

Agenda Report

TO: City Council

DATE: June 11, 2001

FROM: Vice Mayor Paul Little

SUBJECT: Amendment to the Fiscal Year 2002 Operating Budget

RECOMMENDATION:

It is recommended that the City Council amend the City Manager's fiscal year 2002 recommended operating budget to include an additional \$93,165 for expanded branch library services and fund this increase 100% with supplemental General Fund dollars. This amendment will also increase the number of full-time equivalent positions in the Library's budget by 2.5 (part time technical specialists, staff assistants and pages).

BACKGROUND:

The Finance Committee voted on June 5, 2001, to expand the hours of operation at several branch libraries. Specifically, the hours at the four school cooperatives - Allendale, Linda Vista, San Rafael and Santa Catalina will be expanded, as well as the two anchor branches La Pintoresca and Hastings and will be open on Fridays from 2 to 6 pm. In addition, four (4) extra hours will be added at Villa Parke adding a total of 29 additional hours per week to the Library System. The cost for this increase is estimated at \$93,165. This includes additional staff of 2.5 FTE's (part time tech specialists, staff assistants and pages). By increasing the hours at these sites, the Library will have a total of six branches, as well as the Central Library, open on Fridays. The two anchor branches are the busiest in the library system and serve the greatest number of public schools and total number of youth in their respective service area while the school cooperatives serve a higher after school population. These new hours will provide after school service hours every day of the school week, providing a place for formal support of learning including, assistance with homework, tutoring, access to computer technology and library instruction through class visits, as well as a safe haven for children and youth.

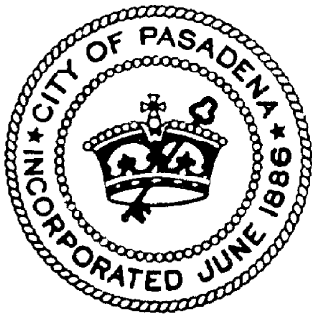
FISCAL IMPACT:

Approval of the above recommendations will increase the Information Services operating budget in the amount of \$93,165. Sufficient General Fund dollars are available to cover this expense.

Respectfully submitted,



PAUL LITTLE
Chair of the Finance Committee



Agenda Report

TO: City Council

DATE: June 11, 2001

THROUGH: Finance Committee

FROM: City Manager

SUBJECT: Adoption of the Fiscal Year 2002 Operating Budget

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt by resolution the City's Fiscal Year 2002 Operating Budget as detailed in Exhibit A (see attachment) and as amended by the recommended modifications contained herein;
2. Adopt a resolution authorizing the City Manager to enter into contracts with federal, state and county agencies as well as non-profit and for-profit entities that provide funding for services and programs of the Pasadena Public Health Department, for which such revenue is reflected in the City's Operating Budget approved by the City Council; and
3. Direct the City Attorney to prepare amendments to the Municipal Code Chapter 2.270 and 2.290 to combine the Planning and Permitting Department with Housing and Development Department. As part of the fiscal year 2002 operating budget the Departments of Affirmative Action and Human Resources will also merge, however, no changes to the Municipal Code are required.

BACKGROUND:

On April 30, 2001 the City Manager submitted the recommended Fiscal Year 2002 Operating Budget in conformance with the requirements of the City Charter. Beginning on May 7th, joint meetings between the Finance Committee and the City Council were held to review and discuss the recommended budget for each City department, as well as the two operating companies.

The following summarizes the changes between the recommended budget as discussed in the City Manager's April 30, 2001 Transmittal Letter and the original Exhibit A and the revised recommended budget:

- A. Water and Power – incorporate the Department's operating budget presented on June 5, 2001 to the Finance Committee in the amount of \$251,307,054 and funded by \$233,701,087 in Light and Power Funds and \$27,605,967 in Water Funds.
- B. Fire Department - add \$235,000 in General Fund revenues for fleet replacement to reflect actual costs. This item was identified in a recent agenda report reflecting changes from the third quarter monitoring report.
- C. Public Health – add \$142,061 in General Fund revenues to reflect an increase to the animal control contract with the Pasadena Humane Society.
- D. Public Health - adopt the policy regarding the process for entering into contracts for the receipt of grant funds. The Public Health Department provides a variety of services that help to improve quality of life and assure conditions in which people can be healthy. The core functions of these services are to prevent disease, promote healthy behavior, assure accessible and quality health services, monitor community health status, and advocate for good health policy. The work of the Health Department is supported largely through grants provided by federal, state and county government agencies as well as non-profit and for-profit entities. Some of these grant-supported services and programs include but are not limited to: Child Health Disability Prevention program, Childhood Lead Poisoning Prevention Program, Black Infant Health Program, Medi-Cal Outreach program, HIV Medical Clinic, Sexually Transmitted Disease Clinic, Women Infants and Children (WIC) Nutritional Program, Smoking Cessation Classes, and Substance Abuse Counseling. As part of the process of accepting grant funding, the City Council is routinely asked to authorize the City Manager to enter into contracts and appropriate the associated revenues.

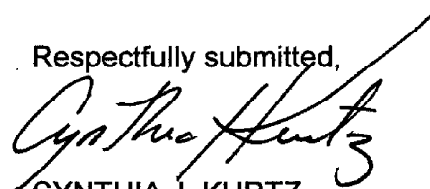
In an effort to improve efficiency staff recommends the City Council adopt a resolution that authorizes the City Manager to enter into this class of agreements without having to obtain further City Council authorization. This authorization would extend only to funding for services that have been included in the City's Operating Budget and thus approved by the City Council. Periodically, in order to reconcile budgeted estimates with actual revenues received, staff would bring administrative budget amendments to the City Council. These budget amendments are typically grouped with other budget "clean-up" items and presented by the Department of Finance once or twice during the fiscal year.

- E. City Clerk – add \$16,662 in General Fund revenues to reflect the recent salary increase approved by City Council for the City Clerk's position.
- F. City Attorney/City Prosecutor – add \$5,600 in General Fund revenues to reflect the recent salary increase approved by City Council for the City Attorney's position.
- G. City Manager's Office/ITSD – decrease the computer equipment budget recommendation in the amount of \$959,974. This budget request will be submitted as part of the Capital Budget where it has been determined to be more appropriate.

FISCAL IMPACT:

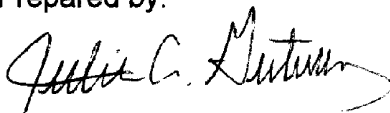
Approval of the above recommendations establishes the Fiscal Year 2002 total City budget at \$493,681,556. This represents a net increase of \$250,746,403 over the City Manager's original recommended budget. This large increase is because the original recommended budget did not include the Water and Power budget of \$251.0 million. Of this amount, the General Fund budget increased by \$399,323 for a total budget of \$144,985,085.

Respectfully submitted,



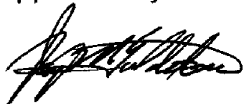
CYNTHIA J. KURTZ
City Manager

Prepared by:



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