

## Responses to Council Questions and Comments

11/18/2024

**Item #10: Introduction (First Reading) of the Ordinance to Change Certain Appropriations for the Operations of the City of Petaluma from July 1, 2024 to June 30, 2025; and, Authorizing and Eliminating the Position or Funding Allocations Associated with the Adopted Fiscal Year 24/25 Budget by: 1) Authorizing the Position Allocations of One (1) Management Analyst I/II, One (1) Geographic Information System Analyst, One (1) Administrative Technician, One (1) Senior Management Analyst, One (1) Project Manager, One (1) Street Maintenance Worker III, Two (2) Utility Service Worker IIIs, and One (1) Accounting Technician and 2) Eliminating the Position or Funding Allocations of One (1) Housing Specialist, One (1) Senior Engineering Technician, One (1) Administrative Assistant, One (1) Senior Transit Planner, One (1) Transit Specialist, One (1) Street Maintenance Worker I/II, Two (2) Utility Service Worker I/II, and One (1) Accounting Assistant I/II; and Resolution Updating the Authorized and Funded Permanent Position Schedule**

- **Question:** Where in the budget book do Encumbrances appear?
  - **Response:** The budget book includes actual amounts for prior years and budgeted amounts for current and future years. Encumbrances and other obligations of current year funds are not included in the budget book.
- **Question:** What assessment is made of the Capital Fund? What review of project status and the projection of overall spending in the FY CIP? How is this assessment informing needed steps to be made now to succeed at budgeted projects?
  - **Response:** The 1<sup>st</sup> Quarter Budget Adjustments include actions taken by Council in the first quarter of the fiscal year, as well as any carryforwards needed from the prior year. The position allocation changes are based on HR studies and recommendations for this same timeframe; none of the listed positions are part of the capital improvement team. CIP staff work closely with the Finance Department throughout the year to review project revenues and expenditures and track relevant funding sources. The CIP team is currently working on updating the five-year CIP plan and creating current-year projections for each active project. All of this information will feed into the Mid-Year Budget Adjustments, when any needed CIP project budget adjustments will be brought to Council for review and approval.