

BUDGET CHANGE FORM

Type of Change	From		To	
	Account	Amount	Account	Amount
Check one:				
<input checked="" type="checkbox"/> Budget Appropriation	506-2970	\$ 15,000	506-112-4922	\$ 15,000
<input type="checkbox"/> Budget Transfer	100-2940	234,500	100-120-4237	230,000
	105-3577	10,000	100-161-4922	4,500
	100-3683	20,000	105-551-4237	10,000
			100-512-4237	20,000

Explain the reason for the budget change:

Background: To maintain conformity with the City's budget policy that any additional appropriations to a department's budget or re-appropriation of monies from one fund to another must be approved by the City Council, staff submits the budget change form and justification memoranda from the requesting departments for review and consideration by the City Council.

Necessary budget adjustments include the following:

- 1) Increase the budget appropriation for the Information Services Department by \$15,000 to purchase new and additional tablets, PCs and software to be used by the staff in the Planning & Neighborhood Services Department and Building & Safety Department. The source of funding will be from the Permit Automation Fund.
- 2) Increase the budget appropriation for the City Attorney Department by \$230,000 to pay for the costs of outside counsel handling litigation and administrative proceedings on various lawsuits. The source of funding will be from the General Fund.
- 3) Increase the budget appropriation for the Recreation Services Division by \$4,500 to pay for purchase of new computers to support the Active Network recreation registration software system. The source of funding will be from the reduction of a Purchase Order with Active Network for an equivalent amount.
- 4) Increase the budget appropriation for the Planning and Neighborhood services by \$30,000. \$10,000 of the requested amount is for personnel services to administer abandoned vehicles. The source of funding will come from the Abandoned Vehicle Program reimbursement from the County. The remaining \$20,000 is for consultant services to prepare CEQA and other similar environmental review for development projects. The source of funding will be from private developer fees.

Fiscal Impact: The total budget adjustment request is \$279,500 of which \$34,500 will have either revenues or existing purchase order to offset the appropriations. There remaining \$245,000 will be funded by the fund balances in the Permit Automation Fund and General Fund.

Recommendations: Approve the Fiscal Year 2013-14 mid-year budget appropriations as itemized in the budget change form which is included in the City Council agenda packet

Check if City Council Approval required.

Meeting Date: February 4, 2014

Requested by:	Department Head:	Date:
Reviewed by:	Finance Director: <i>m c kel</i>	Date: <i>1/23/14</i>
Approved by:	City Manager:	Date:
Date approved by City Council, if required:		Confirmed by:

FI/24786/V

Form 30-222 (Rev. 1/92)

MEMORANDUM

Recreation Services



To: Emma Karlen, Finance Director
Tom Williams, City Manager

CC: Carmen Valdez, HR / Recreation Director

From: Stephanie Douglas, Recreation Supervisor

Date: January 21, 2014

Subject: Mid-Year Budget Appropriation For Computer Purchase

Due to the rollout delay of Active Network, Recreation Services is requesting a mid-year budget appropriation in the amount of **\$4,500** to be used for the purchase of new computers that will support the Active Network recreation registration software system.

There is a current PO (FY13116) from 2012/2013 specified for Active Network that has \$4,492 available which will be rolled into the general fund when the PO has expired.

If there are any questions or concerns regarding this request, please feel free to contact me.

INTEROFFICE MEMORANDUM

TO: EMMA KARLEN, FINANCE DIRECTOR
FROM: MICHAEL OGAZ, CITY ATTORNEY
SUBJECT: MID-YEAR BUDGET APPROPRIATION
DATE: 1/23/2014
CC: TOM WILLIAMS, CITY MANAGER

In order to fund services for outside counsel representing the City in various lawsuits and administrative proceedings, the City Attorney budget for fiscal year 2013/2014 will need an additional \$230,000. This will be reflected in contracts or contract amendments to be brought before the Council concurrent with the appropriation approval or shortly thereafter. The specific contracts for legal services to be affected are as follows:

- Jarvis, Fay and Doportto. Contract amendment in the amount of \$80,000.
- Stubbs and Leone. Contract in the amount of \$60,000.
- Renne, Sloan, Holtzman and Sakai. Contract amendment in the amount of \$90,000.

The legal services to be funded are primarily litigation services with a minor amount for general advice and include representation of the City in personnel related litigation, contract dispute litigation and environmental litigation. More specific details have been provided the Council in closed session regarding specific litigation expenses. This is a request for an outside amount. It is hoped actual expenditures will be less.

MEMORANDUM

Department of Planning and Neighborhood Services



To: Emma Karlen, Director of Financial Services
From: Steven McHarris, Director of Planning and Neighborhood Services
By: Elia Escobar
Subject: **Midyear Budget Appropriation**
Date: January 13, 2014

Emma,

We have exhausted funds in two accounts and I am requesting additional funds.

F105 – Abandoned Vehicles

The addition of \$10,000 to this fund for personnel services

Funding Source – Abandoned Vehicle Reimbursement from the County

100-512-4237 – Contractual Services

The addition of \$20,000 to this fund

This is for Environmental Consultant Services for existing contracts that were established in late 2013 to prepare CEQA, NEPA and similar environmental review for private and public development projects, and for Architectural Services for Larry Cannon.

Funding Source – Reimbursable by private developers and the CIP Program

Please let me know if you have any questions.

MEMORANDUM

Department of Information Services



To: Thomas Williams, City Manager
cc: Emma Karlen, Finance Director
From: Mike Luu, Interim Information Services Director
Subject: Mid-year Budget Adjustment
Date: January 14, 2014

I am requesting to make one mid-year budget adjustment. The request is move \$15,000 from the permitting automation fee fund into the Information Services budget for FY 13-14. The \$15,000 will be used to acquire new and additional tablets, PCs and software for the Planning & Neighborhood Services Department and Building & Safety Department.

The new hardware and software will provide better efficiency and real-time status of permits and inspections for building inspectors and code enforcement. Inspectors can update and check status of permits in the field without having to come back to the office at the end of the day. The new purchases of hardware and software will assist to provide higher level of service to developers and builders.

The fund will be used to purchase:

- 15 iPads for Building Inspectors
- 3 iPads for Planning
- 4 PCs for Planning to work with CRW (Online Permitting System)
- Software to allow for real-time access to CRW

Please contact me if any additional information or documentation is required for this adjustment.