

Council Meeting
May 22, 2007

Companion Item to Redevelopment Item 4A

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

Subject: City Manager and Finance - Annual Appropriations Resolutions for the 2007-09 Operating Budget and the 2007-11 Capital Budget

RECOMMENDATION

The City Manager and the Finance Director recommend that Your Honorable Body adopt **RESOLUTIONS** approving the annual appropriations for the 1st year (2007-08 fiscal year) of the 2007-09 Two Year Operating Budget and for the 2nd year (2007-08 fiscal year) of the 2006-11 Five Year Capital Budget.

BACKGROUND/ANALYSIS

The City has held two public hearings/budget workshops with the first held on May 8, 2008 and the second held on May 15, 2007. Staff made presentations at each meeting and comments were heard from the audience.

After the close of the public hearing and discussion by the City Council, the Council adopted the 2007-09 two year operating budget including the base budget, program modifications (as amended), other revisions, and directed staff to return on May 22 with the operating and capital budget appropriation resolutions for the 2007-08 fiscal year.

Included in the two-year 2007-09 operating budget are:

City Treasurer

- Add 1.0 Full Time Equivalent (FTE) Account Clerk to process cash deposits offset by parking citation revenue

Communications Information Technology

- Add 1.0 FTE Information Technology Analyst for departmental support for Human Resources, Community Development, Public Works and General Services. (\$125,600)
- Add 1.0 FTE Information Technology Analyst to support the Police Department's in-car digital video system (\$125,600)
- Add 1.0 FTE Systems Analyst for Network Support in Data Communications (\$139,900)

Community Services

- Increase Library operating hours (\$97,000)
- Increase budget for concerts/movies in the park (\$22,110)
- Additional Library book budget funding (\$100,000)
- Funding to support the Torrance Symphony (\$4,000)
- Funding to support the Torrance Cultural Arts Foundation (\$23,040)

Fire

- Add Coordinator Nurse position offset from contract services
- Add 5th paramedic unit (ongoing cost \$365,500, one-time cost \$107,200)
 - Reassign 3 firefighters from Air/Light Unit
 - Reassign 3 firefighters from Hazmat Unit

General Services

- Add 0.5 FTE Graphics Designer (\$38,800)
- Additional operating resources for the Cultural Arts Center Enterprise Fund (\$285,000)

Human Resources

- Add 1.0 FTE Intern in Risk Management (\$22,275)

Police

- Reallocate 1.0 FTE vacant Typist Clerk position to Records Supervisor position (\$23,400)
- Reallocate 1.0 FTE vacant Services Officer position to Administrative Analyst position in Research and Training (\$21,300)
- Add 1.0 FTE Public Safety Communications Supervisor (\$85,700)
- Additional operating resources for the Animal Control Services Fund (\$62,000)

Public Works

- Addition of \$370,000 for streetscape maintenance
- Addition of \$600,000 for roadway maintenance

Council also approved the allocation of projected “net available year-end carryover” to the following uses and reserves:

Capital Projects	\$1,300,000
Includes	
	\$750,000 for working capital for the acquisition of industrial property
	\$200,000 for providing open space at Lomita/Anza
	\$25,000 for developing criteria for City Historical Building Inventory
	\$120,000 for Housing Assistance
Economic Anomaly	\$3,000,000
Litigation Reserve	250,000
Program Contingency	50,000
Proposition A Exchanges	400,000

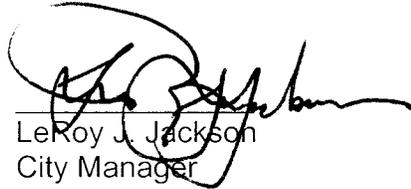
In addition, Council approved the use \$20,000 of one-time Program Contingency Reserve funding to digitize local historical newspapers and directories.

Staff was also instructed to explore the use or swapping of Community Development Block Grant (CDBG) program funds and the setting up of an endowment fund for the Torrance Cultural Arts Center Foundation (TCACF).

Respectfully submitted,



Eric E. Tsao
Finance Director



LeRoy J. Jackson
City Manager

Attachments:

- A. Operating Budget Resolution
- B. Capital Budget Resolution

RESOLUTION NO. 2007-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TORRANCE ESTABLISHING THE ANNUAL APPROPRIATION FOR THE 2007-08
FISCAL YEAR FOR THE ADOPTED 2007-09 TWO YEAR OPERATING BUDGET

WHEREAS, the City Manager of the City of Torrance, in accordance with the provisions of the City Charter, does hereby submit to the City Council for the fiscal years 2007-08 and 2008-09 City budgets which consist of:

	2007-08	2008-09
GENERAL FUND	\$ 165,541,059	\$ 170,894,509
INTERNAL SERVICE		
Fleet Services	5,392,232	5,472,634
Self Insurance	3,815,949	3,815,949
Subtotal	<u>9,208,181</u>	<u>9,288,583</u>
ENTERPRISE FUNDS		
Airport	10,787,805	11,799,237
Transit	21,644,820	22,048,684
Water	23,435,435	23,527,620
Sanitation	10,525,135	10,642,018
Cultural Arts Center	1,922,446	1,958,715
Sewer	1,962,796	1,983,400
Emergency Medical Services	8,511,608	8,591,608
Animal Control	346,934	353,477
Parks & Recreation	7,599,367	7,735,679
Subtotal	<u>86,736,346</u>	<u>88,640,438</u>
EXTERNAL FUNDS		
Home Improvement	367,548	367,548
Employment Program		
Section 8 Rental Assist.	5,025,769	5,025,769
Rehabilitation Loan Program	3,600	3,600
(HCD)		
Redevelopment Agency	12,725,487	12,955,683
Government Cable	1,197,463	1,225,929
Communications		
Cable TV Public Access	333,324	333,324
Street Lighting District	2,571,775	2,571,775
Air Quality Management	189,124	189,124
Vanpool/Rideshare	228,125	228,125
Gas Tax	840,000	840,000
Prop C	348,296	1,508,900
Torrance Improve. Corp.	3,312,166	3,313,166
Subtotal	<u>\$27,142,677</u>	<u>\$28,562,943</u>

WHEREAS, the City Council set May 8, and May 15, 2007, as the dates for public hearings on the proposed City budget and adopted the City budget on May 22, 2007; and

WHEREAS, the complete budget book is on file with the City Clerk's Office;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TORRANCE does hereby resolve the following:

SECTION 1

That the City Manager's proposed budget for the 2007-08 fiscal year shall be adopted, inclusive of the following items and adjustments:

I. GENERAL FUND BUDGET PROGRAM MODIFICATIONS FOR 2007-08:

A. City Treasurer	<ul style="list-style-type: none"> • Add 1.0 FTE Account Clerk position Annual computer replacement cost (See revenue offset below) 	\$ 67,600 400 <hr/> 68,000
	<ul style="list-style-type: none"> One-time computer, furniture, receipt validation machine One-time use of professional services from 2006-07 FY 	7,000 <7,000> <hr/> 0
B. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Information Technology Analyst position to support the Police Department's in-car video system (FEAP 566) 	125,600
C. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Information Technology Analyst position to provide on-going software application support 	125,600
D. Comm. & Info. Tech.	<ul style="list-style-type: none"> • Add 1.0 FTE Systems Analyst (Networks) to maintain City's network services (WAN, LAN, switching & routing etc.) 	139,900
E. Community Services	<ul style="list-style-type: none"> • Additional library operating hours which could include adding Sunday hours of service at Katy Geissert Civic Center Library 	97,000
F. Community Services	<ul style="list-style-type: none"> • Increase budget for concerts/movies in the park 	22,110
G. Community Services	<ul style="list-style-type: none"> • One-time funding to digitize local historical newspapers and directories 	20,000
H. Fire	<ul style="list-style-type: none"> • Add Continuous Quality Improvement (CQI) Coordinator Nurse position Offset by current contract budget 	104,000 <104,000> <hr/> 0
I. Fire	<ul style="list-style-type: none"> • Placement of peak staffing paramedic rescue unit into service On-going paramedic unit costs including 1 Firefighter position One-time paramedic unit costs One-time paramedic rescue unit offset (FEAP 513) 	365,500 150,600 <145,142> <hr/> 5,458
J. General Services	<ul style="list-style-type: none"> • Add 0.5 FTE Graphics Designer position 	38,800

K. General Services	• Additional General Fund operating resources for Cultural Arts Center Enterprise Fund	285,000
L. Human Resources	• Add 1.0 FTE Intern position as staff to the Risk Management Division	22,275
M. Police	• Add 1.0 FTE Police Records Supervisor position Delete 1.0 FTE Typist Clerk position	82,100 <u><58,700></u> 23,400
N. Police	• Add 1.0 FTE Administrative Analyst position Delete 1.0 FTE Services Officer position	97,900 <u><76,600></u> 21,300
O. Police	• Add 1.0 FTE Public Safety Communications Supervisor position	85,700
P. Police	• Additional General Fund operating resources for Animal Control Enterprise Fund	62,000
Total General Fund Expenditure Revisions		\$ 1,507,643

II. GENERAL FUND REVENUE REVISIONS FOR 2007-08:

A. City Treasurer	• Additional citation revenue to offset Account Clerk position	\$ 68,000
Total General Fund Revenue Revisions		\$ 68,000

SECTION 2

That the City Manager's proposed General Fund operating budget, Fleet Services budget, Self-Insurance budget, Airport Fund budget, Transit Fund budget, Water Fund budget, Sanitation Fund budget, Cultural Arts Center budget, Sewer Fund budget, Emergency Medical Services budget, Animal Control budget, Parks and Recreation Fund budget, Home Improvement Employment Program budget, Rehabilitation Loan Program budget, Section 8 Rental Assistance budget, Redevelopment Agency budget, Cable TV Public Access budget, Cable TV Government Communications budget, Vanpool/Rideshare budget, Air Quality Management budget, Torrance Improvements Corporation budget, Street Lighting District budget, Gas Tax budget, Prop C budget, and expenditures authorized inclusive of specific items as set forth in Section 1 of this Resolution, and as now on file with the Finance Director, be and hereby are adopted.

SECTION 3

That the City Manager's recommended use of FY 2006-07 year-end carry-over is ratified as follows:

General Fund:

Working capital for the acquisition of industrial property	\$750,000
Provide open space at Anza/Lomita	\$200,000

Funding of housing assistance	\$120,000
Update of City's Historical Buildings inventory	\$ 25,000

SECTION 4

That the City Manager's recommended reserve funding is ratified as follows:

General Fund:

Economic Anomaly	FY 2007-08	\$3,000,000
Litigation Reserve	FY 2007-08	\$ 250,000
Program Contingency	FY 2007-08	\$ 50,000
Proposition A Exchanges	FY 2007-08	\$ 400,000

SECTION 5

That the City Manager may make any adjustments within the total operating budget allocations as deemed desirable and necessary during the fiscal year in order to meet the City's needs, goals and objectives.

Introduced, approved and adopted this 22nd day of May 2007.

Mayor of the City of Torrance

ATTEST:

City Clerk of the City of Torrance

APPROVED AS TO FORM:

JOHN FELLOWS III
CITY ATTORNEY

By _____
Ronald T. Pohl
Assistant City Attorney

RESOLUTION NO. 2007-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF TORRANCE ESTABLISHING THE ANNUAL APPROPRIATION FOR THE SECOND
YEAR (2007-08) OF THE CITY'S 2007-11 CAPITAL BUDGET

WHEREAS, the City Manager of the City of Torrance, does hereby submit to the City Council for the fiscal year 2007-08 a City capital budget which consists of:

	FEAP*	IAP**	TOTAL
General Fund	\$ 1,484,360	\$ -	\$ 1,484,360
Building Maintenance	500,000	-	500,000
NPDES Fund	50,000	-	50,000
Parks & Recreation	411,320	-	411,320
Gas Tax Fund	20,000	2,550,000	2,570,000
Cable Communications	6,480	-	6,480
Proposition C	-	2,353,000	2,353,000
TDA/Bicycle Fund	-	75,000	75,000
Water Enterprise Fund	405,020	250,000	655,020
Sewer Enterprise Fund	30,750	500,000	530,750
Redevelopment Agency Fund	19,450	-	19,450
Airport Enterprise Fund	31,035	900,000	931,035
Sanitation Enterprise Fund	30,900	-	30,900
Prop 42	-	600,000	600,000
County/Other	241,775	1,791,000	2,032,775
Transit	1,352,640	-	1,352,640
TOTAL	\$4,583,730	\$9,019,000	\$13,602,730

* Facilities, Equipment, Automation Plan

** Infrastructure Action Plan

WHEREAS, the complete budget book is on file with the City Clerk's Office;

SECTION 1

That the City Manager may make any adjustments within the total capital budget allocations as deemed desirable and necessary during the fiscal year in order to meet the City's needs, goals and objectives.

Introduced, approved and adopted this 22nd day of May 2007.

Mayor of the City of Torrance

ATTEST:

City Clerk of the City of Torrance

APPROVED AS TO FORM:

JOHN FELLOWS III
CITY ATTORNEY

By _____
Ronald T. Pohl
Assistant City Attorney