

# Agenda Report

October 28, 2013

**TO:** Honorable Mayor and City Council  
**THROUGH:** Finance Committee  
**FROM:** Department of Finance  
**SUBJECT: AMENDMENTS TO FISCAL YEAR 2014 ADOPTED BUDGET**

## **RECOMMENDATION:**

It is recommended that the City Council amend the Fiscal Year 2014 Adopted Budget as detailed in the *Proposed Budget Amendments* section of this report.

## **BACKGROUND:**

Each fiscal year budget amendments are necessary to account for anticipated changes to the adopted budget. These revenue and appropriation amendments are presented to City Council for approval. This agenda report includes proposed amendments to the Fiscal Year (FY) 2014 budget as adopted by the City Council on June 10, 2013. These proposed budget amendments fall into one of the following categories:

- Carry forward of previously approved appropriations from the FY 2013 budget that were unexpended as of June 30, 2013 and are now anticipated to be expended during FY 2014; or,
- Amendments to the FY 2014 budget based on information that was not available when the budget was presented to City Council for adoption on June 10, 2013.

A discussion of each proposed budget amendment is included in the *Proposed Budget Amendments* section. Additionally, Attachment B provides the accounting details for each recommended budget amendment by fund, department, and line item.

Proposed Budget Amendments:

**1. FY 2013 to FY 2014 Carry Forward Appropriations**

**Housing**

(a) Human Services Endowment Fund

Recognize and appropriate \$110,000 in the Human Services Endowment Fund (211) for outstanding FY 2013 Human Services Endowment invoices from City funded agencies. These payments will be made in FY 2014.

(b) Home Investment Partnership Program

Recognize and appropriate \$250,000 in the Home Investment Partnership Fund (221) for the Home Investment Partnership Program (HOME). The HOME Program is designed to create affordable housing for low-income households and is administered for the City by Neighborhood Services Agency of Los Angeles County (NHS). The revenues and expenses were originally approved by City Council on July 16, 2012; however, the funding agreement with NHS was not fully executed until July 2013. The project is now expected to commence immediately.

**Police**

(c) State Office of Traffic Safety Selective Traffic Enforcement Program Grant and University of California, Berkeley, Safe Transportation Research and Education Grant

Recognize and appropriate a total of \$46,651 in the General Fund (101) for two grant-funded projects. This grant funding will be used for overtime in support of education programs, driving under the influence, and speed enforcement programs funded through State Office of Traffic Safety Selective Traffic Enforcement Program (STEP) (\$23,663 - Project 91159) and a University of California, Berkeley, Safe Transportation Research and Education Grant (\$22,988 - Project 91158). These traffic grant funds were originally recognized and appropriated by City Council on September 10, 2012.

(d) Urban Areas Security Initiative Grant and State Homeland Security Program Grant

Recognize and appropriate a total of \$237,033 in the Fire Grants Fund (230) for two grant-funded projects. A total of \$76,776 is to provide counter terrorism training courses, optical night vision equipment, and thermal optics aviation equipment and is funded through the FY 2011 Urban Areas Security Initiative (UASI) Grant (Project No. 91157). A total of \$160,257 comes from the FY 2011 State Homeland Security Program (SHSP) Grant (Project No. 91160) and will be used to purchase night vision technology for air operations. The 2011 UASI grant funds were originally recognized and appropriated by City Council on October 29, 2012. The 2011 SHSP grant funds were originally recognized and appropriated on December 12, 2012.

## **Transportation**

### **(e) Parking Meter Light Bars**

Appropriate \$11,666 from the available Old Pasadena Parking Meter Fund (213) balance for the unexpended portion of a contract to purchase light bars for new Cale parking meters. Delivery of the light bars for the Cale parking meters was not included with the parking meter shipment. The parking meter light bars will be delivered and installed in FY 2014.

### **(f) Ground Preparation Work for Parking Meter Installation**

Appropriate \$15,100 from the available fund balances (see attachment A for fund/account level detail) for the unexpended portion of a contract to prepare the ground for installation of new Cale parking meters. This reflects Phase II of meter installation program that will occur in FY 2014.

## **Public Works**

### **(g) Vehicle Purchases**

Appropriate \$634,766 from available Fleet Maintenance Fund (503) balance for the purchase four vehicles for Public Works and one vehicle for Police. The vehicles were originally budgeted and ordered in FY 2013. They are now scheduled to be delivered and paid for in FY 2014. The vehicles being purchased consist of one aerial bucket truck, one street sweeper and one dump truck for Public Works' Integrated Waste Management Division, one stake dump truck for the Public Works' Parks and Natural Resources Division, and one police patrol vehicle for the Police Department.

## **2. Police - 2013/2014 State Office of Traffic Safety Selective Traffic Enforcement Program (STEP) Grant (Project #91116)**

Recognize and appropriate \$175,000 to the General Fund (101) provides funding in support of driving under the influence (DUI), speed enforcement, and education programs. The grant provides for enforcement details to include eight driving under the influence saturation patrols, four distracted driving operations, twelve primary collision factor violation operations, and three motorcycle safety programs at a cost of \$166,600; one site phlebotomist to withdraw blood evidence from suspected DUI drivers at a cost of \$6,400; and training and travel expense for ten officers to attend National Highway Traffic Safety Administration (NHTSA) certified standardized field sobriety testing training, ten officers to attend NHTSA advanced roadside impaired driving enforcement training and two officers to attend International Center for Alcohol Policies (IACP) certified drug recognition expert training at a cost of \$2,000. This is a new allocation of grant funding which must be expended by September 30, 2014.

**3. Police - 2013/2014 University of California Berkeley Sobriety Checkpoint Grant Program (Project #91171)**

Recognize and appropriate \$136,370 the General Fund (101) to provide funding in support of twelve sobriety checkpoints at a cost of \$132,000 and checkpoint supplies at a cost of \$4,370. This is a new allocation of grant funding which must be expended by September 30, 2014.

**4. Public Works – Residential Impact Fee Nexus Study Update**

Recognize \$27,000 in Residential Impact Fees Fund (304) balance and appropriate it to the General Fund for the cost of a Residential Impact Fee Nexus Study update per the requirements of Pasadena Municipal Code 4.17.050. The nexus study began in late June and will be completed in November.

**5. Transportation – Off Street Parking Facilities Fund**

Appropriate \$99,300 from the available Off Street Parking Facilities Fund (407) balance to fund the following two actions:

- \$45,300 for increased security on weeknights and weekends in the Old Pasadena Management District (OPMD). Due to an upsurge in transient parking in the OPMD, there is a need for increased security contractor hours. The increased appropriations will also cover necessary repairs for vandalism at parking facilities and for expenses associated with additional contract personnel needed at the Marriott Garage when special events are held at the Pasadena Armory for the Arts. Continued funding for this enhanced level of security will be contingent upon demonstrated need to be determined via parking activity, vandalism repairs and police reports.
- \$54,000 for the replacement of elevator door equipment at the Delacey and Schoolhouse parking facilities. The current elevator door equipment is 25 years old. The new door operators and related components will enhance safety and reliability of the elevators.

**6. Transportation – Playhouse Parking Meter Fund**

Appropriate \$65,000 from available Playhouse Parking Meter Fund (229) balance to fund a parking study for the Playhouse District. A similar study was conducted in 2005. Given the significant development activities and other changes in the district a new study is necessary. Transportation Department staff has met with Playhouse District staff and members to begin formulation of a plan to address the district's short-term and long-term parking needs. The consultant study will help in the development of this plan.

**7. Transportation – Civic Center Parking Meter Fund**

Appropriate \$30,000 from available Civic Center Parking Meter Fund (214) balance for the purchase of 45 Cale parking meters to replace existing Rhino parking meters and to change out single space meters to multi-space meters. It is anticipated that once installed the Cale parking meters will increase revenues in the Civic Center

Parking District by approximately 15 percent. The revenue impact on FY 2014 is expected to be minimal. Future fiscal year budgets will reflect the anticipated increase in parking meter revenues.

**8. Pasadena Community Access Corporation – Increase in PEG Funding**

Appropriate \$480,000 from the restricted “1 Percent PEG” account within the Telecommunications Fund (408) for a transfer of Public, Education and Governmental Access (PEG) funds to the Pasadena Community Access Corporation (PCAC). This transfer of PEG monies from the Telecommunications Fund will provide PCAC with the funding required for \$150,000 in PEG grants already appropriated in PCAC’s FY 2014 Budget and an additional appropriation of \$330,000 to provide the total funding required for all FY 2014 PEG grants awarded by PCAC to Pasadena Unified School District (PUSD), Pasadena City College (PCC), and purchase capital equipment for PCAC. As of October 12, 2013, there is balance of \$484,882 in uncommitted PEG revenues in the Telecommunications Fund.

**COUNCIL POLICY CONSIDERATION:**

The City Council’s strategic planning goal of maintaining fiscal responsibility and stability will be advanced through monitoring the FY 2014 Operating Budget and implementing any necessary amendments.

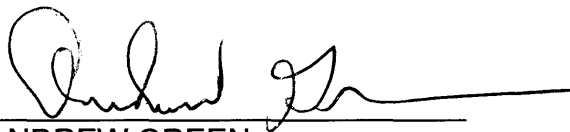
**FISCAL IMPACT:**

Approval of the proposed budget amendments will increase FY 2014 total authorized operating appropriations across multiple funds by \$2,674,886. These increased costs will be offset through increased revenues of \$1,312,054 and the use of \$1,362,832 in revenues collected and accounted for in prior fiscal years that are now in the available balances of the respective financial funds as detailed in *Attachment A: Summary of Proposed Amendments*. The tables in *Attachment A* also summarize the fiscal impact by department and fund:

Line item detail of all revenue and expense amendments is provided in *Attachment B, Detail of Proposed Budget Amendments*. The budget amendments included in this agenda report are not anticipated to impact existing FY 2014 budgeted indirect and support costs such as maintenance and IT support.

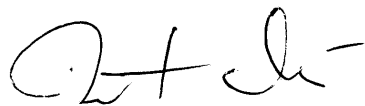
The anticipated General Fund impact of these amendments is reflected in *Attachment C: General Fund Five-Year Financial Forecast*.

Respectfully submitted,



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Director of Finance  
Department of Finance

Prepared by:



Richard Davis  
Budget Administrator

Approved by:



MICHAEL J. BECK  
City Manager

Attachment: (3)

Attachment A: Summary of Proposed Budget Amendments

Attachment B: Detail of Proposed Budget Amendments

Attachment C: Revised General Fund Five-Year Financial Forecast