



STAFF REPORT

Resolution Authorizing Three Miscellaneous Expenditures and the Transfer and Use of Contingency Funds.

Honorable Mayor and Members of the City Council:

Summary

Approval of the attached resolution would authorize the expenditure of a total of \$1300 for three items:

- State-of-the-City expenses (\$600)
- Code Enforcement Voice Mail (\$50)
- Zoning Ordinance on the Web (\$650) – *NEW*

Further, the resolution would authorize the transfer of contingency funds for these purposes.

Background and Discussion

Recently, the City Council authorized the expenditure of small amounts (less than \$1000) for two projects: the Mayor's State of the City event and for a dedicated voice-mail line for code enforcement. (Staff notes that the voice mail project was originally expected to cost between \$200 and \$400; however, the cost ended up being considerably less.) In addition, the Council discussed, but has not yet authorized a small expenditure for placing the Belmont Zoning Ordinance on-line (similar to the Muni Code). Each of these expenditures is proposed to be funded from the Council's contingency account. In accordance with adopted policy, a Council resolution is required to transfer funds from this account to the appropriate expenditure accounts. To expedite matters, staff has prepared one resolution in support of all three projects, transferring funds as follows:

- State-of-the-City Expenses: \$600 to 101-4100-8599 (Council – Miscellaneous)
- Code Enforcement Voice Mail: \$ 50 to 210-6304-8532 (ComDev – Telephone)
- Zoning Ordinance On-line: \$650 to 210-6301-8351 (Com Dev – Other Professional / Tech).

Should the Council decide not to support the zoning ordinance project, the resolution may be amended to delete this item.

Follow Up: Adjust budget. Post entries to system.

Fiscal Impact: There is no impact to the budget for the use of contingency funds as they are already

appropriated. To date, no contingency funds have been used leaving the full balance of \$75,000. Approval of this resolution will authorize a transfer of up to \$1300 from the Contingency Account No. 101-4105-8599 to the accounts indicated above.

Recommendation: Approve the attached resolution authorizing transfer and use of contingency funds as described above.

Alternatives:

1. Refer back to staff for additional information.
2. Amend the recommendation for one or more projects.
3. Deny the recommendation.

Public Contact: The meeting has been posted.

Attachment:

1. Resolution authorizing transfer and use of contingency funds..

Respectfully submitted,

Craig A. Ewing, AICP
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