



STAFF REPORT

Resolutions Amending the FY 2004 Budget:

- A) Resolution Amending the Fiscal Year 2004 Budget and Approving a Revision to Revenue and Supplemental Appropriation for Midyear Review**
- B) Resolution Amending the Fiscal Year 2004 Budget and Approving a Revision to Revenue and Supplemental Appropriation for Budget Correction Plan**

Honorable Mayor and Members of the City Council:

Summary: Approval of the attached resolutions would amend the FY 2004 Revenue and Appropriations Budget per the Mid Year Review.

Background and Discussion: At your February 24, 2004 joint meeting with the Finance Commission, staff presented a draft resolution amending the FY 2004 Budget for normal Mid Year Review items as well as a \$480,189 Budget Correction Plan.

At the conclusion of the Mid Year Review, the City Council directed staff to bring back resolutions for their consideration amending the FY 2004 Budget consistent with the actions taken. The accompanying resolutions reflect those actions.

Follow Up: Adjust budget. Post entries to system.

Fiscal Impact: Revenue budget will increase by \$1,565,474.75. Appropriations budget will increase by \$2,152,646.26. Specific changes by fund are as follows:

	Fund	Revenues	Expenditures	Transfers
101	General Fund	(\$13,000.00)		(\$42,174.00)
205	Co-Sponsored Recreation		\$28,486.00	\$28,486.00
210	Development Services	\$183,795.75	\$183,795.75	
231	Street Maintenance	\$42,600.00	\$49,059.04	
337	Direct Access-Ralston/101		\$300,414.17	
341	Planned Park		\$115,000.00	
501	Sewer Enterprise-Operations		\$6,459.11	
525	Storm Drain Enterprise		\$9,688.63	
620	Fleet & Equipment Management	\$16,500.00	\$26,188.56	

625	Facilities Management	(\$52,488.00)	\$33,688.00	\$13,688.00
822	Low & Moderate Income Housing	\$359,716.00	\$371,516.00	
841	Redevelopment Debt Service	\$1,028,351.00	\$1,028,351.00	
	Total	\$1,565,474.75	\$2,152,646.26	\$0 .00

The budgetary net effect to fund balance as a result of these adjustments is as follows:

	Fund	Increase	Decrease	Amount
101	General Fund		✓	\$55,174.00
205	Co-Sponsored Recreation			\$0.00
210	Development Services			\$0.00
231	Street Maintenance		✓	\$6,459.04
337	Direct Access-Ralston/101		✓	\$300,414.17
341	Planned Park		✓	\$115,000.00
501	Sewer Enterprise-Operations		✓	\$6,459.11
525	Storm Drain Enterprise		✓	\$9,688.63
620	Fleet & Equipment Management		✓	\$9,688.56
625	Facilities Management		✓	\$72,488.00
822	Low & Moderate Income Housing		✓	\$11,800.00
841	Redevelopment Debt Service			\$0.00

The unaudited fund balance as of 12/31/03 was:

	Fund	Amount
101	General Fund	\$1,557,000
205	Co-Sponsored Recreation	(\$258,000)
210	Development Services	\$21,000
231	Street Maintenance	(\$74,000)
337	Direct Access-Ralston/101	\$95,000
341	Planned Park	\$1,962,000
501	Sewer Enterprise-Operations	\$5,854,000
525	Storm Drain Enterprise	\$1,531,000
620	Fleet & Equipment Management	\$3,026,000
625	Facilities Management	(\$28,000)
822	Low & Moderate Income Housing	\$6,654,000
841	Redevelopment Debt Service	\$1,948,000

Recommendation: Approve the attached resolutions amending the FY 2004 Revenue and Appropriations Budget for various items.

Alternatives: Direct staff to take other corrective action.

Public Contact: The meeting was noticed.

Attachments:

1. Resolution A Amending the Fiscal Year 2004 Budget and Approving a Revision to Revenue and Supplemental Appropriation for Midyear Review.

2. Resolution B Amending the Fiscal Year 2004 Budget and Approving a Revision to Revenue and Supplemental Appropriation for Budget Correction Plan.

Respectfully submitted,

Thomas Fil, Finance Director

Jere Kersnar, City Manager

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RESOLUTION NO. _____

RESOLUTION AMENDING THE FISCAL YEAR 2004 BUDGET AND APPROVING A REVISION TO REVENUE AND SUPPLEMENTAL APPROPRIATION FOR MIDYEAR REVIEW.

WHEREAS, City of Belmont requires additional funding for expenditures identified hereto, and

WHEREAS, the City of Belmont City Council finds that it is necessary to augment the budget for those expenditures, and

WHEREAS, there is additional revenue and undesignated fund balances available to cover the augmentation, and

WHEREAS, the following accounts require adjustment to address the variances as a result of not being included in the regular budget process, and

Debit:

Fund	Account #	Description	Reference	Amount
625	7124	1070 Sixth Rentals	1	72,188.00
625	7125	1070 Sixth Rentals Common Area Maintenance	1	300.00
101	6363	Nutrition Site Grant	2	13,000.00
210	6302-8352	Development Review: Other Prof/Technical-Applicant	3	37,602.00
231	3304-8101	Proj. Mgmt: Regular Salaries	4	4,383.40
231	3304-8281	Proj. Mgmt: Benefit Stabilization	4	227.01
231	3304-8285	Proj. Mgmt: Workers Compensation	4	846.30
231	3304-8271	Proj. Mgmt: Section 125 Benefits	4	351.75
231	3304-8259	Proj. Mgmt: Deferred Comp	4	650.58
501	3101-8101	Planning & Proj. Mgmt: Regular Salaries	4	4,383.40
501	3101-8271	Planning & Proj. Mgmt: Section 125 Benefits	4	351.75
501	3101-8281	Planning & Proj. Mgmt: Benefit Stabilization	4	227.01
501	3101-8285	Planning & Proj. Mgmt: Workers Compensation	4	846.37
501	3101-8259	Planning & Proj. Mgmt: Deferred Comp	4	650.58
525	3103-8101	Storm Drain/NPDES: Regular Salaries	4	6,575.10
525	3103-8281	Storm Drain/NPDES: Benefit Stabilization	4	340.55

525	3103-8285	Storm Drain/NPDES: Workers Compensation	4	1,269.38
525	3103-8271	Storm Drain/NPDES: Section 125 Benefits	4	527.66
525	3103-8259	Storm Drain/NPDES: Deferred Compensation	4	975.94
620	3201-8101	Fleet Mgmt: Regular Salaries	4	6,575.10
620	3201-8281	Fleet Mgmt: Benefit Stabilization	4	340.55
620	3201-8285	Fleet Mgmt: Workers Compensation	4	1,269.45
620	3201-8271	Fleet Mgmt: Section 125 Benefits	4	527.59
620	3201-8259	Fleet Mgmt: Deferred Compensation	4	975.87
341	4524-8049-8351	Park Improvements: Other Professional/Technical	5	15,000.00
341	4524-8049-9030	Park Improvements: Improvements	5	100,000.00
620	3201-8641	Automotive Svcs: Repair & Maintenance Supplies	6	16,500.00
822	6101-8632	Housing: Gas & Electricity	7	10,600.00
822	6101-8411	Housing: Water	7	1,200.00
337	4321-8368	Direct Access: Contribution/Donation	8	295,410.00
337	4321-9377	Direct Access: Interest-Oracle Agreement/Loans	8	5,004.17
210	6304-9601-9040	Inspections & Compliance: Machinery & Equipment	9	56,193.75
822	6101-8313	Housing: Property Tax-County Portion	10	359,716.00
841	4637-8313	RDA Bonds: Property Tax-County Portion	10	1,028,351.00
205	5301-8102	Rec General: Permanent Part-time	11	14,281.00
205	5302-8102	Programs: Permanent Part-time	11	1,361.00
205	5303-8102	Day Care: Permanent Part-time	11	12,844.00
625	5304-8102	Rec Facilities: Permanent Part-time	11	13,688.00
101	4999	Transfers Out	11	42,174.00
231	3303-8359	Transportation: Computer Software Licenses	12	42,600.00
210	6303-8331	Plan Check: Other Prof./Technical	13	40,000.00
210	6304-8331	Building Inspection: Other Prof./Technical	13	30,000.00
625	5304-8103	Rec Facilities: Temporary Part-time	14	20,000.00
210	6303-8351	Plan Checks & Permits	15	20,000.00
			TOTAL	\$2,280,308.26

Credit:

Fund	Account #	Description	Reference	Amount
625	5499	Unreserved Retained Earnings	1	72,488.00
101	5299	Undesignated Fund Balance	2	13,000.00
210	6520	Geologic Hazard Review Fees	3	27,602.00
210	6522	Arborist Report Fees	3	10,000.00
231	5299	Undesignated Fund Balance	4	6,459.04
501	5299	Undesignated Fund Balance	4	6,459.11
525	5499	Unreserved Retained Earnings	4	9,688.63
620	5499	Unreserved Retained Earnings	4	9,688.56
341	5299	Undesignated Fund Balance	5	115,000.00
620	6751	Vehicle Maintenance Svc Fee	6	16,500.00
822	5299	Reserved for LMI Housing	7	11,800.00
337	8299	Reserved for Capital Project	8	300,414.17
210	6359	Miscellaneous State Grants	9	56,193.75
822	6101	Property Taxes-Secured	10	359,716.00
841	6101	Property Taxes-Secured	10	1,028,351.00
205	7601	Transfer from General Fund	11	28,486.00
625	7601	Transfer from General Fund	11	13,688.00
101	5299	Undesignated Fund Balance	11	42,174.00
231	6359	State Grants	12	42,600.00
210	6701	Engineering Fees	13	70,000.00
625	7151	Lodge & Cottage Rentals	14	20,000.00
210	6511	Plan Check Fees	15	20,000.00
			TOTAL	\$2,280,308.26

WHEREAS, the following explanations are provided in support of the budget adjustments, and

Reference	Explanation
1	Eliminate duplicate 1070 Sixth Avenue Rentals budget in Fund 625.
2	Eliminate duplicate Nutrition Grant budget in Fund 101.
3	Increase budget for Development Review arborist and geotechnical consultants.
4	Establish budget for Public Works Admin Assistant hired during year.
5	Establish budget for Patricia Wharton Park improvements.
6	Establish budget for Automotive Services maintenance for Mid Pen.
7	Establish budget for CID Building utilities as specified in lease agreement.
8	Establish budget for transfer of Ralston/101 Interchange funds to Redwood City.
9	Establish budget for Code Enforcement Grant.
10	Increase budget to reflect GASB 34 accounting for County property tax pass through.
11	Increase budget for Recreation Permanent Part-time staff.
12	Establish budget for OTS grant.
13	Establish budget for Engineering Development Svcs consultants.
14	Increase budget for higher Building Rental activity.
15	Increase budget for higher Plan Check activity.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby amends the Fiscal Year 2004 Budget in the amount of \$2,280,308.26.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on March 9, 2004.

AYES, CITY COUNCIL MEMBERS: _____

NOES, CITY COUNCIL MEMBERS: _____

ABSENT, CITY COUNCIL MEMBERS _____

ABSTAIN, CITY COUNCIL MEMBERS: _____

Clerk of the City Council

APPROVED:

Mayor of the City of Belmont

RESOLUTION NO. _____

RESOLUTION AMENDING THE FISCAL YEAR 2004 BUDGET AND APPROVING A

REVISION TO REVENUE AND SUPPLEMENTAL APPROPRIATION FOR BUDGET CORRECTION.

WHEREAS, City of Belmont requires adjustment to the budget for expenditures identified hereto, and

WHEREAS, the City of Belmont City Council finds that it is necessary to reduce the budget for those expenditures, and

WHEREAS, the following accounts require adjustment to address the variances as a result of not being included in the regular budget process, and

Debit:

Fund	Account #	Description	Reference	Amount
101	5299	Undesignated fund balance	B-SR-1	61,481.00
205	5299	Undesignated fund balance	B-SR-1	6,801.00
210	5299	Undesignated fund balance	B-SR-1	6,943.00
227	5299	Undesignated fund balance	B-SR-1	1,215.00
231	5299	Undesignated fund balance	B-SR-1	7,074.00
501	5299	Undesignated fund balance	B-SR-1	7,250.00
525	5299	Undesignated fund balance	B-SR-1	5,498.00
620	5299	Undesignated fund balance	B-SR-1	4,328.00
625	5299	Undesignated fund balance	B-SR-1	3,510.00
801	5299	Undesignated fund balance	B-SR-1	2,355.00
822	5299	Undesignated fund balance	B-SR-1	1,646.00
101	5299	Undesignated fund balance	B-SR-2	15,000.00
210	5299	Undesignated fund balance	B-SR-3	20,000.00
210	5299	Undesignated fund balance	B-SR-4	3,000.00
101	5299	Undesignated fund balance	B-SR-5	5,000.00
101	5299	Undesignated fund balance	B-SR-6	20,000.00
101	5299	Undesignated fund balance	B-SR-7a	83,025.00
101	5299	Undesignated fund balance	B-SR-9	55,565.00
101	5299	Undesignated fund balance	B-SR-10	7,000.00
625	5299	Undesignated fund balance	B-SR-11a	5,000.00
625	5299	Undesignated fund balance	B-SR-11b	2,500.00
625	5299	Undesignated fund balance	B-SR-11c	10,000.00
625	5299	Undesignated fund balance	B-SR-11d	1,000.00
625	5299	Undesignated fund balance	B-SR-11e	2,000.00
625	5299	Undesignated fund balance	B-SR-11f	5,000.00
101	5299	Undesignated fund balance	B-SR-13a	43,300.00
101	5299	Undesignated fund balance	B-SR-14a	5,000.00
101	5299	Undesignated fund balance	B-SR-14b	5,000.00
101	5299	Undesignated fund balance	B-SR-14d	10,000.00
101	5299	Undesignated fund balance	B-SR-14f	5,000.00
101	5299	Undesignated fund balance	B-SR-14g	5,000.00

101	5299	Undesignated fund balance	B-SR-14h	1,000.00
101	5299	Undesignated fund balance	B-SR-15	6,500.00
101	5299	Undesignated fund balance	B-SR-17	20,000.00
101	5299	Undesignated fund balance	B-SR-18	5,000.00
			TOTAL	\$447,991.00

Credit:

Fund	Account #	Description	Reference	Amount
101	8101	Regular Salaries	B-SR-1	61,481.00
205	8101	Regular Salaries	B-SR-1	6,801.00
210	8101	Regular Salaries	B-SR-1	6,943.00
227	8101	Regular Salaries	B-SR-1	1,215.00
231	8101	Regular Salaries	B-SR-1	7,074.00
501	8101	Regular Salaries	B-SR-1	7,250.00
525	8101	Regular Salaries	B-SR-1	5,498.00
620	8101	Regular Salaries	B-SR-1	4,328.00
625	8101	Regular Salaries	B-SR-1	3,510.00
801	8101	Regular Salaries	B-SR-1	2,355.00
822	8101	Regular Salaries	B-SR-1	1,646.00
101	8599	Miscellaneous	B-SR-2	15,000.00
210	8351	Other Professional/Technical	B-SR-3	20,000.00
210	8550	Printing and Binding	B-SR-4	250.00
210	8591	Memberships & Dues	B-SR-4	600.00
210	8610	General Supplies	B-SR-4	1,000.00
210	8613	Safety Equipment	B-SR-4	100.00
210	8639	Fuel	B-SR-4	350.00
210	8680	Books/Manuals/Subscriptions	B-SR-4	700.00
101	8550	Printing and Binding	B-SR-5	5,000.00
101	8351	Other Professional/Technical	B-SR-6	5,000.00
101	8353	Pre-Employment Services	B-SR-6	10,000.00
101	8540	Advertising	B-SR-6	5,000.00
101	8101	Regular Salaries	B-SR-7a	62,993.00
101	8211	PERS Retirement	B-SR-7a	1,890.00
101	8259	Deferred Compensation	B-SR-7a	3,402.00
101	8271	Section 125 Health Insurance	B-SR-7a	5,291.00
101	8281	Benefit Stabilization	B-SR-7a	4,032.00
101	8285	Workers Compensation	B-SR-7a	5,417.00
101	8101	Regular Salaries	B-SR-9	42,158.00
101	8211	PERS Retirement	B-SR-9	1,265.00
101	8259	Deferred Compensation	B-SR-9	2,277.00
101	8271	Section 125 Health Insurance	B-SR-9	3,541.00
101	8281	Benefit Stabilization	B-SR-9	2,698.00
101	8285	Workers Compensation	B-SR-9	3,626.00
101	8532	Telephone	B-SR-10	3,000.00
101	8610	General Supplies	B-SR-10	4,000.00

625	8424	Turf/Lawn Care Services	B-SR-11a	5,000.00
625	8423	Custodial Services	B-SR-11b	2,500.00
625	8430	Repair & Maintenance Services	B-SR-11c	10,000.00
625	8411	Water	B-SR-11d	1,000.00
625	8641	Repair & Maintenance Supplies	B-SR-11e	2,000.00
625	8632	Natural Gas & Electricity	B-SR-11f	5,000.00
101	8101	Regular Salaries	B-SR-13a	32,853.00
101	8211	PERS Retirement	B-SR-13a	986.00
101	8259	Deferred Compensation	B-SR-13a	1,774.00
101	8271	Section 125 Health Insurance	B-SR-13a	2,760.00
101	8281	Benefit Stabilization	B-SR-13a	2,103.00
101	8285	Workers Compensation	B-SR-13a	2,824.00
101	8358	Tree Trimming	B-SR-14a	5,000.00
101	8411	Water	B-SR-14b	5,000.00
101	8424	Turf/Lawn Care Services	B-SR-14d	10,000.00
101	8639	Fuel	B-SR-14f	5,000.00
101	8641	Repair & Maintenance Supplies	B-SR-14g	5,000.00
101	8651	Plant Materials	B-SR-14h	1,000.00
101	8599	Miscellaneous	B-SR-15	6,500.00
101	8111	Overtime	B-SR-17	17,300.00
101	8351	Other Professional/Technical	B-SR-17	2,000.00
101	8580	Travel & Training	B-SR-17	700.00
101	8580	Travel & Training	B-SR-18	5,000.00
			TOTAL	\$447,991.00

WHEREAS, the following explanations are provided in support of the budget adjustments, and

Reference	Explanation
B-SR-1	Close operations for holiday period / Furlough
B-SR-2	Reduce funding of contingency
B-SR-3	Reduce outside plan check
B-SR-4	Reduce miscellaneous supplies, fuel, dues, etc.
B-SR-5	Dissemination of annual budget & CAFR to City's website
B-SR-6	Reduce pre-employment services and advertising
B-SR-7a	Reduce funding for 1 Police Officer position
B-SR-9	Reduce funding for 1 Dispatcher position
B-SR-10	Update and reduce telephone services and general supplies
B-SR-11a	Eliminate contract maintenance on City Hall grounds
B-SR-11b	Reduce custodial maintenance by 1 day – all offices
B-SR-11c	Reduce discretionary repair and maintenance projects
B-SR-11d	Reduce water – no impact
B-SR-11e	Minor reduction in supplies
B-SR-11f	Reduce natural gas & electricity budget – no impact
B-SR-13a	Reduce funding for 1 Park Maintenance II position

B-SR-14a	Reduce tree trimming services 13%
B-SR-14b	Reduce water – no impact based on historical use levels
B-SR-14d	Reduce turf maintenance contract services
B-SR-14f	Reduce fuel – no impact
B-SR-14g	Reduce fertilizer, hardware, lumber, soil amendments
B-SR-14h	Reduce replacement shrubs and trees
B-SR-15	Eliminate annual party and staff recognition
B-SR-17	Suspend SWAT team operations
B-SR-18	Reduce funding for travel and meetings

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Belmont hereby amends the Fiscal Year 2004 Budget in the amount of \$447,991.00.

* * * * *

I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on March 9, 2004.

AYES, CITY COUNCIL MEMBERS: _____

NOES, CITY COUNCIL MEMBERS: _____

ABSENT, CITY COUNCIL MEMBERS _____

ABSTAIN, CITY COUNCIL MEMBERS: _____

Clerk of the City Council

APROVED:

Mayor of the City of Belmont