefits, the City's comprehensive

framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material ~~weakness~~misstatements.

~~8~~The Director of Management Services, in conjunction with the Director of Finance, shall evaluate the fiscal impact of proposed changes in all salaries or retirement benefits to be provided to any employee association, which shall be included in the presentation to the City Council.

The Director of Finance shall endeavor to maintain cash reserves sufficient to adequately fund the net present value of accruing liabilities, including self-insurance provisions, obligations to employees for vested payroll and benefits, and similar obligations as they are incurred, and to maintain the highest credit rating possible for the City.

The Director of Finance shall endeavor to fund the City's unfunded other post-employment benefits (OPEB) liability by budgeting the actuarially determined annual pay-as-you-go amount to fund the annual expenditures and expedite amortization of the unfunded liability until the OPEB liability is sufficiently funded, as determined by the Director of Finance, and the City Council. The City will endeavor to apply any excess funding to fund the City's unfunded pension liability through contributions to fund additional amortization payments to CalPERS. The Director of Finance shall endeavor to budget as much as possible to amortize the City's unfunded pension liability and make additional contributions to CalPERS above the required minimum to expedite the amortization of the unfunded pension liability.

The Director of Finance shall prepare and present to the City Council at least twice a year interim revenue and expenditure reports to allow evaluation of potential discrepancies from budget assumptions.

9. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in February or 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~~Quarterly budget updates will be provided to the City Council starting in the Spring of 2023.

~~9~~10. RISK MANAGEMENT

The City, through the Director of Management Services, 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~~its insurance providers to seek full coverage of actuarially projected needs.

Liability and ~~Workers~~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-~~insures~~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~~ 11. INVESTMENTS

The City ~~will consider the use of debt for long-term capital~~shall invest surplus cash assets ~~when the cost of debt is lower than the City's~~using standardized investment ~~return~~principles (in priority order) of safety, liquidity, and ~~when operating revenues are available to pay the debt. We will maximize the~~ yield. Cash and investment ~~return on City Cash balances within the higher concerns of safety and liquidity. An~~programs will be maintained in accordance with the Government Code and the adopted investment policy ~~will be submitted~~and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner., at least annually, shall recommend necessary revisions to the investment policy to the City Council.

Through the annual approval of the financial policies, the City Council provides delegation of authority to the City Treasurer (and to the Deputy City Treasurer in the absence of the City Treasurer) to invest or reinvest surplus funds and to sell or exchange securities so purchased for and on behalf of the City, for ~~review and adoption in September or October of~~ the one-year period commencing each ~~year. The City shall at all times maintain compliance with the California Government Code with respect to the content and function of its~~ July 1.

Pursuant to State law, the City Treasurer, and the Director of Finance (or designated Finance Department staff) shall submit the Investment Policy~~.~~

~~Annually, the Investment Policy is reviewed by~~ to the City's Finance Commission, prior to being approved by the City Council~~.~~ on an annual basis. Additionally, the City Treasurer, with the support of Finance Department Staff, shall provide monthly reports to the Finance Commission and the City Council, which shall include all reportable elements specified in the City's Investment Policy.

12. ~~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.

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13. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services. At a maximum of every five years, a User Fee Study shall be completed to update the schedules

to ensure that Fees are covering costs to provide those services.

14. LONG-TERM LIABILITIES ~~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, and 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~~its 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~~15. GANN APPROPRIATIONS ~~LIMIT~~LIMITS

~~The~~At the same time the Fiscal Year Budget is approved, 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~~Constitution of the State of California and other required Government ~~code~~Code Sections 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~~GANN Appropriations Limit is ~~restricted~~a constitutionally required calculation that restricts the City to an amount of annual appropriations from proceeds of taxes~~,~~ (minus certain exceptions), 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 ~~by~~be offset against a deficit in the following year.

16. DEBT MANAGEMENT POLICIES

These Debt Management Policies, effective January 1, 2017, are intended to comply with Government Code Section 8855(i), (j), and (k) and shall govern all debt undertaken by the City. They apply to the City and all subordinate entities for which the City Council serves as the governing board.

The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness and maintain and, if possible, improve the current bond rating(s), in order to minimize borrowing costs and preserve access to credit.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

Purposes for Which Debt May Be Issued

Long-term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and operated by the City.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. However, the City may consider issuance of debt for working capital purposes under specific circumstances if deemed advisable by the City Council and Director of Finance.

(c) The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the infrastructure improvement, with the average (weighted) bond maturities at or below thirty years, unless otherwise authorized by the City Council.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.
- The City determines that the issuance of the debt will comply with the applicable state and federal law.

Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also

be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Types of Debt

For purposes of these Debt Management Policies, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations. The use of the term "debt" in these Debt Management Policies shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt in contravention of any statutory or constitutional debt limitation.

The following types of debt are allowable under these Debt Management Policies:

- General obligation bonds, which are supported by property tax revenue which grows in proportion to the City's assessed valuation and/or property tax rate increases, may be utilized if/when authorized by voters.
- Bond or grant anticipation notes.
- Lease revenue bonds, certificates of participation and lease-purchase transactions.
- Other revenue bonds and certificates of participation.
- Tax and revenue anticipation notes.
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes.
- Tax increment financing to the extent permitted under state law.
- Conduit financings, such as financings for affordable rental housing and qualified 501(c)(3) organizations.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of these Debt Management Policies.

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

Relationship of Debt to Capital Improvement Program and Budget

The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning and approved by the Director of Finance. The review shall not be limited to cash flow analysis, potential for unexpected revenue surprises, and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

The Director of Finance will ensure that City debt service costs within the General Fund should not exceed 15% of the City's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, Enterprise Fund, and general obligation debt service is not included in this calculation because it is paid by district property owners, service users or taxpayers and is not an obligation of future General Fund revenues.

A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.

Utility rates will be set, at a minimum, to ensure the ratio of revenue to debt service meets our bond indenture requirement (generally a minimum of 125% of debt service). In addition, higher revenue to expense ratios may be needed to secure the City's bond rating, as determined by the Director of Finance. When calculating debt services coverage for internal purposes, the minimum pay-as-you-go capital expense for each enterprise fund will be considered a part of the operating costs to be covered by pre-debt service revenues. The City goal will be to maintain the required debt service coverage with this additional cost factored into the equation. Use of a 5-year budget projection, including capital project requirements, will provide assurance that all needs are considered by the Director of Public Works, the Director of Finance, the Public Works Commission and City Council as revenue requirements are considered.

Policy Goals Related to Planning and Objectives

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The

City intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the City's annual operations budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

Internal Control Procedures

When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings pursuant to SEC Rule 15c2-12 and Government Code Section 8855 (i), (j), and (k),
- Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- The City's investment policies as they relate to the investment of bond proceeds.

It is the policy of the City to ensure that proceeds of debt are spent only on lawful and intended uses. Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the City upon the submission of one or more written requisitions, or (b) by the City, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the City.

Financial Obligations

In February 2019, the Securities and Exchange Commission (the "SEC") adopted amendments to Rule 15c2- 12, which governs primary and secondary market disclosure, to cover "financial obligations" (as further described below, this term largely refers to privately placed debt). The amendments require the City to disclose to the City's public bond investors the following items within 10 business days:

(i) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and

(ii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

With respect to event (i) above, a material amendment to a previously-existing financial obligation may be treated as the "incurrence" of a new financial obligation. The amendments define a "financial obligation" as: (a) a debt obligation; (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) a guarantee of (a) or (b). Financial obligations do not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with Rule 15c2-12.

The Director of Finance will maintain an electronic file to keep track of the execution by the City and current status of any agreement or other obligation which might constitute a "financial obligation" for purposes of Rule 15c2-12. Amendments to existing agreements or obligations which relate to covenants, events of default, remedies, priority rights or other similar terms should also be tracked. Information to be tracked includes the initial and outstanding principal amount, the date of incurrence, significant financial covenants, and the dates and substance of any amendments.

The Director of Finance should consult with the City's disclosure counsel when agreements which might constitute "material" financial obligations are entered into or amended, or when the City receives notices from the holders of financial obligations, in order to determine whether disclosure to the holders of the City's publicly sold bonds is warranted.

The types of agreements or other obligations which could constitute "financial obligations" and which could need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed.
2. State or federal loans.
3. Commercial paper or other short-term indebtedness for which no offering document has been filed on with the Municipal Securities Rulemaking Board.
4. Letters of credit, surety policies or other credit enhancement with respect to the City's publicly offered debt.
5. Letters of credit, including letters of credit which are provided to third parties to secure the City's obligation to pay or perform (an example of this is a standby letter of credit delivered to secure the City's obligations for performance under a mitigation agreement).
6. Capital leases for property, facilities, fleet or equipment.
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).

8. Payment agreements which obligate the City to pay a share of another public agency's debt service (for example, an agreement with a joint powers agency whereby the City agrees to pay a share of the joint powers agency's bonds, notes or other obligations).
9. Service contracts with a public agency or a private party pursuant to which the City is obligated to pay a share of such public agency or private party's debt service obligation (for example, certain types of public-private partnership arrangements).
10. Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money.

The Director of Finance will continue to work with the City Attorney and the City's disclosure counsel to refine the definition of "financial obligation" going forward based on future SEC guidance.

Secondary Market Disclosure

On February 7, 2020, the SEC released a staff legal bulletin (the "Bulletin") concerning secondary market disclosure in the municipal bond market. The Bulletin included SEC staff views on a variety of matters, including but not limited to, the applicability of federal securities law to public agency websites, reports delivered to governmental and institutional bodies and statements made by public officials including elected board members. Documents, reports and other written statements of the City which contains current financial and operational conditions of the City will be included in a section of the City website that is appropriately identified. The Director of Finance will consult with the City's disclosure counsel to ensure that financial and operational information about the City which is publicly available contains appropriate disclaimers to the effect that such information speaks only as of its date and that investors should not rely on such information and directing investors to the City's disclosures on the Municipal Securities Rulemaking Board's EMMA website.

FY 2024/2025 Budget Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts budget 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

Per State Law, the City's Fiscal Year runs from July 1st to June 30th of each year and the City Council shall adopt a balanced annual budget no later than June 30th of each year.

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, on the second of two separate public meetings 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 expenditures, so that at year-end (June 30) all governmental funds reflect a positive fund balance and the General Fund balance is maintained or increased. To ensure a balanced budget the following principles will be used:

- The budget will be balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed expenditures.
- Ongoing operations must be funded by recurring revenues, while one-time expenses can be funded by a variety of sources.
- 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 initial public hearings and formally adopts the City's annual budget and its appropriations with majority approval no later than June 30th of each year. During the fiscal year, any budget adjustments (increases in originally approved 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

In adhering to Generally Accepted Accounting Principles (GAAP), the City follows appropriate Governmental Accounting Standards Board (GASB) Statements, one of which, No. 54 (GASB 54), addresses Fund Balance Reporting. Compliance with GASB 54 requires the use of the terms below to define various components of fund balance. Reserves are presented in the Annual Comprehensive Financial Report (ACFR) in the Financial Statement section designated using the definitions below.

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and may become either restricted, committed, or assigned.
- Assigned Fund Balance—These reserves are set aside or earmarked for particular purposes. The authority to designate these reserves can be delegated, and less formal action may be taken 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—The City Council designates these reserves through formal action for specific purposes. The City Council can modify committed balances through formal action.

General Fund Economic/Contingency Reserve (Committed)

It is a goal of the City to obtain and maintain a general operating reserve in the form of cash and investments, of at 30% of operating expenditures. The first 25% of operating expenditures shall be considered a contingency reserve to cover normal seasonal cash flow variations, as well as unforeseen emergency or catastrophic impacts upon the City. The remaining 5% of operating expenditures may be used for short term economic investment/Financial Sustainability when specifically authorized by the City Council, upon recommendation of the City Manager. The Director of Finance will calculate the annual reserves based on year-end actual expenditures in conjunction with the Annual Comprehensive Financial Report (ACFR).

General Fund Designated Reserves (Assigned)

Designated Reserves (Assigned) 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.

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash designated reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Arroyo Golf Course/Bike Trail Reserve
- CalTrans Vacant Lot Purchase Reserves
- Legal Reserves
- Library Expansion Reserve
- Maintenance Yard/Community Center Reserve
- Renewable Energy Sources Reserve
- Storm Water Reserve
- Library Park Drainage Reserve
- Financial Sustainability Reserve
- Caltrans 626 Prospective Litigation Reserve
- Transportation Projects-Rogan Fund Match Reserve
- Stables CIP Reserve
- Mental Health Reserve

Internal Service and General Fund Transfer Out Funds

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Facilities & Equipment Replacement Fund (Fund 105)
- Street Light and Landscape Deficit Funds (Fund 101 to Fund 215)
- Capital Improvement Project Fund (Fund 400)
- Business Improvement Tax Deficit Funds (Fund 101 to Fund 220)
- Information Technology Fund (Fund 106)
- Compensated Absences (Fund xxx)
- Liability Self-Insurance Fund (Fund 103) (only in excess of required reserves)
- Worker's Compensation Self-Insurance Fund (Fund 460) (only in excess of required reserves)
- Vehicle Replacement Fund (Fund xxx)

Sufficient reserves shall be maintained in internal service funds and general fund transfer out funds to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collections. Where more than sufficient reserves are being maintained, the excess can be used to offset current expenditure needs. Determination of adequate or excess reserves will be reviewed annually by the Director of Finance and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, other): The Director of Management Services in conjunction with the Director of Finance shall endeavor to maintain these reserves at a level, which, together with purchased insurance policies, will adequately cover the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on, at minimum, a biennial basis in order to recommend appropriate funding levels if not provided for by the City's Self-Insurance Program Administrator. The City shall endeavor to maintain cash reserves equal to 50% of the probable and reasonably estimable claim liabilities and 40% of the incurred-but-not-reported (IBNR) amount determined by the actuary unless there are separate amounts required by the City's Self-Insurance Program Administrator. To lessen the impact of short-term annual rate change fluctuation, City management may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually short and non-recurring factors.

The City shall endeavor to maintain reserves for systematic replacement of fleet vehicles, building components and systems, computers and related equipment, and operational contingencies based upon lifecycle replacement plans to ensure adequate fund balance required. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by building reserves equal to the anticipated replacement cost of each asset class at the end of useful life.

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 rations 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 25% of revenues. The Sewer fund will maintain a reserve equal to 25% of revenues.

6. INFRASTRUCTURE AND CAPITAL MANAGEMENT POLICIES

A five-year Capital Improvement Program (CIP) will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable) life of two years or more.

The CIP will attempt to include adequate funding to support repair and replacement of deteriorating infrastructure to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees in a goal to avoid significant unfunded liabilities in the City’s infrastructure.

Proposed capital projects will be considered through the City’s budget development process and reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating) as well as the City Manager for overall consistency with the City’s goals and objectives. The Director of Public Works, in consultation with the Director of Finance will then identify financing sources for the projects as presented by the City Manager and prioritized by the City Council. Prior to adoption by the City Council, the CIP will be reviewed by the the Finance Commission.

Pay-as-you-go Capital Improvement Plan financing should account for a minimum of 50 percent of all capital improvement projects for each five-year planning period. Pay-as-you-go financing is defined as all sources of revenue other than City debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc. Pay-as-you-go financing should generally be considered as the preferred option. However, the potential for debt issuance that provides additional economic and/or strategic values could be considered as recommended by the Director of Finance and the Director of Public Works.

The City shall endeavor to apply restricted funds (i.e., in-lieu parking, gas tax funds or existing bond proceeds) to capital projects before using “unrestricted” funds.

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 may fluctuate based upon available resources.

7. OPERATING MANAGEMENT POLICIES

The Director of Finance is primarily responsible for the development, implementation, and evaluation of all financial management policies and procedures. However, all departments will participate in the responsibility of meeting policy goals, budget goals, and ensuring the long-term financial health of the City. Future work plans, program initiatives, and strategic plans will be developed to reflect current policy directives, projected resources, and future service requirements.

The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

The City will endeavor to avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and program-based cost accounting. The process will include a diligent review of programs by staff, the Director of Finance, the City Manager, the Finance Commission and the City Council.

Revenues will not be dedicated for specific purposes, unless required by law or GAAP. All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the Director of Finance) and appropriated by the City Council prior to expenditure/expense.

Current revenues will fund current expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source. Current operating expenditures for all fund types will include all allocable overhead operating costs. For the most part, these expenses will be charged to individual budget program elements as internal service fund charges. Included within the allocated service charges will be funding adequate to maintain the approved capital program (unless financed through other debt instruments).

City staff shall strive to identify entrepreneurial solutions to recover costs of operating programs.

The City shall strive to avoid returning to the City Council for new or expanded appropriations. Exceptions may include emergencies, unforeseen impacts, midyear adjustments or new opportunities.

Addition of personnel will only be requested to meet program initiatives and policy directives: after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition or transfer.

All non-enterprise user fees and charges will be examined or adjusted every year and the City shall endeavor to undergo a thorough review to determine the 100% direct and indirect cost of service recovery rate at least every five years. The City Council will strive to obtain 100% cost recovery rates but will reserve the right to recover less as appropriate. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council each year.

Equipment replacement will be accomplished through a life cycle funding mechanism and in some instances the use of a “rental” rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for operation and replacement of vehicles and other capital equipment (fleet, computers, phones, and copier systems). The City shall endeavor to maintain adequate cash reserves to fund 50% replacement of capital equipment. Replacement costs will be based upon equipment lifecycle developed by each department and approved by the Directors of Public Works and Finance.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered.

Revenue and expenditure forecasts will be prepared by the Director of Finance to examine the City’s ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually and include a four or five-year outlook. The Director of Finance will prepare and present these estimates to the City Council at least once a year.

Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments, in cooperation with the City Manager and Director of Finance, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed internally on a bi-annual basis or on an “opportunity” basis.

Through the annual approval of the financial policies, the City Council delegates authority to the City Treasurer to invest or reinvest surplus funds and sell or exchange securities so purchased for and on behalf of the City for the one-year period commencing each July 1.

The City, through the Director of Finance and the Finance Department, will follow an aggressive, consistent, but sensitive policy of collecting revenues with proper internal controls to meet the city's needs and comply with all applicable state and federal laws.

8. ACCOUNTING AND FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in general conformance with state and federal laws, generally accepted accounting principles (GAAP), and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

The City's Annual Comprehensive Financial Report (ACFR) will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness, and detail sufficiency, and minimize ambiguities and potential for misleading inference.

The City's ACFR will also be submitted to the Electronic Municipal Market Access System ("EMMA"), a facility of the Municipal Securities Rulemaking Board, at www.emma.msrb.org, or such other addresses and/or such other services providing information with respect to bonds as the City may designate in writing to any bond trustee.

The City's Budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resource choices.

To provide a reasonable basis for making the Director of Finance's (management's) required representations concerning the finances of the City of South Pasadena, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. The Director of Finance is given the responsibility and authority to develop and maintain proper internal controls on all financial aspects of the City and maintain all the books of the City for inspection. Because the cost of internal controls should not significantly outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements.

The Director of Management Services, in conjunction with the Director of Finance, shall evaluate the fiscal impact of proposed changes in all salaries or retirement benefits to be provided to any employee association, which shall be included in the presentation to the City Council.

The Director of Finance shall endeavor to maintain cash reserves sufficient to adequately fund the net present value of accruing liabilities, including self-insurance provisions, obligations to

employees for vested payroll and benefits, and similar obligations as they are incurred, and to maintain the highest credit rating possible for the City.

The Director of Finance shall endeavor to fund the City's unfunded other post-employment benefits (OPEB) liability by budgeting the actuarially determined annual pay-as-you-go amount to fund the annual expenditures and expedite amortization of the unfunded liability until the OPEB liability is sufficiently funded, as determined by the Director of Finance, and the City Council. The City will endeavor to apply any excess funding to fund the City's unfunded pension liability through contributions to fund additional amortization payments to CalPERS. The Director of Finance shall endeavor to budget as much as possible to amortize the City's unfunded pension liability and make additional contributions to CalPERS above the required minimum to expedite the amortization of the unfunded pension liability.

The Director of Finance shall prepare and present to the City Council at least twice a year interim revenue and expenditure reports to allow evaluation of potential discrepancies from budget assumptions.

9. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in February or 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.
- Quarterly budget updates will be provided to the City Council starting in the Spring of 2023.

10. RISK MANAGEMENT

The City, through the Director of Management Services, 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 its 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.

Internal Service and General Fund Transfer Out Funds

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Facilities & Equipment Replacement Fund (Fund 105)
- Street Light and Landscape Deficit Funds (Fund 101 to Fund 215)
- Capital Improvement Project Fund (Fund 400)
- Business Improvement Tax Deficit Funds (Fund 101 to Fund 220)
- Information Technology Fund (Fund 106)
- Compensated Absences (Fund xxx)
- Liability Self-Insurance Fund (Fund 103) (only in excess of required reserves)
- Worker's Compensation Self-Insurance Fund (Fund 460) (only in excess of required reserves)
- Vehicle Replacement Fund (Fund xxx)

Sufficient reserves shall be maintained in internal service funds and general fund transfer out funds to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collections. Where more than sufficient reserves are being maintained, the excess can be used to offset current expenditure needs. Determination of adequate or excess reserves will be reviewed annually by the Director of Finance and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, other): The Director of Management Services in conjunction with the Director of Finance shall endeavor to maintain these reserves at a level, which, together with purchased insurance policies, will adequately cover the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on, at minimum, a biennial basis in order to recommend appropriate funding levels if not provided for by the City's Self-Insurance Program Administrator. The City shall endeavor to maintain cash reserves equal to 50% of the probable and reasonably estimable claim liabilities and 40% of the incurred-but-not-reported (IBNR) amount determined by the actuary unless there are separate amounts required by the City's Self-Insurance Program Administrator. To lessen the impact of short-term annual rate change fluctuation, City management may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually short and non-recurring factors.

The City shall endeavor to maintain reserves for systematic replacement of fleet vehicles, building components and systems, computers and related equipment, and operational contingencies based upon lifecycle replacement plans to ensure adequate fund balance required. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by building reserves equal to the anticipated replacement cost of each asset class at the end of useful life.

11. INVESTMENTS

The City shall invest surplus cash assets using standardized investment principles (in priority order) of safety, liquidity, and yield. Cash and investment programs will be maintained in accordance with the Government Code and the adopted investment policy and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner., at least annually, shall recommend necessary revisions to the investment policy to the City Council.

Through the annual approval of the financial policies, the City Council provides delegation of authority to the City Treasurer (and to the Deputy City Treasurer in the absence of the City Treasurer) to invest or reinvest surplus funds and to sell or exchange securities so purchased for and on behalf of the City, for the one-year period commencing each July 1.

Pursuant to State law, the City Treasurer, and the Director of Finance (or designated Finance Department staff) shall submit the Investment Policy to the City's Finance Commission, prior to being approved by the City Council on an annual basis. Additionally, the City Treasurer, with the support of Finance Department Staff, shall provide monthly reports to the Finance Commission and the City Council, which shall include all reportable elements specified in the City's Investment Policy.

12. 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.

13. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services. At a maximum of every five years, a User Fee Study shall be completed to update the schedules to ensure that Fees are covering costs to provide those services.

14. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (compensated absences, claims and judgements, pensions, and post-employment benefits (OPEB)) on a case-by-case basis. The City will work with the California Public Employee Retirement System and its 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.

15. GANN APPROPRIATIONS LIMITS

At the same time the Fiscal Year Budget is approved, 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 and other required Government Code Sections and any other voter-approved amendments or state legislation that affects the City's appropriations limit.

The GANN Appropriations Limit is a constitutionally required calculation that restricts the City to an amount of annual appropriations from proceeds of taxes (minus certain exceptions), 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.

16. DEBT MANAGEMENT POLICIES

These Debt Management Policies, effective January 1, 2017, are intended to comply with Government Code Section 8855(i), (j), and (k) and shall govern all debt undertaken by the City.

They apply to the City and all subordinate entities for which the City Council serves as the governing board.

The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness and maintain and, if possible, improve the current bond rating(s), in order to minimize borrowing costs and preserve access to credit.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

Purposes for Which Debt May Be Issued

Long-term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and operated by the City.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. However, the City may consider issuance of debt for working capital purposes under specific circumstances if deemed advisable by the City Council and Director of Finance.

(c) The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the infrastructure improvement, with the average (weighted) bond maturities at or below thirty years, unless otherwise authorized by the City Council.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.

- The City determines that the issuance of the debt will comply with the applicable state and federal law.

Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Types of Debt

For purposes of these Debt Management Policies, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations. The use of the term "debt" in these Debt Management Policies shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt in contravention of any statutory or constitutional debt limitation.

The following types of debt are allowable under these Debt Management Policies:

- General obligation bonds, which are supported by property tax revenue which grows in proportion to the City's assessed valuation and/or property tax rate increases, may be utilized if/when authorized by voters.
- Bond or grant anticipation notes.
- Lease revenue bonds, certificates of participation and lease-purchase transactions.
- Other revenue bonds and certificates of participation.
- Tax and revenue anticipation notes.
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes.
- Tax increment financing to the extent permitted under state law.
- Conduit financings, such as financings for affordable rental housing and qualified 501(c)(3) organizations.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of these Debt Management Policies.

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

Relationship of Debt to Capital Improvement Program and Budget

The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning and approved by the Director of Finance. The review shall not be limited to cash flow analysis, potential for unexpected revenue surprises, and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

The Director of Finance will ensure that City debt service costs within the General Fund should not exceed 15% of the City's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, Enterprise Fund, and general obligation debt service is not included in this calculation because it is paid by district property owners, service users or taxpayers and is not an obligation of future General Fund revenues.

A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.

Utility rates will be set, at a minimum, to ensure the ratio of revenue to debt service meets our bond indenture requirement (generally a minimum of 125% of debt service). In addition, higher revenue to expense ratios may be needed to secure the City's bond rating, as determined by the Director of Finance. When calculating debt services coverage for internal purposes, the minimum pay-as-you-go capital expense for each enterprise fund will be considered a part of the operating costs to be covered by pre-debt service revenues. The City goal will be to maintain the required debt service coverage with this additional cost factored into the equation. Use of a 5-year budget projection, including capital project requirements, will provide assurance that all needs are considered by the Director of Public Works, the Director of Finance, the Public Works Commission and City Council as revenue requirements are considered.

Policy Goals Related to Planning and Objectives

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the City's annual operations budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

Internal Control Procedures

When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings pursuant to SEC Rule 15c2-12 and Government Code Section 8855 (i), (j), and (k),
- Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- The City's investment policies as they relate to the investment of bond proceeds.

It is the policy of the City to ensure that proceeds of debt are spent only on lawful and intended uses. Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the City upon the submission of one or more written requisitions, or (b) by the City, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the City.

Financial Obligations

In February 2019, the Securities and Exchange Commission (the "SEC") adopted amendments to Rule 15c2- 12, which governs primary and secondary market disclosure, to cover "financial obligations" (as further described below, this term largely refers to privately placed debt). The amendments require the City to disclose to the City's public bond investors the following items within 10 business days:

(i) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and

(ii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

With respect to event (i) above, a material amendment to a previously-existing financial obligation may be treated as the "incurrence" of a new financial obligation. The amendments define a "financial obligation" as: (a) a debt obligation; (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) a guarantee of (a) or (b). Financial obligations do not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with Rule 15c2-12.

The Director of Finance will maintain an electronic file to keep track of the execution by the City and current status of any agreement or other obligation which might constitute a "financial obligation" for purposes of Rule 15c2-12. Amendments to existing agreements or obligations which relate to covenants, events of default, remedies, priority rights or other similar terms should also be tracked. Information to be tracked includes the initial and outstanding principal amount, the date of incurrence, significant financial covenants, and the dates and substance of any amendments.

The Director of Finance should consult with the City's disclosure counsel when agreements which might constitute "material" financial obligations are entered into or amended, or when the City receives notices from the holders of financial obligations, in order to determine whether disclosure to the holders of the City's publicly sold bonds is warranted.

The types of agreements or other obligations which could constitute "financial obligations" and which could need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed.
2. State or federal loans.
3. Commercial paper or other short-term indebtedness for which no offering document has been filed on with the Municipal Securities Rulemaking Board.
4. Letters of credit, surety policies or other credit enhancement with respect to the City's publicly offered debt.
5. Letters of credit, including letters of credit which are provided to third parties to secure the City's obligation to pay or perform (an example of this is a standby letter

of credit delivered to secure the City's obligations for performance under a mitigation agreement).
6. Capital leases for property, facilities, fleet or equipment.
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).
8. Payment agreements which obligate the City to pay a share of another public agency's debt service (for example, an agreement with a joint powers agency whereby the City agrees to pay a share of the joint powers agency's bonds, notes or other obligations).
9. Service contracts with a public agency or a private party pursuant to which the City is obligated to pay a share of such public agency or private party's debt service obligation (for example, certain types of public-private partnership arrangements).
10. Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money.

The Director of Finance will continue to work with the City Attorney and the City's disclosure counsel to refine the definition of "financial obligation" going forward based on future SEC guidance.

Secondary Market Disclosure

On February 7, 2020, the SEC released a staff legal bulletin (the "Bulletin") concerning secondary market disclosure in the municipal bond market. The Bulletin included SEC staff views on a variety of matters, including but not limited to, the applicability of federal securities law to public agency websites, reports delivered to governmental and institutional bodies and statements made by public officials including elected board members. Documents, reports and other written statements of the City which contains current financial and operational conditions of the City will be included in a section of the City website that is appropriately identified. The Director of Finance will consult with the City's disclosure counsel to ensure that financial and operational information about the City which is publicly available contains appropriate disclaimers to the effect that such information speaks only as of its date and that investors should not rely on such information and directing investors to the City's disclosures on the Municipal Securities Rulemaking Board's EMMA website.

FY 2024/2025 Budget Policies

PURPOSE STATEMENT

To enhance fiscal transparency and maintain and improve fiscal sustainability, the City of South Pasadena annually adopts budget 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

Per State Law, the City's Fiscal Year runs from July 1st to June 30th of each year and the City Council shall adopt a balanced annual budget no later than June 30th of each year.

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, on the second of two separate public meetings 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 expenditures, so that at year-end (June 30) all governmental funds reflect a positive fund balance and the General Fund balance is maintained or increased. To ensure a balanced budget the following principles will be used:

- The budget will be balanced at the individual fund level. The estimated revenue sources must be sufficient to cover proposed expenditures.
- Ongoing operations must be funded by recurring revenues, while one-time expenses can be funded by a variety of sources.
- 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 initial public hearings and formally adopts the City's annual budget and its appropriations with majority approval no later than June 30th of each year. During the fiscal year, any budget adjustments (increases in originally approved 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

In adhering to Generally Accepted Accounting Principles (GAAP), the City follows appropriate Governmental Accounting Standards Board (GASB) Statements, one of which, No. 54 (GASB 54), addresses Fund Balance Reporting. Compliance with GASB 54 requires the use of the terms below to define various components of fund balance. Reserves are presented in the Annual Comprehensive Financial Report (ACFR) in the Financial Statement section designated using the definitions below.

General Fund Reserves are described as:

- Unassigned Fund Balance - These reserves are in spendable form and may become either restricted, committed, or assigned.
- Assigned Fund Balance—These reserves are set aside or earmarked for particular purposes. The authority to designate these reserves can be delegated, and less formal action may be taken 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—The City Council designates these reserves through formal action for specific purposes. The City Council can modify committed balances through formal action.

General Fund Economic/Contingency Reserve (Committed)

It is a goal of the City to obtain and maintain a general operating reserve in the form of cash and investments, of at 30% of operating expenditures. The first 25% of operating expenditures shall be considered a contingency reserve to cover normal seasonal cash flow variations, as well as unforeseen emergency or catastrophic impacts upon the City. The remaining 5% of operating expenditures may be used for short term economic investment/Financial Sustainability when specifically authorized by the City Council, upon recommendation of the City Manager. The Director of Finance will calculate the annual reserves based on year-end actual expenditures in conjunction with the Annual Comprehensive Financial Report (ACFR).

General Fund Designated Reserves (Assigned)

Designated Reserves (Assigned) 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.

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash designated reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Arroyo Golf Course/Bike Trail Reserve
- CalTrans Vacant Lot Purchase Reserves
- Legal Reserves
- Library Expansion Reserve
- Maintenance Yard/Community Center Reserve
- Renewable Energy Sources Reserve
- Storm Water Reserve
- Library Park Drainage Reserve
- Financial Sustainability Reserve
- Caltrans 626 Prospective Litigation Reserve
- Transportation Projects-Rogan Fund Match Reserve
- Stables CIP Reserve
- Mental Health Reserve

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 rations 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 25% of revenues. The Sewer fund will maintain a reserve equal to 25% of revenues.

6. INFRASTRUCTURE AND CAPITAL MANAGEMENT POLICIES

A five-year Capital Improvement Program (CIP) will be developed and updated annually, including anticipated funding sources. Capital improvement projects are defined as infrastructure or equipment purchases or construction which results in a capitalized asset and having a useful (depreciable) life of two years or more.

The CIP will attempt to include adequate funding to support repair and replacement of deteriorating infrastructure to maintain the quality of City infrastructure, including streets, sidewalks, sewers, drains, lighting, buildings, parks, and trees in a goal to avoid significant unfunded liabilities in the City's infrastructure.

Proposed capital projects will be considered through the City's budget development process and reviewed and prioritized by a cross-departmental team regarding accurate costing (design, capital, and operating) as well as the City Manager for overall consistency with the City's goals and objectives. The Director of Public Works, in consultation with the Director of Finance will then identify financing sources for the projects as presented by the City Manager and prioritized by the City Council. Prior to adoption by the City Council, the CIP will be reviewed by the the Finance Commission.

Pay-as-you-go Capital Improvement Plan financing should account for a minimum of 50 percent of all capital improvement projects for each five-year planning period. Pay-as-you-go financing is defined as all sources of revenue other than City debt issuance, i.e., fund balance contributions, developer contributions, grants, endowments, etc. Pay-as-you-go financing should generally be considered as the preferred option. However, the potential for debt

issuance that provides additional economic and/or strategic values could be considered as recommended by the Director of Finance and the Director of Public Works.

The City shall endeavor to apply restricted funds (i.e., in-lieu parking, gas tax funds or existing bond proceeds) to capital projects before using “unrestricted” funds.

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 may fluctuate based upon available resources.

7. OPERATING MANAGEMENT POLICIES

The Director of Finance is primarily responsible for the development, implementation, and evaluation of all financial management policies and procedures. However, all departments will participate in the responsibility of meeting policy goals, budget goals, and ensuring the long-term financial health of the City. Future work plans, program initiatives, and strategic plans will be developed to reflect current policy directives, projected resources, and future service requirements.

The budget process is intended to weigh all competing requests for City resources within expected fiscal constraints. Requests for new, ongoing programs made outside the budget process will be discouraged.

The City will endeavor to avoid budgetary and accounting procedures that balance the current budget at the expense of future budgets.

Budget development will use strategic multi-year fiscal planning, conservative revenue forecasts, and program-based cost accounting. The process will include a diligent review of programs by staff, the Director of Finance, the City Manager, the Finance Commission and the City Council.

Revenues will not be dedicated for specific purposes, unless required by law or GAAP. All non-restricted revenues will be deposited in the General Fund (or other designated fund as approved by the Director of Finance) and appropriated by the City Council prior to expenditure/expense.

Current revenues will fund current expenditures and a diversified and stable revenue system will be developed and maintained to protect programs from short-term fluctuations in any single revenue source. Current operating expenditures for all fund types will include all allocable overhead operating costs. For the most part, these expenses will be charged to individual budget program elements as internal service fund charges. Included within the allocated service charges will be funding adequate to maintain the approved capital program (unless financed through other debt instruments).

City staff shall strive to identify entrepreneurial solutions to recover costs of operating programs.

The City shall strive to avoid returning to the City Council for new or expanded appropriations. Exceptions may include emergencies, unforeseen impacts, midyear adjustments or new opportunities.

Addition of personnel will only be requested to meet program initiatives and policy directives: after service needs have been thoroughly examined and it is substantiated that additional staffing will result in increased revenue or enhanced operating efficiencies. To the extent feasible, personnel cost reductions will be achieved through attrition or transfer.

All non-enterprise user fees and charges will be examined or adjusted every year and the City shall endeavor to undergo a thorough review to determine the 100% direct and indirect cost of service recovery rate at least every five years. The City Council will strive to obtain 100% cost recovery rates but will reserve the right to recover less as appropriate. The acceptable recovery rate and any associated changes to user fees and charges will be approved by the City Council each year.

Equipment replacement will be accomplished through a life cycle funding mechanism and in some instances the use of a “rental” rate structure. The rates will be revised annually to ensure that charges to operating departments are sufficient for operation and replacement of vehicles and other capital equipment (fleet, computers, phones, and copier systems). The City shall endeavor to maintain adequate cash reserves to fund 50% replacement of capital equipment. Replacement costs will be based upon equipment lifecycle developed by each department and approved by the Directors of Public Works and Finance.

Grant funding will be considered to leverage City funds. Inconsistent and/or fluctuating grants should not be used to fund ongoing programs. Programs financed with grant monies will be budgeted in separate cost centers, and the service program will be adjusted to reflect the level of available funding. In the event of reduced grant funding, City resources will be substituted only after all program priorities and alternatives are considered.

Revenue and expenditure forecasts will be prepared by the Director of Finance to examine the City’s ability to absorb operating costs due to changes in the economy, service demands, and capital improvements. The forecast will be updated annually and include a four or five-year outlook. The Director of Finance will prepare and present these estimates to the City Council at least once a year.

Alternative means of service delivery will be evaluated to ensure that quality services are provided to our citizens at the most competitive and economical cost. Departments, in cooperation with the City Manager and Director of Finance, will identify all activities that could be provided by another source and review options/alternatives to current service delivery. The review of service delivery alternatives and the need for the service will be performed internally on a bi-annual basis or on an “opportunity” basis.

Through the annual approval of the financial policies, the City Council delegates authority to the City Treasurer to invest or reinvest surplus funds and sell or exchange securities so purchased for and on behalf of the City for the one-year period commencing each July 1.

The City, through the Director of Finance and the Finance Department, will follow an aggressive, consistent, but sensitive policy of collecting revenues with proper internal controls to meet the city's needs and comply with all applicable state and federal laws.

8. ACCOUNTING AND FINANCIAL REPORTING POLICIES

The City's accounting and financial reporting systems will be maintained in general conformance with state and federal laws, generally accepted accounting principles (GAAP), and the Government Finance Officers Association (GFOA). Further, the City will make every attempt to implement all changes to governmental accounting practices at the earliest practicable time.

The City's Annual Comprehensive Financial Report (ACFR) will be submitted to the GFOA Certification of Achievement for Excellence in Financial Reporting Program. The financial report should be in conformity with GAAP, demonstrate compliance with finance related legal and contractual provisions, disclose thoroughness, and detail sufficiency, and minimize ambiguities and potential for misleading inference.

The City's ACFR will also be submitted to the Electronic Municipal Market Access System ("EMMA"), a facility of the Municipal Securities Rulemaking Board, at www.emma.msrb.org, or such other addresses and/or such other services providing information with respect to bonds as the City may designate in writing to any bond trustee.

The City's Budget should satisfy criteria as a financial and programmatic policy document, as a comprehensive financial plan, as an operations guide for all organizational units and as a communications device for all significant budgetary issues, trends, and resource choices.

To provide a reasonable basis for making the Director of Finance's (management's) required representations concerning the finances of the City of South Pasadena, the City has established a comprehensive internal control framework that is designed both to protect the City's assets from loss, theft, or misuse and to compile sufficient reliable information for the preparation of the City's financial statements in conformity with GAAP. The Director of Finance is given the responsibility and authority to develop and maintain proper internal controls on all financial aspects of the City and maintain all the books of the City for inspection. Because the cost of internal controls should not significantly outweigh their benefits, the City's comprehensive framework of internal controls has been designed to provide reasonable rather than absolute assurance that the financial statements will be free from material misstatements.

The Director of Management Services, in conjunction with the Director of Finance, shall evaluate the fiscal impact of proposed changes in all salaries or retirement benefits to be provided to any employee association, which shall be included in the presentation to the City Council.

The Director of Finance shall endeavor to maintain cash reserves sufficient to adequately fund the net present value of accruing liabilities, including self-insurance provisions, obligations to

employees for vested payroll and benefits, and similar obligations as they are incurred, and to maintain the highest credit rating possible for the City.

The Director of Finance shall endeavor to fund the City's unfunded other post-employment benefits (OPEB) liability by budgeting the actuarially determined annual pay-as-you-go amount to fund the annual expenditures and expedite amortization of the unfunded liability until the OPEB liability is sufficiently funded, as determined by the Director of Finance, and the City Council. The City will endeavor to apply any excess funding to fund the City's unfunded pension liability through contributions to fund additional amortization payments to CalPERS. The Director of Finance shall endeavor to budget as much as possible to amortize the City's unfunded pension liability and make additional contributions to CalPERS above the required minimum to expedite the amortization of the unfunded pension liability.

The Director of Finance shall prepare and present to the City Council at least twice a year interim revenue and expenditure reports to allow evaluation of potential discrepancies from budget assumptions.

9. MIDYEAR AND INTERIM FINANCIAL REPORTING

The City will publish a midyear budget update in February or 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.
- Quarterly budget updates will be provided to the City Council starting in the Spring of 2023.

10. RISK MANAGEMENT

The City, through the Director of Management Services, 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 its 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.

Internal Service and General Fund Transfer Out Funds

In addition to cash specifically maintained in the General Fund, the City recognizes the following cash reserve resources as being available to meet sudden negative fiscal impacts in the short term:

- Facilities & Equipment Replacement Fund (Fund 105)
- Street Light and Landscape Deficit Funds (Fund 101 to Fund 215)
- Capital Improvement Project Fund (Fund 400)
- Business Improvement Tax Deficit Funds (Fund 101 to Fund 220)
- Information Technology Fund (Fund 106)
- Compensated Absences (Fund xxx)
- Liability Self-Insurance Fund (Fund 103) (only in excess of required reserves)
- Worker's Compensation Self-Insurance Fund (Fund 460) (only in excess of required reserves)
- Vehicle Replacement Fund (Fund xxx)

Sufficient reserves shall be maintained in internal service funds and general fund transfer out funds to prevent extended disruption of service in the event of natural disasters or other interruptions of revenue collections. Where more than sufficient reserves are being maintained, the excess can be used to offset current expenditure needs. Determination of adequate or excess reserves will be reviewed annually by the Director of Finance and guided by the following:

Self-Insurance Reserves (liability, workers' compensation, other): The Director of Management Services in conjunction with the Director of Finance shall endeavor to maintain these reserves at a level, which, together with purchased insurance policies, will adequately cover the City's property, liability, and health benefit risk from one-time fluctuations. A qualified actuarial firm shall be retained on, at minimum, a biennial basis in order to recommend appropriate funding levels if not provided for by the City's Self-Insurance Program Administrator. The City shall endeavor to maintain cash reserves equal to 50% of the probable and reasonably estimable claim liabilities and 40% of the incurred-but-not-reported (IBNR) amount determined by the actuary unless there are separate amounts required by the City's Self-Insurance Program Administrator. To lessen the impact of short-term annual rate change fluctuation, City management may implement one-time fund transfers (rather than department rate increases) when funding shortfalls appear to be due to unusually short and non-recurring factors.

The City shall endeavor to maintain reserves for systematic replacement of fleet vehicles, building components and systems, computers and related equipment, and operational contingencies based upon lifecycle replacement plans to ensure adequate fund balance required. Operating departments will be charged over the useful life of the asset used. The City shall endeavor to stabilize funding by building reserves equal to the anticipated replacement cost of each asset class at the end of useful life.

11. INVESTMENTS

The City shall invest surplus cash assets using standardized investment principles (in priority order) of safety, liquidity, and yield. Cash and investment programs will be maintained in accordance with the Government Code and the adopted investment policy and will ensure that proper controls and safeguards are maintained. City funds will be managed in a prudent and diligent manner., at least annually, shall recommend necessary revisions to the investment policy to the City Council.

Through the annual approval of the financial policies, the City Council provides delegation of authority to the City Treasurer (and to the Deputy City Treasurer in the absence of the City Treasurer) to invest or reinvest surplus funds and to sell or exchange securities so purchased for and on behalf of the City, for the one-year period commencing each July 1.

Pursuant to State law, the City Treasurer, and the Director of Finance (or designated Finance Department staff) shall submit the Investment Policy to the City's Finance Commission, prior to being approved by the City Council on an annual basis. Additionally, the City Treasurer, with the support of Finance Department Staff, shall provide monthly reports to the Finance Commission and the City Council, which shall include all reportable elements specified in the City's Investment Policy.

12. 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.

13. SCHEDULE OF FEES FOR SERVICES

The City will publish, and the Finance Department will update, the schedule of fees for services. At a maximum of every five years, a User Fee Study shall be completed to update the schedules to ensure that Fees are covering costs to provide those services.

14. LONG-TERM LIABILITIES

The City shall evaluate long-term liabilities (compensated absences, claims and judgements, pensions, and post-employment benefits (OPEB)) on a case-by-case basis. The City will work with the California Public Employee Retirement System and its 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.

15. GANN APPROPRIATIONS LIMITS

At the same time the Fiscal Year Budget is approved, 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 and other required Government Code Sections and any other voter-approved amendments or state legislation that affects the City's appropriations limit.

The GANN Appropriations Limit is a constitutionally required calculation that restricts the City to an amount of annual appropriations from proceeds of taxes (minus certain exceptions), 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.

16. DEBT MANAGEMENT POLICIES

These Debt Management Policies, effective January 1, 2017, are intended to comply with Government Code Section 8855(i), (j), and (k) and shall govern all debt undertaken by the City.

They apply to the City and all subordinate entities for which the City Council serves as the governing board.

The City hereby recognizes that a fiscally prudent debt policy is required in order to:

- Maintain the City's sound financial position.
- Ensure the City has the flexibility to respond to changes in future service priorities, revenue levels, and operating expenses.
- Protect the City's creditworthiness and maintain and, if possible, improve the current bond rating(s), in order to minimize borrowing costs and preserve access to credit.
- Ensure that all debt is structured in order to protect both current and future taxpayers, ratepayers and constituents of the City.
- Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable.

Purposes for Which Debt May Be Issued

Long-term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment, and land to be owned and operated by the City.

(a) Long-term debt financings are appropriate when the following conditions exist:

- When the project to be financed is necessary to provide basic services.
- When the project to be financed will provide benefit to constituents over multiple years.
- When total debt does not constitute an unreasonable burden to the City and its taxpayers and ratepayers.
- When the debt is used to refinance outstanding debt in order to produce debt service savings or to realize the benefits of a debt restructuring.

(b) Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. However, the City may consider issuance of debt for working capital purposes under specific circumstances if deemed advisable by the City Council and Director of Finance.

(c) The City may use long-term debt financings subject to the following conditions:

- The project to be financed must be approved by the City Council.
- The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the infrastructure improvement, with the average (weighted) bond maturities at or below thirty years, unless otherwise authorized by the City Council.
- The City estimates that sufficient revenues will be available to service the debt through its maturity.

- The City determines that the issuance of the debt will comply with the applicable state and federal law.

Short-term debt. Short-term debt may be issued to provide financing for the City's operational cash flows in order to maintain a steady and even cash flow balance. Short-term debt may also be used to finance short-lived capital projects; for example, the City may undertake lease-purchase financing for equipment.

Financings on Behalf of Other Entities. The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties in order to further the public purposes of City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.

Types of Debt

For purposes of these Debt Management Policies, "debt" shall be interpreted broadly to mean bonds, notes, certificates of participation, financing leases, or other financing obligations. The use of the term "debt" in these Debt Management Policies shall be solely for convenience and shall not be interpreted to characterize any such obligation as an indebtedness or debt in contravention of any statutory or constitutional debt limitation.

The following types of debt are allowable under these Debt Management Policies:

- General obligation bonds, which are supported by property tax revenue which grows in proportion to the City's assessed valuation and/or property tax rate increases, may be utilized if/when authorized by voters.
- Bond or grant anticipation notes.
- Lease revenue bonds, certificates of participation and lease-purchase transactions.
- Other revenue bonds and certificates of participation.
- Tax and revenue anticipation notes.
- Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes.
- Tax increment financing to the extent permitted under state law.
- Conduit financings, such as financings for affordable rental housing and qualified 501(c)(3) organizations.

The City may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of these Debt Management Policies.

Debt shall be issued as fixed rate debt unless the City makes a specific determination as to why a variable rate issue would be beneficial to the City in a specific circumstance.

Relationship of Debt to Capital Improvement Program and Budget

The City is committed to long-term capital planning. The City intends to issue debt for the purposes stated in these Debt Management Policies and to implement policy decisions incorporated in the City's capital budget and the capital improvement plan.

The City shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues. The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

The City shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the City's public purposes.

The City shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to reduce annual budgetary expenditures.

The City shall seek to issue debt in a timely manner to avoid having to make unplanned expenditures for capital improvements or equipment from its General Fund.

New debt issues, and refinancing of existing debt, must be analyzed for compatibility within the City's overall financial planning and approved by the Director of Finance. The review shall not be limited to cash flow analysis, potential for unexpected revenue surprises, and the maintenance of the City's bond ratings. Annual debt service shall not produce an inordinate impact upon future operations.

The Director of Finance will ensure that City debt service costs within the General Fund should not exceed 15% of the City's operating revenue in order to control fixed costs and ensure expenditure flexibility. Improvement District, Enterprise Fund, and general obligation debt service is not included in this calculation because it is paid by district property owners, service users or taxpayers and is not an obligation of future General Fund revenues.

A ratio of current assets to current liabilities of at least 2/1 will be maintained to ensure the City's ability to pay short-term obligations.

Utility rates will be set, at a minimum, to ensure the ratio of revenue to debt service meets our bond indenture requirement (generally a minimum of 125% of debt service). In addition, higher revenue to expense ratios may be needed to secure the City's bond rating, as determined by the Director of Finance. When calculating debt services coverage for internal purposes, the minimum pay-as-you-go capital expense for each enterprise fund will be considered a part of the operating costs to be covered by pre-debt service revenues. The City goal will be to maintain the required debt service coverage with this additional cost factored into the equation. Use of a 5-year budget projection, including capital project requirements, will provide assurance that all needs are considered by the Director of Public Works, the Director of Finance, the Public Works Commission and City Council as revenue requirements are considered.

Policy Goals Related to Planning and Objectives

The City is committed to long-term financial planning, maintaining appropriate reserves levels and employing prudent practices in governance, management and budget administration. The City intends to issue debt for the purposes stated in this Policy and to implement policy decisions incorporated in the City's annual operations budget.

It is a policy goal of the City to protect taxpayers, ratepayers and constituents by utilizing conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical borrowing costs.

The City will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates and charges.

When refinancing debt, it shall be the policy goal of the City to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings equal to or greater than 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than 100% of any escrow fund negative arbitrage.

Internal Control Procedures

When issuing debt, in addition to complying with the terms of these Debt Management Policies, the City shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds.

The City will periodically review the requirements of and will remain in compliance with the following:

- Any continuing disclosure undertakings pursuant to SEC Rule 15c2-12 and Government Code Section 8855 (i), (j), and (k),
- Any federal tax compliance requirements, including without limitation arbitrage and rebate compliance, related to any prior bond issues, and
- The City's investment policies as they relate to the investment of bond proceeds.

It is the policy of the City to ensure that proceeds of debt are spent only on lawful and intended uses. Proceeds of debt will be held either (a) by a third-party trustee, which will disburse such proceeds to the City upon the submission of one or more written requisitions, or (b) by the City, to be held and accounted for in a separate fund or account, the expenditure of which will be carefully documented by the City.

Financial Obligations

In February 2019, the Securities and Exchange Commission (the "SEC") adopted amendments to Rule 15c2- 12, which governs primary and secondary market disclosure, to cover "financial obligations" (as further described below, this term largely refers to privately placed debt). The amendments require the City to disclose to the City's public bond investors the following items within 10 business days:

(i) incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and

(ii) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

With respect to event (i) above, a material amendment to a previously-existing financial obligation may be treated as the "incurrence" of a new financial obligation. The amendments define a "financial obligation" as: (a) a debt obligation; (b) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (c) a guarantee of (a) or (b). Financial obligations do not include municipal securities as to which a final official statement has been provided to the Municipal Securities Rulemaking Board consistent with Rule 15c2-12.

The Director of Finance will maintain an electronic file to keep track of the execution by the City and current status of any agreement or other obligation which might constitute a "financial obligation" for purposes of Rule 15c2-12. Amendments to existing agreements or obligations which relate to covenants, events of default, remedies, priority rights or other similar terms should also be tracked. Information to be tracked includes the initial and outstanding principal amount, the date of incurrence, significant financial covenants, and the dates and substance of any amendments.

The Director of Finance should consult with the City's disclosure counsel when agreements which might constitute "material" financial obligations are entered into or amended, or when the City receives notices from the holders of financial obligations, in order to determine whether disclosure to the holders of the City's publicly sold bonds is warranted.

The types of agreements or other obligations which could constitute "financial obligations" and which could need to be reported on EMMA include:

1. Bank loans or other obligations which are privately placed.
2. State or federal loans.
3. Commercial paper or other short-term indebtedness for which no offering document has been filed on with the Municipal Securities Rulemaking Board.
4. Letters of credit, surety policies or other credit enhancement with respect to the City's publicly offered debt.
5. Letters of credit, including letters of credit which are provided to third parties to secure the City's obligation to pay or perform (an example of this is a standby letter

of credit delivered to secure the City's obligations for performance under a mitigation agreement).
6. Capital leases for property, facilities, fleet or equipment.
7. Agreements which guarantee the payment or performance obligations of a third party (regardless of whether the agreements constitute guarantees under California law).
8. Payment agreements which obligate the City to pay a share of another public agency's debt service (for example, an agreement with a joint powers agency whereby the City agrees to pay a share of the joint powers agency's bonds, notes or other obligations).
9. Service contracts with a public agency or a private party pursuant to which the City is obligated to pay a share of such public agency or private party's debt service obligation (for example, certain types of public-private partnership arrangements).
10. Any agreement the payments under which are not characterized as an operation and maintenance expenses for accounting purposes if such agreement could be characterized as the borrowing of money.

The Director of Finance will continue to work with the City Attorney and the City's disclosure counsel to refine the definition of "financial obligation" going forward based on future SEC guidance.

Secondary Market Disclosure

On February 7, 2020, the SEC released a staff legal bulletin (the "Bulletin") concerning secondary market disclosure in the municipal bond market. The Bulletin included SEC staff views on a variety of matters, including but not limited to, the applicability of federal securities law to public agency websites, reports delivered to governmental and institutional bodies and statements made by public officials including elected board members. Documents, reports and other written statements of the City which contains current financial and operational conditions of the City will be included in a section of the City website that is appropriately identified. The Director of Finance will consult with the City's disclosure counsel to ensure that financial and operational information about the City which is publicly available contains appropriate disclaimers to the effect that such information speaks only as of its date and that investors should not rely on such information and directing investors to the City's disclosures on the Municipal Securities Rulemaking Board's EMMA website.