



ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

**DATE:** February 3, 2015

**TO:** The Honorable City Council

**FROM:** Bryan Cook, City Manager  
Via: Tracey L. Hause, Administrative Services Director  
By: Lee Ma, Accountant

**SUBJECT: FISCAL YEAR (FY) 2014-15 CITY BUDGET – SECOND QUARTER BUDGET AMENDMENTS**

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**RECOMMENDATION:**

The City Council authorizes staff to revise various budgeted appropriations for the FY 2014-15 City Budget as indicated in Attachment "A" to ensure revenue estimates are accurate and actual spending levels are within budgeted appropriations during the current fiscal year.

**BACKGROUND:**

1. On June 3, 2014, the City Council approved the FY 2014-15 City Budget.
2. On August 5, 2014, the City Council approved a budget amendment in the amount of \$26,500 to host and co-sponsor the 2015 Sing Tao Lunar New Year Street Festival. To offset the cost to the City, Sing Tao will reimburse the City \$10,000.
3. On September 2, 2014, the City Council approved a budget amendment in the amount of \$15,000 for relocation of a streetlight pursuant to contractual terms with the Temple City Gateway LLC.
4. On September 16, 2014, the City Council approved a budget amendment in the amount of \$41,610 to purchase a telephone system from KTS Networks.
5. On October 21, 2014, the City Council approved a budget amendment in the amount of \$7,500 awarded to Center of Priority Based Budgeting (CPBB) for the development of the Fiscal Health Diagnostic Tool and related consulting services.
6. On November 18, 2014, the City Council approved first quarter budget amendments in various accounts in the total amount of \$575,000 in Estimated

Revenues and \$104,770 in General Fund and \$1,641,125 Non-General Fund Appropriations. The General Fund Appropriations included an allocation of \$40,000 for as-needed Economic Development services.

7. On December 16, 2014, the City Council appropriated \$10,000 to fund installation decorative feature on the Performing Arts Pavilion Dance Floor.

**ANALYSIS:**

Throughout the fiscal year, staff monitors revenues and expenditures and makes recommendations for revised revenue estimates and adjustments to appropriations quarterly, if necessary, and at mid-year. For the second quarter budget amendments, staff is only recommending the revenue and appropriation adjustments in Attachment "A" be made at this time to ensure actual spending levels in individual line items are within budgeted appropriations as of December 31, 2014. The proposed FY 2014-15 Mid-Year adjustments will be submitted to the City Council on February 10, 2015 Special Council Meeting.

**CONCLUSION:**

These recommended estimated revenue revisions and appropriation adjustments are necessary to ensure actual spending levels in individual line items do not exceed budgeted appropriations at the close of the second quarter of FY 2014-15.

**FISCAL IMPACT:**

This item has an impact on the FY 2014-15 City Budget. If the City Council approves the recommended revenue and appropriation adjustments, an additional \$30,600 from the General Fund Unassigned Fund Balance is needed for the recommended appropriations; and an adjustment of \$40,350 in both estimated revenues and appropriations in the Community Development Block Grant (CDBG) Fund to recognize for housing rehabilitation loan repayment.

**ATTACHMENT:**

- A. FY 2014-15 Second Quarter Revenue and Appropriation Adjustments

CITY OF TEMPLE CITY

FY 2014-15 SECOND QUARTER REVENUE ADJUSTMENTS

Revenue Description	Account Number	Original Budget Amount	Proposed Adjustments	Revised Budget Amount	Explanation
Loan Repayment	27-870-38-3823	-	35,000	35,000	CDBG housing loan repayment - principal
Program Income	27-870-38-3824	-	5,350	5,350	CDBG housing loan repayment - interest
Total Revenue Adjustments		-	40,350	40,350	

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**FY 2014-15 SECOND QUARTER APPROPRIATION ADJUSTMENTS**

Department/Program	Account Number	Original Budget Amount	Proposed Adjustments	Revised Budget Amount	Explanation
<b>Reappropriations</b>					
Special Department Supplies	01-910-42-4465	2,000	600	2,600	Laserjet and toner cartridge - City Manager Program
Special Department Supplies	01-910-45-4465	1,700	650	2,350	Laserjet, toner cartridge and keyboard - City Clerk Program
Special Department Supplies	01-930-53-4465	-	400	400	Scansnap scanner - Planning Program
Office Equipment	01-970-54-4830	5,400	1,300	6,700	Document scanner - Building Program
Special Department Supplies	01-970-81-4465	22,000	6,400	28,400	Varidesk Mats, SinglePlus and ProPlus (sit/stand desks) - Citywide
Special Equipment	01-970-81-4840	-	650	650	City Hall Lobby TV - General Government Buildings Program
Office Equipment	01-970-81-8430	96,610	(10,000)	86,610	Reappropriation funding to other accounts
<b>Planning</b>					
Special Department Supplies	01-930-53-4465	-	3,000	3,000	Amount was not budgeted for recording fees and miscellaneous supplies
Special Equipment Maintenance	01-930-53-4530	-	3,300	3,300	Amount was not budgeted for business license software renewal
<b>Parking Administration</b>					
Special Equipment Maintenance	01-950-67-4530	2,700	1,000	3,700	To pay for parking permit machine maintenance cost for the year
<b>General Government Buildings</b>					
Overtime	01-970-81-4150	4,500	2,500	7,000	Overtime for Maintenance Staff
Primrose Property Expense	01-970-81-4505	7,560	7,000	14,560	Possessory interest expenses
<b>Parking Facilities</b>					
Part Time	01-970-82-4161	-	5,000	5,000	Amount was not budgeted
Special Department Supplies	01-970-82-4465	5,400	3,800	9,200	To pay for application hosting and support services (EdgeSoft)
<b>Graffiti Abatement</b>					
Graffiti Abatement	01-970-84-4262	35,000	5,000	40,000	Additional funding for graffiti abatement cost
<b>Total General Fund Appropriation Adjustments</b>		<b>182,870</b>	<b>30,600</b>	<b>213,470</b>	

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FY 2014-15 SECOND QUARTER APPROPRIATION ADJUSTMENTS

Department/Program	Account Number	Original Budget Amount	Proposed Adjustments	Revised Budget Amount	Explanation
Housing					
CDBG Repayment	27-930-55-4950	-	40,350	40,350	CDBG housing loan repayment and interest
Total Other Appropriation Adjustments		-	40,350	40,350	