

# Agenda Report

**ATTENTION: Finance Committee**

**TO:** City Council

**DATE:** September 28, 1998

**FROM:** City Manager

**SUBJECT:** Fiscal Year 1999 Administrative Budget Amendments

**RECOMMENDATION**

It is recommended that the City Council approve the following actions implementing certain administrative amendments to the Fiscal Year 1999 Operating Budget:

1. Approve a journal voucher reappropriating \$150,000 from the General Fund ending fund balance to Parks and Natural Resources account # 765000 for the preparation of the Central Arroyo Master Plan;
2. Authorize the City Manager to execute Fiscal Year 1999 Agreement with the California Department of Education for the period July 1, 1998 through September 30, 1998 in the amount of \$4,125 to provide environmental health inspections for the Summer Food Service Program; and
3. Approve a Journal Voucher increasing Fiscal Year 1999 estimated revenues from the Federal USDA Summer Lunch Inspection Agreement to revenue account # 6223 by \$925 from \$3,200 to \$4,125; and increasing budgeted appropriations and revenues in the Environmental Health Division Budget Account #562100 by \$925, from \$585,618 to \$586,543.

**BACKGROUND**

Periodically the Department of Finance submits reports to the City Council recommending various amendments to the Adopted Operating Budget related to events that have transpired since adoption of the current year budgets. Some of these recommendations are being made to "clean-up" various revenue and expenditure issues, while other

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administrative changes include the recognition of additional revenues and transfer of funds to closely reflect expenditure patterns.

The following outlines the journal voucher actions that are being recommended:

**1. Central Arroyo Master Plan**

On January 13, 1997, City Council took action to amend the scope of work contract with Cotton/Beland/Associates to include the participation under the Rose Bowl Operating Company to assist in the development and preparation of the Central Arroyo Master Plan. City Council also directed the City Manager to identify the resource requirements needed to undertake the preparation of a Master Plan for the Central Arroyo Seco in the FY 1998-99 budget process. This master plan project was initially assigned to the Planning and Permitting Department. In reviewing the entire Arroyo as one connected Eco system, and the responsibilities assigned to Parks and Natural Resources to prepare and develop master plans for the Lower Arroyo and Hahamongna Watershed Park, the inclusion of the Central Arroyo master plan process would appear consistent with total master planning process. Of the \$150,000 budgeted in fiscal year 1998 for the Central Arroyo Master Plan, no expenses were charged against it. Therefore, staff is requesting that \$150,000 be reappropriated from the ending General Fund Balance to the Parks and Natural Resources account.

**2. Summer Food Service Program.**

The City of Pasadena Public Health Department annually performs inspections of the Summer Food Service Program (SFSP) for the California Department of Education (DOE). In the summer of 1997, the California DOE began requiring a formal Agreement between the City and the State for this inspection service.

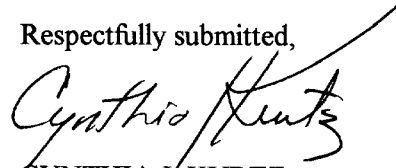
The Environmental Health Division will perform 47 inspections of feeding sites and 3 inspections of meal preparation facilities. Inspection activities will include temperature testing, observation of food handling techniques and checking for proper storage of food. In addition, the Division will provide written inspection reports to the SFSP sponsors.

This action by the City Council will increase revenues and appropriations in the Public Health Department's FY 1999 budget under the Environmental Health Program Budget Account #562100 by \$925. As a result of the agreement, revenues from Federal USDA Summer Lunch Inspection will be available.

**FISCAL IMPACT**

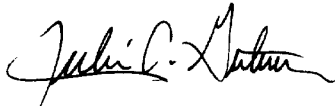
The net effect of the actions recommended in this report is an increase in Citywide appropriations of \$150,925. Specifically, General Fund appropriations would increase by a net amount of \$150,000 and Non-General Fund appropriations would increase by an amount of \$925.. Funds are available from the fiscal year 1998 General Fund uncommitted fund balance to cover the recommended reappropriations for prior year commitments and increased revenues from Federal USDA Summer Lunch Inspection will be recognized to cover the other appropriation discussed in this report.

Respectfully submitted,



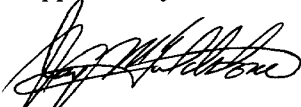
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City Manager

Prepared by:



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Approved by:



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