

Agenda Report

TO: CITY COUNCIL
THROUGH: Finance Committee

DATE: February 25, 2008

FROM: CITY MANAGER

SUBJECT: FISCAL YEAR 2008 OPERATING BUDGET AMENDMENTS AND AMEND CONTRACT NO. 19071 WITH DAVIS LANGDON TO CONTINUE PROVIDING GREEN BUILDING REVIEW AND CONSULTANT SERVICES

RECOMMENDATION

It is recommended that the City Council:

- 1) Authorize a journal voucher implementing certain amendments to the fiscal year 2008 Operating Budget as detailed in the background and fiscal impact sections of this report.
- 2) Authorize the City Manager to execute an amendment to Contract No. 19071 with Davis Langdon to increase the total contract "not to exceed" amount from \$155,000 to \$255,000 to continue providing green building review and consultant services.

BACKGROUND

On June 25, 2007 the City Council adopted the Operating Budget for fiscal year 2008. Subsequent to the adoption of the budget several items have been identified that necessitate amendments to the budget. Accordingly, the following amendments are recommended for adoption:

1. Appropriate \$100,000 from the Building Services Fund unappropriated fund balance to the Planning and Development Department for green building review and consultant services. Authorize the City Manager to execute an amendment to Contract No. 19071 with Davis Langdon to increase the "not to exceed" amount from \$155,000 to \$255,000 to continue providing green building review and consultant services.

Fiscal Year 2008 Operating Budget Amendments

2. Appropriate \$166,568 from the Old Pasadena and \$166,568 from Downtown Redevelopment Project Areas unappropriated fund balances to Del Mar Gold Line Station Parking program as an advance to cover expenses derived from garage operations such as parking management, security, insurance and miscellaneous. On June 18, 2007 the City Council approved the conveyance agreement for the purchase of the parking garage. The fiscal year 2008 Operating Budget did not include revenues or appropriations for this fund. Net revenues from garage operations in the future will be directed back to repay these advances. These revenues and costs will be included in the fiscal year 2009 and future budgets.
3. Appropriate \$55,000 from Plaza Las Fuentes Parking Fund unappropriated fund balance to South Lake Parking Meter Operations as an advance to cover expenses derived from start up costs, meter installations and operations at South Lake Parking Meter Zone. The fiscal year 2008 Operating Budget included funds for the purchase of the meters only. The purchase will be completed by end of February, 2008. Net revenues from operations in the future will be directed back to repay this advance. These revenues and costs will be included in the fiscal year 2009 and future budgets.
4. Appropriate \$15,000 from Mail Services Fund unappropriated fund balance to the City Clerks Mail Services Division to cover the cost of cubical furniture. The cubicles replace unsuitable furniture for the space provided since the move back to City Hall and include improvements in the mail room to provide more efficient use of the space in the basement.
5. Recognize revenue of \$21,303 from the State and appropriate it to the City Clerks Election budget to cover final invoice from the County of Los Angeles for processing Absentee Ballots for the November 2006 Special Election. The City Clerk's Office will submit to the State a reimbursement request for the full invoiced amount but must pay the invoice submitted by the County now.
6. Appropriate \$200,000 from the unappropriated Inclusionary Housing Trust Fund balance and reduce appropriations of \$200,000 from the State Local Housing Trust Fund Program. The purpose of the amendment is to correct the amount of funding to be provided from the cited sources for the Lamanda Park City Loan. The City Loan principal amount of \$3,000,000 will remain the same.
7. Appropriate \$6,210 from the General Fund unappropriated fund balance to the Pasadena Community Access Corporation (PCAC) budget in the City Manager Department. On February 4, 2008 the City Council approved an amendment to the PCAC contract and this action will provide sufficient funds for the contract.
8. Appropriate \$35,000 from the General Fund unappropriated fund balance to the Human Resources Department for costs related to the recruitment of the City Manager position.

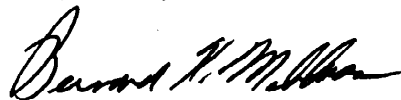
Fiscal Year 2008 Operating Budget Amendments

9. Appropriate \$100,000 from the General Fund unappropriated fund balance to the Capital Project Management Fund for Gamble House Landscaping Improvements. The City is responsible for maintenance of the grounds at Gamble House. The grounds have very little exterior lighting and the lighting that does exist is in poor condition. These funds are needed to replace the exterior lighting.
10. Recognize and appropriate \$15,541 from County of Los Angeles Department of Health Services to the Fire Department, EMS Division for the purchase of one 12-Lead EKG machine. The Fire Department has made this purchase and this action recognizes the reimbursement.
11. Appropriate \$100,000 from the Housing Opportunity Fund and recognize this as revenue to the Planning and Development Department General Fund Maintenance Assistance to Homeowners (MASH) program. This allocation will maintain the MASH program funding at \$600,000 and will be used to support housing rehabilitation services. On April 23, 2007 the Pasadena Community Development Commission approved the recommendation of this allocation but the allocation did not get into the FY 2008 Operating Budget.
12. Recognize an additional \$815,500 in revenue to the Power Fund due to the, pre-approved, sale of excess power to the City of Azusa. Appropriate an additional \$4,437,663 to the Power Fund for purchased power, both short and long term, due to the higher cost to purchase energy in the spot market as a result of Intermountain Power exercising its right to recall excess energy. Additionally, and to a much smaller extent, TM Goodrich and Sylmar Intertie has not provided the planned amount of energy for purchase to the City of Pasadena resulting in additional energy purchased on the spot market. The amount of energy purchased on the spot market was minimized by increasing local production.

FISCAL IMPACT

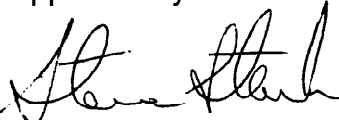
- Increase appropriations to the Planning and Development Department and decrease Building Services Fund balance by \$100,000.
- Increase appropriations to the Planning and Development Department and decrease Old Pasadena Redevelopment Project Area fund balance by \$166,568.
- Increase appropriations to the Planning and Development Department and decrease Downtown Redevelopment Project Area fund balance by \$166,568.
- Increase estimated revenues and appropriations to the Transportation Department and in the Del Mar Gold Line Station Parking Fund by \$333,136.
- Increase estimated revenues and appropriations to the Transportation Department and in the South Lake Parking Meter Fund by \$55,000.
- Increase appropriations to the Transportation Department and decrease Plaza Las Fuentes Fund balance by \$55,000.
- Increase appropriations to the City Clerk Department and decrease Mail Services Fund balance by \$15,000.
- Increase appropriations to the Housing Department and decrease Inclusionary Housing Fund balance by \$200,000.
- Reduce appropriations to the Housing Department and in the Affordable Housing Fund by \$100,000.
- Increase estimated revenues by \$136,844, decrease General Fund unappropriated fund balance by \$141,210 and increase appropriations to departments as follows in the General Fund: City Clerk by \$21,303, City Manager by \$6,210, Human Resources by \$35,000, Planning and Development MASH program by \$100,000, Fire by \$15,541 and General Fund transfers out by \$100,000.
- Increase appropriations by \$100,000 in the Project Management Fund.
- Increase appropriations by \$4,437,663 and increase revenue by \$815,500 to the Water and Power Department, Power Fund.

Respectfully submitted,



Bernard K. Melekian
CITY MANAGER

Approved by:



Steve Stark
Director of Finance

Prepared by:



Paula Hanson
Budget Administrator

EXHIBIT E

**Disclosure Pursuant to the
City of Pasadena Taxpayer Protection Amendment of 2000
Pasadena City Charter, Article XVII**

Contractor/Organization hereby discloses its trustees, directors, partners, officers, and those with more than a 10% equity, participation, or revenue interest in Contractor/Organization, as follows:
(If printing, please print legibly. Use additional sheets as necessary.)

1. Contractor/Organization Name:

Davis Langdon

2. Name(s) of trustees, directors, partners, officers of Contractor/Organization:

Martin Gordon
Nicholas Butcher
Alice Nguyen
Peter Morris
Alistair Roberts
David Hudd

3. Names of those with more than a 10% equity, participation or revenue interest in Contractor/Organization:

Martin Gordon
Nicholas Butcher
Alice Nguyen
Peter Morris

Prepared by: Nicholas Butcher

Title: President

Date: March 16, 2006

For office use only: Contract/Transaction No. _____ If not a contract, type of transaction: _____
