
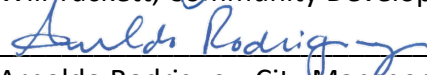




## REPORT TO CITY COUNCIL

Approved by:

  
\_\_\_\_\_  
Will Tackett, Community Development Director

  
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Arnaldo Rodriguez, City Manager

Council Meeting of: October 19, 2022

Agenda Number:         D-2        

### SUBJECT:

Consideration of an Appropriation of Funds from the General Fund for Purposes of the Planning Department Personnel Support Contracted Services Account

### RECOMMENDATION:

Adopt a Resolution appropriating funds from the General Fund for the Planning Department Contracted Services (1020-4100-6440) Account

### SUMMARY:

The Fiscal Year 2021/22 annual operating budget adopted for the Planning Department included an appropriation and allocation of funds in the amount of \$250,000 for purposes of Contracted Services, represented within the 1020-4100-6440 expenditure account. This appropriation authorized expenditures for Council approved professional planning service contracts, which were executed with specific consultant firms and/or contingent labor persons to assist City staff with: the processing of property development entitlements and other land use planning processes (e.g., Zoning Ordinance, General Plan, or Special Studies) and associated document preparation; coordination of California Environmental Quality Act (CEQA) compliance processes as well as preparation and documentation of appropriate analyses and findings; attendance and presentations at Planning Commission and/or City Council meetings, neighborhood meetings, or other stakeholder organization meetings; geographic information system (GIS) services, updates and maintenance; and, other matters as may be directed from time to time by the City Manager, Development Director, and/or Planning Manager.

The terms of duration for these previously approved professional planning service contracts were not defined based upon a specified length of time but rather, based upon monetary compensation for performance of said on-call services not to exceed the appropriated amount. Following Council adoption of the Fiscal Year 2022/23 annual operating budget and receipt of invoices for compensation of the professional contract services performed, City staff discovered

that previously allocated funding within the Planning Department's operating budget from the 2021/22 Fiscal Year were inadvertently omitted and not carried over to the same line-item/account within the Planning Department's 2022/23 Fiscal Year operating budget. As no funds were available within this account, it was necessary for City staff to utilize Central Administrative Contingency funds (from the General Fund) to satisfy the City's obligation to provide compensation for the contracted services performed, and for which the invoices were received.

Therefore, City staff request the Council to approve an amendment to the General Fund Fiscal Year 2022/2023 Budget in order to appropriate and allocate funds for purposes of a line-item increase to the Planning Department's Contracted Services Account in an amount equal to the balances of the existing and previously approved professional service contracts and agreements in order to be able to continue to utilize such services over the remainder of the 2022/23 Fiscal Year. This amount must also include an allocation equal to those Central Administrative Contingency funds expended for purposes of reimbursement of the contingency fund. The total amount requested to be appropriated and allocated from the General Fund to the Planning 1020-4100-6440 expenditure account to cover previously approved Contract Services over the balance of the current fiscal year and to reimburse the Central Administrative Contingency Fund is \$237,563.23.

**DISCUSSION:**

The absence of an appropriation, and allocation for expenditures related to the Contracted Services account within the Planning Department's operating budget translates to an inability by the Planning Department to continue to utilize previously approved professional consultant services or contingent labor to assist staff in meeting customer needs and demands for the processing of land use related entitlement applications; as well as an inability to rely on such professional consultants or contracted labor to assist with facilitation of either present or future local planning-related, or state or even federal mandated initiatives or obligations.

The recruitment of additional full-time staff within the Planning Department will be a primary focus of Department administration and management within the current fiscal year. The Planning Department presently employs the Planning Manager, one Senior Planner, one Planning Intern, and one Administrative Assistant. Currently, the Department has position vacancies for an additional Assistant Planner and an additional Associate/Senior Planner. While economic projections may result in a reduction in application volume over the next eight months, current workload volume and an ability to satisfy customer service demand as well as public and private expectations relative to expediency in application processing will require continued reliance on supplemental professional consultant and contingent labor personnel assistance until additional full-time salary staff can be recruited.

**FINANCIAL IMPACT:**

The approved City of Madera 2022/23 Fiscal Year budget contains sufficient surplus or reserve funds to accommodate the request for re-allocation of funding to the Planning Department's

Contract Services account. No additional contracts, extensions or modifications of existing contracts, or additional funding beyond what has been previously approved by the City Council for the same services and purposes is being requested. Given the fact that funds were appropriated and allocated to the same line item in the previous fiscal year budget, and for the same purpose of authorizing expenditures to compensate the same professional consultant contracted and contingent labor services, the current fiscal year budget's surplus is in part realized from reserve equal to the amount of funds requested to be appropriated and re-allocated with this request.

**CONSISTENCY WITH THE VISION MADERA 2025 PLAN:**

The proposed action is not specifically addressed in the vision or action plans. The requested action is also not in conflict with any of the actions or goals contained in the plan; but rather, will assist the City in implementing the underlying principles of the Vision 2025 Plan as well as meeting the goals, objectives and policies of the General Plan.

**ALTERNATIVES:**

Should the Council not take action on the proposed budget amendments, the adopted budget will remain unchanged.

**ATTACHMENTS:**

1. Resolution Appropriating Funds from the General Fund for the Planning Department Contracted Services (1020-4100-6440) Account in the Amount of \$237,563.23.
2. Planning Department FY 2022/23 Operating Budget
3. Planning Department FY 2021/22 Operating Budget

## ATTACHMENT 1

Resolution Appropriating Funds from the General Fund for the Planning  
Department Contracted Services (1020-4100-6440) Account in the Amount of  
\$237,563.23.

Resolution No. \_\_\_\_\_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MADERA  
APPROPRIATING FUNDS FROM THE GENERAL FUND FOR THE PLANNING  
DEPARTMENT CONTRACTED SERVICES (1020-4100-6440 ACCOUNT IN THE  
AMOUNT OF \$237,563.23)**

**WHEREAS**, the City Council previously adopted a Citywide budget for the 2022/2023 fiscal year; and

**WHEREAS**, the City has determined that it is prudent to appropriate funds from the General Fund to increase expenditure allocations for purposes of personnel support contracted services in the Planning Department operating budget; and

**WHEREAS**, expenditure accounts will need to be increased within the Planning Fund and Contracted Services Account (1020-4100-6440) for said purposes; and

**WHEREAS**, an adequate fund balance is available in said General Fund to allow for said increase of appropriations.

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MADERA HEREBY** finds, orders and resolves as follows:

- 1 . The above recitals are true and correct.
2. The budgets of the Planning Fund are hereby amended to increase expenditure allocations for Contracted Services in the Planning Department 2022/2023 Operating Budget.
3. The City's Finance Department is directed to take all actions necessary to effectuate this budget amendment.
4. This resolution is effective immediately upon adoption.

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## ATTACHMENT 2

Planning Department FY 2022/23 Operating Budget

	Actual 2019/20	Actual 2020/21	Budgeted 2021/22	11Mo Actual 2021/22	Projection 2021/22	Budgeted 2022/23
<b>33-Charges for Services</b>						
4137-New Projects	-	-	-	114,548	-	-
4231-Sale of Maps and Publications	-	-	50	-	-	-
4249-Zoning/Land Use/Annex Fees	(1,236)	-	200,000	311,596	311,600	200,000
<b>Total 33-Charges for Services</b>	<b>\$207,051</b>	<b>\$197,485</b>	<b>\$200,050</b>	<b>\$426,144</b>	<b>\$311,600</b>	<b>\$200,000</b>
<b>48-Refunds</b>						
4657-Miscellaneous Revenue	10	1,345	3,760	25	25	25
4659-Refunds and Reimbursements	-	-	-	4,025	4,025	-
<b>Total 48-Refunds</b>	<b>\$10</b>	<b>\$1,345</b>	<b>\$3,760</b>	<b>\$4,050</b>	<b>\$4,050</b>	<b>\$25</b>
<b>Total Revenues</b>	<b>\$207,061</b>	<b>\$198,830</b>	<b>\$203,810</b>	<b>\$430,194</b>	<b>\$315,650</b>	<b>\$200,025</b>
<b>50-Salaries &amp; Benefits</b>						
5000-Salaries / Full-Time	226,895	272,039	329,406	301,332	301,055	372,541
5005-Salaries / Part-time	-	-	-	4,056	4,056	17,472
5100-Salaries / Overtime	36	-	2,500	9,967	9,970	10,000
5105-Salaries - Leave Payout	19,187	3,604	5,864	3,031	3,030	-
5200-Salaries - Auto & Expense Allo	-	-	-	-	-	-
5300-Public Employees Retirement Sy	19,377	32,868	35,898	34,000	33,972	38,557
5302-Long Term Disability Insurance	7	16	940	1,162	1,161	1,014
5303-Life Insurance Premiums	178	333	358	338	338	331
5304-Workers Compensation Insurance	321	469	29,872	31,696	31,669	36,727
5305-Medicare Tax- Employer's Share	38	56	4,935	4,745	4,742	5,897
5306-Unfunded Accrued Liability	28,846	54,769	37,702	64,961	64,961	69,375
5307-Deferred Comp/Part-Time	2,388	-	2,511	152	152	655
5308-Deferred Compensation/Full-tim	74	59	9,298	8,070	8,070	10,591
5309-Unemployment Insurance	984	1,306	926	1,098	1,097	903
5310-Section 125 Benefit Allow.	45,133	66,885	65,448	71,212	71,212	80,538
<b>Total 50-Salaries &amp; Benefits</b>	<b>\$390,396</b>	<b>\$484,334</b>	<b>\$525,658</b>	<b>\$535,820</b>	<b>\$535,485</b>	<b>\$644,601</b>
<b>53-Materials &amp; Services</b>						
6402-Telephone & Fax Charges	2,914	5,996	2,958	3,864	3,858	3,858
6405-Copier Lease/Paper Charges	2,137	2,002	2,300	1,659	2,300	1,750
6411-Advertising/Bids and Notices	8,425	14,435	13,000	26,434	27,000	30,000
6414-Professional Dues	727	99	1,500	992	1,000	2,500
6415-Publications/Subscriptions	581	1,223	1,000	8	50	1,500
6416-Office Supplies/Expendable	-	76	11,400	3,321	3,500	10,000
6418-Postage / Other Mailing Charge	1,676	1,714	3,000	3,458	3,500	4,000
6419-Food	-	-	-	-	-	2,500
6440-Contracted Services	1,942	153,844	550,159	491,658	450,000	-
6451-Bank Service Charges	1,105	1,853	1,138	986	1,138	-
6530-Conference/Training/Ed	5,516	3,322	10,000	3,077	10,000	20,000
<b>Total 53-Materials &amp; Services</b>	<b>\$26,722</b>	<b>\$187,888</b>	<b>\$596,455</b>	<b>\$522,693</b>	<b>\$502,346</b>	<b>\$76,108</b>
<b>54-Interfund Charges</b>						
6900-Interfund Chg Facility Maint.	11,155	11,359	11,155	11,155	11,155	11,155
6902-Interfund Chg Central Supply	228	152	228	152	200	-
6903-Interfund Chg Cost Distrib	-	31,570	-	-	-	31,570
6918-Interfund Chg Comp Maint	26,236	25,772	26,236	26,236	26,236	22,643
6920-Interfund Chg Computer Replace	5,619	5,619	5,619	5,619	5,619	6,052
6924-Interfund Chg Motor Rental	1,047	-	800	800	800	857
<b>Total 54-Interfund Charges</b>	<b>\$44,285</b>	<b>\$74,472</b>	<b>\$44,038</b>	<b>\$43,962</b>	<b>\$44,010</b>	<b>\$72,277</b>
<b>60-Capital Outlay</b>						
6447-Cap/Master/Other Plan Updates	9	-	-	-	-	300,000
<b>Total 60-Capital Outlay</b>	<b>\$9</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300,000</b>
<b>63-Transfer Out</b>						
8200-Transfer Out	-	-	-	-	-	-
<b>Total 63-Transfer Out</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Expenses</b>	<b>\$461,412</b>	<b>\$746,694</b>	<b>\$1,166,151</b>	<b>\$1,102,475</b>	<b>\$1,081,841</b>	<b>\$1,092,986</b>
<b>Total 10204100-Planning Net Surplus/(Deficit)</b>	<b>(\$254,351)</b>	<b>(\$547,864)</b>	<b>(\$962,341)</b>	<b>(\$672,281)</b>	<b>(\$766,191)</b>	<b>(\$892,961)</b>

# ATTACHMENT 3

Planning Department FY 2021/22 Operating Budget



	Actual 2018/19	Actual 2019/20	Budgeted 2020/21	11Mo Actual 2020/21	Projection 2020/21	Budgeted 2021/22
<b>33-Charges for Services</b>						
4231-Sale of Maps and Publications	-	-	100	-	100	50
4249-Zoning/Land Use/Annex Fees	226,972	208,287	200,000	199,613	200,000	200,000
<b>Total 33-Charges for Services</b>	<b>\$226,972</b>	<b>\$207,051</b>	<b>\$200,100</b>	<b>\$199,613</b>	<b>\$200,100</b>	<b>\$200,050</b>
<b>40-Interfund Charges</b>						
4344-Interfund Chg ProgMgt/ICR	3,548	-	3,548	-	3,548	-
<b>Total 40-Interfund Charges</b>	<b>\$3,548</b>	<b>\$0</b>	<b>\$3,548</b>	<b>\$0</b>	<b>\$3,548</b>	<b>\$0</b>
<b>48-Refunds</b>						
4657-Miscellaneous Revenue	10	10	-	1,345	1,345	3,760
<b>Total 48-Refunds</b>	<b>\$10</b>	<b>\$10</b>	<b>\$0</b>	<b>\$1,345</b>	<b>\$1,345</b>	<b>\$3,760</b>
<b>Total Revenues</b>	<b>\$230,530</b>	<b>\$207,061</b>	<b>\$203,648</b>	<b>\$200,958</b>	<b>\$204,993</b>	<b>\$203,810</b>
<b>50-Salaries &amp; Benefits</b>						
5000-Salaries / Full-Time	277,361	226,895	306,355	270,260	355,712	329,406
5100-Salaries / Overtime	-	36	1,500	5,693	4,650	2,500
5105-Salaries - Leave Payout	2,594	19,187	-	3,604	3,604	5,864
5200-Salaries - Auto & Expense Allo	1,639	-	-	-	-	-
5300-Public Employees Retirement Sy	-	253	41,760	32,707	41,760	35,898
5302-Long Term Disability Insurance	-	7	717	805	717	940
5303-Life Insurance Premiums	-	2	394	330	394	358
5304-Workers Compensation Insurance	28,774	24,880	33,799	28,598	33,799	29,872
5305-Medicare Tax- Employer's Share	4,397	3,792	5,159	4,148	5,159	4,935
5306-Unfunded Accrued Liability	-	28,846	33,317	54,769	47,546	37,702
5307-Deferred Comp/Part-Time	-	50	-	-	-	2,511
5308-Deferred Compensation/Full-tim	-	74	6,829	7,060	6,829	9,298
5309-Unemployment Insurance	-	-	1,109	1,319	1,306	926
5310-Section 125 Benefit Allow.	66,476	45,133	48,275	65,092	55,641	65,448
<b>Total 50-Salaries &amp; Benefits</b>	<b>\$469,173</b>	<b>\$390,396</b>	<b>\$479,214</b>	<b>\$474,385</b>	<b>\$557,117</b>	<b>\$525,658</b>
<b>53-Materials &amp; Services</b>						
6402-Telephone & Fax Charges	2,532	2,914	2,600	5,574	5,108	2,958
6405-Copier Lease/Paper Charges	4,998	2,137	2,300	1,861	2,757	2,300
6411-Advertising/Bids and Notices	7,541	8,425	9,000	13,171	10,453	13,000
6414-Professional Dues	-	727	1,500	-	1,500	1,500
6415-Publications/Subscriptions	374	581	600	1,223	1,203	1,000
6416-Office Supplies/Expendable	-	-	3,000	3,319	3,062	11,400
6418-Postage / Other Mailing Charge	2,159	1,676	4,000	821	4,000	3,000
6440-Contracted Services	-	1,942	442,057	410,940	360,940	250,000
6451-Bank Service Charges	316	1,105	800	1,853	836	1,138
6530-Conference/Training/Ed	679	5,516	10,000	1,250	10,000	10,000
<b>Total 53-Materials &amp; Services</b>	<b>\$21,048</b>	<b>\$26,722</b>	<b>\$475,857</b>	<b>\$440,012</b>	<b>\$399,859</b>	<b>\$296,296</b>
<b>54-Interfund Charges</b>						
6900-Interfund Chg Facility Maint.	11,359	11,155	11,359	11,359	11,359	11,155
6902-Interfund Chg Central Supply	-	228	-	152	152	228
6918-Interfund Chg Comp Maint	25,772	26,236	25,772	25,772	25,772	26,236
6920-Interfund Chg Computer Replace	5,619	5,619	5,619	5,619	5,619	5,619
6924-Interfund Chg Motor Rental	-	1,047	-	-	-	800
<b>Total 54-Interfund Charges</b>	<b>\$42,750</b>	<b>\$44,285</b>	<b>\$42,750</b>	<b>\$42,902</b>	<b>\$42,902</b>	<b>\$44,038</b>
<b>58-Special Payments</b>						
6570-Settlements	801,345	-	-	-	-	-
<b>Total 58-Special Payments</b>	<b>\$801,345</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>60-Capital Outlay</b>						
6447-Cap/Master/Other Plan Updates	-	9	-	-	-	-
<b>Total 60-Capital Outlay</b>	<b>\$0</b>	<b>\$9</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

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Planning

	Actual 2018/19	Actual 2019/20	Budgeted 2020/21	11Mo Actual 2020/21	Projection 2020/21	Budgeted 2021/22
<b>63-Transfer Out</b>						
8200-Transfer Out	-	-	-	31,570	-	-
<b>Total 63-Transfer Out</b>	\$0	\$0	\$0	\$31,570	\$0	\$0
<b>Total Expenses</b>	\$1,334,316	\$461,412	\$997,821	\$988,869	\$999,878	\$865,992
<b>Total 10204100-Planning Net Surplus/(Deficit)</b>	<b>(\$1,103,786)</b>	<b>(\$254,351)</b>	<b>(\$794,173)</b>	<b>(\$787,911)</b>	<b>(\$794,885)</b>	<b>(\$662,182)</b>