

FY 2015-16 Budget Amendment

March 15, 2016

Agenda

- Overview
- General Fund Reserves
- Amendments to the 2015-16 adopted budget
 - One-time Revenues, Expenditures (one-time and ongoing), New Position Requests
- Personnel transactions including reclassifications and salary adjustments

Overview

- The Mid-Year Budget Amendment is an opportunity to address immediate operational needs outside of the budget process.
- Staff is requesting the City Council:
 - Recognize unexpected Strike Team Reimbursements
 - Approve various one-time and ongoing expenditure requests, including the addition of new positions
 - Approve various miscellaneous personnel transactions

General Fund Reserves

- City Council policy establishes that General Fund reserves be 15% to 17% of General Fund expenditures
- General Fund unassigned reserves are \$20.5 million over the 17% reserve requirement. This is a result of:
 - Higher than expected revenue at Fiscal Year End (FYE) 2015 (\$5.4 million)
 - Less expenditures than budgeted at FYE 2015 (\$4.2 million)
 - Proceeds from Redevelopment Agency loan repayments and Hyatt sale residuals (\$8.2 million)
- Prior year fund balance carried forward

General Fund Budget Adjustment

- Strike Team Reimbursements (\$540,000)
- The Fire Department receives reimbursements for the Strike Team.
 - \$400,000 budgeted
 - In excess of \$900,000 of reimbursable expenditures so far for various Strike Team assignments (Valley Fire, etc.)
 - Amendment will increase appropriations in Fire by \$540,000, along with a corresponding increase to revenue

New General Fund Requests

	Description of Item	Request
1	City Facility Bathroom Maintenance and Repair (One-Time)	190,000
2	Outside City Attorney Support (One-Time)	25,000
3	Corporate Yard Security (One-Time)	184,000
4	Roseland Street Repair (One-Time)	648,000
5	Courthouse Square Reunification Project (One-Time)	2,410,000
6	Payroll System (IFAS) Support (Ongoing, New Position)	109,100

New General Fund Requests

➤ 1. City Facility Bathroom Repair and Maintenance

➤ Request for one-time funding of \$190,000

➤ Project will begin in the current fiscal year

➤ These projects include the addition of changing tables to City Hall restrooms which are publicly accessible.

New General Fund Requests

➤ 2. Outside City Attorney Support

- Appropriation of one-time funding of \$25,000
- In conjunction with prior council approval to use outside legal support for an appellate case.

New General Fund Requests

➤ 3. Corporation Yard Security

- Request for one-time funding of \$184,000
- Project will begin in the current fiscal year; anticipated to be completed by end of summer
- Addresses three significant security needs:
 - Key Card Access at points of entry
 - Upgraded surveillance cameras
 - Replace the main gate

New General Fund Requests

➤ 4. Roseland Street Repair

- Request for one-time funding of \$648,000
- Project will begin in the current fiscal year; anticipated to be completed by end of 2017 construction season
- Reconstruct four streets with Pavement Condition Index below 25
 - Section of Sunset Avenue, McMaster Lane, Emerald Court, and Baker Avenue

New General Fund Requests

➤ 5. Courthouse Square Reunification

- Request for one-time funding of \$2,410,000
- General Fund portion of the project
- Financing plan requires 50% (\$5,000,000) of approved project to be funded with existing resources
- Other funding coming from Water, Wastewater, Parking, and Gas Tax funds

New General Fund Requests

➤ 6. New Position Request – IFAS System Support

- Request for 1.0 FTE Technology Application Specialist in the Information Technology Department
- Position will primarily provide support to the Payroll division and focus on the Payroll Timekeeping and Financial system, with about 80% of time dedicated to Payroll and timekeeping
- This position will help relieve the Payroll Manager from doing programming work to focus on managing the Payroll division

Continued

New General Fund Requests

➤ 6. New Position Request – IFAS System Support

- Ongoing annual impact estimated at \$109,100; due to time required for recruitment, no budget is requested for current fiscal year.
 - Approving position now allows the recruitment process to begin

New General Fund Requests - PED

	Description of Item	Request
1	Citizen Access Portal (One-Time)	39,000
2	Queuing Software (One-Time)	60,000
3	Accela System Support (One-Time)	351,000
4	Process Improvement Consulting Services (One-Time)	100,000
5	Building Inspector (Ongoing, New Position)	110,000
6	Front Counter CD Technician (Ongoing, New Position)	90,000
7	Plan Check and Inspection Consulting Services (One-Time)	500,000

New General Fund Requests - PED

➤ 1. Citizen Access Portal

- Request for one-time funding of \$39,000
- Software to be integrated with the current permit tracking software (Accela)
- Provide customers with User-Friendly, Map-Based platform linked to planning and building records
- Aligns with Process Improvement Action Plan (PIAP) for Increasing Communication and Customer Support
- Software would be purchased in current fiscal year

New General Fund Requests - PED

➤ 2. Queuing Software

- Request for one-time funding of \$60,000
- Would purchase hardware and software for Customer Queuing and Appointment Scheduling system
- Would be used in current PED front counter, then moved to Service Center
- Allows for organization of customer flow at front counter, increasing predictability of wait times

Continued

New General Fund Requests - PED

➤ 2. Queuing Software

- Scheduling component allows customers to book appointments online
- Purchasing process will begin in current fiscal year

New General Fund Requests - PED

➤ 3. New Position Request - Accela Support

- Request for 1.0 FTE Technology Application Specialist in Information Technology; position funded for three-year Limited Term, using one-time funds
- Position would focus entirely on Accela support; specifically the transition from Permits Plus to Accela
 - Provide day-to-day technical support
 - Fix data migration and configuration issues

Continued

New General Fund Requests - PED

➤ 3. New Position Request - Accela Support

- Develop performance measures and productivity tracking tools
- Requesting funding for full three years in advance (\$351,000)

New General Fund Requests - PED

➤ 4. Process Improvement Consulting Services

- Request for one-time funding of \$100,000
- Consulting services to address Zoning, Design Review, and Policy Updates consistent with Council direction on February 23, 2016
- Aligns with PIAP customer service initiative for “Pre-application Meetings and Entitlement Reviews”
- Funding now allows the process to continue in the current fiscal year and into FY 2016-17

New General Fund Requests - PED

➤ 5. New Position Request – Building Inspector

➤ Request for 1.0 FTE Building Inspector

- Position will be used to immediately address inspection workload and reduce inspection wait times
- Aligns with PIAP initiative for “Plan Check and Inspection Team”
- The position can be filled in the current fiscal year using an existing list
- There is no funding requested; position cost of \$110,000 is offset through reduction of contracted Building Inspector funding

New General Fund Requests - PED

➤ 6. New Position Request – Front Counter Support

- Request for 1.0 FTE CD Technician
- Position will be used to expand front counter hours of operation in PED
- Position will also assist with permit routing, and processing public information
- Aligns with PIAP customer service initiative for “Integrated Service Center”

Continued

New General Fund Requests - PED

➤ 6. New Position Request – Front Counter Support

- The position can be filled in the current fiscal year using an existing list
- Request is for \$30,000 funding for remainder of current year; the ongoing impact is estimated at \$90,000

New General Fund Requests - PED

➤ 7. Plan Check and Inspection Consulting Services

- Request for one-time funding of \$500,000
- Request will address the immediate, increased demand for services related to increased residential and non-residential development activity
- Services provided will assist with the review and inspections of permits

Continued

New General Fund Requests – PED

➤ 7. Plan Check and Inspection Consulting Services

- Aligns with PIAP customer service initiative for “Plan Check and Inspection Team”
- Funding now allows the process to continue in the current fiscal year and into FY 2016-17

Non-General Fund Request

- **New Position Request – Administrative Technician - Water**
 - Request for 1.0 FTE three-year Limited Term Administrative Technician
 - Half of position time will support the H2O low income assistance program for Water customers and other half supporting Water Billing
 - Paid for through donations and cell tower lease payments and not with rate revenue
 - No funding is required in current year; the ongoing impact is estimated at \$109,700

Personnel Transactions

	Description of Item
1	Equity Adjustment – 1.5% increase for HCS Technician
2	Reclassification – Network Systems Analyst
3	Equity Adjustment – Legal Assistant
4	Reclassification – Executive Management Assistant

Personnel Transactions

➤ Equity Adjustment – HCS Technician

- Study performed recommended 4.5% equity adjustment for Housing and Community Services Technicians
- Recommendation was based on an internal equity issue between this classification and similar classifications in the City
- 3% of the equity adjustment was awarded through the contract negotiation process; this request provides the remaining recommended amount
- There is sufficient funding in the current budget to pay for this action; the ongoing impact is estimated at \$9,700

Personnel Transactions

➤ **Reclassification – Network Systems Analyst**

- Reclassification of three Sr. Information Technology Technicians to Network Systems Analyst
- Study took into account the work performed by this classification and the evolving technical environment in the City
- Funding exists in the current Information Technology budget to pay for this action; the ongoing impact is estimated at \$44,400

Personnel Transactions

➤ Equity Adjustment – Legal Assistant

- Study determined that current salary range is not appropriate for the work performed; also recommended placing the classification in Unit 7, Technical
- Classification created in 1994; responsibilities of the job have grown since then
- Independence of action and decisions, consequence of error, complexity
- Funding exists in current year to pay for this action; the ongoing impact is estimated at \$14,400

Personnel Transactions

➤ **Reclassification – Executive Management Assistant**

- Request is to reclassify the current Executive Assistant to the City Manager to Executive Management Assistant
- This new classification will perform high level analyses, and studies of complex City policies, and broad community issues
- The classification will support the City Manager and Deputy City Manager
- There is funding in the current budget for this action; the ongoing annual salary impact is estimated at \$14,000

Questions?