



Date: September 3, 2004
To: Mayor and City Council
From: Gerald R. Miller, City Manager *my cfm*
Subject: Remaining Budget Workshops/Hearings and Budget Adoption Process

During the month of August and September, a series of Budget Workshops and Hearings were scheduled to provide the City Council and the community considerable opportunity to discuss the Fiscal Year 2005 (FY 05) Proposed Budget, and to communicate any questions or concerns. This dialogue is critical to ensure the City Council has the information required to deliberate upon and adopt the FY 05 Budget.

With this in mind, following a presentation on the Fiscal Year 2005 Proposed Capital Improvement Program (CIP) at the September 7 Budget Workshop, the remainder of this afternoon session and the entire evening Budget Hearing will be dedicated to City Council deliberations, including further public comment. All Department Heads will be available to respond to Councilmembers' questions, and staff will be prepared to assist the Mayor and City Council in adjusting the FY 05 Proposed Budget to reflect their collective priorities.

While there are tentatively scheduled Workshops and Hearings throughout the remainder of the month, once you come to agreement, you may adopt the FY 05 Budget at any of the scheduled Budget Hearings beginning September 7, 2004. To focus the remainder of the deliberations on the City Council's input, previously scheduled department presentations have been cancelled. Any department presentation, however, can be reinstated or additional presentations arranged at the City Council's request.

When the City Council is prepared to adopt the budget, there are a series of actions you will be required to take, which will be called out in the September 7, 2004 Budget Adoption City Council letter. These actions include: adopting the City's Appropriations Ordinance (which establishes the spending levels by department and fund for the fiscal year); approving the Harbor Department's Budget, the Water Department's Budget and the One-Year CIP; establishing or increasing fees, endorsing the Updated Three-Year Financial Strategic Plan, and approving the Harbor Fund transfer to the Tidelands Fund. A complete list of requested actions is attached.

Please feel free to contact me, Chris Shippey or Suzanne Mason with any questions you have regarding the budget process or the FY 05 Proposed Budget.

Cc: Christine F. Shippey, Assistant City Manager
Suzanne R. Mason, Deputy City Manager
Reginald I. Harrison, Deputy City Manager
All Department Directors

IT IS RECOMMENDED THAT THE CITY COUNCIL:

- (1) Adopt the Resolution approving the FY 05 budget of the Long Beach Water Department as adopted by the Board of Water Commissioners on July 15, 2004.
- (2) Declare the Ordinance approving the Resolution fixing rates and charges for water and sewer service to all customers, as adopted by the Board of Water Commissioners on July 15, 2004, read the first time and laid over to the next regular meeting of the City Council for final reading.
- (3) Adopt the Resolution approving the FY 05 budget for the Long Beach Harbor Department as adopted by the Board of Harbor Commissioners on July 12, 2004.
- (4) Request the City Attorney to amend the Ordinance concerning meter reading to continue to bill utilities each month, but to allow an option to read meters every other month and estimate the interim month based upon usage for the same period of the prior year.

The following fee increases will generate revenues offsetting new costs or existing departmental program expenses proposed for FY 05 as summarized in Attachment C:

- (5) Adopt the Resolution increasing various parking enforcement fees.
- (6) Adopt the Resolution setting rates of parking meter fees.
- (7) Authorize the City Manager to enter into an agreement with Downtown Long Beach Business Association to fund promotional and marketing activities totaling \$100,000.
- (8) Request the Redevelopment Agency Board to establish and fund a Future Downtown Parking Facilities Reserve, totaling \$143,000 annually.
- (9) Adopt the Resolution increasing late fees on utility bills from 1.5 percent to 4.0 percent.
- (10) Adopt the Resolution establishing and increasing various Health Services fees.
- (11) Adopt the Resolution establishing and increasing Special Events fees.
- (12) Adopt the Resolution establishing and increasing Long Beach Marina fees.
- (13) Adopt the Resolution amending and restating the schedule of fees for use of the Leeway Sailing Center.
- (14) Adopt the Resolution amending Long Beach Marina rules and regulations.
- (15) Adopt the Resolution increasing general gas services fees and miscellaneous fees.
- (16) Adopt the Resolution establishing and increasing Library Services fees.
- (17) Adopt the Resolution establishing and increasing Emergency Ambulance Transportation Services fees.
- (18) Adopt the Resolution establishing tree planting and vehicle inspection services fees.
- (19) Adopt the Resolution establishing Long Beach Airport services rates and fees.
- (20) Approve the FY 05 One-Year Capital Improvement Program.

- (21) Adopt a motion approving the budgets for the Redevelopment Agency's Project Area Committees in the amounts of \$45,695 for Central Long Beach, \$68,000 for West Long Beach Industrial and \$42,000 for North Long Beach.
- (22) Request the Redevelopment Agency Board to consider increasing its budget by \$1.3 million to repay to the General Fund a portion of the outstanding loans in order to assist the General Fund with revenue impacts imposed by the State's FY 05 budget.
- (23) Adopt a motion approving the budget for the Long Beach Housing Development Company in the amount of \$11,249,952, which is included in the budget of the Department of Community Development.
- (24) Adopt a motion approving the transfer of \$6,850,777 from the Harbor Fund to the Tidelands Operating Fund.
- (25) Adopt a resolution adopting an appropriations limit (Gann) for FY 05 pursuant to Article XIII(B) of the California Constitution.
- (26) Adopt the Mayor's proposed funding recommendations, as amended, to the FY 05 Proposed Budget.
- (27) Adopt the Budget Oversight Committee's proposed funding recommendations to the FY 05 Proposed Budget.
- (28) Endorse the Updated Three-Year Financial Strategic Plan.
- (29) Adopt a motion amending the proposed budget.
- (30) Declare an emergency to exist.
- (31) Declare the Appropriations Ordinance for FY 05, creating and establishing the funds of the Municipal Government and appropriating money to and authorizing expenditures from said funds and for said fiscal year as an Emergency Ordinance, read and adopted as read.