



# City of San Leandro

Meeting Date: February 16, 2016

## Staff Report

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**File Number:** 16-076 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:** 8.N.

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** David Baum  
Finance Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** Staff Report for a Resolution Approving a Budget Amendment to the City's Fiscal Year (FY) 2015-16 General Fund, Special Revenue Funds, Enterprise Funds, Internal Service Funds, Capital Projects Funds, and Agency Funds Budget

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### SUMMARY AND RECOMMENDATIONS

Staff recommends that the City Council review and approve FY 2015-16 Budget Amendments.

### BACKGROUND

The City Council approves annual budgets based on the best revenue and expenditure information available several months prior to the actual adoption of budget appropriations. As a result, budget adjustments are periodically necessary for changes that arise and require additional budget appropriations or re-appropriations between budget line items and funds. The City Council originally approved the FY 2015-16 Budget on June 1, 2015.

### Discussion

Attachments 1 and 2 include the summary and detail of budget adjustments that were either made or proposed over the first six months of FY 2015-16 and now require formal Council approval per Adopted Budget Policies. These attachments include the same information, but the detail report also provides complete descriptions regarding the purpose of each adjustment.

### Fiscal Impact

The total change in the projected ending fund balance for the General Fund in FY 2015-16 amounts to a decrease of \$2,239,666. New General Fund expenditures are funded by

increases in Sales Tax, Property Tax, and Property Transfer Tax revenues that are projected to be higher than budgeted in 2015-16.

**ATTACHMENTS**

**Attachments to Resolution**

- Summary Budget Adjustments FY 2015-16
- Detailed Budget Adjustments FY 2015-16

**PREPARED BY:** David Baum, Finance Director, Finance Department



# City of San Leandro

Meeting Date: February 16, 2016

## Resolution - Council

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**File Number:** 16-077 **Agenda Section:** CONSENT CALENDAR

**Agenda Number:**

**TO:** City Council

**FROM:** Chris Zapata  
City Manager

**BY:** David Baum  
Finance Director

**FINANCE REVIEW:** David Baum  
Finance Director

**TITLE:** RESOLUTION Approving Amendments to the City of San Leandro Budget for Fiscal Year (FY) 2015-16

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WHEREAS, the City Council approves annual budgets based on the best revenue and expenditure information available at the time budgets are prepared; and

WHEREAS, budget adjustments are periodically necessary for changes that arise and require additional budget appropriations or re-appropriations between budget line items; and

WHEREAS, the FY 2015-16 Budget was adopted by Council on June 1, 2015; and

NOW, THEREFORE, the City Council of the City of San Leandro does RESOLVE as follows:

That the FY 2015-16 Budget is hereby amended as shown on that certain document entitled Staff Report for a Resolution Approving a Budget Amendment to the City's Fiscal Year (FY) 2015-16 General Fund, Special Revenue Funds, Enterprise Funds, Internal Service Funds, Capital Projects Funds, and Agency Funds Budget, copies of which are attached hereto and incorporated herein by reference.

**Attachment 1 - Summary Budget Adjustments FY 2015-16  
CITY OF SAN LEANDRO**

<b>Funding Source</b>	<b>Revenue Adjustments</b>	<b>Expenditure Adjustments</b>	<b>Net Change to Fund Balance</b>
General Fund	39,000	(2,278,666)	(2,239,666)
Park Development Fee Fund	-	(13,908)	(13,908)
Gas Tax Fund	-	(15,000)	(15,000)
Special Grants Fund	3,200	(40,453)	(37,253)
Community Development Block Grant Fund	-	(116,983)	(116,983)
Capital Improvement Project Fund	1,500,000	(1,500,000)	-
Information Technology Fund	-	(155,000)	(155,000)
Insurance Services Fund	1,750,000	(1,750,000)	-
Equipment Maintenance Fund	-	(140,000)	(140,000)
Sucessor Agency Fund	-	(1,500,000)	(1,500,000)
<b>TOTAL</b>	<b>\$ 3,292,200</b>	<b>\$ (7,510,009)</b>	<b>\$ (4,217,809)</b>

**Attachment 2 - Detailed Budget Adjustments FY 2015-16**  
**CITY OF SAN LEANDRO**

**GENERAL FUND**

Revenue Budget Adjustments:

Fee Income from Nike Store Security (Note 1)	\$ 25,000
Fee Income from Century Theatre (Note 2)	14,000
<b>Total Increase in Revenues</b>	<b>\$ 39,000</b>

Expenditure Budget Adjustments:

Prioritize Unfunded Liability Liquidation Program (Transfer Out)	\$ (1,750,000)
Personnel Costs for Nike Store Security	(225,000)
Building Services Third Party Plan Check	(82,500)
Building Services Cost of Services Study	(50,000)
Personnel Costs for Century Theatre Security	(32,000)
Fees and Charges for Sexual Assault Evidence Kits and Labs	(25,000)
State Mandated Background Investigations	(25,000)
Senior Center Parking Lot Landscape Maintenance Agreement	(22,182)
Alameda County Transfer Tax Administrative Charges	(20,000)
Traffic Engineering Study for Automated Red Light Enforcement	(10,000)
Increase in Public Works Overtime Costs due to After-Hours Calls	(10,000)
Recreation Department Special Events and Activities	(7,763)
Increase Capacity of Corporation Yard's Kennel Set	(7,500)
Shipping Container for Corporation Yard's Spare Part Storage	(5,000)
Building Services Bank Service Charges	(5,000)
Library Miscellaneous Charges	(1,722)
<b>Total Increase in Expenditures</b>	<b>\$ (2,278,666)</b>

<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (2,239,666)</b>
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**PARK DEVELOPMENT FEE FUND**

Expenditure Budget Adjustments:

Washington Manor Park Bench Installation	\$ (13,908)
<b>Total Increase in Expenditures</b>	<b>\$ (13,908)</b>

<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (13,908)</b>
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**GAS TAX FUND**

Expenditure Budget Adjustments:

Overtime for Striping and Demarcation of Traffic Lanes	\$ (15,000)
<b>Total Increase in Expenditures</b>	<b>\$ (15,000)</b>

<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (15,000)</b>
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**SPECIAL GRANTS FUND**

Revenue Budget Adjustments:

Grant for 2015 Big Read Program	\$ 3,200
<b>Total Increase in Revenues</b>	<b>\$ 3,200</b>

Expenditure Budget Adjustments:

First 5 Alameda County 2013-15 Community Project	\$ (27,214)
2015 Big Read Program Project	(3,200)
Hardware Charges and Overtime for Brace & Bolt Program	(10,039)
<b>Total Increase in Expenditures</b>	<b>\$ (40,453)</b>

<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (37,253)</b>
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**Attachment 2 - Detailed Budget Adjustments FY 2015-16  
CITY OF SAN LEANDRO**

**COMMUNITY DEVELOPMENT BLOCK GRANT FUND**

Expenditure Budget Adjustments:

Construction for ADA Transition 2015-16 Project	\$ (116,983)
<b>Total Increase in Expenditures</b>	<b>\$ (116,983)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (116,983)</b>

**CAPITAL IMPROVEMENT PROJECT FUND**

Revenue Budget Adjustments:

Eden Road Construction - Successor Agency Funding (Transfer In)	\$ 1,500,000
<b>Total Increase in Revenues</b>	<b>\$ 1,500,000</b>

Expenditure Budget Adjustments:

Eden Road Construction - Successor Agency Funding (Note 3)	\$ (1,500,000)
<b>Total Increase in Expenditures</b>	<b>\$ (1,500,000)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ -</b>

**INFORMATION TECHNOLOGY FUND**

Expenditure Budget Adjustments:

Internet Upgrade Project	\$ (100,000)
Civic Center Camera System Storage	(30,000)
SirsiDynix Library Maintenance	(25,000)
<b>Total Increase in Expenditures</b>	<b>\$ (155,000)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (155,000)</b>

**INSURANCE SERVICES FUND**

Revenue Budget Adjustments:

Prioritize Unfunded Liabilities Liquidation Program (Transfer In)	\$ 1,750,000
<b>Total Increase in Revenues</b>	<b>\$ 1,750,000</b>

Expenditure Budget Adjustments:

Prioritize Unfunded Liabilities Liquidation Program (Note 4)	\$ (1,750,000)
<b>Total Increase in Expenditures</b>	<b>\$ (1,750,000)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ -</b>

**EQUIPMENT MAINTENANCE FUND**

Expenditure Budget Adjustments:

Repairs and Maintenance of Damaged Police Vehicles	\$ (100,000)
Jail Van Outfitting	(40,000)
<b>Total Increase in Expenditures</b>	<b>\$ (140,000)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (140,000)</b>

**SUCCESSOR AGENCY FUND**

Expenditure Budget Adjustments:

Eden Road Construction (Transfer Out)	\$ (1,500,000)
<b>Total Increase in Expenditures</b>	<b>\$ (1,500,000)</b>
<b>Total Change in Projected Ending Fund Balance</b>	<b>\$ (1,500,000)</b>

<b>TOTAL NET BUDGET ADJUSTMENTS FOR ALL FUNDS</b>	<b>\$ (4,217,809)</b>
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**Attachment 2 - Detailed Budget Adjustments FY 2015-16**  
**CITY OF SAN LEANDRO**

Notes:

1. Currently, the FY 2015-16 adopted budget has \$200,000 in revenues for Nike Store Security, therefore budget neutral.
2. Currently, the FY 2015-16 adopted budget has \$18,000 in revenues for Century Theatre Security, therefore budget neutral.
3. One of four projects, for a total amount of \$9.1 million, to be funded by the Successor Agency. Funds will be transferred from the Successor Agency to the Capital Improvement Project Fund.
4. The Prioritize Unfunded Liabilities Liquidation Program (PULL) will be funded by the General Fund Economic Uncertainty Reserve.