

RESOLUTION NO. 20-46

Resolution Of The City Council Of The City Of Emeryville Amending The Adopted Budget For The 2019-20 And 2020-21 Fiscal Years

WHEREAS, on June 4, 2019, as part of its two-year budget process, the City Council approved a resolution adopting its budget for the 2019-20 and 2020-21 fiscal years; and

WHEREAS, the City Council may amend this budget as required in order to adjust for changing circumstances; and

WHEREAS, the COVID-19 pandemic has negative impacts on the City's budget; and

WHEREAS, it is necessary to amend the revenue budget to account for changes to various revenue categories including but not limited to sales tax, transient occupancy tax, business license tax, utility users tax, license and permits, property tax, residual tax increment, franchises, vehicle license fee in lieu, real property transfer tax, other revenues, and transfers in; and

WHEREAS, it is necessary to amend the expenditure budget to account for changes to various expenditure categories including but not limited to salaries and benefits, contract services, maintenance, supplies, utilities, insurance, education and training, advertising/printing and publication, fees and charges, programs and grants, rental and leases, other operating and capital expenses, and transfers out; and

WHEREAS, the budget proposes to use short-term, bridging strategies to balance the General Fund budget; and

WHEREAS, on June 19, 2018, the City Council adopted the Commercial Property Transfer Tax Policy and the purpose of this policy is to provide guidance for the allocation of commercial property transfer tax revenue to ensure proper funding for capital projects, pension obligations, and other important city projects; and

WHEREAS, the budget proposes to suspend the policy for the 2017-19 and 2019-21 budget cycles and use a portion of the commercial property transfer tax revenue to balance the General Fund budget; and

WHEREAS, the budget proposes to transfer funds from the Pension Reserve Fund, Worker's Compensation Fund, and Capital Project Fund to balance the General Fund budget, as presented below; and

Resolution No. 20-46
 Mid-Cycle Budget Review
 City Council Meeting | June 9, 2020
 Page 2 of 2

Funding Source	FY 2019-20	FY 2020-21
Pension Reserve Fund	548,990	824,381
Worker's Compensation Fund		500,000
Capital Project Fund:		
2017-19 commercial property transfer tax	2,425,960	700,000
2019-21 commercial property transfer tax		3,000,000
Fire Station Upgrade project		1,355,158
Total	2,974,950	6,379,539

WHEREAS, if the General Fund achieves savings and/or actual revenues are higher than projected, the transfers will be up to the amounts needed to balance the budget to ensure that funds are preserved in the Pension Reserve Fund, Worker's Compensation Fund, and Capital Project Fund for future costs and projects; and

RESOLVED, that the City Council of the City of Emeryville hereby amends the fiscal year 2019-20 and 2020-21 Adopted Budget as shown in Appendices A, B, and C to this resolution.

ADOPTED by the City Council of the City of Emeryville at a special meeting held Tuesday, June 9, 2020, by the following vote:

AYES:	<u>5</u>	Mayor Patz, Vice Mayor Martinez, and Council Members Bauters, Donahue, and Medina
NOES:	<u>0</u>	
ABSTAIN:	<u>0</u>	
ABSENT:	<u>0</u>	

DocuSigned by:

Christian R. Patz

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MAYOR

ATTEST:

DocuSigned by:

Sheri Hartz

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CITY CLERK

APPROVED AS TO FORM:

Michael Quinn

CITY ATTORNEY

Mid-Cycle Budget Review

General Fund - Proposed Adjustments

FY 2019-21

Appendix A

Revenues By Category	FY 19-20 Adopted Budget	FY 19-20 Proposed Adjustment	FY 19-20 Proposed Revised Budget	FY 20-21 Adopted Budget	FY 20-21 Proposed Adjustment	FY 20-21 Proposed Revised Budget
Sales Tax	\$ 8,277,000	\$ (1,915,500)	\$ 6,361,500	\$ 8,471,100	\$ (1,901,800)	\$ 6,569,300
Transient Occupancy Tax	8,720,000	(2,687,400)	6,032,600	8,887,000	(2,371,400)	6,515,600
Business License Tax	6,169,000	-	6,169,000	6,261,000	(1,565,300)	4,695,700
Cannabis Tax	360,000	-	360,000	360,000	-	360,000
Utility Users Tax	3,128,400	(235,900)	2,892,500	3,141,600	(229,400)	2,912,200
Cardroom Tax	2,904,000	(864,100)	2,039,900	2,962,000	(1,481,000)	1,481,000
Licenses and Permits	3,312,800	510,010	3,822,810	2,681,300	184,200	2,865,500
Property Tax	2,876,000	85,500	2,961,500	2,960,000	60,600	3,020,600
Residual Tax Increment	1,329,300	322,300	1,651,600	2,454,200	538,800	2,993,000
Franchises	1,876,000	(260,500)	1,615,500	1,927,000	(263,700)	1,663,300
Vehicle License Fee In Lieu	897,000	66,900	963,900	924,000	59,200	983,200
Real Property Transfer Tax	1,278,000	1,741,200	3,019,200	1,304,000	(359,700)	944,300
Other Revenues	3,698,200	(1,131,200)	2,567,000	3,785,700	(113,348)	3,672,352
Transfers In	61,500	2,974,950	3,036,450	276,800	6,379,539	6,656,339
Total Revenues	\$ 44,887,200	\$ (1,393,740)	\$ 43,493,460	\$ 46,395,700	\$ (1,063,309)	\$ 45,332,391

Expenditures By Department	FY 19-20 Adopted Budget	FY 19-20 Proposed Adjustment	FY 19-20 Proposed Revised Budget	FY 20-21 Adopted Budget	FY 20-21 Proposed Adjustment	FY 20-21 Proposed Revised Budget
City Council	\$ 203,600	\$ (700)	\$ 202,900	\$ 208,900	\$ (1,200)	\$ 207,700
City Manager	450,900	3,300	454,200	432,900	7,000	439,900
City Clerk	613,700	14,400	628,100	686,500	26,600	713,100
City Attorney	619,600	22,900	642,500	631,900	31,000	662,900
Information Technology	771,100	11,000	782,100	782,900	29,300	812,200
Finance	1,223,100	22,600	1,245,700	1,253,600	10,900	1,264,500
Human Resources	783,700	23,500	807,200	809,300	20,500	829,800
Community Development Services	4,262,000	(14,000)	4,248,000	3,755,400	(1,300)	3,754,100
Public Works	4,111,500	(254,100)	3,857,400	4,206,400	348,100	4,554,500
COVID-19	-	57,380	57,380	-	-	-
Non-Departmental Operations	5,161,736	(523,096)	4,638,640	5,932,681	(1,363,500)	4,569,181
Police	14,023,800	48,500	14,072,300	14,430,400	241,900	14,672,300
Fire	8,989,500	(235,600)	8,753,900	9,523,500	(124,600)	9,398,900
Community Services	3,530,000	(426,860)	3,103,140	3,565,700	(112,390)	3,453,310
Total Expenditures	\$ 44,744,236	\$ (1,250,776)	\$ 43,493,460	\$ 46,220,081	\$ (887,690)	\$ 45,332,391

Mid-Cycle Budget Review

Other Funds - Proposed Adjustments

FY 2019-21

Appendix B

Fund Description	Fiscal Year 2019-20			Fiscal Year 2020-21		
	Revenue Increase / (Decrease)	Expenditure Increase / (Decrease)	Net Impact	Revenue Increase / (Decrease)	Expenditure Increase / (Decrease)	Net Impact
Economic Development Fund 202	\$ 64,400	\$ 86,792	\$ (22,392)	\$ 53,900	\$ -	\$ 53,900
Environmental Programs - Fund 204	40,400	40,400	-	-	-	-
Community Development Block Grant - Fund 205	4,700	4,700	-	4,700	4,700	-
Police Impound (State) - Fund 211		(20,786)	20,786		-	-
Gas Tax - Fund 220	(60,300)	(22,000)	(38,300)	(46,100)	(22,000)	(24,100)
Road Maintenance and Rehabilitation - Fund 221	(30,000)		(30,000)	(20,000)		(20,000)
General Plan Maintenance - Fund 225		(8,187)	8,187		(8,500)	8,500
Child Development Center - Fund 230	(238,600)	(133,500)	(105,100)	(55,500)	(18,100)	(37,400)
Park Impact Fee - Fund 237		(1,700,000)	1,700,000		-	-
Measure B Streets and Roads - Fund 240	(46,500)		(46,500)	(77,500)		(77,500)
Measure BB Streets and Roads - Fund 242	(43,500)		(43,500)	(72,500)		(72,500)
Public Art - Fund 243	32,300		32,300	26,900		26,900
Supplemental Law Enforcement - Fund 252		50,000	(50,000)		50,000	(50,000)
Grants - Fund 254	7,610	-	7,610	-	32,700	(32,700)
Measure B Paratransit - Fund 261	(4,500)		(4,500)	(7,400)		(7,400)
Measure B Bicycles and Pedestrians - Fund 262	(5,300)		(5,300)	(8,900)		(8,900)
Measure BB Paratransit - Fund 263	(4,600)		(4,600)	(7,700)		(7,700)
Measure BB Bicycles and Pedestrians - Fund 264	(4,400)		(4,400)	(7,300)		(7,300)
Measure D - Fund 266		-	-		28,000	(28,000)

Community Development Technology - Fund 268		13,000	(13,000)		33,100	(33,100)
Litigation - Fund 270	-		-	(250,000)		(250,000)
MESA - Fund 295	(1,364,900)	(1,364,900)	-	(736,600)	(736,600)	-
Affordable Housing - Fund 299	257,900	(157,800)	415,700	215,500	500	215,000
General Capital Fund - Fund 475	3,812,400	2,731,512	1,080,888	242,400	5,059,158	(4,816,758)
Marina - Fund 495	(87,900)	(14,700)	(73,200)	(87,900)	700	(88,600)
Sewer Operations - Fund 510		(19,700)	19,700		600	(600)
Sewer Connection Fee - Fund 513		300,000	(300,000)		300,000	(300,000)
Worker's Compensation - Fund 600		(109,000)	109,000		500,000	(500,000)
Major Maintenance - Fund 650		-	-		-	-
Accrued Benefits - Fund 700	110,000	81,000	29,000	-	-	-
PERS Liability Reserve - Fund 715	(390,000)	548,990	(938,990)	(308,000)	824,381	(1,132,381)
Property Based Improvement District - Fund 805	489,800	395,100	94,700	458,630	-	458,630
Total	\$ 2,539,010	\$ 700,921	\$ 1,838,089	\$ (683,370)	\$ 6,048,639	\$ (6,732,009)

Mid-Cycle Budget Review

Capital Projects - Proposed Adjustments

FY 2019-21

Appendix C

Project #	Description	FY 2019-20 Adopted Budget	FY 2019-20 Proposed Adjustment	FY 2019-20 Proposed Revised Budget	FY 2020-21 Adopted Budget	FY 2020-21 Proposed Adjustment	FY 2020-21 Proposed Revised Budget
General Plan Maintenance - Fund 225							
17225017	40th-San Pablo Transit Hub and 40th Street Feasibility Study	253,654	22,613	276,267			-
	Total	253,654	22,613	276,267	-	-	-
Park Impact Fee - Fund 237							
17237003	Horton Landing Park Expansion	-	(1,700,000)	(1,700,000)			-
	Total	-	(1,700,000)	(1,700,000)	-	-	-
General Capital Fund - Fund 475							
17237003	Horton Landing Park Expansion	-	1,700,000	1,700,000			-
16475004	Hollis Street Fire Station/EOC Upgrade (Station 35)	-	(1,355,158)	(1,355,158)			-
	Total	-	344,842	344,842	-	-	-
Major Maintenance - Fund 650							
15650008	General Major Maintenance Program	250,000	(150,000)	100,000	250,000	(150,000)	100,000
	Total	250,000	(150,000)	100,000	250,000	(150,000)	100,000

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
City Manager						
Full-time Equivalent Positions:	2.0	City Manager	1.0	1.0	1.0	1.0
		Executive Assistant to the City Manager	1.0	1.0	1.0	1.0
		Total Positions	2.0	2.0	2.0	2.0
City Clerk						
Full-time Equivalent Positions:	3.0	City Clerk	1.0	1.0	1.0	1.0
		Deputy City Clerk	2.0	2.0	2.0	2.0
		Total Positions	3.0	3.0	3.0	3.0
Information Technology						
Full-time Equivalent Positions:	4.0	Director of Information Systems	1.0	1.0	1.0	1.0
		Information Systems Analyst II	3.0	3.0	3.0	3.0
		Total Positions	4.0	4.0	4.0	4.0
	9.0	Total Positions City Manager Department	9.0	9.0	9.0	9.0
City Attorney						
Full-time Equivalent Positions:	2.0	City Attorney	1.0	1.0	1.0	1.0
		Assistant City Attorney	1.0	1.0	1.0	1.0
		Total Positions	2.0	2.0	2.0	2.0
Finance						
Full-time Equivalent Positions:	6.8	Director of Finance	1.0	1.0	1.0	1.0
		Accounting Manager	1.0	1.0	1.0	1.0
		Senior Accountant	1.0	1.0	1.0	1.0
		Senior Accounting Technician	1.0	1.0	1.0	1.0
		Accounting Technician	2.0	2.0	2.0	2.0
		Office Assistant II (Confidential)	1.0	0.5	0.0	0.0
		Human Resources Technician	1.0	0.3	1.0	0.3
		Total Positions	8.0	6.8	7.0	6.3

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
Human Resources						
Full-time Equivalent Positions:	4.2	Director of Human Resources	1.0	1.0	1.0	1.0
		Human Resources Technician	1.0	0.5	1.0	0.5
		Human Resources Technician	1.0	0.7	1.0	0.7
		Office Assistant II (Confidential)	2.0	1.5	1.0	1.0
		Management Analyst	1.0	1.0	1.0	1.0
		Total Positions	6.0	4.7	5.0	4.2
Community Development Department						
Planning						
Full-time Equivalent Positions:	6.0	Director of Community Development	1.0	1.0	1.0	1.0
		Senior Planner	1.0	1.0	1.0	1.0
		Associate Planner	1.0	1.0	1.0	1.0
		Assistant Planner	1.0	1.0	1.0	1.0
		Planning Technician	1.0	1.0	0.0	0.0
		Administrative Assistant	1.0	1.0	1.0	1.0
Full-time Equivalent Positions:	2.5	Interns funded by General Plan Maintenance Fund	5.0	2.5	5.0	2.5
		Total Positions	11.0	8.5	10.0	7.5
Building						
Full-time Equivalent Positions:	4.0	Chief Building Official	1.0	1.0	1.0	1.0
		Building Inspector	2.0	2.0	1.0	1.0
		Building Permit Technician/Plan Checker	1.0	1.0	1.0	1.0
		Total Positions	4.0	4.0	3.0	3.0
Economic Development & Housing						
Full-time Equivalent Positions:	5.0	Economic Development & Housing Manager	1.0	1.0	1.0	1.0
		Community and Economic Development Coordinator II	4.0	4.0	4.0	4.0
		Management Analyst	1.0	1.0	1.0	1.0
		Total Positions	6.0	6.0	6.0	6.0
	17.5	Total Positions Community Development Department	21.0	18.5	19.0	16.5

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
Public Works						
Full-time Equivalent Positions:	20.0	Director of Public Works	1.0	1.0	1.0	1.0
		Public Works Operation and Facility Manager	1.0	1.0	1.0	1.0
		Senior Civil Engineer	2.0	2.0	2.0	2.0
		Associate Civil Engineer	1.0	1.0	1.0	1.0
		Management Analyst	1.0	1.0	1.0	1.0
		Environmental Programs Supervisor	1.0	1.0	1.0	1.0
		Environmental Programs Analyst	1.0	1.0	1.0	1.0
		Public Works Maintenance Supervisor	1.0	1.0	1.0	1.0
		Crew Leader	3.0	3.0	3.0	3.0
		Maintenance Worker	6.0	6.0	6.0	6.0
		Administrative Secretary	1.0	1.0	1.0	1.0
		Parking Manager	1.0	1.0	0.0	0.0
Full-time Equivalent Positions:	1.5	Interns	3.0	1.5	3.0	1.5
		Total Positions	23.0	21.5	22.0	20.5
	21.5	Total Positions Public Works Department	23.0	21.5	22.0	20.5
Police						
Full-time Equivalent Sworn Positions:	41.0	Police Chief	1.0	1.0	1.0	1.0
		Police Captain	2.0	2.0	2.0	2.0
		Police Lieutenant	2.0	2.0	2.0	2.0
		Police Sergeant (one partially grant funded)	6.0	6.0	6.0	6.0
		Police Officer	30.0	30.0	30.0	30.0
		Total Positions	41.0	41.0	41.0	41.0
Full-time Equivalent Unsworn Positions:	17.5	Police Services Manager	1.0	1.0	1.0	1.0
		Police Service Technician	1.0	1.0	1.0	1.0
		Police Service Technician (Parking Program)	2.0	2.0	2.0	2.0
		Dispatcher	10.0	10.0	10.0	10.0
		Police Admin Specialist	1.0	1.0	1.0	1.0
		Property & Evidence Technician	1.0	1.0	1.0	1.0
		Police Records Specialist	1.0	1.0	1.0	1.0
		Police Officer Trainees	2.0	2.0	0.0	0.0
		Total Positions	19.0	19.0	17.0	17.0
	58.5	Total Positions Police Department	60.0	60.0	58.0	58.0

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
Community Services						
Administration						
Full-time Equivalent Positions:	2.0	Community Services Director	1.0	-	1.0	-
		Total Positions Administration	1.0	0.0	1.0	0.0
Special Events						
Full-time Equivalent Positions:		Community Services Director	1.0	0.05	1.0	0.05
		Recreation Manager	1.0	0.05	1.0	0.05
		Recreation Assistant	1.0	0.05	1.0	0.05
		Program Coordinator	1.0	0.20	1.0	0.20
		Recreation Leader	0.0	0.01	0.2	0.11
		Total Positions	4.0	0.36	4.2	0.46
Aquatics						
Full-time Equivalent Positions:		Community Services Director	1.0	0.10	1.0	0.10
		Recreation Manager	1.0	0.20	1.0	0.20
		Recreation Assistant	1.0	0.10	1.0	0.10
		Program Coordinator	1.0	0.50	1.0	0.50
		Recreation Leader	7.9	3.95	11.4	5.69
		Total Positions	11.9	4.85	15.4	6.59
Facilities						
Full-time Equivalent Positions:		Community Services Director	1.0	0.10	1.0	0.10
		Recreation Manager	1.0	0.20	1.0	0.20
		Recreation Assistant	1.0	0.10	1.0	0.10
		Program Coordinator	1.0	0.20	1.0	0.20
		Recreation Leader	10.1	5.07	10.4	5.18
		Total Positions	14.1	5.67	14.4	5.78
Youth Camps						
Full-time Equivalent Positions:		Community Services Director	1.0	0.10	1.0	0.10
		Recreation Manager	1.0	0.10	1.0	0.10
		Recreation Supervisor	1.0	0.25	1.0	0.25
		Recreation Assistant	1.0	0.30	1.0	0.30
		Program Coordinator	1.0	0.25	1.0	0.25
		Recreation Leader	8.6	4.31	7.8	3.91
		Total Positions	13.6	5.31	12.8	4.91

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
Youth Services / After School Program						
Full-time Equivalent Positions:		Community Services Director	1.0	0.20	1.0	0.20
		Recreation Manager	1.0	0.20	1.0	0.20
		Recreation Supervisor	1.0	0.50	1.0	0.50
		Program Coordinator	1.0	0.00	1.0	0.00
		Program Coordinator	1.0	0.50	1.0	0.50
		Recreation Assistant	1.0	0.30	1.0	0.30
		Recreation Leader	13.0	6.50	13.0	6.50
		Total Positions	19.0	8.20	19.0	8.20
Adult Services						
Full-time Equivalent Positions:		Community Services Director	1.0	0.15	1.0	0.15
		Recreation Manager	1.0	0.15	1.0	0.15
		Adult Services Supervisor	1.0	0.75	1.0	0.75
		Recreation Assistant	1.0	0.80	1.0	0.80
		Program Coordinator	1.0	0.75	1.0	0.75
		Recreation Leader	1.8	0.89	2.5	1.25
		Total Positions	6.8	3.49	7.5	3.85
Adult Sports/Classes						
Full-time Equivalent Positions:		Community Services Director	1.0	0.05	1.0	0.05
		Recreation Manager	1.0	0.05	1.0	0.05
		Recreation Assistant	1.0	0.05	1.0	0.05
		Program Coordinator	1.0	0.10	1.0	0.10
		Adult Services Supervisor	1.0	0.25	1.0	0.25
		Program Coordinator	1.0	0.25	1.0	0.25
		Recreation Assistant	1.0	0.25	1.0	0.25
		Recreation Leader	5.1	2.54	7.4	3.72
		Total Positions	12.1	3.54	14.4	4.72
Youth Classes/Sports						
Full-time Equivalent Positions:		Community Services Director	1.0	0.05	1.0	0.05
		Recreation Manager	1.0	0.05	1.0	0.05
		Recreation Assistant	1.0	0.05	1.0	0.05
		Recreation Supervisor	1.0	0.25	1.0	0.25
		Program Coordinator	1.0	0.25	1.0	0.25
		Recreation Leader	0.6	0.28	0.8	0.42
		Total Positions	5.6	0.93	5.8	1.07

**FY2019-20 AND FY2020-21 FISCAL YEAR BUDGETS
STAFFING SUMMARY - REVISED APRIL 2020**

Department	FY 2018-19		FY 2019-20		FY 2020-21	
	FTE	Position	Staff #	FTE	Staff #	FTE
Youth & Adult Services						
Full-time Equivalent Positions:	7.0	Recreation Manager	-	-	-	-
		Recreation Supervisor	-	-	-	-
		Program Coordinator	-	-	-	-
		Recreation Assistant	-	-	-	-
		Office Assistant	-	-	-	-
Full-time Equivalent Positions:	0.5	Pool Manager	-	-	-	-
	26.1	Recreation Leader	-	-	-	-
		Total Positions Youth & Adult Services	87.1	32.35	93.6	35.58
Child Development						
Full-time Equivalent Positions:	24.0	Community Services Director	1.0	0.2	1.0	0.2
		Child Development Center Manager	1.0	1.0	1.0	1.0
		Child Development Assistant Manager	1.0	1.0	1.0	1.0
		Office Assistant II	1.0	1.0	1.0	1.0
		Lead Teacher	2.0	2.0	2.0	2.0
		Teacher	6.0	6.0	6.0	6.0
		Teacher Assistant	5.0	5.0	5.0	5.0
		Teacher Associate	6.0	6.0	6.0	6.0
		Teacher Sub (Part-time)	2.0	1.44	2.0	1.44
		Total Positions Child Development	25.0	23.6	25.0	23.6
	59.6	Total Positions Community Services	113.1	55.99	119.6	59.22
Total Elected Officials				5.0	5.0	
Total Full-time Equivalent Staff Positions			242.1	178.5	241.6	175.7
			FY 2017-18		FY 2018-19	
			Staff #	FTE	Staff #	FTE
Total Full-time Equivalent Staff Positions			215.2	181.1	212.3	179.1
			FY 2015-16		FY 2016-17	
			Staff #	FTE	Staff #	FTE
Total Full-time Equivalent Staff Positions			195.6	170.8	219.0	187.0