City of Culver City, California

City Council Agenda Item Report

Meeting Date: 06/16/08	Item Number: PH-2
AGENDA ITEM: PUBLIC HEARING Adoption of a Resolution Adopting the Fiscal 2008-2009 City Budget.	
Contact Person/Dept.: Jeff Muir, CFO	Phone Number: 310.253.6016
Fiscal Impact: Yes [X] No []	General Fund: Yes [X] No []
Public Hearing: [] Action Item: []	Attachments: []
Public Notification: Notification published in the Culver City News on May 29, 2008 and June 5, 2008; Master E-Mail Notification List (06/11/08);	
Department Approval: Jeff Muir (06/11/08)	City Attorney Approval: Carol Schwab (by H. Baker) (06/11/08)
Fiscal Impact Review: Jeff Muir (by M. Noller) (06/11/08)	City Manager Approval: Jerry B. Fulwood (06/11/08)

RECOMMENDATION:

Staff recommends the City Council adopt the Resolution approving the Fiscal 2008-2009 City Budget.

PROCEDURE:

1) Receive and file the Notice of Affidavit of Publication
2) Mayor Seeks a Motion to Open the Public Hearing
3) Request a staff report, if desired
4) Ask for and Receive public testimony
5) Mayor Seeks a Motion to Close the Public Hearing.
6) Adopt the Resolution approving the 2008-2009 City Budget

BACKGROUND:

The Proposed Fiscal Year's 2008-2009 and 2009-2010 City Budget was presented to the City Council on Monday, April 28, 2008. Since that time, the City Council has held five (5) public budget sessions to review and discuss the needs of the City departments in meeting the service expectations of the community. As a result of these study sessions, the City Council has made various revisions to the proposed budget document along with staff initiated technical changes, which are incorporated in the budget resolution before you for approval this evening.

DISCUSSION:

Included in the final budget documentation for City Council are three revisions that have transpired since the last budget study session with the City Council. One of the changes does not have a fiscal impact to the proposed budget, while two changes do necessitate the need for a budget adjustment, and the corresponding budget amount for the affected fiscal years 2008-09 and 2009-10 are noted. Below is the discussion of the additional revisions for your review and approval:

Position Adjustments:

There are two reclasses; one is within the Finance Department, which should have been included in the original reorganization plan presented to the City Council, and one is per a desk audit performed by Human Resources. The latter does have an additional fiscal impact and has been included on the "Adjustments to Proposed Budget" worksheet (Attachment 2).

DESCRIPTION CHANGE	IMPACT
Reclass one (1) Account Clerk position to Sr. Account Clerk in Finance Department.	There is no fiscal impact resulting from this adjustment for fiscal 2008-09 based on recent staffing changes.
Reclass Graphics Services Coordinator position	\$9,137 – 2008-09 \$9,495 – 2009-10

Capital Project Adjustments:

As mentioned in the budget presentation by IT, the City's phone system is antiquated and in need of replacement. This replacement will not only fix problems experienced with the existing phone system, but also provide access to numerous current technologies that will enable the City to provide enhanced customer service. The new telephone system will be an 'IP'-based system, meaning it will run over our computer data network. The City has standardized its data network on Cisco Systems equipment and made a large investment in this infrastructure. City IT staff has worked with Cisco to provide a tentative proposal for their IP-based telephone system. However, it is intended to go through an RFP process in order to determine the best solution available to the City. Initially, it was planned for this item to be appropriated at the mid-year budget review. However, based on the importance of this project to City operations, the City Manager is recommending its inclusion into the adopted FY 2008-09 budget. The project, with contingency funds, is estimated at $1,250,000. Funds from the Equipment Replacement Fund have been identified to replace the phone system and associated equipment. A project, P-907, will be appropriated in Fund 420. The attachments for the budget adoption reflect this amendment to the proposed budget. (I & A Fund - One-Time)

DESCRIPTION CHANGE	IMPACT
Transfer of funding from the Equipment Replacement Fund (Fund 307) to the I & A Fund (Fund 420) to fund the purchase and replacement of a new Telephone System for the City.	$1,250,000 – Fiscal 2008-09

ATTACHMENTS:

1. Budget Resolution
2. Changes to the Proposed Budget Fiscal 2008-2009
3. Exhibit A – Schedule of Revenues and Expenditures by Fund
4. Exhibit B – Summary of Revenues
5. Exhibit C – Appropriations by Department
6. Exhibit D – Changes to Proposed Personnel Position Allocations
7. Exhibit E – Capital Improvement Budget by Funding Source
8. Exhibit F – Schedule of Equipment Replacement Fund Appropriations by Department and Vehicle.

MOTION:

That the City Council:

Adopt the Resolution approving the Fiscal Year 2008-2009 City Budget.