

RESOLUTION 2018-082

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING FY 2018/19 BUDGET ADJUSTMENTS TO YEAR TWO (2) OF THE FY 2018-2021 QUADRENNIAL BUDGET AND THE FY 2018/19 CIP BUDGET

WHEREAS, *Budget Spending Controls (All)*, *General Fund Reserves Protection / Fund Balance* (City Council; City Manager) and *Increase Financial Transparency* (Finance) are all adopted policy items under the FY 2018-21 Council Priority Workplan, effective November 1, 2017;

WHEREAS, on June 19, 2017, the City Council adopted the FY 2018-21 Quadrennial Budget (Resolution 2017-123);

WHEREAS, staff proposes key budgetary changes for Year 2 of the four-year budget (FY 2018/19);

WHEREAS, per Municipal Code 3.04.270, mid-cycle budget amendments do not require a special published public notice or a public hearing;

WHEREAS, the Year 2 revenue budget includes \$300,000 in revenue from fund balance in General Fund Designated Reserves as approved by City Council on May 5, 2018 per Resolution 2018-067. This revenue is intended to replace the \$300,000 in unrealized revenue that was originally budgeted for use in FY 2018/19 from the sale of the parking lot at Doctors Medical Center at the time of the four-year budget adoption;

WHEREAS, the Year 2 budget request is budget neutral in that all requests for adjustments contain their own funding source from previously budgeted funds. The total transfer amount is \$744,840 from one budget source to another, and budgetary transfers are considered to be ongoing throughout the life of the four-year budget but will be reevaluated at mid-cycle (FY 2019/20);

WHEREAS, the budget adjustments include one-time transfers from the operating budget to fund projects in the CIP budget totaling \$265,697 that will occur in the FY 2018/19 budget only and will not be ongoing; and

WHEREAS, the FY 2018/19 adjustments have been incorporated into the FY 2018/19 Year 2 Budget Update and presented to the Budget, Fiscal and Legislative Standing Committee on June 12, 2018, and the Committee (Calloway/Kinney) supported the adjustments and recommended moving them forward to the full Council for approval.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo that the budgetary adjustments as shown in the following table are approved for execution in FY 2018/19 (Year 2) of the FY 2018-21 Quadrennial Budget.

REQUEST FOR BUDGET ADJUSTMENTS

	Description	From Acct Number	Amount	To Acct Number	Amount	Comments / Justification
REVENUE ADJUSTMENT						
1	GFDR Budget Supplemental Revenue from Fund Balance	100-0000-00000	-	100-0000-00000	300,000	Approved by City Council on 5/21/18 (Reso 2018-067) from fund balance to replace unrealized revenue from sale of DMC Parking Lot
2	Subtotal		-		300,000	
TOTAL REVENUE			-		300,000	

ADMINISTRATIVE SERVICES						
1	Move unused funding from Multi-departmental utility budget to Finance for annual Maze audit contract	100-1430-44400	(80,620)	100-1420-43600	80,620	Savings in utility expense to fund the Maze audit contract. Contract approved by City Council on 6/5/18 (Reso 2018-073)
	Subtotal		(80,620)		80,620	
CITY MANAGER'S OFFICE / PERSONNEL						
1	Leave Engineering Aide (EA) position vacant; add 1.0 Assistant Engineer and fund using EA salary savings & transfer from professional services budget	200-3310-43600	(35,600)	200-3310-41000	35,600	Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within Engineering
2	Reclassify Environmental Program Analyst to new Sr. Management Analyst. Fund using salary savings & professional services budget	200-3310-43600	(20,000)	200-3310-41000	20,000	Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within Engineering
3	Delete 1.0 Assistant to City Manager/Economic Development (A2CM) and add 1.0 Management Analyst (City Manager's Office)	100-1320-41000	(96,000)	100-1310-41000	96,000	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034). Budget transfer stays within City Manager's Office
4	Upgrade Assistant Planner position to Planning Manager. Fund using salary savings from deleted A2CM position	100-1320-41000	(50,000)	212-1755-41000	50,000	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034).
5	Upgrade Development Services Director position to Community & Economic Development Director. Fund using salary savings from A2CM position	100-1320-41000	(6,400)	212-1755-41000	6,400	A2CM funding to be split three ways. Approved by City Council on 3/5/18 (Reso 2018-034).
6	Convert intern program from County contract to in-house program	100-5110-44050	(10,000)	100-5110-41000	10,000	Pay high school interns directly rather than through private agency. Approved by City Council on 3/5/18 (Reso 2018-034).
	Subtotal		(218,000)		218,000	
COMMUNITY SERVICES						
1	End Freshest Cargo Mobile program and move budget to fund full-time Rec Coordinator	100-1110-44050-FAR-MER	(25,000)	100-5210-41000	25,000	Add \$25k to existing \$85k in salary savings from vacant position to fund new budgeted position
2	Shift Childhood Obesity Prevention Task Force (COPTF) program from Youth, Schools & Community Partnerships to Recreation	100-5110-43510	(800)	100-5210-43500	800	To fund meeting supplies and expenses
3	Shift Childhood Obesity Prevention Task Force (COPTF) program from Youth, Schools & Community Partnerships to Recreation	100-5110-43500	(1,500)	100-5210-43500	1,500	To fund meeting supplies and expenses
4	Additional funding for COPTF programming	100-0000-00000	(300,000)	100-5210-43600	300,000	GFDR Amendment #3 was approved 5/21/18 (Reso 2018-067). Includes \$100,000 from LED digital sign revenue (Reso 2018-047, dated 4/2/18) and \$200,000 from Measure Q (Reso 2018-059, dated 4/16/18).
	Subtotal		(327,300)		327,300	

REQUEST FOR BUDGET ADJUSTMENTS

Description		From Acct Number	Amount	To Acct Number	Amount	Comments / Justification
PUBLIC WORKS						
1	Increase janitorial support at Library from 3 times per week to 5 times	100-1310-44444	(25,420)	100-3410-43600	25,420	Fund from CM Contingency account. Patrons visiting Library increased from 100 per day to 800 per day
2	Fund 12-month temporary employee in Environmental Services using funding from professional services account	255-3510-43600	(37,500)	255-3510-41000	37,500	Position to assist with increased workloads associated with successful grant applications
3	Upgrade Maintenance Aide position (0.5 FTE) to Maintenance Worker 1 (1.0 FTE). Fund using a variety of sources from Public Works Department	100-3410-43500	(10,000)	200-3710-41000	10,000	Difficulty recruiting for and retaining the Maintenance Aide position. Better to staff with a full-time Maintenance Worker 1. Addressed in Class & Comp Plan of 6/18/18
4	"	100-3410-43600	(5,000)	200-3710-41000	5,000	"
5	"	237-3610-43500	(10,000)	237-3610-41000	10,000	"
6	"	237-3610-43600	(10,000)	237-3610-41000	10,000	"
7	"	200-3710-43500	(10,000)	200-3710-41000	10,000	"
8	"	200-3710-43600	(11,000)	200-3710-41000	11,000	"
	Subtotal		(118,920)		118,920	
TOTAL OPERATING			(744,840)		744,840	

CIP PROJECTS						
1	El Portal Urban Greening Project	200-3710-43600	(44,900)	320-3200-43600-POR-GRN	44,900	Total cost of project estimated at \$719,897. Grant funding is secured at \$562,597, leaving a funding gap of \$157,300
2	"	200-3710-43500	(40,000)	320-3200-43600-POR-GRN	40,000	"
3	"	237-3610-42000	(1,000)	320-3200-43600-POR-GRN	1,000	"
4	"	237-3610-43500	(10,000)	320-3200-43600-POR-GRN	10,000	"
5	"	237-3610-43600	(59,400)	320-3200-43600-POR-GRN	59,400	"
6	"	237-3610-44320	(2,000)	320-3200-43600-POR-GRN	2,000	"
7	Subtotal		(157,300)		157,300	
8	Sr. Center Entry Remodel Project	237-3610-46100	(108,397)	320-3200-43600-CLS-CRM	108,397	Funded in FY17/18 by Reso 2018-078 (6/4/18). Secure funding by transferring to CIP.
9	Subtotal		(108,397)		108,397	
TOTAL CIP			(265,697)		265,697	

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings.

ADOPTED this 18th day of June 2018, by the following vote:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:
ABSTAIN: COUNCILMEMBERS:

Valdez, Cruz, Kinney, Morris and Calloway
None
None
None

ATTEST:

APPROVED:



Elizabeth Pabon-Alvarado, City Clerk



Genoveva Garcia Calloway, Mayor