



**TO THE HONORABLE MAYOR AND COUNCIL:**

DATE: February 2, 2016

**SUBJECT: ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9 AMENDING THE FISCAL YEAR 2015-16 MUNICIPAL BUDGET**

**Report in Brief**

This report contains an update on several of the City Council's Priority Areas of Focus for Fiscal Year 2015-16 and presents prior year actuals as well as the current status of the City's General Fund and other non-General Fund accounts at the mid-point of the current fiscal year (as of December 31, 2015). It is recommended that the City Council adopt Resolution No. 16-9 amending the FY 2015-16 Municipal Budget. By taking the actions described in this report the City Council will:

- Authorize mid-year adjustments requested by staff; and
- Authorize new appropriations to the FY 2015-16 Municipal Budget.

The proposed adjustments to the FY 2015-16 General Fund Budget total \$5.7 million and are in accordance with the City's Fiscal Sustainability Ordinance (Chapter 3.20 of the Concord Municipal Code). The majority of the adjustments, \$5.1 million, come from prior year budget residual<sup>1</sup>. These funds are one-time<sup>2</sup>. The remaining \$0.6 million reflects an ongoing<sup>3</sup> increase in current year revenue.

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<sup>1</sup> **Budget Residual Funds** are those funds that result after closing the City's accounting records for the fiscal year and completion of the annual audit, when total General Fund annual revenues recognized during the fiscal year exceed total actual expenditures for that year, thus adding to the City's General Fund balance at the end of the fiscal year.

<sup>2</sup> **One-time** means funds and/or revenues that the City receives on a non-recurring basis (usually only received in one annual budget) and/or that are unexpected, unanticipated and not included in the baseline revenue projections in the budget or amend budget. For example, these may include, but are not limited to: unbudgeted unanticipated proceeds from the sale of surplus land, unanticipated unbudgeted one-time sales tax allocations associated with capital improvements from local businesses that were not included in the budget, or the receipt of funds for unbudgeted, unanticipated retroactive (prior-year payments) taxes or fees, etc.

<sup>3</sup> **Ongoing** refers to the portion of a government's revenues that can reasonably be expected to continue year to year, with some degree of predictability. Property taxes are an example of recurring revenue. A settlement from a lawsuit is an example of non-recurring revenue.

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Staff does not propose any changes to the budgeted Measure Q<sup>4</sup> revenue at this time.

An increase of \$2.4 million is recommended to various non-General Fund accounts. A brief summary of the recommended changes is listed below:

- Asset Forfeiture Funds (#406): \$51,500 appropriation
- Community Court Account (#100BS-20190): \$30,000 appropriation
- Traffic Systems Management (#280): \$40,000 appropriation
- Public Education & Government (PEG) Fees Fund (#225): \$50,000 appropriation
- Furniture Fixture & Equipment Reserve (FFE) CIP Project (#2343): \$61,500 appropriations
- Encumbrances for Enterprise & Internal Service<sup>5</sup> Funds: \$2.2 million

**Background**

Each year, the City Council receives a status report on the finances reflected in the General Fund for the first half of the fiscal year and how they compare with the projections that were made when the Municipal Budget was developed. In addition, this report also provides an overview of the prior fiscal year's financial performance and recommendations for the use of the FY 2014-15 budget residual funds pursuant to the Fiscal Sustainability Ordinance.

In May 2014, the City Council adopted the Fiscal Sustainability Ordinance (Chapter 3.20 of the Concord Municipal Code) to ensure the City continues to employ sound fiscal strategies. The ordinance specifies that one-time revenues are used for non-recurring, rather than ongoing, expenditures and further defines the uses for which the City shall employ such funds. The City Council retains the authority of how to allocate these funds from the categories below:

- Annual recommended contributions (to long-term liabilities)<sup>6</sup>
- Infrastructure backlog
- Unfunded post-employment benefits
- Special or one-time, nonrecurring expenditure needs of the City
- Strengthening the City's General Fund reserves

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<sup>4</sup> Measure Q is a temporary half-cent use and transactions tax originally approved in November 2010 and extended in November 2014. Measure Q is scheduled to sunset March 31, 2025. The infusion of this revenue stream is intended to stabilize the City's finances and protect core services as well as help the City rebuild and maintain financial reserves.

<sup>5</sup> **Internal Service Funds** are used to account for goods or services that are provided to one department by another on a cost reimbursement basis.

<sup>6</sup> **Annual Recommended Contributions** means the annual amount of funds that an actuarial study recommends the City deposit and set aside in a Post-Employment Benefit plan to fully fund Post-Employment Benefits over time.

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This report provides financial updates for FY 2014-15 and mid-year FY 2015-16 and recommends adjustments, where needed, consistent with the City's Fiscal Sustainability Ordinance.

The mid-year budget update is also an opportunity to review progress towards achieving the City Council's goals at the midpoint of the fiscal year. Highlights of key successes related to these important City Council Priority Focus Areas are included in the first part of this report.

**Discussion**

The report is divided into the following parts and sections for ease of reading.

Part I: Update on Initiatives to Achieve the Council's Priority Focus Areas

Part II: Mid-Year Budget Discussion

- A. Prior Year (FY 2014-15) General Fund Revenues and Expenditures Review
- B. Current Year (FY 2015-16) Mid-Year General Fund Revenue Review & Recommended Adjustments
- C. Current Year (FY 2015-16) Mid-Year General Fund Expenditures Review & Recommended Adjustments
- D. Current Year (FY 2015-16) Other Fund Amendments

**Part I: Update on Initiatives to Achieve the Council's Priority Focus Areas**

The financial resources that the City Council authorized for the FY 2015-16 and FY 2016-17 budget allows staff to make progress on specific strategic initiatives. Each initiative aligns to one or more of the Council's five Priority Focus Areas. The Priority Areas (not listed in any order of priority) are:

- ❖ Long Term Financial Stability
- ❖ Economic Development
- ❖ Public Safety
- ❖ Infrastructure Maintenance
- ❖ Organizational Strength and Employee Success

Below are some of the accomplishments made during the first half of the fiscal year listed by Priority Area of Focus. A more detailed update on each of the initiatives is planned for the City Council's annual workshop, scheduled for March/April timeframe.

**Long Term Financial Stability**

- **Completed FY 2014-15 Financial Audit.** City Council accepted the FY 2014-15 audit report at its January 12, 2016 meeting. As part of this year's audit, staff fully implemented new pension accounting standards that provide more transparency with regards to the City's pension

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obligations. The Comprehensive Annual Financial Report (CAFR) received an unmodified or “clean” opinion by the City’s outside auditors, the most favorable opinion that can be achieved.

- **Established a Furniture, Fixtures & Equipment (FFE) Reserve:** City Council approved the establishment of a FFE reserve to provide funding for equipment like tables, chairs, and kitchen equipment for the City’s recreation and rental facilities. This fund provides a fiscally sustainable way to maintain the equipment used most by our residents. Staff has developed a spreadsheet of Park and Recreation replacement needs. The next step is to complete an analysis of equipment and replacement needs, develop policies and procedures, and establish a mechanism for funding.
- **Coordinate Development of Cost Allocation Plan/User Fees and Charges Study:** This study was initiated to ensure compliance with State and Federal regulations governing the fees that the City charges as well as to inform the City Council as to the costs of providing each of the City’s services and programs. In addition to completing the analysis of the City’s fees and charges, the City Council will be asked to consider adopting a user fee cost recovery policy to guide the update of the Master Fee Schedule. Projected completion date is by June 30, 2016.

**Economic Development**

- **Market Former Redevelopment Agency (RDA) Properties:** The State Department of Finance approved the Successor Agency’s Long Range Property Management Plan (LRPMP) in early December 2015. This is an important milestone that had to be achieved in order for the City to move towards marketing the former RDA properties. The LRPMP sets forth the manner in which the land held by the former Redevelopment Agency (RDA) can be transferred or disposed/sold. Staff is currently preparing deeds of trusts and quick claims to file with County Recorder office on the 14 properties subject to the LRPMP.
- **Local Reuse Authority (LRA):** LRA has achieved a number of milestones. The Authority has successfully transitioned to a new Director of Community Reuse Planning and integrated the Office of Community Reuse Planning into the organization as a city department. Staff negotiated and evaluated Term Sheets from Master Developer finalists for Phase 1 of development. Staff has chosen a financial consultant to assist staff in evaluating the feasibility of various infrastructure funding options. Staff’s recommendation will be presented to Council on February 2, 2016. Staff collaborated with the Navy and East Bay Regional Park District in the pursuit of an agreed upon Natural Resource Conservation Strategy to support site-wide mitigation.

**Public Safety**

- **Facilitate Access to Family Violence Services:** The Central County Family Justice Center was opened in March 2015 and has seen over 600 clients during the 2015 calendar year.
- **Create Mental Health/Police Evaluation Teams:** County Mental Health placed a clinician in a police a car with a designated police officer to respond to demand for services of individuals with mental health needs, coupled with a propensity for violence. The team has been in

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operation for nearly six months and are handling calls for services involving violent mentally ill individuals in Central County communities.

**Infrastructure Maintenance**

- **Identify and prioritize facilities and infrastructure repair and maintenance projects to be funded with Measure Q debt financing proceeds.** On October 13, 2015, the City Council approved the Measure Q Pavement Maintenance Expenditure Plan outlining the proposed roadway improvements utilizing the \$22.4 million in Lease Revenue Funds that were secured following the extension of Measure Q (sunsets March 31, 2025). City Council also approved the creation of four capital improvement projects that will construct these roadway improvements, and allocated funding totaling \$8.6 million for these projects. Design services contracts for these projects were approved by the City Council on January 5, 2016. Construction of these projects is scheduled for summer 2016.
- **Develop a Traffic Signal Master Plan – Phase 2:** The Phase 2 Traffic Signal Master Plan (Plan) was completed in November 2015. The plan identified system deficiencies and opportunities for improvement and offered a plan to modernize the City’s traffic signal system to current industry standards for best traffic management practices. Plan implementation will occur incrementally as funding becomes available.
- **Initiate Implementation of the Monument Neighborhood Shuttle:** In September 2015, the City of Concord entered into a Cooperative Agreement with the Contra Costa Transportation Authority (CCTA) to fund the Monument Neighborhood Shuttle project using Measure J funds designed to provide enhanced transit service and transportation for seniors and people with disabilities. The first Working Group meeting was held on December 2, 2015 and additional meetings will be held once a month, or on an as-needed basis, with the objective to launch the shuttle service by summer 2016. These funds are expected to support the shuttle service for up to three years.
- **Establish a Disaster Recovery Data Center:** The City has obtained a Disaster Recovery Site in Rocklin, CA. The location is in a different earthquake zone and will serve as a data vault and back up in case a disaster disrupts the City’s computer location. Staff has installed equipment and connected the site to the City’s data network. Network and data storage systems have been procured and installed.
- **Create Landscape Water Use Reports to Assist in Water Use Monitoring:** Staff partnered with the Contra Costa Water District (CCWD) to create water budgets for City medians, streetscapes and parks using domestic potable water sources. Sites enrolled in the water budget program reduced overwatering by more than 25% on average. The water budgets are designed to provide ample water for healthy, good-looking landscapes. The goal is to minimize water waste without compromising landscape appearance. City staff can now monitor water use and explore opportunities to improve irrigation efficiency.

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**Organizational Strength & Employee Success**

- **Implement a new Electronic Content Management System:** The City Clerk's Office launched OnBase, the new Electronic Content Management System in the first quarter of FY 2015-16. Documents that require retention are being uploaded into the new system by the City Clerk's Office and documents from the prior system (Questys) are being migrated into the new system. Full implementation of OnBase for content management in all City departments is staggered. Implementation in the Building Department is currently underway and the Purchasing Department is next for implementation. The project is scheduled to be completed by the end of the fiscal year.
- **Audit the City's Third-Party Workers' Compensation Claims Company (York):** Staff coordinated with the City's Excess Workers' Compensation insurance carrier (CSAC-EIA) to complete a thorough audit of York's claims management processes in September 2015. There were no findings other than very minimal issues which were immediately addressed. The audit determined that the services provided by York to the City's employees as they recover from industrial injuries was in compliance with all regulatory requirements and met appropriate service guidelines.
- **Implement an Employee Safety Training to Prevent Back Injuries (PBI):** Staff has identified a consultant to conduct job assessments in order to customize employee safety training for optimum effectiveness. Trainings have been scheduled for the Community and Economic Development, Police, and Public Works Departments. Other departments will be scheduled for training prior to May 2016.

**Part II: Mid-year Budget Discussion**

The mid-year budget discussion begins with a brief overview of the actual General Fund performance for the prior fiscal year. At the January 12, 2016 City Council meeting, Council accepted the independent auditor's report for FY 2014-15, also referred to as the Comprehensive Annual Financial Report or CAFR. The CAFR states that the City's financial statements fairly present both the financial position of the City and the financial activity for the year ending June 30, 2015. This opinion is considered "clean" or "unmodified," which means that the financial records reflect appropriately the financial activity of FY 2014-15.

**A. Prior Year (FY 2014-15) General Fund Revenues and Expenditures Review**

Total budgeted resources that were allocated to General Fund appropriations in FY 2014-15 were \$83.5 million. This included the budgeted use of \$7.7 million in Measure Q revenue, \$1.5 million of prior year residual funds, and \$74.4 million in regular (non-Measure Q) revenues. Actual revenues received during the year totaled \$88.7 million. Total General Fund expenditures used for operations and capital projects came to \$83.6 million, leaving an end of year balance of \$5.1 million (budget residual). These dollars are considered one-time in that they are not available for allocation beyond one-time and do not represent a recurring non-budgeted revenue stream. The following table provides a summary of this information.

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**Table 1: Summary of Prior Year (FY 2014-15) General Fund and Capital Projects Resources & Expenditures**

FY 2014-15	
<b>Resources</b>	
Regular Revenues	79.5M
Measure Q Allocated to Operations	7.7M
Prior Year Budget Residual	1.5M
<b>Total Resources</b>	<b>\$88.7M</b>
<b>Expenditures</b>	
Operating Expenditures	82.5M
Capital Project Funding	1.1M
<b>Total Appropriations</b>	<b>\$83.6M</b>
Difference	\$5.1M

Several factors contributed to the one-time budget residual funds of \$5.1 million. These factors are highlighted below.

- A \$1 million increase in Property Taxes received from the Successor Agency over the budgeted amount. This includes a one-time increase of \$400,000 as a result of refinancing the former Redevelopment Agency debt. The remaining \$600,000 relates to the on-going revenue stream the City’s General Fund will receive annually from the Successor Agency. The amount was not included in the FY 2014-15 budget as it was uncertain how much the City would receive at the time the FY 2014-15 budget was prepared; however, it is included in the FY 2015-16 adopted budget. *(FY 2014-15: \$12.5 million budgeted, \$13.6 million received)*
- A \$642,000 increase in In-Lieu Vehicle License Fee (VLF) over the budgeted amount. This amount was unanticipated and not included in the FY 2014-15 budget; however, it is an ongoing revenue source and the FY 2015-16 & FY 2016-17 budget reflects the increase. *(FY 2014-15: \$8.2 million budgeted, \$8.8 million received)*
- A \$600,000 increase in Transient Occupancy Tax (taxes on hotel rooms) over the budgeted amount. Revenue increase relates to an improving economy as well as the results of the new tourism improvement district. This is considered one-time as it was anticipated and included in the FY 2015-16 adopted budget. *(FY 2014-15: \$2.0 million budgeted, \$2.6 million received)*
- A \$1.1 million increase in Intergovernmental Revenue, largely attributable to the reimbursement of costs incurred in complying with state unfunded mandates prior to 2004. These State Reimbursements were unanticipated and thus not included in the FY 2014-15 budget as the State had previously suspended reimbursements until the FY 2014-15 budget year. However, reimbursement for unfunded state mandates after 2004 are currently suspended. *(FY 2014-15: \$0.4 million budgeted, \$1.5 million received)*

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- A \$900,000 increase in Other Revenue related to the final phase of reconciling refundable developer deposits as part of the Accela Permitting System in Community and Economic Development (CED) Department. The refundable deposits reconciliation process is now complete and no additional revenue is anticipated in future years. *(FY 2014-15: \$0.6 million budgeted, \$1.5 million received)*
- A \$636,000 increase in Franchise Fee Revenue over the budgeted amount. Increase is due to scheduled rate increases included in the City's franchise agreement with Concord Waste Disposal. The agreement calls for annual adjustments based on Consumer Price Index changes and was part of a 2012 modification of the Solid Waste Franchise Agreement that sought to bring the City's franchise fee in line with other municipalities. This entire amount is considered to be one-time as it was unanticipated and not included in the FY 2014-15 budget; however, this is an ongoing revenue increase and staff recommends an adjustment of \$400,000 in the current year (FY 2015-16) budget for Franchise Fee Revenue in *Section B: Current Year (FY 2015-16) Mid-Year General Fund Revenue Review & Recommended Amendments*. *(FY 2014-15: \$5.5 million budgeted, \$6.2 million received)*
- A \$370,000 increase in Business License revenue over the budgeted amount. This entire amount is considered to be one-time as it was unanticipated and not included in the FY 2014-15 budget; however, this is an ongoing revenue increase and staff recommends an adjustment of \$200,000 in the current year (FY 2015-16) budget. See *Section B: Current Year (FY 2015-16) Mid-Year General Fund Revenue Review & Recommended Amendments*. *(FY 2014-15: \$3 million budgeted, \$3.4 million received)*

Starting on page 13 of this report, staff recommends using the one-time budget residual funds in accordance with the Fiscal Sustainability Ordinance to: (a) help finance the annual recommended contribution for retiree medical benefits in FY 2016-17, which was not fully budgeted in second year of the Adopted Biennial Budget for FY 2015-16 & FY 2016-17; (b) provide additional resources for the City's Capital Improvement Program; and (c) support important personnel and operation expenditures. These investments will continue the City's path to sustainability, while also enhancing service to our residents and improving internal processes.

**B. Current Year (FY 2015-16) Mid-Year General Fund Revenue Review & Recommended Adjustments**

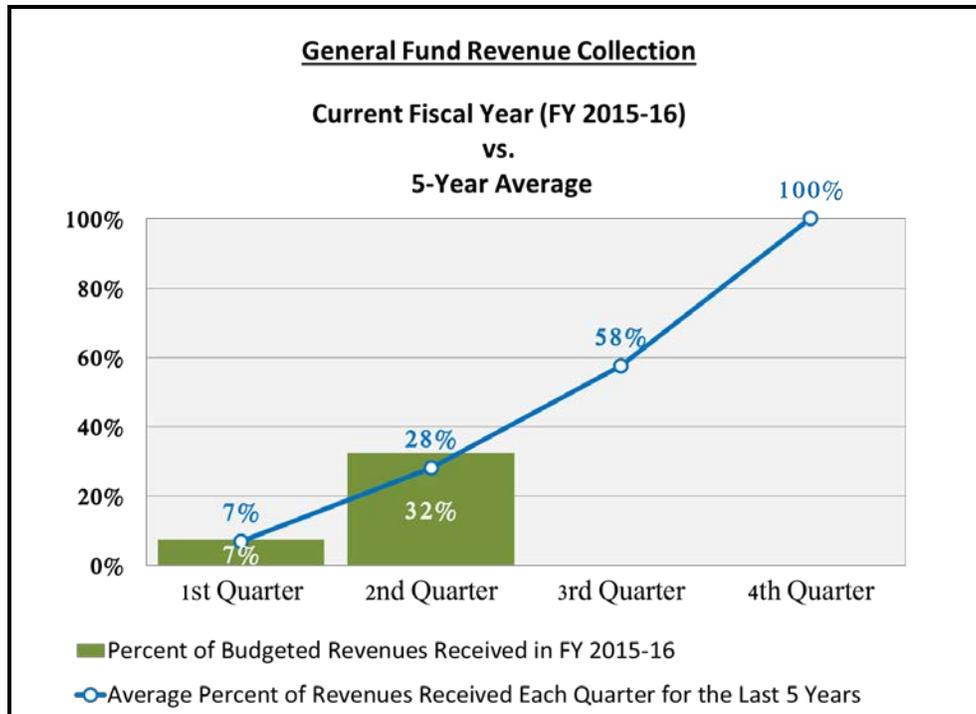
As of December 31, 2015, the City received 32% of its budgeted revenues for FY 2015-16. This figure equals revenues received at the same time last year; and, is right on track with the City's five year average. Due to the normal timing of when cities receive General Fund revenues (namely property and sales tax payments), the receipt of anywhere between 25-35% of revenue at the mid-year mark is typical. Chart 1 demonstrates the revenue collection trend in the General Fund during the first and second quarters of the fiscal year.

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**Chart 1: General Fund Revenue Collection - Current Fiscal Year Compared to the 5-year Average**



The City’s two largest revenue sources are property taxes and regular (non-Measure Q) sales tax. Together these sources represent approximately 69% of the total regular General Fund revenue. Below is an overview of the performance of these revenue sources for the first six (6) months of FY 2015-16 compared to the same time period in the prior fiscal year (FY 2014-15).

- Property Taxes:** The City’s total budget for Property Tax revenues in FY 2015-16 is 8% higher than the actual total amount received in FY 2014-15. As of December 31st, property tax revenue received is up 7% over the same period last year, due largely to increases in residential home values. There is no adjustment recommended to the overall \$22.5 million property tax revenue budget. The following table shows revenue from property taxes in the prior and current fiscal years.

**Table 2: Property Taxes – Prior and Current Fiscal Year**

FY 2014-15			FY 2015-16			
Budget	Actual @ Mid-Year	Year-End Actual	Adopted Budget	Actual @ Mid-Year	Year-End Projection	Recommended Adjustment
20,115,243	6,642,405	20,817,070	22,499,300	7,144,102	22,499,300	0

- Regular (non-Measure Q) Sales Tax:** The budget for regular (non-Measure Q) sales tax is 12% higher than the actual amount that was received for the prior year. As of December 31<sup>st</sup>, sales tax revenue received is up 10% over the same period last year. Based on the 6-month trend of receipts, staff does not recommend a change to this revenue source. The following table shows revenue from regular sales taxes in the prior and current fiscal years.

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**Table 3: Regular (non-Measure Q) Sales Taxes – Prior and Current Fiscal Year**

FY 2014-15			FY 2015-16			
Budget	Actual @ Mid-Year	Year-End Actual	Adopted Budget	Actual @ Mid-Year	Year-End Projection	Recommended Adjustment
29,415,000	7,072,046	29,666,634	33,414,000	7,798,920	33,414,000	0

- **Miscellaneous Revenues:** Staff is proposing adjustment to other General Fund revenues, as described below:
  - a) **Franchise Fees: \$400,000 revenue augmentation**  
Franchise Fee revenues were anticipated to increase \$250,000 when the FY 2015-16 budget was prepared. Based on receipts received through December 31<sup>st</sup>, staff expects to receive an additional \$400,000 in fees over the current fiscal year budget. This change is due to scheduled rate increases included in the City’s franchise agreement with Concord Disposal that were not captured in the adopted budget. The agreement calls for annual adjustments based on Consumer Price Index changes and was part of a 2012 modification of the Solid Waste Franchise Agreement that sought to bring the City’s franchise fee in line with other municipalities.
  - b) **Business License Fees: \$200,000 revenue augmentation**  
Business License Fees were projected to be relatively flat at \$3.1 million when the FY 2015-16 budget was prepared. Based on receipts received through December 31<sup>st</sup>, this revenue source is projected to end the year at \$3.3 million, \$200,000 above budget.
  - c) **Charges for Services: \$20,000 revenue augmentation**  
To recognize additional revenue from Developer Reimbursed Plan Review Services. This will be offset by additional costs for Engineering and Survey plan review needs related to Current Development Projects.

**General Fund Revenue Summary**

In total, staff is proposing to increase the FY 2015-16 budgeted revenue by \$620,000. Of this amount \$600,000 is from on-going revenue sources: increased franchise fees and business license fees. The remaining \$20,000 is a one-time revenue increase from developer reimbursed plan review fees.

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Table 4 is an overview of the City’s major revenue sources by category and proposed amendments to the FY 2015-16 Municipal Budget.

**Table 4: Comparison of FY 2014-15 and FY 2015-16 Revenues by Category**

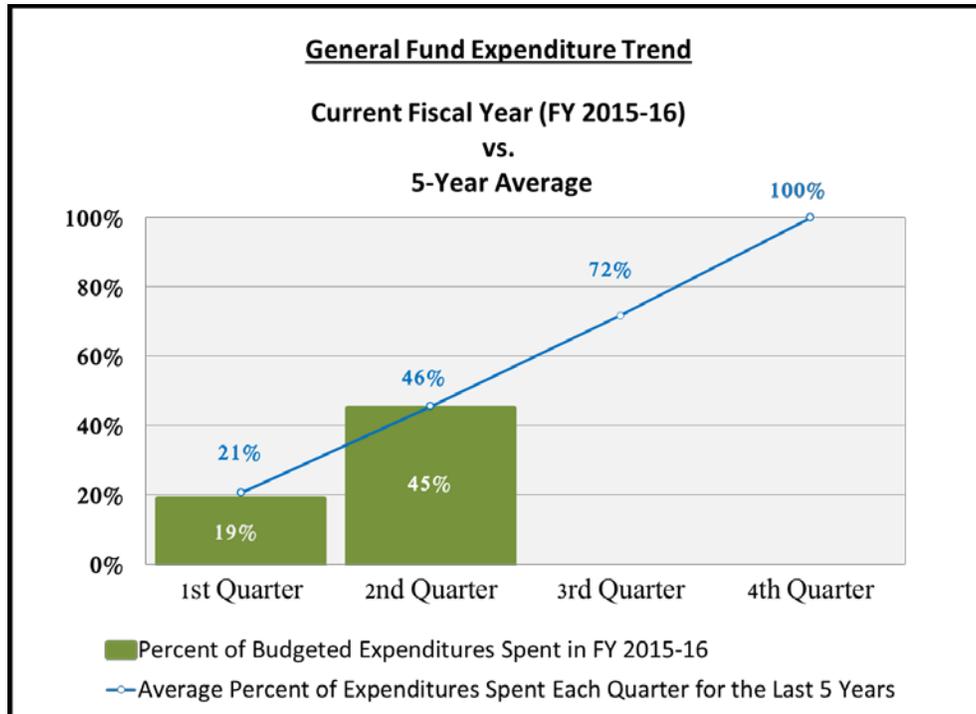
<b>Regular Revenues</b>	<b>FY 2015-16 Adj. Budget</b>	<b>Actual @ Mid-Year</b>	<b>Percent Collected</b>	<b>FY 201-16 Projected</b>	<b>Proposed Adjustment</b>
Property Tax (includes VLF In-Lieu)	22,499,300	7,144,102	32%	22,499,300	-
Sales Tax (includes In-lieu)	33,414,000	7,798,920	23%	33,414,000	-
Franchise Fees	5,806,000	1,400,744	24%	6,206,000	400,000
Transient Occupancy Tax	2,677,000	1,258,604	47%	2,677,000	-
Business License Fees	3,145,000	1,362,160	43%	3,345,000	200,000
Charges for Services, Licenses, and Permits	7,717,407	4,183,946	54%	7,737,407	20,000
Other Revenues	6,179,756	1,753,970	28%	6,179,756	-
<b>General Fund Revenue Total</b>	<b>81,438,463</b>	<b>24,902,446</b>	<b>31%</b>	<b>82,058,463</b>	<b>620,000</b>
<b>Measure Q Revenue</b>					
Measure Q Operational Support	7,800,000	3,934,574	50%	7,800,000	-
\$22M Roadway Maintenance Debt Service	2,495,573	-	0%	2,495,573	-
Other Measure Q Appropriations	2,295,427	-	0%	2,295,427	-
<b>Measure Q Revenue Total</b>	<b>12,591,000</b>	<b>3,934,574</b>	<b>31%</b>	<b>12,591,000</b>	<b>-</b>
<b>Total Revenues</b>	<b>94,029,463</b>	<b>28,837,020</b>	<b>31%</b>	<b>94,649,463</b>	<b>620,000</b>

**C. Current Year (FY 2015-16) Mid-Year General Fund Expenditures Review & Recommended Adjustments**

As of December 31, 2015, the City had spent 45% of the current fiscal year budget, and overall is on track to meet the adopted budget. However, during the course of this mid-year review, the need for new expenditures became evident.

Chart 2 demonstrates the expenditure trend in the General Fund during the first and second quarters of the fiscal year.

**Chart 2: General Fund Expenditure Trend - Current Fiscal Year Compared to the 5-Year Average**



**Recommended Expenditure Adjustments**

A description and rationale for the new expenditures recommended by staff follows.

Based on budget residual funds from the prior year (FY 2014-15) and staffs' recommended revenue adjustments, a total of \$5.7 million is available at mid-year (FY 2015-16) for appropriation:

- **One-time:** \$5.1 million of prior year budget residual funds (subject to the Fiscal Sustainability Ordinance and may be appropriated or remain in the General Fund reserve)
- **Ongoing:** \$0.6 million of current year revenue adjustments (not subject to the Fiscal Sustainability Ordinance)

Table 5 provides a summary of General Fund expenditures for the FY 2015-16 Municipal Budget and the proposed amendments by department. Staff's recommendation for each adjustment is listed in detail following the table.

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**Table 5: General Fund Appropriation Summary**

*(The number referenced in parenthesis at the end of each line refers to the discussion paragraph of the same number following this table on pages 13-18 of this report.)*

<b>Department Expenditures</b>	<b>FY 2015-16 Adj. Budget</b>	<b>Actual @ Mid-Year</b>	<b>Percent Expended</b>	<b>FY 2015-16 Projected</b>	<b>Proposed Adjustment Total</b>
City Attorney	1,366,622	657,692	48%	1,366,622	
City Manager / City Council	3,425,744	1,656,166	48%	3,425,744	
Community & Economic Development	7,878,964	3,585,745	46%	7,983,964	105,000 (1)
Finance	3,401,379	1,481,839	44%	3,451,379	50,000 (2)
Non-Departmental	7,602,039	3,351,321	44%	10,219,539	2,617,500 (3)
Human Resources	1,589,427	766,099	48%	1,639,427	50,000 (4)
Parks and Recreation	5,097,136	2,513,623	49%	5,097,136	
Police	50,695,550	25,834,008	51%	51,067,120	371,570 (5)
Public Works	7,305,319	3,549,802	49%	8,012,319	707,000 (6)
<b>Total Department Expenditure</b>	<b>88,362,180</b>	<b>43,396,294</b>	<b>49%</b>	<b>92,263,250</b>	<b>3,901,070</b>
<b>Capital Projects</b>					
Various Capital Projects	2,435,000	126,468	5%	4,235,000	1,800,000 (7)
<b>Total Capital Projects</b>	<b>2,435,000</b>	<b>126,468</b>	<b>5%</b>	<b>4,235,000</b>	<b>1,800,000</b>
<b>Total Expenditures</b>	<b>90,797,180</b>	<b>43,522,762</b>	<b>48%</b>	<b>96,498,250</b>	<b>5,701,070</b>

**1. Community & Economic Development - \$36,400 ongoing / \$105,000 appropriation in FY 2015-16 (see breakdown below)**

**a) Accela Mobile Office Handheld Devices: \$46,800 one-time appropriation**

The Community and Economic Development Department (CED) requests funds to purchase ten mobile office devices and five (5) software licenses for a total of \$46,800. This purchase allows building and engineering inspection staff to provide inspection services without the need for printing daily inspection schedules or route information. It provides the ability for inspectors to view electronic plans in the field, log inspections and to initiate building code enforcement processes in the field. Ongoing, annual maintenance costs will be absorbed within the CED budget. This purchase will streamline and enhance customer service, improve operational efficiencies, and aligns with City Council Priority initiatives.

**b) Upgrade Principle Planner to Reuse Area Planner: \$36,400 ongoing / \$18,200 appropriation in FY 2015-16**

Replace the Principal Planner (M-6) position that was created to work exclusively on the Concord Reuse Area to a newly created position titled Concord Reuse Area Planner (M-8). The full cost (salary and benefits) of the Principal Planner position is approximately \$183,600 per year. The full cost for an M-8 position is \$220,000 per year; the salary range is \$101,448 to \$139,476. The difference between the full cost of the approved position and the requested position is \$36,400

**ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9  
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annually. The position would be funded through the General Fund but fully reimbursed by the Master Developer, as the position will be dedicated to work on the Community Reuse Plan Area.

The position replacement is needed because the city's recruitment for the Principal Planner position did not generate interest from candidates with the level of experience on specific and advance planning required. Consequently, staff recommends a revised recruitment with a higher salary and more emphasis on specific planning and advanced planning experience. Due to the time that it will take to complete the recruitment and selection process, it is estimated that approximately \$18,200 will be needed in the current fiscal year. The full annual amount of \$36,400 for the position will be built into the mid-cycle update to the FY 2016-17 operating budget.

**c) Legal Services for Former RDA Properties: \$20,000 one-time appropriation**

The Successor Agency's Long Range Property Management Plan (LRPMP) that sets forth the disposition and transfer of property of the former Redevelopment Agency of the City of Concord was approved by Department of Finance in December 2015. Of the 14 properties listed in the LRPMP, 12 properties require outside legal services to review prior deeds and draft quitclaim/grant deeds in order to transfer ownership of the properties to the City as well as clear title issues. In addition, because four (4) of the properties will ultimately be sold by the City for future development, additional legal services are needed to draft and negotiate compensation agreements with affected taxing entities to set forth how the sale proceeds are shared. Other related legal documents and consultation will also be required. If approved, \$12,000 of the requested \$20,000 in funds would be reimbursed to the City through sale of the four (4) properties.

**d) Increase in Contracts: \$20,000 one-time appropriation**

Staff anticipates an increase in engineering and surveying plan review needs. This will require additional contract costs. These costs will be offset by an increase in revenues or charges for services. (See "*Charges for Services*" in Part II, Section B on page 11.)

**2. Finance - Increase in Contracts: \$50,000 one-time appropriation**

Due to a lack of integration between Accela and the City's financial system, significant staff time has been devoted to routine processing of financial information. Anne Maze, Inc. has been providing consulting services to Finance and CED that: (1) assists with reconciling development deposit accounts; (2) performing weekly support services for the Accela permitting system to ensure that the processing is completed and reconciled in a timely fashion; and (3) assists staff in properly tracking and issuing refunds on current developer deposits. Staff is requesting to extend Anne Maze Inc.'s contract by approximately six (6) months in order to transfer this processing to City staff so the organization can operate without this outside support.

**3. Non-Departmental - \$2,617,500 one-time appropriation (see breakdown below)**

**a) Post-Employment Liability - Retiree Medical \$2.6 M one-time reserve for FY 2016-17**

At the time that the original biennial budget (FY 2015-16 and FY 2016-17) was adopted, the underlying economic conditions facing the City and the need to cover ongoing operational costs did not allow the City to budget the full annual recommended contribution for its retiree medical

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benefit liability in FY 2016-17 (year two). The City was able to fund the year one contribution (FY 2015-16), primarily, as a result of a one-time payment of \$1.9 million in sales tax revenue from the state in FY 2015-16.

The availability of monies from the prior fiscal year provide an opportunity to fully fund the annual recommended contribution towards the FY 2016-17 liability at this time. The total of the City’s annual recommended contribution for retiree medical benefits for FY 2016-17 is \$5.1 million. A base level of \$2.5 million was included in FY 2016-17 budget. Staff requests \$2.6 million of the prior year General Fund budget residual to augment the FY 2016-17 budget and fully fund the annual required contribution.

**b) Family Justice Center Project (#2326): \$17,500 one-time appropriation**

On December 9, 2014 City Council approved entering into a three year lease agreement with Salvio Pacheco Square on behalf of the Central County Family Justice Center.

At that time, Council approved allocating \$150,000 in FY 2014-15 and \$132, 500 in FY 2015-16. The General Fund allocations were approved in the amounts of \$35,000 and \$17,500 respectively. Transfers for the remaining funds (\$115,000) were approved from other sources: Police Department operations budget (\$60,000), Police Department Asset Forfeiture Fund (\$25,000) and Community Court Account (\$30,000). This is illustrated in Table 6 below. The FY 2015-16 allocations were inadvertently omitted from the current fiscal year budget. Staff is requesting that Council reauthorize the previously approved \$132,500 for the Family Justice Center Project (#2326) including \$17,500 from the General Fund Non-Departmental.

**Table 6: Family Just Center Funding**

Funding Sources	FY 2014-15	FY 2015-16
General Fund	\$35,000	\$17,500
Police Operating Budget	\$60,000	\$60,000
Police Asset Forfeiture	\$25,000	\$25,000
Community Court	\$30,000	\$30,000
Total	<b>\$150,000</b>	<b>\$132,500</b>

**4. Human Resources - Human Resources Analyst II position: \$151,000 ongoing / \$50,000 appropriation in FY 2015-16**

Staff is proposing to add a Human Resources Analyst II position to the Human Resources Department to address immediate and long-term operational challenges relating to the administration of the City’s diverse Human Resources programs. The addition of this position will enable the Human Resources Department to meet service delivery demands. The fully loaded cost of the position is \$151,000 annually. Due to the time it will take to complete the recruitment and selection process, it is estimated that approximately \$50,000 will be needed in the current fiscal year. The full annual cost of \$151,000 for the position will be built into the mid-cycle update to the FY 2016-17 operating budget.

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**5. Police - Re-introduce the Special Enforcement Team (SET): \$260,000 ongoing / \$371,570 appropriation in FY 2015-16**

This request proposed to re-establish the Special Enforcement Team (SET) in the Field Operations Division to combat gang activity. The request will add one Sergeant (\$224,000 annual cost) and five (5) fully outfitted SUV vehicles (Ford Utility Police Interceptors) (total cost of \$250,000). Adding five new fleet vehicles will increase the department's annual vehicle and equipment replacement costs by \$36,070. Equipment required to fully outfit the police vehicles includes a police radio, mobile data technology (MDT), siren controller, storage lockbox, utility seats, installation costs, etc. The costs for the Sergeant, four (4) vehicles, fully outfitting (5) vehicles, and the annual replacement cost of five (5) vehicles will be borne by the General Fund. One vehicle, without equipment (\$26,500), is proposed to be funded through Asset Seizure funds. (See Section D Current Year (FY 2015-16) Other Fund Amendments for additional information.)

The proposed adjustment to the FY 2015-16 budget is \$371,570. The full annual cost of \$224,000 for the position and \$36,070 for replacement charges will be built into the upcoming mid-cycle update to the FY 2016-17 operating budget.

In the spring of 2015, the department began to notice that rival local gangs were attempting to gain a stronghold in the City which was compounded by patrol staffing concerns, officer injuries, and overall competing demands on patrol and investigative resources. In response, an ad hoc Special Enforcement Team (SET) was established from May 11, 2015 through September 27, 2015. During the ad hoc SET deployment, the team made the following impact: 302 arrests; 128 street gang intelligence reports; 134 gang related field interviews; 8 firearms seized; 39 stolen vehicles recovered; 260 grams (more than a half pound) of methamphetamine seized; 52 grams of heroin seized; more than \$8,500 seized (believed to be the result of criminal enterprises). Regrettably there was one homicide in Concord during this period of time. However, in comparison, there were 20 gang related homicides throughout the rest of the county.

Since the end of the ad hoc SET deployment in September 2015, Concord has experienced an increase in violent crimes. Based upon the rise in gang violence in Concord, the regional threat of gang violence in Contra Costa County, and the proven results that SET has had on these crime demographics as recently as last summer, staff recommends that a permanent team be implemented.

**6. Public Works - \$214,000 ongoing / \$707,000 appropriation in FY 2015-16 (see breakdown below)**

**a) Facilities Replacement: \$600,000 one-time appropriation**

This request is in response to the backlog of deferred maintenance. Several deferred maintenance projects have been completed this year, in addition to several unanticipated repairs of failed equipment. This request will provide \$250,000 in various facility improvements and \$350,000 for tennis court surface upgrades. Tennis court repairs include three (3) courts that are currently out of service at Concord Community Park and eight (8) courts at Willow Pass Park.

**ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9  
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**b) Contract and Staffing Cost Increase: \$214,000 ongoing / \$107,000 appropriation in FY 2015-16**

Contract and staffing costs are increasing due to implementation of the California Sick Leave Law, the California minimum wage increase, and the Affordable Care Act. The specific programmatic cost increases will occur for Custodial Services and temporary part-time Parks Division services.

**7. Capital Improvement Project Budget – \$1.8 million one-time appropriation (see breakdown below)**

**a) Special Safety Equipment Replacement Reserve for the Police Department Project (#2366): \$500,000 one-time appropriation**

Periodically, it is necessary to replace safety equipment for sworn staff. This equipment typically has a replacement cycle of 5-8 years and can be quite costly to replace. These types of non-recurring expenditures are not included in the normal operating budget for the Police Department. The proposed Special Equipment Replacement Reserve would create a mechanism to provide and accumulate funding for small capital assets. Staff recommends setting aside \$500,000 to establish a Special Equipment holding account for the Police Department. Covered items would include police dogs, patrol and SWAT vests, ballistic shields, hand guns, shot guns, rifles, Tasers, sage guns, handheld ticket writers, radar guns, Mobile field force equipment, freezers (small property), and defibrillators. Establishing such a reserve fund is consistent with Concord's historic use of fiscal management best practices.

**b) Capital Improvement Projects Holding Account: \$1.3 million one-time appropriation**

Staff recommends allocating \$1.3 million towards the upcoming Capital Improvement Program budget. In June 2015, the City Council adopted its first biennial operating budget along with a one-year capital budget. Staff is focusing on the capital improvement budget during FY 2015-16. As discussed at previous meetings, the City has over \$10 million in unmet infrastructure needs annually. Staff proposes to allocate a portion of the one-time funds available from FY 2014-15 to supplement the existing General Fund budget contribution of \$2.2 million to the Capital Improvement Budget.

***General Fund Recommended Appropriation Summary***

The aforementioned General Fund adjustments increase total expenditures approximately \$5.7 million. Of the \$5.7 million in appropriations, \$5.4 million is one-time and \$0.3 million relates to ongoing expenditures. Table 7 outlines these one-time and ongoing adjustments.

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**Table 7: FY 2015-16 One-Time and Ongoing Expenditure Adjustments**

*(The number referenced in parenthesis at the end of each line refers to the discussion paragraph of the same number listed above on pages 13-18 of this report.)*

<b>Department Expenditures</b>	<b>FY 2015-16 Adj. Budget</b>	<b>FY 2015-16 Projected</b>	<b>Proposed Adjustment One-Time</b>	<b>Proposed Adjustment Ongoing</b>	<b>Proposed Adjustment Total</b>	
City Attorney	1,366,622	1,366,622				
City Manager / City Council	3,425,744	3,425,744				
Community & Economic Development	7,878,964	7,983,964	86,800	18,200	105,000	(1)
Finance	3,401,379	3,451,379	50,000		50,000	(2)
Non-Departmental	7,602,039	10,219,539	2,617,500		2,617,500	(3)
Human Resources	1,589,427	1,639,427		50,000	50,000	(4)
Parks and Recreation	5,097,136	5,097,136				
Police	50,695,550	51,067,120	223,500	148,070	371,570	(5)
Public Works	7,305,319	8,012,319	600,000	107,000	707,000	(6)
<b>Total Department Expenditure</b>	<b>88,362,180</b>	<b>92,263,250</b>	<b>3,577,800</b>	<b>323,270</b>	<b>3,901,070</b>	
<b>Capital Projects</b>						
Various Capital Projects	2,435,000	4,235,000	1,800,000	-	1,800,000	(7)
<b>Total Capital Projects</b>	<b>2,435,000</b>	<b>4,235,000</b>	<b>1,800,000</b>	<b>-</b>	<b>1,800,000</b>	
<b>Total Expenditures</b>	<b>90,797,180</b>	<b>96,498,250</b>	<b>5,377,800</b>	<b>323,270</b>	<b>5,701,070</b>	

**D. Current Year (FY 2015-16) Other Fund Amendments**

Staff recommends the below outlined changes to non-General Fund accounts during the mid-year review.

**1. Other Fund Amendments**

**a) Asset Forfeiture Funds (#406): \$26,500 one-time appropriation**

Staff requests an appropriation of \$26,500 to fund one new police vehicle for the Special Enforcement Team (SET) in conjunction with the budget request #5 *Re-introduce the Special Enforcement Team (SET)*.

**b) Traffic Systems Management (#280): \$40,000 one-time appropriation**

Due to unexpected but necessary expenditures incurred in the first half of FY 2015-16 to review and implement traffic safety and operational improvements in the City, an additional \$40,000 is needed to cover the following activities:

- Update the City's Average Daily Traffic (ADT) Counts Map;
- Update speed limit surveys set to expire in 2016;
- Conduct traffic safety studies as needed;
- Implement traffic safety improvements as needed;

**ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9  
AMENDING THE FISCAL YEAR 2015-16 MUNICIPAL BUDGET**

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- Prepare conceptual design for operational improvements at the intersection of Clayton Road and Washington Blvd; and
- Pay TRANSPAC and CMA annual fees.

**2. Non-General Fund Capital Projects**

**a) Asset Forfeiture Funds (#406): \$25,000 one-time appropriation**

Staff requests a transfer of \$25,000 from Asset Forfeiture funds to Family Justice Center Project #2326 per Council's approval on December 9, 2014. This request was inadvertently omitted from the FY 2015-16 Budget. See budget request # 3(b) *Family Justice Center Project (#2326)* for additional details.

**b) Community Court Account (#100BS-20190): \$30,000 one-time appropriation**

Staff requests a transfer from Community Court balance sheet account to Family Justice Center Project #2326 per Council's approval on December 9, 2014. This request was inadvertently omitted from the FY 2015-16 Budget. See budget request #3(b) *Family Justice Center Project (#2326)* for additional details.

**c) Public Education & Government (PEG) Fees Fund (#225): \$50,000 one-time appropriation**

Request transfer of PEG funds to cover change order and construction administration costs associated with the PEG portion of the Detroit Avenue Bicycle and Pedestrian Project.

Project #2276 Detroit Avenue Bicycle and Pedestrian Improvements includes the construction and completion of street improvements including sidewalk and accessibility improvements, buffered bike lanes, installation of street lighting and asphalt pavement replacement along Detroit Avenue between Monument Boulevard and Clayton Road. PEG funding will be used for the installation of conduits and to facilitate future broadband placement to connect traffic signals.

**d) Furniture Fixture & Equipment Reserve (FFE) CIP Project #2343: \$61,500 one-time appropriation**

City Council approved CIP Project #2343, Furniture Fixture & Equipment (FFE) Reserve-Holding Account in the FY 2015-16 budget. The FFE Reserve is a mechanism to provide funding for small capital assets and soft goods that are not captured in the City's other reserve accounts for vehicles, buildings, and information technology equipment. At mid-year the Parks and Recreation departments submitted their most urgent equipment replacement needs which total \$61,500. Staff requests approval to transfer \$61,500 from the FFE Project #2343 to the Parks and Recreation FFE Reserve Project # 2367 to fund the following requests:

- \$11,200 for Centre Concord: to replace worn out podium, tables (16), and seminar tables (10);
- \$18,300 for Willow Pass Community Center: to replace worn out folding chairs (120), sound system, ice machine, and banquet tables (8); and
- \$32,000 for Concord Community Pool: to replace worn out lane lines, lane line reals & covers, and flag stanchions.

**ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9  
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**3. Encumbrances for Enterprise<sup>7</sup> & Internal Service<sup>8</sup> Funds: \$2.2 million rollover**

In budgeting and financial reporting, encumbrances for contracts and purchase orders from the prior fiscal year (FY 2014-15) are not automatically rolled over in Enterprise and Internal Service funds.

As a result, an amendment is requested to reinstate \$2.2 million for services and equipment that was encumbered from the prior fiscal year and will be expensed in the current fiscal year (FY 2015-16).

Table 8 provides a list of Enterprise and Internal Service Fund adjustments for encumbrances by fund.

**Table 8: Enterprise and Internal Service Fund Adjustments for Encumbrances**

<b>Fund Name</b>	<b>Fund Type</b>	<b>Fund No.</b>	<b>Amount</b>
Post-Retirement Health Benefits Fund	Internal Services	600	27,500
Building Maintenance / Replacement Fund	Internal Services	630	212,878
Fleet Maintenance / Replacement Fund	Internal Services	633	1,097,942
Information Technology Replacement Fund	Internal Services	634	801,941
Golf Course Fund	Enterprise	700	2,429
Sewer Fund	Enterprise	710	48,094
<b>Total</b>			<b>\$2,190,784</b>

\* Includes \$625,851 for fuel costs, and \$106,082 for a telescopic aerial truck.

**Fiscal Impact**

***General Fund***

The proposed revenue adjustments to the FY 2015-16 General Fund Budget reflect a total of \$5.7 million. This includes \$5.1 million from prior year (FY 2014-15) non-Measure Q budget residual funds and is one-time. The remaining \$0.6 million is from current year revenue adjustments. The current year revenues are considered to be ongoing.

Staff has recommended appropriations related to these funds that total \$5.7 million.

***Non-General Fund***

The fiscal impact on non-General Fund budgets is listed below. These adjustments are all one-time.

- Asset Forfeiture Funds (406): \$51,500 appropriation

<sup>7</sup> **Enterprise Funds** are used to account for City operations finance and operated in a manner similar to private business. The intent is that the cost of providing goods and services are financed primarily through user charges, rather than by General Fund revenues such as taxes.

<sup>8</sup> **Internal Service Funds** are used to account for goods or services that are provided to one department by another on a cost reimbursement basis.

**ACCEPT FISCAL YEAR 2015-16 MID-YEAR REVIEW AND ADOPT RESOLUTION NO. 16-9  
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- Community Court Fund Account (#100BS-20190): \$30,000 appropriation
- Traffic Systems Management (#280): \$40,000 appropriation
- Public Education & Government (PEG) Fees Fund (#225): \$50,000 appropriation
- Furniture Fixture & Equipment Reserve (FFE) CIP Project (#2343): \$61,500 appropriations
- Encumbrances for Enterprise & Internal Service Funds: \$2.2 million (see Table 6)

**Public Contact**

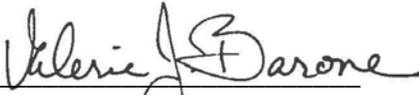
Posting of Council Agenda.

**Alternative Cause of Action**

The City Council could choose not to approve some or all of the recommended appropriations. Any revenue that is received above the current budget could be recognized by the City Council later in the fiscal year or be appropriated at the end of the fiscal year as budget residual funds, in accordance with the City's Fiscal Sustainability Ordinance. If the recommended appropriations are not approved, the proposed activities would not occur.

**Recommended for Action**

Staff recommends: Adoption of City Council Resolution No. 16-9 to approve the recommended budget adjustments for the FY 2015-16 as outlined in Exhibit A of the resolution. These recommendations are in compliance with the City's Fiscal Sustainability Ordinance (Chapter 3.20 of the Concord Municipal Code).

  
Valerie J. Barone  
City Manager  
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Prepared by: Janell Hampton  
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Reviewed by: Karan Reid  
Director of Finance  
[Karan.Reid@cityofconcord.org](mailto:Karan.Reid@cityofconcord.org)

Attachment 1: Resolution No. 16-9 Amending the Municipal Budget for Fiscal Year 2015-16

**BEFORE THE CITY COUNCIL OF THE CITY OF CONCORD  
COUNTY OF CONTRA COSTA, STATE OF CALIFORNIA**

**A Resolution Amending the Municipal Budget for  
Fiscal Year 2015-16**

**Resolution No. 16-9**

**WHEREAS**, the City Manager has recommended an amendment to the Municipal Budget for Fiscal Year 2015-16; and

**WHEREAS**, the amendment reflects the updated fund balances available as determined in the final accounting and audit of the city’s finances; and

**WHEREAS**, the amendments are in compliance with the City’s Fiscal Stability Ordinance Section 3.20.020, entitled use of One-Time and Budget Surplus Funds; and

**WHEREAS**, the City’s Fiscal Stability Ordinance requires that one-time funds and budget surplus funds identified through each budget cycle shall only be used to fund the following city needs as directed by the City Council at a public meeting. The city Council retains the discretion of how to allocate these funds between the categories listed below: (1) annual recommended contribution, (2) infrastructure backlog; (3) unfunded post-employment benefits; (4) special or one-time, non-recurring expenditure needs of the City; and (5) strengthening the City’s General Fund Reserves; and

**WHEREAS**, the City Council has directed staff as to any amendments thereto.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CONCORD DOES  
RESOLVE AS FOLLOWS:**

**Section 1.** Approves the recommendations for the City Manager with regard to the amendment to the Municipal Budget for Fiscal Year 2015-16, as shown in Exhibit A.

**Section 2.** This resolution shall become effective immediately upon its passage and adoption.

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**PASSED AND ADOPTED** by the City Council of the City of Concord on February 2, 2016,  
by the following vote:

- AYES:** Councilmembers -
- NOES:** Councilmembers -
- ABSTAIN:** Councilmembers -
- ABSENT:** Councilmembers -

**I HEREBY CERTIFY** that the foregoing Resolution No. 16-9 was duly and regularly  
adopted at a regular meeting of the City Council of the City of Concord on February 2, 2016.

---

Joelle Fockler, CMC  
City Clerk

**APPROVED AS TO FORM:**

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Brian Libow  
Interim City Attorney

Attachment: Exhibit A - Fiscal Year 2015-16 Municipal Budget Amendment Detail

Exhibit A  
Fiscal Year 2015-16 Municipal Budget Amendment Detail

**STAFF RECOMMENDATIONS**

General Fund Regular Revenues

1. Franchise Fees: \$400,000 (ongoing)
2. Business License Fees: \$200,000 (ongoing)
3. Charges for Services, Licenses, and Permits: \$20,000 (one-time)

General Fund Departmental Appropriations

4. Community & Economic Development: \$86,800 (one-time), \$18,200 (ongoing)
5. Finance: \$50,000 (one-time)
6. Non-Departmental: \$17,500 (one-time)
7. Human Resources: \$50,000 (ongoing)
8. Police: \$223,500 (one-time), \$148,070 (ongoing)
9. Public Works: \$600,000 (one-time), \$107,000 (ongoing)

General Fund Balance Reservation

10. Non-Departmental: \$2.6 million (one-time)

General Fund Capital Project Appropriations and Transfers

11. Capital Projects: \$1,818,930 appropriation
12. Capital Projects: \$60,000 transfer to Family Justice Center Capital Project (#2326) from Police department operating budget

Other Fund Appropriations

13. Asset Forfeiture (#406): \$26,500 (one-time)
14. Traffic Systems Management (#280): \$40,000 (one-time)

Non-General fund Capital Projects Transfers

15. Project No. 2326 – Family Justice Center: \$25,000 Asset Forfeiture (#406), and \$30,000 Community Court (#100BS-20190): appropriations
16. Project No. 2276 – Detroit Avenue Bicycle and Pedestrian Improvements: \$50,000 Public Education & Government (PEG) Fund (#225)
17. Project No. 2367 – Parks & Recreation Furniture, Fixture & Equipment (FFE): \$61,500 FFE CIP Project (#2343)

Encumbrances for Enterprise and Internal Service Funds

18. Post-Retirement Health Benefits Fund (600): Carryover Encumbrances of \$27,500
19. Building Maintenance/Replacement Fund (630): Carryover Encumbrances of \$212,878
20. Fleet Maintenance/Replacement Fund (633): Carryover Encumbrances of \$1,097,942
21. Information Technology Replacement Fund (634): Carryover Encumbrances of \$801,941
22. Golf Course Fund (700): Carryover Encumbrances of \$2,429
23. Sewer Fund (710): Carryover Encumbrances of \$48,094