

## FY 2017 Mid-Year Adjustments Summary by Department

### Non-Departmental \$881,000

- ❑ Transfer to Stormwater 173,000 (General Fund)
- ❑ Transfer to Measure C CIP \$700,000 (Measure C Fund)
- ❑ Administrative Costs for District Sales Tax \$68,000 (Measure C Fund)

The transfer from General Fund to the Stormwater Fund is to cover costs related to emergency repairs for storm damage on Trimble Court. The Administrative Costs in Measure C Fund are for Sales Tax audit and review services specific to Measure C. The transfer from Measure C Fund to Measure C Capital Fund is for projects at Fire Stations 1-6.

### City Manager's Office (+1.0 FTE)

- ❑ Administrative Investigation Expenditures - \$82,105
- ❑ Add 1.0 FTE Economic Development Project Manager
- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$1,238,101 and is for the following; \$722,262 South Hayward Bart JPA. \$498,496 CDBG, \$16,843 Downtown BID.

The addition of 1.0 FTE Economic Development Project Manager in the City Manager's Office will manage the disposition of the former Route 238 properties. This position will be funded from the proceeds of the sales of the properties and will be a limited duration position of five years consistent with the terms of the purchase and sale agreement with CalTrans.

### City Attorney's Office – No Staffing Changes

- ❑ Contracts (encumbered) carried forward from FY 2016 total \$169,555 for Professional Legal Services (Liability Fund).
- ❑ Legal Settlement Revenue of \$995,328 (Liability Fund).
- ❑ Litigation Related Expenses \$599,999 (Liability Fund).

The mid-year proposed adjustment of \$599,999 (Liability Fund) is to cover the cost of unbudgeted litigation costs related to ongoing cases against the City.

### City Clerk – no staffing changes

- ❑ November Election Costs - \$192,430 (General Fund)
- ❑ Contracts (encumbered) and encumbrances carried forward from FY 2016 total \$6,135 comprised mainly of costs associated with the Codification of the Municipal Code (\$5,571).

### Development Services Department

- ❑ Add 1.0 FTE Supervising Permit Technician
- ❑ Delete 1.0 FTE Permit Technician I/II
- ❑ Add 1.0 FTE Assistant Engineer
- ❑ Delete 1.0 FTE Development Review Specialist
- ❑ Additional Outside Plan Check Fees of \$650,000
- ❑ Contracts (encumbered) carried forward from FY 2016 totals \$911,199 for the following: Building and Plan Check Services, Zoning Ordinance EIR Consultant, and The City's match for Downtown Specific Plan Grant.

**Finance Department – no staffing changes**

- ❑ Contracts (encumbered) carried forward from FY 2016 total \$13,465 for ongoing City audit & financial advisor contracts (General Fund).
- ❑ GAAP Standards Adjustments \$714,000 (General Fund)

In compliance with GAAP Standards, items previously recorded as offsets to revenues are now being recorded as expense items. These expenses are for annual Property Tax Collection Administrative Fee charged to the City by Alameda County and sales tax audit costs. While these are identified as an increase to expenditure authority to appropriately expend the related funds, it is a net zero impact to the budget as there are also a corresponding increases to revenues.

**Fire Department – no staffing changes**

- ❑ Contracts (encumbered) carried forward from FY 2016 total \$105,368; \$1,556 General Fund and \$103,812 other funds
- ❑ Additional request for a Fire Academy to replace vacancies and reduce the need for overtime \$100,000 (General Fund).
- ❑ Contract services for a medical director to provide medical oversight, CQI, education and monitor controlled substance program \$8,000 (General Fund)
- ❑ Transfer to Fire Fighter Training fund \$95,776 (CIP)

The Fire Department will conduct a Firefighter Training Academy to fill vacant firefighter positions. The City has been operating without a medical director for the Fire Department; contracting for medical director services will allow the department to address the need in a cost-effective manner. The transfer to the Fire Fighter Training fund is to honor an agreement made in 2009 by then City Manager Greg Jones with a labor group to fund additional training to fire fighters.

**Human Resources Department – no staffing changes**

- ❑ Temporary staffing of \$47,000 (General Fund)
- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$31,725

Due to multiple planned extended absences, temporary staffing will be required to maintain critical services to City departments.

**Information Technology Department – no mid-year adjustment requested**

- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$174,725 all in the Information Technology Internal Service Fund

**Library & Community Services Department – no staffing changes**

- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$2,277,414: 26,938 General Fund, \$54,688 Measure B Paratransit Fund, \$468,014 Federal Grants Fund, \$934,955 CDBG Funds, \$35,964 State Grants Fund, \$19,509 Local Grants Fund, 737,345 Housing Authority.
- ❑ Additional grants and allocations of \$211,318: \$35,000 training and grants from claims distributions, \$18,000 CLLS appropriations, 38,318 Adult Literacy Funding, \$100,000 HUSD appropriations and \$20,000 grant from Chabot College

**Maintenance Services Department – no staffing changes**

- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$192,785: 153,588 Lighting & Landscaping Districts (LLDs) and Maintenance Districts (MDs), Maintenance and Janitorial, Fuel and Parts contracts totaling \$39,197.
- ❑ Utilities costs of \$134,500; \$27,500 Lighting & Landscaping Districts (LLDs), \$107,000 Facilities Internal Service Fund
- ❑ Security Services \$10,000
- ❑ Facilities maintenance and services \$56,000
- ❑ Security enhancement to Enterprise Avenue Transfer Site \$115,000 (transfer from General Fund)
- ❑ Fleet Replacement of a Fire Vehicle \$129,000

The Fleet replacement for fire is to replace equipment using mutual aid revenue. The security enhancements at the Enterprise Avenue Transfer site will prevent future criminal activity and increased Police response to the site.

**Police Department – no staffing changes**

- ❑ Grant Appropriations - \$224,054 (General Fund) for the STEP Grant (\$120,000), OTS DUI AVOID Grant (\$104,054)
- ❑ Byrne Grant Expenditures (45,796)
- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$209,308: \$201,308 General Fund and \$8,000 Measure C for expenses related to miscellaneous Maintenance Agreements and Service Contracts.
- ❑ Overtime related to ongoing investigations \$30,000
- ❑ Supplies and services \$296,485: CALEA (\$4,000), Personnel and Training (\$173,485), Janitorial services (\$49,000), Field Supplies (\$20,000), Physical Evidence Processing (\$50,000)
- ❑ Carpet and workspace updating \$93,000

The mid-year proposed adjustment includes several grant (General Fund) appropriations which were offset by revenues totaling \$224,054. Unforeseen ongoing criminal investigations have created the need for additional overtime and additional services and supplies. In the past, the Police Department has used Salary Savings to fund personnel and training services; however, because the department has successfully filled so many vacant positions, the savings do not exist in FY 2017. Janitorial services to combat an epidemic at the Animal Shelter resulted in a need for increased janitorial services.

**Public Works – Engineering & Transportation Department (+1.0 FTE)**

- ❑ Add 1.0 FTE Deputy Director of Public Works
- ❑ Delete 1.0 FTE Assistant City Engineer
- ❑ Add 1.0 FTE Senior Management Analyst (PLA)
- ❑ Airport Supplies and Services \$12,400
- ❑ Transfer to Airport Capital Fund (Airport Operating Fund)

Public Works will be adding a Senior Management Analyst as previously approved by Council to manage PLA projects at an estimated expense of \$158,361 to the General Fund which should be offset by project charges of an estimated \$80,000. Adding the Deputy Director of Public Works position and deleting the Assistant City Engineer will have a net impact of \$2,719 in FY 2017 and

projects to a difference of approximately \$15,212 in FY 2018 with approximately 65% of this position's time being offset by project charges.

**Utilities & Environmental Services Department – (+0.0 FTE)**

- ❑ Add 1.0 FTE Sustainability Specialist
- ❑ Delete 1.0 FTE Sustainability Technician
- ❑ Add 1.0 FTE Development Review Specialist
- ❑ Delete 1.0 FTE Senior Utility Service Representative
- ❑ Contracts both encumbered and unencumbered carried forward from FY 2016 total \$945,140 (Other Funds) and are for a variety of State and Federal grants (Measure D Recycling/Used Oil - no General Fund impact).
- ❑ Contract services for repair of Trimble Court storm drain \$112,805

The addition of the Sustainability Specialist will help to meet the needs of the Department, and directly support the City Council's stated "Clean" priority. The projected cost of the change is \$10,000. The addition of the Development Review Specialist will help to meet the service needs of residents the change in salaries and benefits is budgeted at \$1,734 for FY 2017. Contract services cost of \$112,085 are related to emergency repairs for storm damage on Trimble Court and will be funded by a transfer from the General Fund.