

City of Piedmont
COUNCIL AGENDA REPORT

DATE: February 16, 2016
TO: Mayor and Council
FROM: Paul Benoit, City Administrator
SUBJECT: Mid-Year Appropriations Amendment for 2015-16

RECOMMENDATION

Approve the mid-year appropriations amendment for 2015-16 for the General Fund and the Facilities Maintenance Fund. A total of three General Fund revenue line-item adjustments increase total revenues by \$848,000. General Fund line-item adjustments increase budgeted expenditures by a total of \$964,250. Project expenditure appropriations for the Facilities Maintenance Fund increase by \$50,228 (a transfer of \$500,000 from the General Fund was approved by the City Council on November 2, 2015).

BACKGROUND

The City Council approves annual budgets in June based on the best revenue and expenditure information. As a result, budget adjustments are periodically necessary to account for changing conditions and demands.

The following is a summary of the proposed General Fund revenue line-item adjustments increasing total revenue by \$848,000.

Department/ Line Item	Revenue Appropriation Amendment	Fund/ Account	Description
Recreation Programs	\$158,000	General 101.0307.005.001	Projected additional Department revenue from added middle school enrichment program and expanded pre-school program.
Revenue From Other Agencies	\$190,000	General 101.0306.003.015	Total reimbursement for Fire Department mutual aid responses to the Valley and the Route and South Complex fires in accordance with CA Fire Assistance Agreement.
Other Revenue	\$500,000	General 101.0308.008.000	Settlement agreement with Robert Grey & Associates dated July 6, 2015. Funds transfer to the Facilities Maintenance Fund approved by the City Council on November 2, 2015.

The following is a summary of the proposed General Fund and Facilities Maintenance Fund expenditure line-item adjustments increasing the 2015-16 budget appropriations.

Department/ Line Item	Expenditure Appropriation Amendment	Fund/ Account	Description
Administration			
Memberships/ Meetings	\$2,000	General 101.400.031.001	Re-engage City membership in the East Bay Economic Development Alliance promoting regional economic development initiatives.
Fire			
Overtime	\$127,900	General 101.0411.010.003	Additional Department overtime for mutual aid and related personnel backfill for the Valley and the Route and South Complex fires. Reimbursement by Cal OES Fire and Rescue.
Police			
Overtime	\$25,000	General 101.0408.010.003	Additional Department overtime related to Computer Aided Dispatch, Records Management System, and East Bay Regional Communications System Authority (EBRCSA) technology upgrades, mandatory training for new and promoted officers and sergeant positions, and dispatcher backfill.
Memberships/ Meetings	\$7,000	General 101.0408.031.001	Operations Captain attending Senior Management Institute for Police training course.
Other Contract Services	\$82,000	General 101.408.054.005	Transitional communication system costs related to EBRCSA in accordance with agreement approved by the City Council on September 8, 2015.
Information Services/Software	\$62,350	General 101.0408.060.002	Upgrade to newer versions of Computer Aided Dispatch and Records Management System.
Recreation			
Other Expenses	\$25,000	General 101.0404.056.004	Additional contract and Department staffing related to new middle school after-school enrichment program. Expense offset by increased revenue.
	\$60,000	General 101.0404.056.014	
Preschool			
Part-time Salaries	\$73,000	General 101.0407.010.002	Required additional staffing related to added days and increased class-size at pre-school programs. Expense offset by increased revenue.

Department/ Line Item	Expenditure Appropriation Amendment	Fund/ Account	Description
<i>Continued</i>			
Non Departmental			
Transfer Out	\$500,000	General 101.0439.100.125	Funds transfer from General Fund to the Facilities Maintenance Fund approved by the City Council on November 2, 2015.
Public Works			
Courtyard Stucco Fence Project	\$34,714	Facilities Maintenance 137.0433.053.000	Additional appropriation related to City Council award of contract for project. Approved by the City Council on September 21, 2015.
Community Hall Floor Replacement Project	\$15,514	Facilities Maintenance 137.0433.053.013	Additional appropriation related to City Council award of contract for project. Approved by the City Council on December 7, 2015.
Transfer In	\$500,000	Facilities Maintenance 137.0439.100.125	Funds transfer to the Facilities Maintenance Fund from the General Fund approved by the City Council on November 2, 2015.

The total General Fund budget amendment, increasing revenue appropriations by \$848,000 and increasing expenditure appropriations by \$964,250 will reduce fund balance by \$116,250. The ending Fund Balance of \$4,328,608 is 18% of total expenditures.

Appropriation amendments recommended by Departments are further detailed in the attached memorandum from Administration, Fire, Police, and the Recreation departments.

By: Jim O'Leary, Interim Finance Director

**City of Piedmont
California**



Date: February 2, 2016
 To: Paul Benoit, City Administrator
 From: John Tulloch, City Clerk
 Subject: Administration Memberships and Meetings Budget

Requesting an increase in the Administration budget of \$2,000 for Memberships and Meetings to re-engage City membership in the East Bay Economic Development Alliance (East Bay EDA).

The Administration Memberships and Meetings line-item budget is \$41,780 for City membership costs, ceremonial events, and meetings and conferences in 2015-16. Expenditures through December 2015 amount to \$15,083 and the estimate for the 2015-16 fiscal year is the remaining balance of \$26,697.


At mid-year, renewal of City membership in the East Bay EDA is recommended. The City of Piedmont was member of the East Bay EDA until several years ago and at this time is the only Alameda County city that is not a member. Given that the economic health of the region is beneficial to all cities, City membership produces benefit. By re-engaging, the City would be an active partner and would participate with their committee of the 20-member cities. As importantly, it would affirm the City's commitment to economic development initiatives that are important for the region.



Piedmont Fire Department

Memo

To: Paul Benoit, City Administrator

From: Bud McLaren, Fire Chief 

Date: January 13, 2016

Subject: Request for Mid-Year Appropriation 2015-2016

<u>Account Description:</u>	<u>Overtime Salaries</u>
Account Number	101-0411-010-003
Budget Amount	\$ 210,000
Amount Spent through December 31, 2015	\$ 220,811
Remaining Balance	\$ (10,811)
Additional Funds Requested	\$ 127,900

Request for mid-year appropriation to:	
Overtime Salaries 101-0411-010-003	\$ 127,900

The Fire Department provided service to outside organizations for which the City received reimbursement. Assisting Cal OES Fire and Rescue at the Valley Fire generated additional overtime for which the department was reimbursed for \$70,905.56 from the State. Assisting Cal OES Fire and Rescue at the Route and South Fire Complexes generated overtime for which the department was reimbursed \$119,304.70.

In addition, the department has provided ambulance service to the Berkeley Half Marathon. The Fire Department received \$1,800 for those services.

At this time I would like to request that \$127,900 be returned to the Fire Department to cover the overtime costs that they generated.



Piedmont Police Department

To: Paul Benoit, City Administrator
 Jim O'Leary, Interim Finance Director

From: Rikki Goede, Chief of Police

Date: January 25, 2016

Re: Mid-Year Budget Requests

The Police Department is requesting the following mid-year additions and adjustments to the budget:

1. Overtime Salaries (101-0408-010-003): \$25,000

Currently, the Department has used 62% of its budgeted \$280,000 for overtime salaries. The Department has undergone a significant upgrade to our New World Systems which operate our Computer Aided Dispatch (CAD) and Records Management Systems (RMS), as well as being in the final stages of its transition to the East Bay Regional Communications System (EBRCSA). As is the case with any major system transition, it requires training of the end users, the vast majority of which is done on overtime so as not to impact regular staffing levels. Additionally, the Department has hired two new officers, as well as promoted a new sergeant, and all have had to attend mandatory training for their positions which has required overtime for backfill to maintain minimum staffing levels. This is in addition to the overtime used to cover the vacancies prior to the hiring of two new officers.

Finally, the Department has two dispatchers who have continued to battle ongoing medical conditions that, at times, cause them to miss work due to illness or treatments. This has necessitated the use of overtime for officers, as well as dispatchers, as we have no extra dispatchers, and they can only work so many hours of overtime in a week before it is unsafe from a fatigue factor.

All of these factors will continue to be present through the remainder of the fiscal year; thus, I am requesting an additional \$25,000 be added to the Department's Overtime Salaries fund. It should be noted, the Department began tracking overtime at the start of this fiscal year. Overtime tracking is broken down into multiple categories representing the activities from

which Department personnel incur overtime. From July 1, 2015 to present, the causal breakdown for overtime and their percentage of the total are as follows:

1. Backfill for minimum staffing	31%
2. Holiday overtime (per MOU agreement)	26%
3. Training overtime	13%
4. Backfill for dispatchers	7%
5. Acting Watch Commander (backfill for sergeants)	6%
5. Mandatory meetings on day off	6%
7. Special event staffing (Fourth of July, Harvest Festival, Turkey Trot)	5%
8. Court overtime	3%
9. Report writing overtime	2%
10. Investigative follow-up	1%
11. Administrative overtime	<1%
12. Holdover at the end of shift	<1%
13. Mandatory overtime	<1%

2. Meetings and Memberships (101-0408-031-001): \$7,000

This fund covers the expenses necessary to send Department members, specifically the command staff, to workshops, seminars, and other types of training in order to stay current on ever changing legislation and best practices within the law enforcement industry. This year, the Department will be sending the Operations Captain to Senior Management Institute for Police (SMIP). This prestigious month-long training at Boston University is sponsored by the Police Executive Research Program (PERF). The FBI's National Academy and SMIP are considered the bellwether of trainings for today's police executives. In addition to the outstanding training provided, SMIP also affords attendees an excellent opportunity to network with police executives from all over the country which is invaluable in today's police leadership. It should be noted Chief Goede is a SMIP graduate as well.

There is a waiting list for attendees, and Piedmont was able to secure a spot for the executive training session beginning June 12, 2016 and ending June 30, 2016. The course costs \$9,000 to attend but the price includes all materials, lodging, and food. The Chief of Police attends the International Association of Chiefs of Police (IACP) Conference every year, however, will not attend the 2016 conference in order to offset some of the costs for the captain to attend SMIP. Approximately \$2,000 to \$2,500 is budgeted for the IACP Conference, thus we are requesting \$7,000 to be added to this fund to cover the additional airfare and training costs associated with this training opportunity.

3. East Bay Regional Communications Systems Authority (EBRCSA): \$82,000

The City of Piedmont is in the final stages of the approved transition of their public safety communication system from the City of Oakland to the Joint Powers Authority known as EBRCSA. The current budget reflected \$450,000 for the one-time capital purchase of public safety radio equipment necessary to the transition. However, there were other costs, such as

the one-time debt service fee of \$115,875 approved by City Council, as well as the ongoing operational costs that were not factored into the original \$450,000. Thus, some of the total cost of the EBRCSA project are reflected in the current budget, but the rest will require a mid-year appropriation of \$82,000 which is inclusive of both police and fire costs.

4. Computer Aided Dispatch Upgrade: \$62,350

The Department entered into an agreement with New World to upgrade our current computer aided dispatch and records management systems from an older version to a newer version compatible with the four other agencies in our county who, also, utilize the New World system. New World, which was recently acquired by Tyler Technologies, has decided to change their systems from a Microsoft platform to an enterprise platform. While the company will continue to support the current Microsoft platform as it presently exists, those agencies utilizing this platform will eventually need to change over to the new platform in order to receive any future upgrades or enhancements. This left the Department to decide between going out to bid on an entirely different system or negotiating with Tyler Technologies to continue with our current system and upgrade to the new platform. The Department was successful in negotiating a deal that was, not only cost friendly to the City, but ultimately saved the City money by making it unnecessary to go through the bidding process and start over with a new system. Because this changeover to the new platform coincides with our existing and in-progress upgrade, we are asking for the money to be added to our budget at mid-year as opposed to waiting for the new fiscal year.

**City of Piedmont
California**



Date: January 26, 2016
 To: Jim O’Leary, Interim Finance Director
 From: Sara Lillevand
 Recreation Director
 Subject: 2015-16 Mid-Year Appropriations

The Department of Recreation is requesting the following mid-year additions and adjustments to the budget:

1. General Recreation Other Expenses: \$85,000

General Ledger Number - 101.0404.056
 Adopted Budget \$657,000
 Spent thru December \$512,762
 Request \$742,000

PMS After School Enrichment: \$60,000

General Ledger Number - 101.0404.056.014
 Adopted Budget \$0
 Spent through December \$16,315
 Request \$60,000

PRD Programs: \$25,000

General Ledger Number - 101.0404.056.004
 Adopted Budget \$0
 Spent through December \$379,678
 Request \$25,000

In July of 2015, in response to extensive community input, the Recreation Department expanded programming for Piedmont Middle School students. When school began in August, 20 new Middle School After-School Enrichment offerings were in place. Most of these programs are independently contracted and expenditures are charged to 101.0404.056.014. A handful of the new programs are lead by PRD staff and these expenditures are charged to 101.0404.056.004. Revenue associated with these new programs is expected to meet or exceed expenditures.

2. Pre-School Part-time salaries: \$73,000

General Ledger Number - 101.0407.010.002
 Adopted Budget \$202,000
 Spent thru December \$137,655
 Request \$275,000

Additional days and increased class sizes in three pre-school programs necessitated five additional part-time staff members and therefore increased expenditures. Revenue associated with this expansion will offset the increased salary expenditure.