

FISCAL YEAR 2015-16
RECOMMENDED **NON-DISCRETIONARY** ON-GOING CHANGES
GENERAL OPERATING FUND

CITY-WIDE

City Utility Costs: \$ 200,000

Provides increased funding for City utility services used by City departments based on the recommended utility rate adjustments.

City-Wide Total **\$ 200,000**

CITY MANAGER'S OFFICE

Tuition Reimbursement for MVFF: \$ 10,000

Provides increased funding for tuition reimbursements for MVFF based on the MOU.

Telecommunications Attorney/Environmental Consultant: \$ 5,000

Provides funding for legal support regarding statewide franchise agreements and professional services to assist the City to respond to community environmental contamination issues.

Reclassify Youth Resources Manager Position: \$ 3,500

Provides funding to support reclassification of the Youth Resources Manager Position based on a higher level of duties performed.

City Manager's Office Total **\$ 18,500**

INFORMATION TECHNOLOGY DEPARTMENT

Software and Hardware Maintenance and License Fees: \$ 15,300

Provides funding for new and existing software and hardware that require annual maintenance or license contracts. This cost increase is primarily related to the new Serena Business Manager software.

Reclassify IT Analyst I/II to Senior IT Analyst: \$ 13,100

Provides funding to support reclassification of an IT Analyst I/II to a Senior IT Analyst Position based on a higher level of duties performed.

Information Technology Department Total **\$ 28,400**

FISCAL YEAR 2015-16
RECOMMENDED **NON-DISCRETIONARY** ON-GOING CHANGES
GENERAL OPERATING FUND
(Continued)

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

PERS Pension Information: \$ 5,000

Provides funding to obtain new PERS pension information. As a result of new accounting financial reporting requirements (GASB 68), the City is required to obtain additional information from PERS beyond the regular annual PERS pension reporting.

Professional Services: \$ 4,100

Provides increased funding for cost associated with the new Corporate Note program with investment advisor Chandler and Associates, and an increase in cost for bank fees associated with payroll processing.

PERS Replacement Benefit: \$ 4,000

Provides funding for certain retiree payments due to the change in the processing of PERS replacement benefits.

Finance and Administrative Services Department Total	\$ 13,100
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PUBLIC WORKS DEPARTMENT

Janitorial Cost Increases for City Facilities: \$ 210,000

Provides additional funding of \$125,000 for increased janitorial cost as a result of new labor laws and paying higher wages (union scale wages), and placeholder funding of \$94,000 for possible service enhancements. The total Janitorial cost increase citywide is \$219,000.

PG&E Cost Increase: \$ 65,000

Provides increased funding for PG&E's annual rate increase and the addition of the new Teen Center. The total PG&E cost increase citywide is \$75,000.

Reclassify Project Manager to Senior Project Manager (0.50): \$ 7,200

Provides funding to support reclassification of a half-time Project Manager Position to a half-time Senior Project Manager Position based on a higher level of duties performed.

Public Works Department Total	\$ 282,200
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FISCAL YEAR 2015-16
RECOMMENDED **NON-DISCRETIONARY** ON-GOING CHANGES
GENERAL OPERATING FUND
(Continued)

COMMUNITY SERVICES DEPARTMENT

Reclassify Office Assistant III to Program Assistant: \$ 12,200

Provides funding to support reclassification of an Office Assistant III Position to a Program Assistant Position based on a higher level of duties performed.

Maintenance Contract Increases: \$ 6,200

Provides CPI increased funding for various maintenance contract increases.

Community Services Department Total **\$ 18,400**

LIBRARY SERVICES DEPARTMENT

Authority Control Software: \$ 5,000

Provides funding for increased maintenance cost of library database records. The software ensures the accuracy of the Library's database.

Janitorial Cost Increases: \$ 4,000

Provides increased funding for janitorial supplies.

Pacific Library Partnership Fees: \$ 2,700

Provides increased funding for the participation fee for the Pacific Library Partnership, which is the mechanism in California that allows public libraries to share resources and access state and federal grants.

Library Services Department Total **\$ 11,700**

POLICE DEPARTMENT

Reclassify Secretary to Administrative Aide: \$ 6,500

Provides funding to support reclassification of a Secretary to an Administrative Aide Position based on a higher level of duties performed.

Police Department Total **\$ 6,500**

Total Non-Discretionary On-Going **\$ 578,800**

FISCAL YEAR 2015-16
RECOMMENDED NON-DISCRETIONARY ON-GOING CHANGES
OTHER FUNDS

INFORMATION TECHNOLOGY DEPARTMENT

Water Fund

Software and Hardware Maintenance and License Fees: \$ 2,500

Provides funding for new and existing software and hardware that require annual maintenance or license contracts.

Information Technology Department Total **\$ 2,500**

FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

Water Fund

Utility On-line Payment Processing: \$ 70,000

Provides increased funding for payment processing costs associated with an increase in usage of the payment gateway.

Workers' Compensation Fund

Workers' Compensation Claims: \$ 458,000

Provides increased funding for workers' compensation claims. Although the number of claims has decreased this past fiscal year, the cost of claims continues to rise (see Reserve Section).

Workers' Compensation Excess Insurance: \$ 42,600

Provides increased funding for workers' compensation excess insurance.

Unemployment Fund

Unemployment Claims: \$ (46,200)

Reduction in budget for unemployment claims based on lower claims over the last few fiscal years. Claims increased significantly during the last recession. However, with the improved economy, there has been a reduction in claims.

Finance and Administrative Services Department Total **\$ 524,400**

COMMUNITY DEVELOPMENT DEPARTMENT

Downtown Benefit Assessments Districts Fund

City Utilities and PG&E Costs: \$ 14,000

Provides increased funding for City utility services and PG&E used for the parking structures and lots. The total PG&E cost increase citywide is \$75,000.

FISCAL YEAR 2015-16
RECOMMENDED NON-DISCRETIONARY ON-GOING CHANGES
OTHER FUNDS
(Continued)

Janitorial Cost Increases for Parking Structures: \$ 2,000

Provides funding for increased janitorial cost as mentioned in the General Operating Fund section above.

Shoreline Regional Park Community (Shoreline Community) Fund

Precise Plan Implementation - Trip-cap Program: \$ 30,000

Provides funding to develop and institute the trip-cap program (includes traffic and SOV counts).

Community Development Department Total

\$ 46,000

PUBLIC WORKS DEPARTMENT

Water Fund

BAWSCA Dues: \$ 32,000

Provides funding for the increase in dues to the City's membership in the Bay Area Water Supply and Conservation Agency (BAWSCA) which represents the interest of 25 agencies and 2 private water companies that purchase wholesale water from the San Francisco regional (Hetch Hetchy) water system operated by the SFPUC. The increase will provide funding for expanded drought related programs and unanticipated legal expenses from the settlement of Water Supply Agreement disputes. BAWSCA represents the City in rate negotiations with the SFPUC and incurred higher than anticipated legal expenses to resolve water cost allocation issues between the SFPUC and wholesale purchasers.

Solid Waste Fund

Food Waste Composting: \$ 60,000

Provides increased funding for the City's food waste composting program. Additional funds are needed to cover the increase in cost due to a 2.54 percent CPI and the expansion of the program.

Public Works Department Total

\$ 92,000

COMMUNITY SERVICES DEPARTMENT

Shoreline Community Fund

Maintenance Contract Increases: \$ 10,500

Provides CPI increased funding for Shoreline Regional Park security (\$8,400) and for parks maintenance and water feature contracts (\$2,100).

FISCAL YEAR 2015-16
RECOMMENDED NON-DISCRETIONARY ON-GOING CHANGES
OTHER FUNDS
(Continued)

Janitorial Cost Increases - Rengstorff House: \$ 4,000

Provides funding for increased janitorial cost as mentioned in the General Operating Fund section above.

Shoreline Golf Links

Minimum Wage Costs: \$ 6,000

Provides funding to bring wages to new minimum wage.

Net Miscellaneous: \$ 5,600

Includes increases to operations (\$23,200), irrigation maintenance and repairs (\$11,900), and other operating changes (\$5,300). Offset by reductions in maintenance contracts (\$16,900), merchandise (\$12,200), and personnel costs (\$5,700).

Janitorial Cost Increases - Pro Shop: \$ 3,000

Provides funding for increased janitorial cost as mentioned in the General Operating Fund section above.

Community Services Department Total	\$ 29,100
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Total Non-Discretionary On-Going	<u>\$ 694,000</u>
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