

# Agenda Report

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

**DATE:** June 24, 2002

**FROM:** CITY MANAGER

**SUBJECT:** Amendments to the Fiscal Year 2002 and Fiscal Year 2003 Operating Budgets

## **RECOMMENDATION**

It is recommended that the City Council:

- i) Approve a journal voucher increasing revenues and appropriations in the amount of \$35,000 in the Printing Services Fund (508-325300) for Fiscal Year 2002.
- ii) Amend the Fiscal Year 2003 Operating Budget to increase the number of Full Time Equivalent (FTEs) by 17.35 in various City departments as detailed in the Background section of this report and approve a journal voucher increasing appropriations as follows:
  - \$17,047 from the General Fund unappropriated fund balance to the City Manager's Office (101-142000)
  - \$21,094 from the Computing & Communications Fund unappropriated fund balance to the Information Technology Services Division (501-328220)
  - \$23,828 from the Civic Center Parking Meter Fund to the Public Works Department (214-763200)

## **BACKGROUND**

The City Council is requested to approve the following amendments to the Fiscal Year 2002 Operating Budget and the Fiscal Year 2003 Operating Budget:

1. Recognize an increase in revenues and appropriations in the amount of \$35,000 in the Printing Services Fund (508-325300). The Printing Services Fund was separated out of the Computing and Communications Fund beginning in fiscal year 2001. Since then, the Print Shop has increased business through a combination of reduced rates and enhanced services. As business has increased, expenses and revenues have

exceeded budgetary estimates. Consequently, there is a need to increase these items in the budget or they will exceed their appropriation limits for FY 2002.

2. Establish a number of regular positions (Full Time Equivalent (FTEs)) in various departments. A review of City operations has determined that there are a number of jobs being performed by contract services, which due to their ongoing nature should more appropriately be permanent positions within the City's workforce.

Consequently, staff is requesting City Council authorization to create a number of FTEs in several departments. There will be no fiscal impact for the balance of the current fiscal year. For fiscal year 2003, as the requested action represents a shift in costs currently charged to the Services and Supplies portion of departmental budgets to the Personnel portion, the respective departments have some or all of the associated cost budgeted in fiscal year 2003. Specifically, Health, City Clerk, Planning & Development and Water & Power have sufficient appropriations for the full cost of these positions through a reallocation of funds from Services and Supplies to Personnel. Public Works, Information Technology, the City Manager's Offices have a portion of the cost budgeted, but will require additional appropriations totaling \$61,996 (\$17,074 in the General Fund, \$21,094 in the Computing & Communications Fund and \$23,828 in the Civic Center Parking Meter Fund).

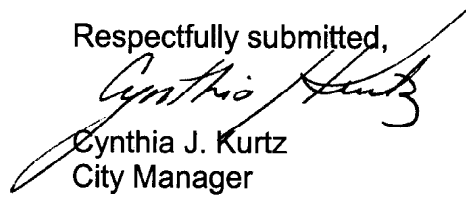
This action is intended to supercede a similar action approved by the City Council on May 20, 2002. Subsequent to that approval, it was determined through a more careful review by the departments, that fewer positions were necessary. The proposed action reduces the number of requested positions from 34.5 presented in the May 20<sup>th</sup> report to 17.35.

Department	# of FTEs	Classification
City Clerk (mail)	0.35	Staff Assistant I
City Manager's Office	1.00	Staff Assistant I
ITSD	1.00	IT Analyst II
Health	1.00	Registered Nurse
Planning & Development	2.00	Staff Assistant III
Planning & Development	1.00	Technical Specialist
Planning & Development	1.00	Senior Planner
Planning & Development	2.00	Housing Assistant I
Public Works	1.00	Maintenance Repairer
Public Works	1.00	Program Coordinator II
Public Works	1.00	Staff Assistant IV
Public Works	1.00	Staff Assistant II
Water & Power	2.00	Staff Assistant I
Water & Power	2.00	Staff Assistant II
Total FTEs	17.35	

**FISCAL IMPACT**

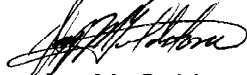
The proposed action will increase revenues and appropriations in the amount of \$35,000 in the Printing Services Fund (508-325300) for Fiscal Year 2002. And, for Fiscal Year 2003, increase appropriations in the General Fund by \$17,074, in the Computing & Communications Fund by \$21,094 and in the Civic Center Parking Meter Fund by \$23,828.

Respectfully submitted,



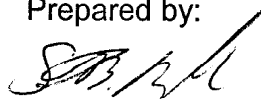
Cynthia J. Kurtz  
City Manager

Approved by:



Jay M. Goldstone  
Director of Finance

Prepared by:



Steve Mermell  
Budget Administrator