

TO: James L. App, City Manager
FROM: Bob Lata, Community Development Director
SUBJECT: Amend 2004/2005 Budget for Community Development Department
DATE: April 19, 2005

Needs: For the City Council to make an additional budget appropriation of \$5,000 to fully-fund the Building Division's Counter contract position.

Facts:

1. For the present fiscal year (2004/2005), \$30,000 was appropriated to the Building Division's Professional Services budget to hire a contract employee to attend their public counter.
2. This program has been funded in one-year increments for several years. In the prior fiscal year (2003/2004), it had been funded at \$35,000. For the present fiscal year, the Community Development Department had submitted a "New and Expanded Services" request for \$35,000. It was the department's understanding that the Council's Budget Committee had approved the request at \$35,000. However, the adopted budget only appropriated \$30,000 for this program.

Analysis and Conclusion: An additional appropriation of \$5,000 is needed to cover the real costs of the Building Division Counter Attendant.

Policy Reference: Budget for Fiscal Year 2004/2005

Fiscal Impact: Comment by Administrative Services Director Mike Compton:

The City collects building permit fees that serve to recover its expenses related to issuance of permits, including the costs of the Counter Attendant.

The current General Fund budget, as revised since 7/1/04, totals \$20,449,200 excluding quake related appropriations and expenditures. The mid-year budget report presented to Council at their March 1, 2005 projected revenue collections at 6/30/05 to be \$20,351,500 including Community Development revenues from all sources

Assuming the worst case scenario that all appropriations would be spent by 6/30/05, though highly unlikely, the General Fund is projected to experience a \$97,700 deficit. This budget appropriation request of \$5,000 would aggravate the projected deficit.

It is projected that Community Development will not spend its entire budget allocation through 6/30/05. Thus, existing budgetary resources would be sufficient to cover this expense through the end of the fiscal year.

- Options:
- a. Adopt the Resolution No. 05-xx to appropriate an additional \$5,000 to Account No. 100-710-5224-217 for the Building Division Counter Attendant position for Fiscal Year 2004/2005.
 - b. Amend, modify or reject the foregoing option.

Prepared By:

Ed Gallagher
Housing Programs Manager

Attachment: Resolution Appropriating an additional \$5,000 for the Building Division Counter Attendant position for Fiscal Year 2004/2005

ED\BUDGET\0405\APPROPRIATION CCR 041905

RESOLUTION NO. 05-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PASO ROBLES
APPROPRIATING AN ADDITIONAL \$5,000 FOR FRONT COUNTER ASSISTANCE
FOR FISCAL YEAR 2004/2005

WHEREAS, the Maintenance and Operations Budget for Fiscal Year 2004/2005 adopted via Resolution 04-99 appropriated \$30,000 to Account No. 100-710-5224-217 to "provide funds for front counter assistance"; and

WHEREAS, \$35,000 had been appropriated for the same purpose in the Fiscal Year 2003/2004 Budget; and

WHEREAS, the real costs of providing a full-time contract position to provide the necessary front counter assistance for the Building Division is \$35,000 per year.

NOW, THEREFORE BE IT RESOLVED, by City Council of the City of El Paso de Robles that an additional budget appropriation of \$5,000 in General Funds to Account No. 100-710-5224-217 is hereby approved

ADOPTED by the City Council of the City of El Paso de Robles at a regular meeting of said Council held on the 19th day of April 2005 by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

Frank R. Mecham, Mayor

ATTEST:

Sharilyn M. Ryan, Deputy City Clerk