

General Fund Recommended Budget Adjustments Summary

2016-2017 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
URGENT FISCAL/PROGRAM NEEDS				
<i>Cybersecurity (Payment and Industry Requirements)</i>	CITY-WIDE EXPENSES		\$275,000	
<p>This action establishes a Cybersecurity appropriation in the amount of \$275,000. A portion of this funding (\$225,000) is needed to cover the cost of a Payment Card Industry (PCI) security audit, associated penalties, equipment, and software required to ensure compliance with PCI standards. Any entity accepting credit card payments must demonstrate compliance with these standards, which include having a secure system environment and equipment, as well as formal policies, procedures, and documentation. Training and an audit also must be done by a PCI certified vendor. Failure to comply can result in the City's inability to accept credit card payments. The remaining portion of this funding (\$50,000) will ensure the Information Technology Department (ITD) has the resources to cover increased costs of network firewalls and to implement cybersecurity training city-wide. This funding will also provide City membership to the Arizona Cyber Threat Response Alliance (ACTRA), a cybersecurity alliance that provides information on how to address cyberattacks. In the upcoming months, ITD plans to use temporary resources within its existing budget to develop and implement new procedures and policies designed to protect enterprise communications, systems and assets from both internal and external cyber threats.</p>				
<i>Office of Immigrant Affairs (Capacity Building and Streamlining Legal Defense for Families and Youth)</i>	CITY-WIDE EXPENSES		\$75,000	
<p>This action increases the Office of Immigrant Affairs appropriation by \$75,000 (from \$250,000 to \$325,000) to establish a one-time Capacity Building and Streamlining Legal Defense for Families and Youth Program to provide immigrant service delivery coordination and fill a service gap that exists until County programs are in place. On January 10, 2017 the City Council directed the City Administration to identify one-time funding to begin implementation of a coordinated response to immigrant needs. If approved, the funding will provide services to support receiving referrals from lead immigrant-serving community based organizations that are over capacity; referred case assessment; coordination with pro bono attorney's and law firms; tracking and monitoring cases; as well as additional communication, outreach and collaboration efforts with San José school districts to create an efficient entry point to serve youth.</p>				
TOTAL URGENT FISCAL/PROGRAM NEEDS			\$350,000	\$0

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Business Tax System Replacement (Partial Reallocation from Personal Services - Finance)</i>	CITY-WIDE EXPENSES		\$185,000	
<p>This action increases the Business Tax System Replacement appropriation by \$185,000, from \$584,000 to \$769,000. This project has been delayed due to changes in system needs resulting from the Business Tax Modernization ballot measure passed in November 2016, including alterations to the set-up and calculation methods behind billing. Because of this delay, additional funding is needed to cover staffing costs (\$85,000) as well as service order extensions for the system consultants (\$100,000) until the go-live date of May 1, 2017. A decrease to the Finance Department's Personal Services appropriation of \$85,000 is recommended in this report to partially offset this action.</p>				
<i>City Council District #02 Participatory Budgeting -Calpine Settlement (Reallocation from Council District #02)</i>	CITY-WIDE EXPENSES		\$75,000	
<p>This action increases the City Council District #02 Participatory Budgeting - Calpine Settlement appropriation by \$75,000 (from \$1,000,000 to \$1,075,000) to reflect funding reallocated from City Council District #02 to support a neighborhood security camera project, titled, "Free Security Cameras and Signs for C.A.L.M.S Neighborhoods". A corresponding decrease to City Council District #02 is recommended in this report as directed by the City Council on January 24, 2017 to offset this action.</p>				
<i>Council District #02 (Reallocation to City Council District #02 Participatory Budgeting - Calpine Settlement)</i>	MAYOR & COUNCIL		(\$75,000)	
<p>This action decreases the Council District #02 appropriation by \$75,000 (from \$880,968 to \$805,968) and recommends funds be reallocated to the City Council District #02 Participatory Budgeting - Calpine Settlement appropriation for the Free Security Cameras and Signs for C.A.L.M.S Neighborhood project. A corresponding increase to the City Council District #02 Participatory Budgeting - Calpine Settlement appropriation is recommended in this report as directed by the City Council on January 24, 2017 to offset this action.</p>				

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Homeless Rapid Rehousing (Reallocation to Homeless Response Team)</i>	CITY-WIDE EXPENSES		(\$100,000)	
<p>This action decreases the Homeless Rapid Rehousing appropriation by \$100,000 from (\$5.3 million to \$5.2 million) to offset expenditures associated with additional encampment cleanups in response to community and business concerns. The Homeless Rapid Rehousing appropriation was initially established in 2013-2014 to engage transitionally homeless individuals from targeted encampments with a history of sustained San José residency and provide them with supportive services and rental subsidies to assist them in their transition from homelessness to permanent housing. Unfortunately, in the short term, there has been lower than anticipated use of housing coupons due to significant delays associated the execution of loan agreements and RFPs with homeless housing projects. For example, the Plaza Hotel project is now anticipated to be remodeled and ready for occupation by late summer. Vermont House, a smaller homeless development, is currently under construction. An increase to the Homeless Response Team appropriation in the amount of \$100,000 to offset this action is recommended in this report.</p>				
<i>Homeless Response Team (Reallocation from Homeless Rapid Rehousing)</i>	CITY-WIDE EXPENSES		\$100,000	
<p>This action increases the Homeless Response Team appropriation by \$100,000 (from \$2.0 million to \$2.1 million) to offset expenditures associated with additional encampment cleanups in response to community and business concerns. The Homeless Response Team appropriation was initially established in 2013-2014 to address the needs of homeless residents and the community by funding property and waste clean-ups, security services, property storage, encampment deterrents, and outreach workers to distribute materials and supplies as well as provide transportation to shelter or housing for the encampment residents. A decrease to the Homeless Rapid Rehousing appropriation in the amount of \$100,000 is recommended in this report to offset this action with no current year service level impacts.</p>				
<i>Non-Personal/Equipment (Reallocation from Personal Services for Water Costs)</i>	PARKS, REC, & NEIGH SVCS		\$1,100,000	
<p>This action increases the Parks, Recreation and Neighborhood Services Non-Personal/Equipment appropriation by \$1.1 million, from \$18.3 million to \$19.4 million, to fund higher than anticipated water costs (increase from \$4.3 million to \$5.4 million) due to the water rate increases and increased usage in response to reduced conservation targets (from 30% to 20%) and community feedback that turf and sports fields are in poor condition. Drought surcharges and true-up charges also contributed to the increased costs. A corresponding decrease to the Parks, Recreation and Neighborhood Services Personal Services appropriation is recommended in this report to offset this action.</p>				

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Personal Services (Reallocation to Business Tax System Replacement)</i>	FINANCE		(\$85,000)	
<p>This action decreases the Finance Department's Personal Services appropriation by \$85,000, from \$13.6 million to \$13.5 million. Staff vacancies in the Department have resulted in Personal Services savings. These savings are recommended to be shifted to the Business Tax System Replacement appropriation to cover the additional staffing costs needed for the system implementation. A corresponding increase to the Business Tax System Replacement City-Wide Expenses appropriation is recommended in this report to offset this action.</p>				
<i>Personal Services (Reallocation to Non-Personal/Equipment for Water Costs)</i>	PARKS, REC, & NEIGH SVCS		(\$1,100,000)	
<p>This action decreases the Parks, Recreation and Neighborhood Services Personal Services appropriation by \$1.1 million to reallocate funding to the Non-Personal/Equipment appropriation for higher than anticipated water costs due to the water rate increases and increased usage in response to reduced conservation targets (from 30% to 20%) and community feedback that turf and sports fields are in poor condition. Drought surcharges and true-up charges also contributed to the increased costs. There are sufficient vacancy savings to accommodate the reduction in the Personal Services appropriation with no impacts to current service levels. A corresponding action to increase the Non-Personal/Equipment appropriation is recommended elsewhere in this report.</p>				
<i>Personal Services (Shift \$4.0 million from Salaries and Benefits to Overtime)</i>	FIRE			
<p>This action reallocates \$4.0 million in anticipated 2016-2017 vacancy savings from the salary and benefits line items to the overtime line item, bringing the total overtime budget from \$9.5 million to \$13.5 million in the Fire Department Personal Services appropriation. This adjustment will bring the budget in line with projected overtime expenditures and ensure that sufficient funding is available to maintain current minimum staffing levels. Overtime has been used to backfill vacancies and absences in line duty positions (vacation, strike team deployments, modified duty, sick leave, disability, and other absences). The current overtime expenditure rate is expected to continue for the remaining periods this fiscal year while the April 2017 Firefighter Recruit Academy takes place and the County accreditation process is complete. A separate budget action is recommended in this report to recognize and allocate Strike Team reimbursement revenue to the Fire Department's Personal Services appropriation for overtime expenditures used to support those deployments.</p>				

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Transfer to the Downtown Property and Business Improvement District Fund</i>	TRANSFERS		\$17,000	
<p>This action increases the transfer from the General Fund to the Downtown Property and Business Improvement District (PBID) Fund by \$16,100 (from \$727,007 to \$744,007) to align the assessment rates used to calculate the transfer amount with the assessment rates adopted in April 2016. The 2016-2017 Adopted Operating Budget assumed an approximate 3% assessment rate increase based on the most recent Consumer Price Index (CPI) and other program costs; however, a 5% rate increase was approved by the PBID Board of Directors (Board) in April 2016. The General Fund pays the assessment for City-owned facilities and a contractually determined amount for the downtown transit mall.</p>				
<i>Transfers and Reimbursements (Transfer from the Neighborhood Security Bond Fund)</i>	REVENUE ADJUSTMENTS			\$200,000
<p>This action transfers \$200,000 of revenue received in the Neighborhood Security Bond Fund from a mediated settlement between the City and the Guarantee Company of North America USA, the surety for the contractor that was unable to properly and timely complete the construction of Fire Station 24. In the 2012-2013 Year-End Budget Review, the General Fund fronted \$200,000 for the City to retain a new contractor in order to complete the construction of Fire Station 24 while the dispute with the original contractor continued. This action repays the General Fund for this loan. A corresponding action in the Neighborhood Security Bond Fund is recommended in this report to offset this action.</p>				
TOTAL REQUIRED TECHNICAL/REBALANCING ACTIONS			\$117,000	\$200,000
GRANTS/REIMBURSEMENTS/FEES				
<i>2016 County Victim Services Program/Revenue from Local Agencies</i>	CITY-WIDE EXPENSES		\$142,203	\$142,203
<p>This action establishes a 2016 County Victim Services Program appropriation to the Police Department and increases the estimate for Revenue from Local Agencies to recognize grant funds from the Santa Clara County District Attorney's Office for the California Office of Emergency Services County Victim Services Program in the amount of \$142,203. This grant, which totals \$262,226, provides funding to the San José Police Department's Family Violence Center to support two temporary forensic interviewer positions, an audio/video system in the victim interview room, and a LED light alert system throughout the facility. These forensic interviewers will conduct developmentally and culturally appropriate and legally defensible forensic interviews of children and adolescents alleging sexual abuse. The grant term is July 1, 2016 through June 30, 2018. The remaining portion (\$120,023) will be appropriated next fiscal year.</p>				

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GRANTS/REIMBURSEMENTS/FEES				
<i>2016 Sex Offender Registration and Notification Act/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$25,000	\$25,000
<p>This action establishes the 2016 Sex Offender Registration and Notification Act appropriation to the Police Department and increases the estimate for Revenue from State of California to recognize grant funding from the State of California Department of Justice in the amount of \$25,000. This grant funds the purchase of equipment specifically used to improve sex offender criminal investigations, registration, and notification in the community such as laptops, printers, digital cameras, an electronic whiteboard, and GPS tracking devices. The grant expires on May 15, 2017.</p>				
<i>Bulletproof Vest Partnership Grant Program/Revenue from Federal Government</i>	CITY-WIDE EXPENSES		\$396	\$396
<p>This action establishes the Bulletproof Vest Partnership Grant Program appropriation to the Police Department and increases the estimate for Revenue from the Federal Government by \$396 to recognize grant funds from the United States Department of Justice toward the purchase of bulletproof vests. The term of the grant is April 1, 2016 through August 31, 2018.</p>				
<i>California Gang Reduction, Intervention and Prevention (CALGRIP) Grant 2015/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$474,222	\$474,222
<p>This action establishes the California Gang Reduction, Intervention and Prevention (CALGRIP) Grant appropriation to the Parks, Recreation and Neighborhood Services Department and increases the estimate for Revenue from the State of California by \$474,222. This is the third year of a three-year grant; this funding covers the period January 2017 through December 2017. This action recognizes and appropriates \$474,222 in grant funding from the State of California's Board of State and Community Corrections. This CALGRIP grant is a collaborative effort targeting gang-impacted youth through the implementation of proven intervention, substance abuse, and remedial (GED)/vocational education strategies with the intent to reduce gang and youth violence. Funding will provide for 1.0 Youth Outreach Specialist and 2.0 Youth Outreach Worker overstrength positions to deliver the hospital intervention program; \$140,000 in Community Based Organization funding for gang intervention case management, employment development services, and record clearance services; data collection and program evaluation services; supplies and materials to support case management, including non-gang related clothing, hygiene products, and food; and some training and travel.</p>				
<i>Council District #02 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$10,855	\$10,855
<p>This action increases the Council District #2 appropriation to reflect sponsorship funding received for the Future Roots Event (\$500), the Indian Flag Raising Event (\$1,000), the Village Fest Event (\$4,355) and the Gun Buy Back Event (\$5,000).</p>				

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GRANTS/REIMBURSEMENTS/FEES				
<i>Council District #03 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$100	\$100
This action increases the Council District #3 appropriation to reflect sponsorship funding received for the D3 Yes Event.				
<i>Council District #05 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$1,250	\$1,250
This action increases the Council District #5 appropriation to reflect sponsorship funding received for the 2016 National Night Out Event.				
<i>Council District #08 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$16,050	\$16,050
This action increases the Council District #8 appropriation to reflect sponsorship funding received for the Day in the Park Event (\$15,550) and the End of the Term Reception Event (\$500).				
<i>Council District #09 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$21,000	\$21,000
This action increases the Council District #9 appropriation to reflect sponsorship funding received for the 2016 Celebrate Cambrian Festival Event.				
<i>Cultural Affairs Special Project/Revenue from Local Agencies</i>	CITY-WIDE EXPENSES		(\$72,648)	(\$72,648)
This action decreases the Cultural Affairs Special Project appropriation to the Office of Economic Development and the corresponding estimate for Revenue from Local Agencies by \$72,648 to reflect the reconciliation of various grants within this appropriation. The remaining funds will support the final phase of the management of public art enhancements for the Santa Clara Valley Transportation Authority's Bus Rapid Transit project.				
<i>Emergency Street Tree Services/Other Revenue</i>	CITY-WIDE EXPENSES		\$300,000	\$300,000
This action increases the Emergency Street Tree Services appropriation and corresponding estimate for Other Revenue by \$300,000 (from \$452,000 to \$752,000). The additional funding will provide for contractor maintenance of street trees which are the responsibility of adjacent property owners. The program currently has a backlog of pending tree work requested by property owners. Property owners reimburse the City for the cost of the tree maintenance services provided.				

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GRANTS/REIMBURSEMENTS/FEES				
<i>Internet Crimes Against Children Federal Grant 2016-2018/Revenue from Federal Government</i>	CITY-WIDE EXPENSES		\$37,500	\$37,500
<p>This action establishes an Internet Crimes Against Children Federal Grant 2016-2018 appropriation to the Police Department and increases the estimate for Revenue from the Federal Government to recognize grant funding from the United States Department of Justice in the amount of \$37,500. This grant, which totals \$150,000, funds the temporary hiring of wounded veterans to assist the Internet Crimes Against Children (ICAC) task forces to meet the demand for effective and efficient forensic examinations to support investigation and prosecution of online enticement and exploitation of children by sexual predators and child pornography. The grant term is October 1, 2016 through September 30, 2018. The remaining portion (\$112,500) will be appropriated next fiscal year.</p>				
<i>Library Grants (California Library Literacy Services)/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$89,702	\$89,702
<p>This action increases the Library Grants appropriation and the estimate for Revenue from State of California by \$89,702 to recognize receipt of the California Library Literacy Services grant. This funding will allow for the purchase of books, materials, and computer software as well as support the Adult Literacy and Families for Literacy program. This program helps adults increase their basic literacy skills and address the literacy needs of their young children.</p>				
<i>Library Grants (California Public Library Broadband Project: Branch Connections)/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$60,000	\$60,000
<p>This action increases the Library Grants appropriation and the estimate for Revenue from State of California by \$60,000 to recognize receipt of the California Public Library Broadband Project: Branch Connections grant. This funding will support consulting services to connect the San José Public Library to the California Research & Education Network, a high-capacity fiber-optic-based network through the Corporation for Education Network Initiatives in California broadband consortium serving universities, educational institutions, and public libraries in California.</p>				
<i>Library Grants (Pacific Library Partnership for Life Skills Academy Program)/Other Revenue</i>	CITY-WIDE EXPENSES		\$11,920	\$11,920
<p>This action increases the Library Grants appropriation and the estimate for Other Revenue by \$11,920 to recognize receipt of the Pacific Library Partnership grant. This funding will support the Life Skills Academy program which teaches teenagers practical and essential life skills to prepare them for young adulthood and life after high school.</p>				

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GRANTS/REIMBURSEMENTS/FEES				
<i>Neighborhood Gateway Galleries/Other Revenue</i>	CITY-WIDE EXPENSES		\$25,000	\$25,000
<p>This action establishes the Neighborhood Gateway Galleries appropriation and increases the estimate for Other Revenue by \$25,000. This action recognizes and appropriates grant funding from the National Endowment for the Arts to support project costs related to the Neighborhood Gateway Galleries, a city-wide public art initiative transforming underpasses into exhibition space for artworks jointly created by residents and artists. The grant totals \$50,000, and the remaining portion (\$25,000) will be appropriated next fiscal year.</p>				
<i>Non-Personal/Equipment (Special Operations Training)/Revenue from Local Agencies</i>	FIRE		\$24,790	\$24,790
<p>This action increases the Fire Department Non-Personal/Equipment appropriation and corresponding estimate for Revenue from Local Agencies by \$24,790 to support Urban Search and Rescue (USAR) specialized training activities. The award of \$24,790 from the Santa Clara County Homeland Security training and Exercise Grants Advisory Group reimburses the Department for training activities related to rope rescue, which are expected to be completed in spring 2017.</p>				
<i>PRNS Fee Activities/Departmental Charges</i>	PARKS, REC, & NEIGH SVCS		\$465,000	\$465,000
<p>This action increases the Parks, Recreation and Neighborhood Services Department (PRNS) Fee Activities appropriation by \$465,000, from \$8.9 million to \$9.3 million, and the corresponding estimate for Departmental Charges. Through the first six months of the year, PRNS Fee Activities are tracking to exceed the budgeted revenue estimate by at least \$465,000 due to increased activity from the preschool program and the Recreation of City Kids (R.O.C.K.) program, which is after school programming for kids provided at school sites and camps. The increase in the Fee Activities appropriation will provide for programming costs, such as additional instructors and supplies.</p>				
<i>Personal Services (California Task Force 3 National Urban Search and Rescue Team)/Revenue from Federal Government</i>	FIRE		\$6,705	\$6,705
<p>This action increases the Fire Department Personal Services appropriation and corresponding estimate for Revenue from the Federal Government by \$6,705 to support Task Force 3 training activities. California Task Force 3 was established in September 1991 to provide lifesaving extrication of victims trapped by structural collapse during earthquakes, hurricanes, tornados, floods, acts of terrorism, and other disasters. Reimbursement covers the costs associated with training exercises provided by the Department that took place from July 2016 through November 2016.</p>				

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GRANTS/REIMBURSEMENTS/FEES				
<i>Personal Services (FBI San Francisco Joint Terrorism Task Force)/Revenue from Federal Government</i>	POLICE		\$17,548	\$17,548
<p>This action increases the Police Department's Personal Services appropriation and recognizes Revenue from the Federal Government in the amount of \$17,548 for the Federal Bureau of Investigations (FBI) San Francisco Joint Terrorism Task Force. The task force is investigating illegal activities in San José and has requested continued assistance from San José Police Department personnel to accomplish the objectives of this task force. This funding reimburses for overtime costs associated with this effort.</p>				
<i>Personal Services (Fire Strike Team)/Revenue from State of California</i>	FIRE		\$699,403	\$699,403
<p>This action increases the Fire Department Personal Services appropriation and corresponding estimate for Revenue from State of California by \$699,403 to reimburse for Strike Teams deployed to assist with fires in Kern, Santa Cruz, Contra Costa, San Bernadino, Eastern Humbolt, and Santa Clara (Loma Prieta) counties. Strike Team reimbursements cover costs associated with the backfill need of the department while teams are deployed, as well as the associated apparatus costs.</p>				
<i>Planning Development Fee Program - Non-Personal/Equipment (Peak Staffing)</i>	PLANNING, BLDG, & CODE ENF		\$70,000	
<p>This action increases the Planning, Building and Code Enforcement Department's Planning Development Fee Program - Non-Personal/Equipment appropriation by \$70,000 (from \$140,000 to \$210,000) to provide additional funding for peak staffing agreements, which will be funded by the Planning Development Fee Program Reserve. The Planning Development Services Program has experienced a continued increase in inspection services, plan checks, and plan reviews. In order to meet the higher demand during peak times, on a temporary as-needed basis, this funding will augment current staffing with contractual services. The additional funding is needed for the use of two peak staffing contracted employees through the remainder of the fiscal year. A corresponding decrease to the Planning Development Fee Program Reserve is included in this report to offset this action.</p>				
<i>Planning Development Fee Program Reserve</i>	EARMARKED RESERVES		(\$70,000)	
<p>This action decreases the Planning Development Fee Program Reserve to offset the increase in the Planning Development Fee Program - Non-Personal/Equipment appropriation for peak staffing services recommended in this report.</p>				

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GRANTS/REIMBURSEMENTS/FEES				
<i>Public Works Development Fee Program - Non-Personal/Equipment (Electric Vehicle Buy-out)</i>	PUBLIC WORKS		\$30,000	
<p>This action increases the Public Works Development Fee Program – Non-Personal/Equipment appropriation for the purchase of three Mitsubishi I-Miev electric plug-in vehicles as their lease is coming to an end. These are dedicated electric vehicles and the charging infrastructure exists at City Hall and other City locations. The vehicles will be available for business transportation needs such as offsite meetings, inspections, and other local travel needs.</p>				
<i>Public Works Development Fee Program Reserve</i>	EARMARKED RESERVES		(\$30,000)	
<p>This action decreases the Public Works Development Fee Reserve by \$30,000. This action offsets the increase to the Public Works Development Fee Program – Non-Personal/Equipment appropriation for the purchase of electric vehicles recommended in this report.</p>				
TOTAL GRANTS/REIMBURSEMENTS/FEES			\$2,355,996	\$2,355,996

General Fund Recommended Budget Adjustments Totals

<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
	\$2,822,996	\$2,555,996