

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	100-2940	\$ 32,872	100-812-4113	\$ 32,872
<input type="checkbox"/> Budget Transfer	250-3555	26,992	250-551-4208	26,992
	250-310-4111	1,486	250-531-4111	1,486
	310-2940	36,000	310-3999	36,000
	310-951-4247-15-3899	36,000	310-951-4247-15-3555	36,000

Explain the reason for the budget change:

Background: Finance staff is in the process of closing the City and Redevelopment Agency revenue and expenditures accounts for the fiscal Year 2010-11. To maintain conformity with the City's budgeting policies and to prepare for the annual external audit, year-end budget adjustments are necessary to address items that were not known at the time the FY 10-11 budget was developed.

All funds, departments and project budgets have been reviewed to determine necessary adjustments. The detail for each budget adjustment item is described below.

- 1) Increase the budget appropriations for Fire Department by \$32,872. The Fire department incurred more overtime expenditure than anticipated in the budget. The source of funding will be from the General Fund.
- 2) Increase the budget appropriations for Planning and Neighborhood Services by \$26,992. The increased budget amount is related to Community Development Block Grants (CDBG) provided to the community in FY 10-11. Actual grants were more than anticipated in the budget. These grants will be fully reimbursable by the U.S. Department of Housing and Urban Development.
- 3) Transfer budget appropriations from Finance Department to Building and Safety Department for \$1,486 for administration of the CDBG. The transfer is to reallocate the administration budget among the two departments. Since the budget was prepared based on estimates only, actual expenditures may vary by small amount. There is no budget impact from the transfer among departments.
- 4) Increase the budget appropriation of CIP No. 4247 Suggested Routes to School by \$36,000. The increased amount represents 25% local matching of the grant amount received from CalTrans. The local matching portion consists of staff in-kind services. The accounting of those service costs need to be moved into the project and the source of funding will be from the Street Fund.

In addition, staff requests that three capital improvement projects that were scheduled to close on June 30, 2011 remain open until December 31, 2011 due to pending of receiving final invoices and one project is still under warranty work. The three projects are CIP No. 3702 Minor Storm Drain Projects 2009, CIP No. 8176 Senior Center and CIP No. 8165 N. Main Street Midtown Streetscape Improvement.

The budget adjustments have been reviewed with the Finance Subcommittee on August 18, 2011. The Finance Subcommittee recommends the City Council approve the FY 10-11 year end budget adjustments. As the budget

adjustments reflect expenditures and contractual commitments made prior to June 30, 2011, the expenditures that were disbursed from the Redevelopment funds constitute preexisting enforceable obligations under ABX1 26. They are therefore not subject to the California Supreme Court stay on Agency activities.

Fiscal Impact: The budget adjustments reduce the fund balances of the General Fund by \$32,872 and Street Fund by \$36,000 respectively. The budget adjustment related to the CDBG will be reimbursed by the U.S. Department of Housing and Urban Development. The budget transfer among departments has no fiscal impact.

Check if City Council Approval required.

Meeting Date: September 6, 2011

Itemization of funds, if needed:		Amount
Requested by:	Division Head:	Date:
	Department Head:	Date:
Reviewed by:	Finance Director: <i>M. C. Hall</i>	Date: 8/30/11
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by: