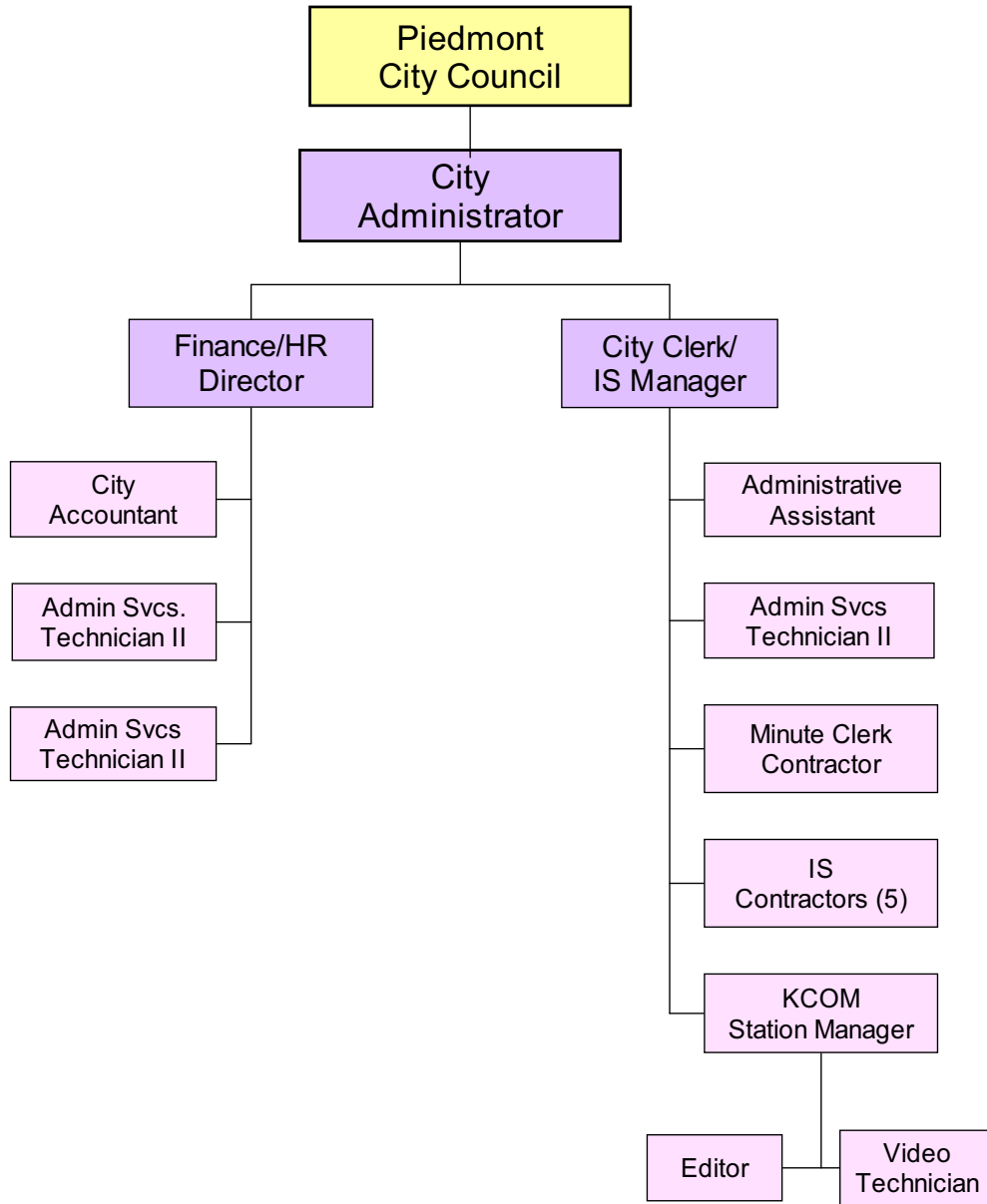


**Administration Department
FY 10-11 Budget**

Functional Description & Work Objectives



City Administrator

The City of Piedmont operates under a council/manager form of government. Under the city charter, the City Administrator is responsible for supervising and coordinating all city departments to insure that public services are efficiently delivered. The City Administrator may also:

- Appoint, discipline and, when necessary, suspend or remove city employees
- Attend council meetings and have the right to take part in discussion, but not to vote
- Prepare and submit the annual budget to the City Council and supervise its administration after adoption
- Advise the City Council about the future needs of the city and make recommendations concerning its affairs

In addition, the City Administrator serves as a member of the Board of the Bay Cities' Joint Powers Insurance Authority and the California Associated Risk Management Agency of which Piedmont is a member.

Together with the City Attorney, the City Administrator coordinates the legal defense of the city with independent counsel from the city's insurance pools.

City Clerk/IS Manager

The City Clerk has the following areas of responsibility:

- Manages the city clerk's office to provide all statutory duties of a city clerk, a citywide records management program and administrative support for the City Administrator and City Council
- Serves as the risk manager, processing claims against the city and documenting coverage requirements with the city's insurance pools
- Oversees the city's information systems including television, web site, Geographic Information System (GIS), e-mail and all shared data applications
- Collects business license taxes
- Functions as the liaison to new underground utility districts and provides administrative oversight throughout the process

The clerk is assisted in these duties by three (3) full-time employees and eight (8) part-time contractors.

Finance/HR Director

The Finance/HR Director has the following areas of responsibility:

- Management and analysis of all financial records of the City of Piedmont including investment funds
- Coordination of all personnel functions including payroll, benefit administration, recruitment and testing
- Oversight of the Workers' Compensation program
- Staff support to the Civil Service Commission, Police & Fire Pension Board and the Municipal Services Tax Review Committee

The Finance/HR Director is assisted by three (3) full-time employees.

City Attorney

The City Attorney is a contract position and will be filled by George S. Peyton, Jr. until July 1, 2010. A recruitment for a new City Attorney is underway as the budget is prepared.



Management Goals & Objectives Reporting Form

Employee Ann Swift

Review Period FY 09-10

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Oversee 2010 general municipal election	\$45,000	2/2/2010	All aspects of the election were handled on time and within budget. The GIS precinct maps were new and very useful.
	1a. Prepare timeline for ballot measures		7/30/2009	
	1b. Develop candidate materials		11/15/09	
	1c. Coordinate FPPC filings		On-going	
2	Piedmont Hills & Hampton Sea View Undergrounding Districts			
	2a. Coordinate FY 09-10 assessments		8/10/2009	
	2b. Generate repayment to steering committee		12/1/2010	
	2c.			
3	Wildwood Gardens & Scenic Avenue Undergrounding Districts			1/30/2010
	3a. Develop project timeline		7/1/2009	
	3b. Explore standardized project specifications		9/1/2009	
	3c.			
4	Develop options for citywide software upgrade			5/1/2009
	4a. Analyze both New World and CRW modules		9/1/2009	
	4b. Analyze benefits of proprietary software		9/1/2009	
	4c. Develop cost and benefit recommendation to council		3/15/2010	
5				
	5a.			
	5b.			
	5c.			



Management Goals & Objectives Reporting Form

Employee Ann Swift

Review Period FY 10-11

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Oversee the changeover to CRW business license software	\$30,000	1/1/2011	
	1a. Develop appropriate reports for new software		8/1/2010	
	1b. Migrate old records to new system		9/1/10	
	1c. Go live with new software		1/1/2010	
2	Assist the Audit Sub-Committee			
	2a. Attend meetings			
	2b. Provide requested records			
	2c.			
3	Facilitate the changover to new City Attorney			
	3a. Discuss future codification process			
	3b. Work on new contract form and procedure			
	3c. Provide training and access to TRIM records			
4	Complete citywide changeover to TRIM			
	4a. Assist public works with off-site storage			
	4b. Convert old city attorney files to TRIM records			
	4c. Consolidate all records storage to TRIM			
5				
	5a.			
	5b.			
	5c.			



Management Goals & Objectives Reporting Form

Employee: Mark Bichsel

Review Period: FY 09-10

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Provide legally required training for supervisory employees.	0	12/1/2009	Accomplished
	1a. AB1825 training is required for five (5) supervisory employees this fiscal year.		10/1/2009	
	1b.			
2	Complete transition to Kaiser on-the-job, for use as the city's designated healthcare facility.		8/1/2009	Accomplished
	2a. Review all exam protocols with department heads.		7/1/2009	
	2b. Forward approved protocols to Kaiser for system set-up.		7/1/2009	
	2c.			
3	Prepare information designated for part-time employees		6/30/2009	Postponed
	3a. Pay-scale for part-time employees		12/1/2009	
	3b. Personnel manual for part-time employees		3/1/2010	
	3c.			
4	Provide budget information on the city web site		12/31/2009	Accomplished
	4a. Post draft budget for FY 09-10		6/1/2009	
	4b. Post approved budget for FY 09-10		12/31/2009	
	4c. Post audited budget for FY 09-10		12/31/2009	
5				



Management
Goals & Objectives Reporting Form

Employee Mark Bichsel

Review Period FY 10-11

(Set at the beginning of the review period and updated 6 months thereafter)

Goals and Objectives (Enter up to five (5) goals and up to three (3) objectives for each goal)		Budget	Target Date	Results
1	Provide legally required training for management employees.	0	12-31-2010	
	1a. Contract for sexual harassment training		12-31-2010	
	1b.			
	1c.			
2	Set-up and implement on-line risk management tool, "Preventionlink."	0		
	2a. Set-up users and download all city human resources policies to site.		08-30-2010	
	2b. Train supervisors to use the site and assign training		09-30-2010	
	2c. Employee training		11-01-2010	
3	CalPERS on-line services improvement.	0		
	3a. Train staff on new on-line services for employee enrollment and payroll reporting.		04-30-2011	
	3b.			
	3c.			
4				
	4a.			
	4b.			
	4c.			
5				
	5a.			
	5b.			
	5c.			

Information Services

The Information Services team consists of five contract employees and John Tulloch, a full-time Administrative Services Technician II. The following are the core duties of the IT team:

- Ensure that all city departments have reliable computers and appropriate software
- Provide security for the city's computer systems and data
- Maintain the city's GIS system and related property data
- Monitor the use of city computer resources to comply with city policies
- Assist departments in the selection and implementation of new software
- Maintain a variety of databases

During FY 09-10 the department worked on the implementation of the following projects:

Provided support for the operation KCOM streaming video
Researched, purchased, and implemented a new city-wide backbone server
Managed the switch to a faster, more modern internet connection
Researched options for business license and property management software
Created maps for various projects, including undergrounding and PUSD bussing
Facilitated the development of link between Police dispatch & Fire reporting software

The city's two main servers were purchased over 5 years ago and were due for replacement in last year's Equipment Maintenance schedule. Rather than replacing the server with an exact duplicate, a more versatile new virtual server has been purchased. This machine can be programmed to create several virtual servers on one physical machine. The technology will allow the creation of dedicated servers for individual departmental applications while reducing cost, space requirements, and electrical and cooling needs. Staff has worked extensively with consultants to facilitate this process.

We have continued to use OASIS sewer management software to document the sewer system's compliance with state and federal clean water mandates. Using this software has put us months ahead of a Federal Court order requiring Piedmont and other cities in our area to have a Computerized Maintenance Management System.

Software Consolidation

An IT goal for FY 09-10 is to develop options for a citywide software upgrade. In pursuing this goal, staff has considered software suites developed by New World Systems, CRW Software and MicroServices. The goal of the analysis has been to identify software which is robust and versatile, which will provide the fullest level of integration with existing systems/SQL databases and which will have the best support and service over time. Although the city budget is extremely limited this year, staff is proposing to move ahead with the proposal because the Return on Investment (ROI) could be as little as two years.

The city is currently losing tax revenue each year from general contractors who under report their income generated in the City of Piedmont. As of March, the city had 169 active business licenses for general contractors. Of these, 18 paid \$50 for a quarterly license (swearing under penalty of perjury that their annual gross receipts were less than \$25,000). A further 113 contractors paid \$100 (swearing that their revenue was no more than \$50,000). Only 38 contractors acknowledged earning more than \$50,000 per year for construction projects in the city. If staff

can identify an additional 25 contractors who are paid at least \$350,000 per year, the ROI would be less than two years. Given that the total value of permits issued in 2008 was more than \$26.5 million, this goal appears to be realistic.

Currently, the building permit data which contains the estimated cost of a construction project cannot be used to validate a contractor's revenue. The city's current business license software does not integrate with the permit software in public works. Staff has attempted to integrate the programs with a series of software fixes. None have proven reliable in the long-term. The lack of this data has resulted in an annual loss of business license revenue.

The first option considered was an upgrade to the current business license software designed by Enrique LaRoche of MicroServices. For the past 20 years the city has used two programs designed by Mr. LaRoche. PiedProp manages all property related data including ownership information, tax roll data, zoning, home occupation information, etc. BLISS, the second program, manages business license tax collection. Because Piedmont was the beta site for these software programs, the city did not pay any initial purchase price and has never paid any annual license fees for their use. The current software is not Windows based and does not utilize SQL technology. Mr. LaRoche has developed a more modern version of the software and has indicated that the new software would cost between \$10-15,000. Staff is concerned that this new version has not been tested in another city yet and is not designed to integrate with the current building permit software. Although Mr. LaRoche has provided excellent service to the city, he is a sole proprietor. The city must now choose whether to invest in a second generation of MicroServices products or invest in another software program which has been tested and can provide reliable support and service into the future.

New World Systems is the software vendor utilized by the Police Department for its applications. Logos.Net is a New World System software suite which could provide both building permit and business license integration. Although this package is comprehensive and well supported, it is the most expensive option analyzed because it would require migrating to new building permit software as well as new business license software. The total cost would be in excess of \$80,000.

The Public Works Department uses two modules from CRW Software's TRAKiT suite of government software. The TRAKiT programs are used by many local municipalities and provide total integration of data using SQL databases. The city currently has licenses for PermitTRAK, ProjectTRAK and LandTRAK (although that program has not been used). Public Works staff has had excellent results with the software and supports the integration of the LicenseTRAK module. Staff is recommending the purchase of LicenseTRAK by CRW at a cost of \$30,000.

Cost Reduction

The IS team has maintained its spending reductions begun in 2008-2009. The city is no longer replacing computers in a rotational system. Computers are only being replaced when they have failed. Although this saved the city \$18,000 in FY 09-10, there are two downsides to this course of action: the entire inventory of desktop machines is aging and will likely be more subject to unanticipated failure, and those failures will have unknown costs as employees are unable to be productive.

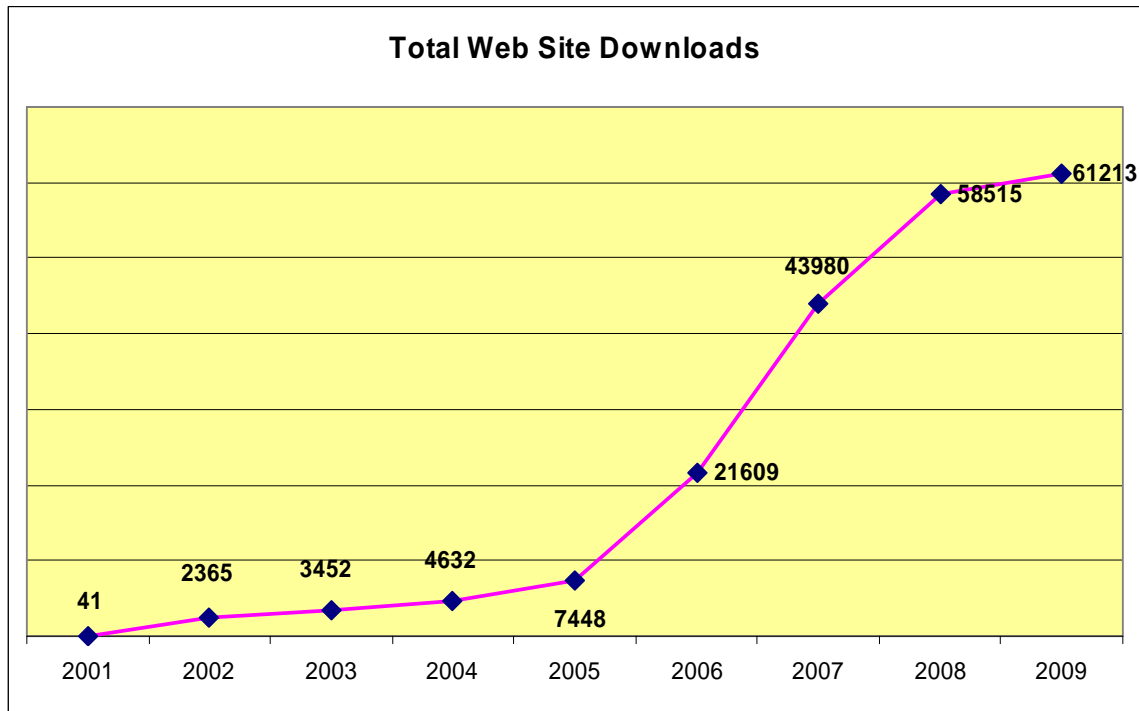
Overall network maintenance costs continue to fall as John Tulloch performs more routine tasks in-house. The budget for FY 08-09 was \$55,300 and the anticipated total for FY 09-10 is less than the budgeted amount of \$38,800 (more than a 30% reduction).

Web Site

The Administration Department is proud of the level of transparency that we provide to Piedmont residents via the city’s web site. **Out of the 12 cities¹ we use as comparators, only Mountain View and Piedmont currently post public comment to the web for city council agenda items.** One city does not post staff reports for council meeting items and several cities do not have archives for staff reports and minutes.

At the present time, Piedmont posts and then updates public comment at least three times before a city council meeting. Public comment is included in the original staff report, is updated on Friday after the agenda is posted and finally is updated at 4:00 p.m. prior to the council meeting. Needless to say, this is an extremely time consuming process but there has been tremendous resident interest. In 2009, residents downloaded over 60,000 documents from the city’s web site.

With a municipal election in 2010, the web site was also used to provide election results tied to GIS precinct maps. Not only could the public access candidate totals but they could follow public support in various areas of the city. This was a joint project with the Alameda County Registrar of Voters office and the city’s IT staff.



¹ Alameda, Benicia, Brentwood, Corte Madera, Emeryville, Foster City, Hillsborough, Livermore, Mill Valley, Mountain View, Pleasant Hill, & Sausalito

Records Management

The Administration Department is the official custodian of the city's public records. TRIM, our computerized records management system has been in place since 1999 and continues to be compliant with the most stringent national standards for records management and is used worldwide. **The system currently holds more than 9,500 electronic records and information regarding an additional 4,800 paper files.** In FY 09-10, staff began responding to some Public Records Act (PRA) requests electronically using the TRIM system. The TRIM archive is searched for records meeting the PRA criteria and attached in an email response. This method not only allows a faster turnaround but reduces paper and mailing expenses.

Significant staff time was spent during FY 09-10 to handle archival records from Harris & Associates at the end of their tenure as City Engineer. Harris transferred more than 11 boxes of material to the city clerk's office where they were sorted, labeled and cataloged into the system.

The city also successfully transferred all of its off-site records to a new vendor in FY 09-10. Corovan was selected not only because they were less expensive than the previous vendor but because of the company's ability to integrate their software with bar coding from our TRIM records management system. The company also provides an information portal which makes it easier for the city to track and manage its records which are stored off-site. During FY 10-11, the Administration and Public Works departments will jointly undertake an effort to move more building and planning records to Corovan.

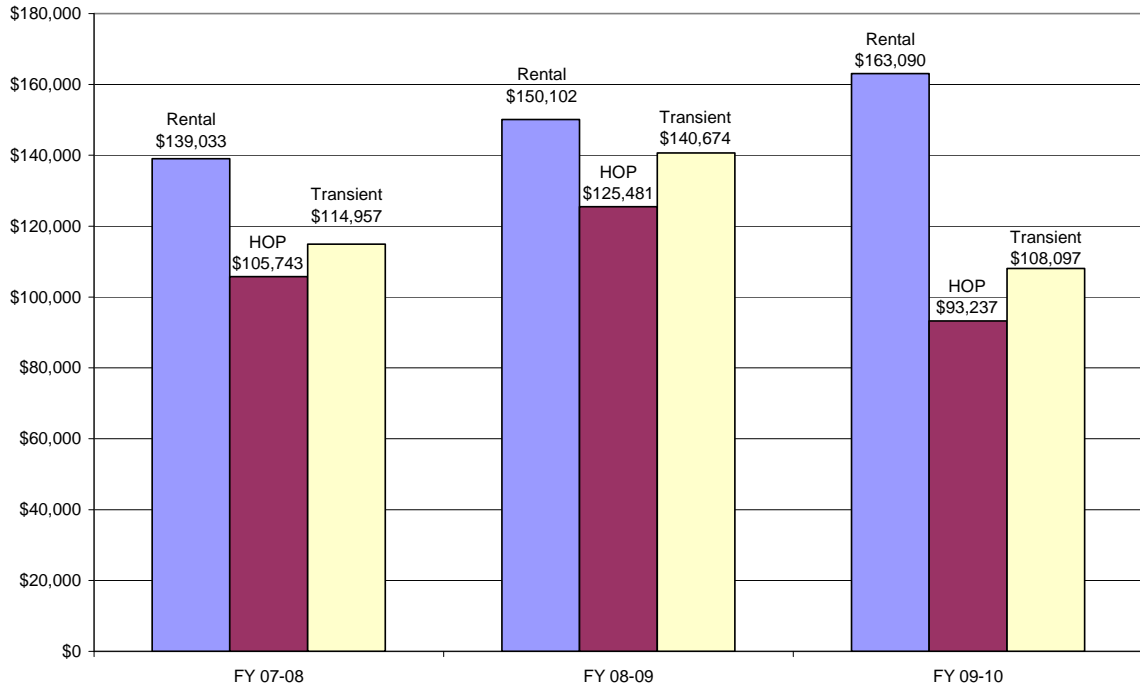
Business Licenses

The city collects three types of business taxes: rental tax on both residential and commercial property; a tax on home based businesses; and taxes levied on individuals or companies whose business is transient in nature. The current tax rates have been in effect since 1991 and cannot be changed without a vote of the people.

The department is collaborating with the Public Works/Planning Department in an effort to identify all second units in the City of Piedmont. The Planning Department wants to identify illegal units, the Building Department wants to identify health and safety violations and the City Clerks office wants to identify revenue sources. Because this effort began in 2010, any improvements in revenue would not appear until 2011 budget reporting.

The business license revenue received for FY 08-09 was the highest ever recorded. **Despite a drop in monthly rental rates in the city, a decrease in per capita income for most HOPs, and a flat tax rate, the department is on target to meet or exceed last year's revenue.**

Business License Tax Comparison
(9 Mo. Totals for FY 09-10)



Administration		Budget	Estimated	Proposed	Budget
Description	Account #	09/10	09/10	10/11	% Change
Salaries					
Regular Salaries	400-010-001	897,900	882,600	910,000	1.35%
Overtime Salaries	400-010-003	3,400	3,400	3,400	0.00%
Object Total	400-010	901,300	886,000	913,400	1.34%
Health Insurance					
Medical Insurance	400-011-001	108,400	108,000	113,600	4.80%
Dental Insurance	400-011-002	13,500	13,500	14,300	5.92%
Vision Plan	400-011-003	3,000	3,000	3,100	3.33%
Object Total	400-011	124,900	124,498	131,000	4.88%
Retirement					
PERS	400-012-001	242,700	241,800	244,200	0.62%
FICA	400-012-002	47,300	44,600	48,000	1.48%
Object Total	400-012	290,000	286,400	292,200	0.76%
Other Benefits					
Life Insurance	400-013-001	5,900	5,900	6,000	1.70%
Disability Insurance	400-013-002	3,900	3,700	4,000	2.57%
Medicare Insurance	400-013-005	13,100	13,100	13,300	1.52%
Object Total	400-013	22,900	22,700	23,300	1.75%
Membership/conf/training	400-031-001	20,000	17,919	17,800	-11.00%
Auto Allowance	400-031-002	12,600	12,600	12,600	0.00%
Reimbursements	400-031-003	2,000	1,000	2,000	0.00%
M.L. King Celebration	400-031-004	1,000	1,000	1,000	0.00%
Object Total	400-031	35,600	32,519	33,400	-6.18%
Department Supplies					
Office Supplies	400-051-001	30,000	30,000	30,000	0.00%
Postage	400-051-002	30,000	30,000	30,000	0.00%
Object Total	400-051	60,000	60,000	60,000	0.00%
Equipment Maintenance					
Hardware Maint. Contracts	400-053-001	13,300	13,300	13,300	0.00%
Object Total	400-053	13,300	13,300	13,300	0.00%
Contract Services					
Legal Services	400-054-001	180,000	220,000	200,000	11.11%
Audit Fees	400-054-002	38,500	50,000	38,500	0.00%
Legal Fees - Undergrounding	400-054-003	275,000	400,000	200,000	-27.27%
Negotiator	400-054-004	0	0	0	
Economic Dev. Program	400-054-005	0	0	0	
Minute Clerk	400-054-007	21,000	21,000	21,000	0.00%
Congestion Management	400-054-013	3,500	3,500	5,100	45.71%
Flex 125 Admin Fee	400-054-015	1,950	1,950	1,950	0.00%
CALPERS Med Admin Fee	400-054-016	6,000	6,500	7,000	16.67%
Interdistrict PUSD Expense	400-054-019	86,000	86,000	86,000	0.00%
Records Storage	400-054-022	4,000	4,000	4,000	0.00%
Alameda County Local Agency commis	400-054-027	0	1,097	1,200	0.00%
Object Total	400-054	615,950	794,047	564,750	-8.31%

Administration		Budget	Estimated	Proposed	Budget
Description	Account #	09/10	09/10	10/11	% Change
Other Expenses					
Civil Service	400-056-001	100,000	120,000	150,000	50.00%
Election Expense	400-056-003	45,000	45,000	0	-100.00%
Other Expenses	400-056-006	5,000	1,000	1,000	-80.00%
Bank Charges	400-056-008	2,500	4,100	4,100	64.00%
Sales and use Tax Expense	400-056-009		0	0	
Object Total	400-056	152,500	170,100	155,100	1.70%
Information Services					
Hardware	400-060-001	1,500	1,500	1,500	0.00%
Software	400-060-002	21,400	19,355	68,800	221.50%
Labor	400-060-003	38,800	38,950	40,050	3.22%
Object Total	400-060	61,700	59,805	110,350	78.85%
Capital Outlay					
Object Total	400-081	0	0	0	
Total Administration		2,278,150	2,449,371	2,296,800	0.82%

Budget Narrative FY 10-11

Membership and Meetings

400-031

FY 09-10	Budgeted Amount	\$ 35,600
FY 09-10	12 Mo. Estimate	32,519
FY 10-11	Proposed	33,400

Councilmember expenses for attendance at state or local meetings; events sponsored by the city council such as the annual Volunteer Reception, the Alameda County Mayor's Conference dinner, and Employee Appreciation Day; and all staff membership and meeting expenses for professional development are paid from this account. Reimbursements for auto expense (a contractual expense), and reimbursements for tuition (also a contractual expense) are paid from this account.

Membership & Meetings

<u>Membership Costs</u>	<u>Budget FY 09-10</u>	<u>Estimated FY 09-10</u>	<u>Proposed FY 10-11</u>
League of California Cities	\$7,000	\$5,507	\$6,000
ABAG	\$2,500	\$2,522	\$2,600
Alameda Co. Mayors Conference	\$3,000	\$3,200	\$3,200
Govt. Finance Officers Assn.	\$0	\$190	\$0
International Institute of Muni Clerks	\$0	\$0	\$0
California Society of Finance Directors	\$0	\$0	\$0
Northern Calif. City Clerks Assn.	\$0	\$0	\$0
Sub-Total	\$12,500	\$11,419	\$11,800
<u>Ceremonial Events</u>			
Volunteer Reception	\$2,000	\$2,000	\$2,000
Employee Appreciation Day	\$1,000	\$0	\$0
Mayor's Conference Dinner	\$1,000	\$1,000	\$0
Sub-Total	\$4,000	\$3,000	\$2,000
<u>Meetings & Conferences</u>			
League of California Cities Annual	\$0	\$0	\$0
City Manager's Annual	\$0	\$0	\$1,000
City Clerk's Annual & Bi-monthly	\$0	\$0	\$0
Finance Director's Annual & Monthly	\$0	\$0	\$0
City Council Special Events	\$1,000	\$1,000	\$2,000
National Conference of Mayors	\$1,500	\$1,500	\$0
Sub-Total	\$2,500	\$2,500	\$3,000
<u>Miscellaneous</u>			
	\$1,000	\$1,000	\$1,000
Sub-Object Total	\$20,000	\$17,919	\$17,800

Auto Expense 400-031-002

FY 09-10	Budgeted Amount	\$12,600
FY 09-10	12 Mo. Estimate	12,600
FY 10-11	Proposed	12,600

Contractual auto reimbursement for the city administrator, city clerk and finance director are budgeted from this account. No change is expected in FY 10-11.

Reimbursements 400-031-003

FY 09-10	Budgeted Amount	\$2,000
FY 09-10	12 Mo. Estimate	1,000
FY 10-11	Proposed	2,000

Contractual reimbursements for employee tuition, the city administrator's expense account and department head reimbursements are handled under this account. Historically, there has been little use of this account.

Martin Luther King Day Celebration 400-031-004

FY 09-10	Budgeted Amount	\$ 1,000
FY 09-10	12 Mo. Estimate	1,000
FY 10-11	Proposed	1,000

During last year's budget process, the appropriation for this event was reduced to \$1,000. The event held in January was a rousing success, and as such, the proposed appropriation for FY 10-11 is \$1,000.

Departmental Supplies 400-051

FY 09-10	Budgeted Amount	\$60,000
FY 09-10	12 Mo. Estimate	60,000
FY 10-11	Proposed	60,000

All office supplies, copier paper and consumables, personal computer supplies, and miscellaneous printing costs are included. The city's one postage meter is also expensed from this account and the postage figure is for all departments.

Office Supplies 400-051-001

FY 09-10	Budgeted Amount	\$30,000
FY 09-10	12 Mo. Estimate	30,000
FY 10-11	Proposed	30,000

All consumable office supplies, including copier paper, are paid from this account.

Postage 400-051-002

FY 09-10	Budgeted Amount	\$30,000
FY 09-10	12 Mo. Estimate	30,000
FY 10-11	Proposed	30,000

All of the city's expenses for postage are paid from this account.

Equipment Maintenance 400-053

FY 09-10	Budgeted Amount	\$13,300
FY 09-10	Mo. Estimate	13,300
FY 10-11	Proposed	13,300

Hardware maintenance contracts cover both admin and public works copiers plus the city's only postage meter.

Contract Services 400-054

FY 09-10	Budgeted Amount	\$615,950 (increased from \$365,950)
FY 09-10	12 Mo. Estimate	794,047
FY 10-11	Proposed	564,750

All council authorized contracts with other jurisdictions such as the Congestion Management Agency are expensed from this account, as are legal, negotiating, audit and other service agreements.

Legal Services 400-054-001

FY 09-10	Budgeted Amount	\$180,000
FY 09-10	12 Mo. Estimate	220,000
FY 10-11	Proposed	200,000

The city's legal services have been provided by George Peyton for 44 years. Mr. Peyton has announced his retirement at this end of FY 09-10. Some of the expenses incurred in this account are a direct result of planning applications and will be reimbursed through fees charged to the applicant. As this budget was being prepared, a Request for Proposals has been issued for a new City Attorney. The proposed amount for the FY 10-11 budget has been estimated at \$200,000, but the actual amount will be subject to negotiations with the new firm or individual with whom the city contracts. Occasional expenses for Judith Robbins, the Deputy City Attorney are also paid from this account.

Audit Fees 400-054-002

FY 09-10	Budgeted Amount	\$38,500
FY 09-10	12 Mo. Estimate	50,000
FY 10-11	Proposed	38,500

Each year, the city's finances are audited by an outside consultant. Our 2007 contract with our

current auditor sets the current annual cost.

Legal – Undergrounding 400-054-003

FY 09-10	Budgeted Amount	\$ 275,000
FY 09-10	12 Mo. Estimate	400,000
FY 10-11	Proposed	200,000

At council direction, a new account has been established to pay for legal advice to the city directly related to private undergrounding projects. Costs related to the City's defense in the suit Kurtin v. Piedmont as well as costs for the suits to recap cost overruns for the Piedmont Hills Underground Assessment district are paid from this account.

Negotiator 400-054-004

FY 09-10	Budgeted Amount	\$ 0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

The city's labor agreements with all bargaining units expire December 31, 2010. In an effort to be fiscally prudent, the City Administrator will handle all negotiations during this fiscal year.

Economic Development Advisory Board 400-054-005

FY 09-10	Budgeted Amount	\$ 0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

While the Economic Development Advisory Board continues to provide excellent services to Piedmont and all other East Bay cities, it is proposed that the city make no for FY 10-11 in an effort to be fiscally prudent.

Minute Clerk 400-054-007

FY 09-10	Budgeted Amount	\$21,000
FY 09-10	12 Mo. Estimate	21,000
FY 10-11	Proposed	21,000

Chris Harbert has been under contract with the City of Piedmont since August 1979.

Congestion Management Agency 400-054-013

FY 09-10	Budgeted Amount	\$3,500
FY 09-10	12 Mo. Estimate	3,500
FY 10-11	Proposed	5,100

Together with other Alameda County cities, Piedmont participates in this countywide traffic

management effort. The city receives funding from CMA which is much greater than the city's annual dues, and, therefore, the city's contribution should continue.

Flex 125 Administrative Fee	400-054-015
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FY 09-10	Budgeted Amount	\$1,950
FY 09-10	12 Mo. Estimate	1,950
FY 10-11	Proposed	1,950

TLC Administrators manages the city's flexible benefit plan which allows employees to deduct certain pre-tax costs.

CAL PERS Administration Fee	400-054-016
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FY 09-10	Budgeted Amount	\$ 6,000
FY 09-10	12 Mo. Estimate	6,500
FY 10-11	Proposed	7,000

The city pays PERS an administrative fee based on the total of health premiums for all active employees and retirees. The percentage changes on a yearly basis, but has ranged from as little as 0.20% to as high as 0.45% in the last few years. In FY 09-10, the fee was set at 0.43%. This amount fluctuates with changes in the premium amounts.

Inter-district Transfer Expense	400-054-019
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FY 09-10	Budgeted Amount	\$86,000
FY 09-10	12 Mo. Estimate	86,000
FY 10-11	Proposed	86,000

The city has an agreement with Piedmont Unified School District to reimburse the district for expenses incurred through approved interdistrict transfers for children of city employees.

Records Storage
400-054-022

FY 09-10	Budgeted Amount	\$ 4,000
FY 09-10	12 Mo. Estimate	4,000
FY 10-11	Proposed	4,000

Due to the lack of storage space at city hall, Piedmont contracts for off-site records storage. The company providing this service uses barcode identification of cartons which are generated in the city's TRIM software package.

Oakland Airport Noise Advisory Forum	400-054-025
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FY 09-10	Budgeted Amount	\$ 0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

While the Oakland Airport Noise Advisory Forum continues to provide excellent services to Piedmont, it is proposed that the city make no for FY 10-11 in an effort to be fiscally prudent..

211 Referral 400-054-026

FY 09-10	Budgeted Amount	\$	0
FY 09-10	12 Mo. Estimate		0
FY 10-11	Proposed		0

While the 211 Service provided by Eden I&R continues to provide excellent services to Piedmonters, it is proposed that the city make no for FY 10-11 in an effort to be fiscally prudent.

Alameda County Local Agency Formation Commission 400-054-027

FY 09-10	Budgeted Amount	\$	0
FY 09-10	12 Mo. Estimate		1,097
FY 10-11	Proposed		1,200

Alameda County LAFCO in agency whose broad goals are to ensure the orderly formation of local government agencies, to preserve agricultural and open space lands, and to discourage urban sprawl.

Other Expenses 400-056

FY 09-10	Budgeted Amount		\$152,000
FY 09-10	12 Mo. Estimate		170,100
FY 10-11	Proposed		155,100

Expenses which do not clearly fall in other categories and are not capital expenditures are listed in this object including items such as civil service costs, election expense, and bank charges.

Civil Service 400-056-001

FY 09-10	Budgeted Amount		\$100,000
FY 09-10	12 Mo. Estimate		120,000
FY 10-11	Proposed		150,000

Recruitment, testing, training, medical evaluation of new employees and the cost of disciplinary actions are handled through this account. Disciplinary issues in FY 09-10 have generated unexpected expenses. In addition, future recruitments due to pending retirements will place an additional burden on this account.

Election Expense 400-056-003

FY 09-10	Budgeted Amount	\$	45,000
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FY 09-10	12 Mo. Estimate	45,000
FY 10-11	Proposed	0

The next municipal election is scheduled for February, 2012, therefore the proposed appropriation for FY 10-11 is zero.

Other Expenses 400-056-006

FY 09-10	Budgeted Amount	\$ 5,000
FY 09-10	12 Mo. Estimate	1,000
FY 10-11	Proposed	1,000

Unusual and unexpected expenses not covered in any department budget, such as honorary plaques, newspaper subscriptions, city pins, nameplates, etc. are paid from this account.

Bank Charges 400-056-008

FY 09-10	Budgeted Amount	\$2,500
FY 09-10	12 Mo. Estimate	4,100
FY 10-11	Proposed	4,100

The city uses the local Wells Fargo Bank for its accounts and pays a modest amount for bank charges each year. Bank charges have risen precipitously in the past year, necessitating a higher proposed appropriation for FY 10-11.

Information Services **400-060**

FY 09-10	Budgeted Amount	\$ 61,700
FY 09-10	12 Mo. Estimate	59,805
FY 10-11	Proposed	110,350

Hardware 101-400-060-001	Budget FY 09-10	Estimated FY 09-10	Proposed FY 10-11
Hardware	\$1,500	\$1,500	\$1,500
Total	\$1,500	\$1,500	\$1,500
Software 101-400-060-002			
Government Financial System	\$3,100	\$3,005	\$3,200
HRIS (Human Resources)	\$1,475	\$1,415	\$1,500
Paymate	\$2,900	\$2,800	\$3,000
Fixed Assets	\$1,525	\$1,200	\$1,400
New Vision Software Support	\$1,250	\$1,210	\$1,300
TRIM (Records Management)	\$5,700	\$5,345	\$5,700
CD-Data (Alameda Co. APN data)	\$1,500	\$1,180	\$1,500
Internet access for Finance	\$550	\$550	\$550
Treeworks (Street Tree Management)	\$650	\$650	\$650
Retrospect (server back-up software)	\$750	\$0	\$0
Kerio (Mailserver Maintenance)	\$0	\$0	\$2,000
Symantec (Anti-Virus Maintenance)	\$2,000	\$2,000	\$2,000
CRW Business License Software	\$0	\$0	\$46,000
Sub-Total	\$21,400	\$19,355	\$68,800
Labor Costs 101-400-053-003			
Admin Maintenance	\$5,000	\$2,500	\$3,000
Network Maintenance	\$30,000	\$30,000	\$30,000
Web Site Maintenance	\$3,000	\$2,400	\$3,000
Web Server (ABAG)	\$800	\$800	\$800
ACS Software Training	\$0	\$3,250	\$3,250
Sub-Total	\$38,800	\$38,950	\$40,050
Object Total	\$61,700	\$59,805	\$110,350

The Administration budget shows two separate types of computer related expenses: costs for departmental software and maintenance as well as costs for the network. The city's shared infrastructure includes e-mail, internet, GIS, records management and data storage.

There are two major projects slated for FY 10-11. The first is the upgrade of our business license software. We propose purchasing the LicenseTRAK program from CRW software, the manufacturer of the Building Permit and Project tracking software used by the Public Works Department. The cost of purchase is \$30,000. Using CRW software will maximize the ability to find new revenue.

For the past 20 years the city has used a program custom built by Enrique LaRoche of Micro Services. Because the city was a beta site for this software, we have never paid any license fees for its use. This software is not widely used by other cities, and support is not as robust as from larger vendors. Unfortunately, the city must now choose between paying for an upgraded version of our existing software (and pay the license fees for that upgrade) or purchasing a system from a larger company which can provide comprehensive, long term support.

One of the main issues with the current software is its lack of ability to actively share information with the city's building permit software. This lack of connectivity results in loss of revenue to the city because the clerk's office cannot verify actual gross receipts accrued by contractors doing work in Piedmont.

As of March 11, the city had 169 active business licenses for general contractors. Of these, 18 paid \$50 for a quarterly license and a further 113 paid \$100, the minimum annual tax. Excess gross receipts were reported by only 38 general contractors, however the revenue generated by these 38 contractors was nearly 70% of the total revenue in this category, averaging \$747 per license.

If the city can use the CRW software to identify an additional 23 contractors who are underreporting at the \$747 tax amount, the return on investment (ROI) would be 3.1 years. If each of the current general contractors is underreporting their revenue by 10%, an additional \$1,690 of revenue would be generated.

The second project is mandated by the federal government. The City of Piedmont, along with all cities for whom EBMUD treats their sanitary sewer effluent, is under a court order to implement a better reporting system for management and maintenance of our sanitary sewer system. One of the requirements of this order is to link the city's sewer management software with our GIS. While the costs of this project will be paid from the sewer fund, the project has city-wide implications for IS.

Capital Outlay

400-081

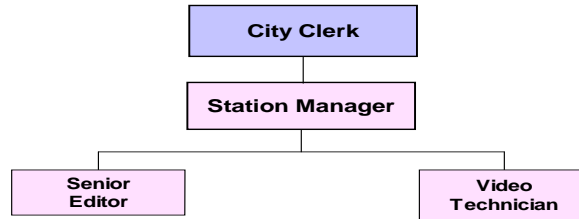
FY 09-10	Budgeted Amount	\$ 0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

Proposed expenditures for equipment or durable office goods which do not exceed \$10,000 and which are for the exclusive use of an individual department are budgeted under capital expense.

**KCOM BUDGET
FY 2010 - 2011**

City of Piedmont KCOM-TV

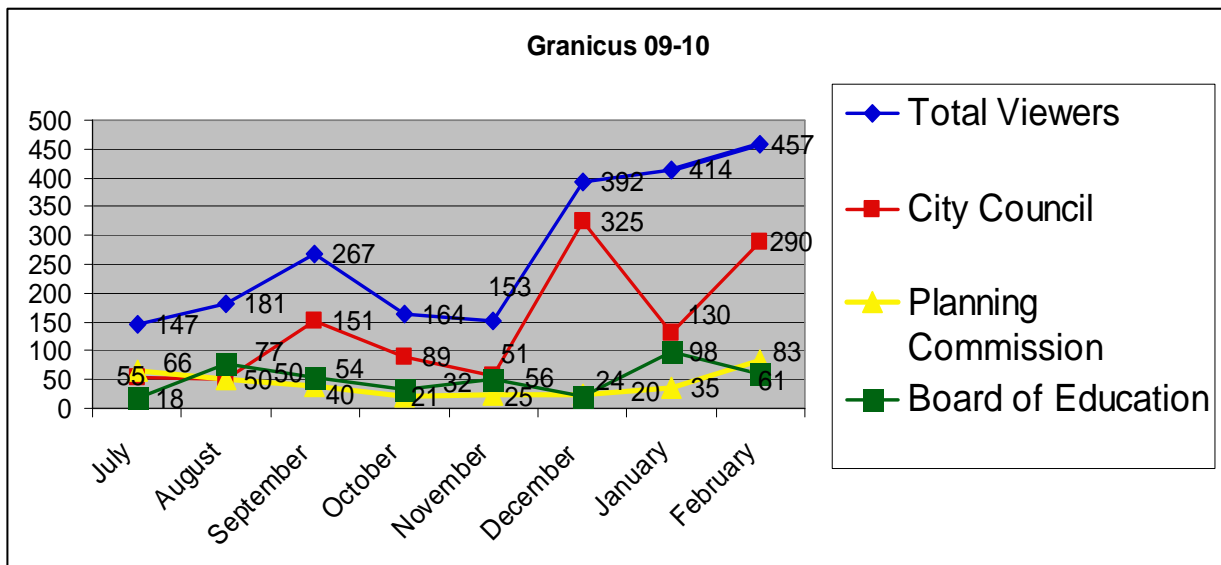
Functional Description & Work Objectives



KCOM-TV, Comcast Channel 27, is an educational/government access television station operated by the City of Piedmont. The purpose of the station is to educate and inform the residents of Piedmont about their local government and its services and to enhance community life by providing programs which focus on local social, cultural and historic events. KCOM regularly telecasts live meetings of the City Council, School Board, Park Commission, Planning Commission, and Recreation Commission. The station is managed by Kenya Davis and employs two independent contractors and additional part-time video or audio contractors as required.

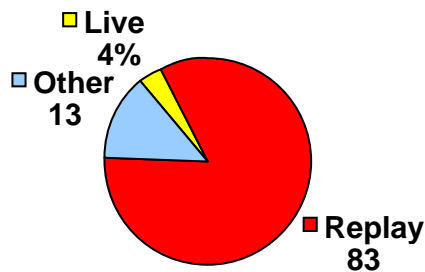
The station was created under a franchise agreement for cable TV in 1988. Under the city's current franchise agreement with Comcast which expires in 2012, Piedmont receives approximately \$128,000 in franchise fee revenue per year. This is a General Fund contribution and does not directly offset KCOM operations. The rate increases proportionately to customer fee increases.

The Granicus viewership numbers are reflected in the chart below. Spikes on the chart occurred when topics of community interest were being discussed by the City Council or School Board. For example, when the City Council discussed the Undergrounding Budget in December and February, streaming video usage more than doubled.



The KCOM broadcast day is from 12 hours to 18 hours. Under the council’s current policy, the majority of KCOM’s broadcast day or telecast schedule is spent on live or rebroadcast public meetings. Only 13% of the broadcast year is allocated to community/educational programs. The FY 09-10 budget reduction limited station produced programs to short (5-15 minute) community and educational Public Service Announcements (PSA’s).

Broadcast Hours FY 09 - 10



In this chart “other” includes the following new and revised PSA’s which aired this fiscal year.

PSA’S

- | | | |
|-------------------------|------------------|----------------------------------|
| Art Is Education | Beach Garden | Bird Calling |
| Bus Safety | Camp Augusta | Committee Vacancies |
| 4th of July | Harvest Festival | Haunted House |
| Havens Bookfair | Havens School | Internet Safety - PPD |
| It’s Not Just Garbage | Lunar New Year | LWV 90 th Anniversary |
| Piedmont Animal Control | Tree Lighting | |

PROGRAM

Bird Calling Contest 2009

Per council direction, the station also airs public information programs provided by the Alameda County Waste Management Authority, Alameda County Recycling Board, Alameda County Recreation Department, Alameda County Clean Water Program, Central Marin Sanitation Agency, the State Department of Conservation and the United States Census Bureau.

Additionally, the KCOM Community Announcement/Readerboard broadcasts 24 hours a day, 7 days a week, in between regularly scheduled programs. Updated weekly, requests from the following organizations have been sent this fiscal year:

- PUSD Schools, Parent Clubs, Wellness Center and Superintendent’s Office
- Piedmont Police, Fire, Public Works and Recreation Departments
- Piedmont Appreciating Diversity Committee, Asian American Club, League of Women Voters, Piedmont East Bay Children’s Choir and Piedmont Council, BSA
- Alameda County Transportation and Registrar of Voters Departments

- International Association of Fire Chiefs

KCOM videotaped the following special community meetings in FY 09-10.

- Special School Board – July 22, 2009
- Special City Council Meeting – August 10, 2009
- Planning Commission Housing Element Session – August 31, 2009
- Special School Board – September 15, 2009
- Special School Board – November 17, 2009
- Public Meeting on Notice of Preparation & Scoping Session – December 8, 2009
- Special City Council Meeting – December 12, 2009
- LWV Candidates Forum – January 14, 2009
- Special City Council Meeting – February 6, 2009
- City Council Swearing In Ceremony – February 16, 2009

Copies of KCOM programs in DVD format **may be borrowed by the public at no charge** or are made available for sale at a cost of \$10.00 per program.

CATV (KCOM-TV)					
Description	Account #	Budget 09/10	Estimated 09/10	Proposed 10/11	Budget % Change
Salaries					
Regular Salaries	401-010-001	82,600	82,600	84,580	2.40%
Overtime	401-010-003	1,000	1,000	1,000	0.00%
Object Total	401-010	83,600	83,600	85,580	2.37%
Health Insurance					
Medical Insurance	401-011-001	6,400	5,300	6,700	4.69%
Dental Insurance	401-011-002	700	700	730	4.24%
Vision Plan	401-011-003	200	200	200	-0.21%
Object Total	401-011	7,300	6,200	7,630	4.51%
Retirement					
PERS	401-012-001	23,500	21,200	23,970	2.00%
FICA	401-012-002	5,200	4,600	5,300	1.92%
Object Total	401-012	28,700	25,800	29,270	1.99%
Other Benefits					
Life Insurance	401-013-001	600	500	600	-0.06%
Disability Insurance	401-013-002	400	400	400	-0.05%
Medicare Insurance	401-013-005	1,300	1,100	1,300	-0.01%
Object Total	401-013	2,300	2,000	2,300	0.01%
Membership/conf/training	401-031-001	0	0	0	
Training	401-031-002	0	0	0	
Object Total	401-031	0	0	0	
Office Supplies	401-051-001	3,000	1,900	2,500	-16.67%
Equipment Maintenance	401-053-001	1,500	1,000	1,500	0.00%
Contract Services	401-054-001	30,400	30,400	30,400	0.00%
Information Services					
Software	401-060-002	21,300	21,300	22,000	3.29%
Object Total	401-060	21,300	21,300	22,000	3.29%
Capital Outlay	401-081	0	0	0	
Total KCOM		178,100	172,200	181,181	1.73%

Membership and Meetings

401-031

FY 09-10	Budgeted Amount	\$ 0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

There are no proposed expenditures for training or attendance at professional meetings. I receive free industry magazines and newsletters to stay informed about technology changes.

Membership & Meetings	401-031-001
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FY 09-10	Budgeted Amount	\$0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

Training	401-031-002
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FY 09-10	Budgeted Amount	\$0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

Departmental Supplies

401-051

FY 09-10	Budgeted Amount	\$ 3,000
FY 09-10	12 Mo. Estimate	1,900
FY 10-11	Proposed	2,500

In FY 09-10, the supply budget was reduced due to the low cost operation of digital equipment. For FY 10-11, there are minimal proposed departmental supply expenses. All office and video supplies are funded from this account. In the past, a portion equal to the supply budget was recouped each year through a year-end appropriation equal to the total sales dollars attributable to DVDs. For FY 09-10, there has been \$92.50 in revenue from DVD sales. This decrease is due to the increased amount of Granicus viewership. During this fiscal year there have been over 1200 online web views of City meetings. We still make DVD copies of every meeting for the press and DVD's are loaned out to residents for two weeks, but the need for DVD's has greatly declined.

Equipment Maintenance

401-053

FY 09-10	Budgeted Amount	\$ 1,500
FY 09-10	12 Mo. Estimate	1,000
FY 10-11	Proposed	1,500

In FY 08-09, new equipment was purchased as part of the station renovation and it is unlikely that any repairs will be needed in FY 10-11. A small amount has been included to cover older equipment which is more problematic.

Contract Services

401-054

FY 09-10	Budgeted Amount	\$ 30,400
FY 09-10	12 Mo. Estimate	\$ 30,400
FY 10-11	Proposed	\$ 30,400

No contractor rate increases are proposed for FY 10-11. In FY 09-10, there was almost a 50% reduction in contract services. This significant reduction eliminated the station's ability to produce feature length programs such as Creative Spaces or the 4th of July Parade. Short (5-15 minute) community and educational PSA's were created instead.

Budget reduction also limited the Station Managers time for KCOM daily operations. It is hard to estimate a meetings total running time. Pre-production and post-production combined with the actual meeting time ranges from 2-10 hours. Although the agenda can give some clue as to the length of a meeting, it is not necessarily accurate.

In the first 9 months of FY 09-10, KCOM has telecast 56 government meetings. The Station Video Technician covered 28 meetings, the Station Manager covered 26 meetings and the Station Editor covered 2 meetings due to illness or vacation. It is not possible to have uninterrupted operation of KCOM with one person.

The Station Managers schedule is intended to be flexible, but if the cover of evening meetings requires the Station Manager to be present, the possibility of overtime is possible. For FY 09 -10, the Station Manager has acquired 5.5 hours of overtime, totaling \$342.36.

Information Services

401-060

FY 09-10	Budgeted Amount	\$ 21,300
FY 09-10	12 Mo. Estimate	\$ 21,300
FY 10-11	Proposed	\$ 22,000

The annual maintenance cost for Granicus (streaming video equipment) is \$18,780. The annual maintenance cost for Playbox (broadcast servers and playback systems) is \$2,227. For FY 10-11, \$18,786 is the quoted one-year maintenance fee for Granicus and \$2,974 is the quoted one-year maintenance fee for Playbox. They are paid in one lump sum. The Playbox quote is \$747 higher than quoted for FY 09-10. Staff was informed that the maintenance fees were undervalued and the high increase was required by the vendor.

KCOM is the only department in the city which uses Apple computers. Specialized video software is required for editing, graphic design, and other station tasks. For FY 10-11, a minimal amount of \$240 has been proposed for software upgrades.

Capital Outlay

401-081

FY 09-10	Budgeted Amount	\$0
FY 09-10	12 Mo. Estimate	0
FY 10-11	Proposed	0

KCOM Station Renovation

In FY 08-09, the station remodel budgeted at \$301,310 (from Equipment Replacement) was successfully completed for \$271,428.