



Legislation Text

File #: #18-226, **Version:** 1

PREPARED BY: J. KELLY SESSIONS

DATE OF MEETING: 06/18/18

SUBJECT:

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING FY 2018/19 BUDGET ADJUSTMENTS TO YEAR TWO (2) OF THE FY 2018-2021 QUADRENNIAL BUDGET AND THE FY 2018/19 CIP BUDGET

RECOMMENDATION

Adopt Resolution

COMPLIANCE STATEMENTS

FY 2015-17 Council Priority Workplan Compliance Statement

Budget Spending Controls (All), General Fund Reserves Protection / Fund Balance (City Council; City Manager) and Increase Financial Transparency (Finance) are all adopted policy items under the FY 2018-21 Council Priority Workplan, effective November 1, 2017.

CEQA Compliance Statement

This is not a project as defined by CEQA.

BACKGROUND

On June 19, 2017, the City Council adopted the FY 2018-21 Quadrennial Budget (Resolution 2017-123). This report will provide key information regarding proposed budgetary changes for Year 2 of the four-year budget (FY 2018/19). Per Municipal Code 3.04.270, mid-cycle budget amendments do not require a special published public notice or a public hearing.

The FY 2018-21 Quadrennial Budget is a four-year appropriation that is balanced in each of the separate fiscal years. At time of original adoption, Year 2 of the budget included total salary and benefits of \$23.1 million and a service and supplies budget of \$16.9 million for a total budget of \$40.0 million.

FY 2018/19 Budget Requests

On the revenue side, Year 2 budget requests include \$300,000 in revenue from fund balance in General Fund Designated Reserves as approved by City Council on May 5, 2018 per Resolution 2018-067. This revenue is intended to replace the \$300,000 in unrealized revenue that was originally budgeted for use in FY 2018/19 from the sale of the parking lot at Doctors Medical Center.

On the expenditure side, the Year 2 budget request is budget neutral in that all requests for adjustments contain their own funding source from previously budgeted funds. The total transfer amount is \$744,840 from one budget source to another. Budgetary transfers are considered to be ongoing throughout the life of the four-year budget but will be reevaluated at mid-cycle (FY 2019/20).

The request also includes the one-time transfer of funds totaling \$265,697 from the City's FY 2018/19 operating budgets to the FY 2018/19 CIP Project Budget.

Summary changes are as follows:

Description		From		To	
		Acct Number	Amount	Acct Number	Amount
REVENUE ADJUSTMENT		100-0000-00000	-	100-0000-00000	300.00
1	GEDR Budget Supplemental Revenue	100-0000-00000	-	100-0000-00000	300.0
TOTAL REVENUE			-		300.00

ADMINISTRATIVE SERVICES					
1	Transfer to fund audit contract	Multi-Departmental	(80.620)	Finance	80.6
CITY MANAGER'S OFFICE / PERSONNEL					
1	Add 1.0 Assistant Engineer position	Engineering	(35.600)	Engineering	35.6
2	Reclassify Environmental Project Analyst to Sr. Management A	Engineering	(20.000)	Engineering	20.0
3	Delete 1.0 Asst. to City Manager add add 1.0 Management A	Economic Development	(96.000)	City Manager's Office	96.0
4	Upgrade Assistant Planner to Planning Manager	Economic Development	(50.000)	Community & Economic Development	50.0
5	Upgrade Development Services Director to Community & Economic Development Director	Economic Development	(6.400)	Community & Economic Development	6.4
6	Create in-house intern program	Youth, Schools & Community Partner	(10.000)	Youth, Schools & Community Partner	10.0
COMMUNITY SERVICES					
1	Fund full-time Rec Coordinator	City Council	(25.000)	Recreation	25.0
2	Shift COPTF program funds	Youth, Schools & Community Partner	(2.300)	Recreation	2.3
3	COPTF program funding	GEDR	(300.000)	Recreation	300.0
PUBLIC WORKS					
1	Increase janitorial support at Library	City Manager's Office	(25.420)	Building & Fleet Maintenance	25.4
2	Fund 12-month temporary employee in Environmental Services	NPDES	(37.500)	NPDES	37.5
3	Upgrade 0.5 Maintenance Assistant Maintenance Worker 1	Building & Fleet Maintenance	(56.000)	Maintenance & Graffiti	56.0
TOTAL OPERATING			(744,840)		744,840

CIP PROJECTS					
1	El Portal Urban Greening Project	Public Works	(157.300)	CIP Budget	157.3
2	Church Lane Sr. Center Entry Removal Street Light/Landscape	Public Works	(108.397)	CIP Budget	108.3
TOTAL CIP			(265.697)		265.69

Line-item details for each of the budget changes are available in the attachment for Table 1.

Budget, Fiscal and Legislative Standing Committee Review

The FY 2018/19 adjustments described above were incorporated into the FY 2018/19 Year 2 Budget Update and presented to the Budget, Fiscal and Legislative Standing Committee on June 12, 2018. The Standing Committee (Calloway/Kinney) supported the adjustments and recommended moving

them forward to the full Council for approval.

FISCAL IMPACT

This report addresses proposed Year 2 adjustments to the FY 2018-21 Quadrennial Operating Budget and recommends adjustments to the FY 2018/19 CIP budget.

The Year 2 revenue budget includes \$300,000 in revenue from fund balance in General Fund Designated Reserves as approved by City Council on May 5, 2018 per Resolution 2018-067. This revenue is intended to replace the \$300,000 in unrealized revenue that was originally budgeted for use in FY 2018/19 by the sale of the parking lot at Doctors Medical Center at the time of the four-year budget adoption.

Changes to both the Operating Budget and the CIP Budget are budget neutral and do not require any additional appropriations during the fiscal year. These line-item changes total \$744,840 in operating budget and \$265,697 in CIP project funding.

Attachment:

Table 1: FY 2018/19 Budget Adjustment Requests Detail (Operating Budget and CIP Budget)