

# Agenda Report

**TO:** CITY COUNCIL  
**THROUGH:** Finance Committee

**DATE:** January 9, 2006

**FROM:** CITY MANAGER

**SUBJECT:** FISCAL YEAR 2006 OPERATING AND CAPITAL BUDGET  
AMENDMENTS

## RECOMMENDATION

It is recommended that the City Council approve a journal voucher implementing certain amendments to the fiscal year 2006 Operating Budget, including the addition of 1.0 FTE, as detailed in the Background Section of this report.

## BACKGROUND

On June 20, 2005 the City Council adopted the Operating Budget for fiscal year 2006. Subsequent to the adoption of the budget, as is often the case, several items have been identified that necessitate amendments to the budget. Accordingly, the following amendments are recommended for adoption:

1. Appropriate \$28,056 in revenue from the Office of Traffic Safety, Driving Under the Influence grant program to the Police Department Traffic Section overtime account 8011-101-407800. Revenue totaling \$42,084 from the Office of Traffic Safety Division, Under the Influence grant program was recognized by the City Council on February 14, 2005. Of this total \$14,028 was appropriated to the Police Department Traffic Section overtime account to cover the cost of driving under the influence check points conducted in December 2004. Appropriating the remaining grant funds into the fiscal year 2006 operating budget will support checkpoints conducted in August and September, as well as those scheduled for December of 2005.
2. Appropriate \$17,163 from unappropriated Capital Public Art funds to the Robinson Memorial project number 72605. The second and final phase of this project has been completed with the installation of signage. The proposed

appropriation will cover these costs as well as the staff costs associated with completing and closing out this project.

3. Appropriate \$39,630 from the unappropriated General Fund balance to the Planning and Development Department budget account 8114-101-441000 to offset the cost of developing and implementing a computer-based tracking system made necessary by the Oaks Initiative. This system tracks the discretionary actions of a number of City commissions and Officers (by owner, investor and decision maker) and generates reports required by the Initiative. The department will have on-going costs of approximately \$20,000 annually and will request these funds during the fiscal year 2007 operating budget process.
4. Recognize and appropriate \$45,000 in revenue from LA IMPACT to the Police Department operating budget account 104-402410. This sum represents payment for services provided by the City to LA IMPACT, on a fee-for-service basis. The appropriation will provide funding for overtime costs and helicopter maintenance as well as increased fuel costs.
5. Recognize and appropriate funds from the PCDC-Downtown Project Area in the amount of \$57,750, to the Playhouse Parking fund budget account 229-774410 and appropriate \$24,750 in Playhouse Parking fund balance to budget account 229-774410 to implement Phase I of the Playhouse Property Parking Program. On December 19, 2005 the City Council adopted the Parking Demand and Supply Analysis and Recommendations for the Pasadena Playhouse District. The proposed budget action is necessary to implement these actions.
6. Add 1.0 FTE, Engineer, to the Transportation Department, transfer \$78,094 from the unappropriated Building Services Fund balance to the General Fund and appropriate those dollars to budget account 101-773100. The proposed position will be responsible for overall coordination of all construction projects (private and public) within the public right-of-ways. The goal is to monitor all public streets so that adjacent or parallel projects can be staggered to minimize delays to motorists. Additionally, other responsibilities will include updating the City's road closure schedule through KPAS or the City website. The proposed amount represents five months funding for the position (\$52,094), as well as funds for the purchase of a vehicle (\$25,000) and computer (\$1,000). The full annual cost for the position is \$125,026 including benefits and burden, and will be included in the recommended Fiscal Year 2007 Operating Budget.
7. Appropriate \$24,393 in proceeds from the 2005 Equipment Lease Financing to Finance Department, budget account number 508-325300-8504. On December 12, 2005 the City Council approved the purchase, through use of the 2005 Equipment Lease Financing, of a new high speed copier for the City's Print Shop. Subsequent to City Council approval the vendor, Cannon U.S.A., informed the City that the price quote had inadvertently omitted sales tax. Nevertheless, the purchase price of the Cannon copier is still approximately \$14,000 less than the

other copier that would have meet the City's needs and has a lower annual cost of operation. Additionally, to help ameliorate the situation, Cannon will reduce its monthly maintenance fee for six months, thus saving the City \$4,500. For these reasons staff recommends increasing the appropriation to cover the cost of sales tax.

8. Appropriate \$150,000 from the Supplemental Law Enforcement fund unappropriated fund balance to the Police Department's operating budget account number 8008-201-401400. For nearly ten years, the State of California has provided grant funding to local agencies under the Supplemental Law Enforcement Services Grant Program to support enhanced front line law enforcement programs. The distribution of these funds is on a population based formula. The City of Pasadena has received funds under this program each year of the grant program. Presently, two FTE police officers assigned to the Homeless Outreach and Psychological Evaluation (HOPE) team are funded through this grant program.

This year, the City of Pasadena was awarded \$210,900. No matching funds are required. As this award was expected, these funds were recognized as anticipated revenue in the fiscal year 2006 operating budget, but await appropriation. Approval of the recommendation will provide the necessary funding to support the HOPE positions through the remainder of the fiscal year. The remaining grant allocation of \$60,900 will be programmed in the recommended fiscal year 2007 operating budget.

9. Appropriate \$200,000 in proceeds from the 2005 equipment lease financing to the FY 2006-2010 Capital Improvement Program Budget, City-Owned Parking Structures & Lots Preventative Maintenance project, number 72613. These funds will be used for the purchase of a new revenue and control system for the Holy street parking structure, as well as the purchase of security cameras.
10. Appropriate \$139,500 from the Proposition C Transit fund unappropriated fund balance to the Department of Transportation budget account 8114-209-775600. These funds will be used for the purchase of extended maintenance and warranty service for the City's fleet of electric buses which is being recommended under a separate item on the City Council's agenda.
11. Transfer \$22,700 from the Marriott Public Parking Structure fund, budget account 407-774500, and \$11,000 from the Old Pasadena Parking Meter fund, budget account 213-774310, to the Capital Public Art fund, budget account 7029-310-442000. Pursuant to the City's Capital Improvement Program (CIP) Public Art Guidelines, CIP projects are required to contribute 1% of their construction budget to the Capital Public Art fund. It has been determined that two projects completed several years ago, Old Pasadena Streetscapes & Alleyways and the Marriott Public Parking Structure, did not make the required contribution.

The Old Pasadena Streetscapes & Alleyways project was funded by the Old Pasadena Parking Meter fund and the Marriott Parking Structure was funded by the Old Pasadena Parking Structure fund. Staff recommends making the transfers to the Capital Public Art fund at this time from these funds. The amount "owed" by the Marriott Public Parking Structure is \$22,700 and is available for transfer at this time. The amount "owed" by the Old Pasadena Parking Meter fund is \$35,000; however, given the financial condition of this fund, it is recommended that the transfer be made over a three year period with \$11,000 transferred at this time and \$12,000 transferred over the next two fiscal years as part of the adoption of the annual operating budget.

### FISCAL IMPACT


The proposed recommendation will result in the following changes:

- Increase the unappropriated fund balance in the Capital Public Art fund by \$16,137.
- Increase appropriations in the Project Management fund by \$17,563.
- Decrease the Building Services fund unappropriated fund balance by \$78,094.
- Decrease the General Fund unappropriated fund balance by \$67,686 and increase appropriations in the General Fund by \$145,780.
- Increase LA IMPACT fund revenues and appropriations by \$45,000.
- Increase appropriations in the Playhouse Parking fund by \$82,500.
- Increase appropriations in the Printing Services fund by \$24,393.
- Increase appropriations in the Supplemental Law Enforcement Services fund by \$150,000.
- Increase appropriations in the Capital Improvement Program Budget by \$200,000.
- Increase appropriations in the Proposition C Transit fund by \$139,500.

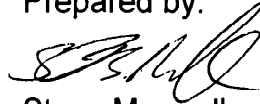
Respectfully submitted,

  
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