

General Fund Recommended Budget Adjustments Summary

2014-2015 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>2015-2016 Police Department Overtime Reserve</i>	EARMARKED RESERVES		\$5,000,000	
<p>This action establishes a \$5.0 million Police Department Overtime Earmarked Reserve for 2015-2016. As of January 8, 2015, authorized sworn staffing levels totaled 1,109, of which 991 were filled. Although the Department is conducting regular police officer recruit academies to hire for the sworn vacancies and continues to review strategies to improve the rate of sworn hiring and training, the Department is anticipated to begin 2015-2016 with approximately 140 sworn vacancies based on current attrition rates. Similar to past practice, it is anticipated that additional overtime funding will be needed to supplement 2015-2016 vacancy savings to continue backfilling for vacant patrol positions and maintain targeted enforcement of high crime activity through suppression cars. The funding will also be available to cover civilian staffing vacancies, as needed. This action is recommended to be funded by Police Department salary and benefit savings that are tracking to be available by year-end. A corresponding action to decrease the Police Department's Personal Services appropriation is also recommended in this report.</p>				
<i>Finance Department Non-Personal/Equipment (Reallocation from Personal Services for GASB 68)</i>	FINANCE		\$50,000	
<p>This action increases the Finance Department Non-Personal/Equipment appropriation by \$50,000 for the implementation of the Governmental Accounting Standards Board (GASB) Statement 68. A certified accounting firm will be used to provide assistance in the implementation of GASB 68, the new pension standard that requires a major change in the accounting of pension plans. Engaging a certified accounting firm will ensure efficient and effective implementation of the standard by addressing auditors' requirements, reporting, and control issues. Personal Services savings are available to offset this cost due to a high number of vacancies in the Department. A corresponding decrease to the Finance Department Personal Services appropriation is recommended elsewhere in this report.</p>				
<i>Finance Department Personal Services (Reallocation to Non-Personal/Equipment)</i>	FINANCE		(\$50,000)	
<p>This action decreases the Finance Department Personal Services appropriation by \$50,000 to provide for consultant services funding for a certified accounting firm to assist in the implementation of the Governmental Accounting Standards Board (GASB) Statement 68, the new pension standard that requires a major change in the accounting of pension plans. Personal Services savings are available due to a high number of vacancies in the Department. A corresponding increase to the Finance Department Non-Personal/Equipment appropriation is recommended elsewhere in this report.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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URGENT FISCAL/PROGRAM NEEDS				
<i>Planning, Building and Code Enforcement Non-Personal/Equipment (Update Downtown Environmental Impact Report)</i>	PLANNING, BLDG, & CODE ENF		\$500,000	
<p>This action increases the Planning, Building and Code Enforcement Non-Personal/Equipment appropriation by \$500,000 to provide for consultant and other contractual services funding to update the Downtown San José environmental impact report (EIR). The consultant work will start this fiscal year with the goal of completing the update before new projects approach the development capacities that exist under the current EIR. The consultants will provide specialized legal consultation and prepare environmental analysis, including traffic studies, noise reports, and air quality assessments to update the Downtown Strategy 2000. Based on current market conditions and projections, the City has up to 8 to 12 months before it may reach the current residential unit capacity. Without an updated EIR, development beyond the current capacity will not be allowed to proceed, and projects will need to complete individual EIR's to receive the necessary approval. A portion of the requested funding will also cover community outreach necessary as part of the EIR update process.</p>				
<i>Police Department Non-Personal/Equipment (Reallocation from Personal Services for Limited Detentions Study)</i>	POLICE		\$125,000	
<p>This action increases the Police Department Non-Personal/Equipment appropriation for a consultant agreement to perform a professional review of data on limited detentions collected by the Police Department. The Independent Police Auditor's Year End Report for 2011 included a recommendation to adopt a curb-sitting policy that requires Police Officers to document in the Computer Aided Dispatch (CAD) system or in an incident report when officers curb-sit individuals. Curb-sitting is considered a limited detention by the Police Department, and in December 2013, the Police Department revised its Duty Manual to begin documenting limited detentions during self-initiated pedestrian and self-initiated vehicle stops. The Police Department has gathered data for one year and a professional review of that data by an outside consultant is now recommended in order to analyze and interpret the data as well as conduct focus groups in a timely manner. This study will put into context the data on limited detentions, help explain the police detention techniques, provide transparency on this issue, and will assist the Police Department in reviewing and revising its current policy if needed to ensure that members of the public are treated in a consistent and fair manner. Once completed, the results will be presented to Department members, City leaders, the Independent Police Auditor, the Chief's Community Advisory Board and the community. Police Department Personal Services savings are available to offset this cost and a corresponding action to decrease the Personal Services appropriation is recommended elsewhere in this report.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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URGENT FISCAL/PROGRAM NEEDS				
<i>Police Department Personal Services (Reallocation to Non-Personal/Equipment)</i>	POLICE		(\$125,000)	
<p>This action decreases the Police Department Personal Services appropriation to provide funding for a consultant agreement to analyze and interpret the data collected from the Police Department on limited detentions that are documented when officers curb-sit individuals. There are sufficient vacancy savings to offset this cost and a corresponding increase to the Non-Personal/Equipment appropriation is recommended elsewhere in this report.</p>				
<i>Police Department Personal Services (Reallocation to Police Department Overtime Reserve)</i>	POLICE		(\$5,000,000)	
<p>This action decreases the Police Department Personal Services appropriation and reallocates the funds to a 2015-2016 Police Department Overtime Reserve. The Department is anticipated to begin 2015-2016 with approximately 140 sworn vacancies based on current attrition rates. Similar to past practice, it is anticipated that additional overtime funding will be needed to supplement 2015-2016 vacancy savings to continue backfilling for vacant patrol positions and maintain targeted enforcement of high crime activity through suppression cars. The funding will also be available to cover civilian staffing vacancies, as needed. Police Department salary and benefit savings are anticipated to be sufficient by year-end to fund this action. A corresponding action to increase the Police Department Overtime Reserve appropriation is also recommended in this report.</p>				
TOTAL URGENT FISCAL/PROGRAM NEEDS			\$500,000	\$0

REQUIRED TECHNICAL/REBALANCING ACTIONS

<i>Annual Audit Contractual Increase</i>	CITY-WIDE EXPENSES	\$3,000
<p>This action increases the Annual Audit appropriation by \$3,000 (from \$225,000 to \$228,000) to reflect contractual increases that were higher than assumed in the development of the 2014-2015 Adopted Budget.</p>		
<i>Bond Project Audits Contractual Increase</i>	CITY-WIDE EXPENSES	\$1,000
<p>This action increases the Bond Project Audits appropriation by \$1,000 (from \$56,500 to \$57,500) to reflect contractual increases that were higher than assumed in the development of the 2014-2015 Adopted Budget.</p>		

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Council District #1 (January – June) Transition Year Reconciliation</i>	MAYOR & COUNCIL		\$60,664	
This action increases the Council District #1 (January – June) appropriation by \$60,664 in accordance with City Council policy that states that in Mayor and City Council transition years, remaining funds from the Mayor and Council Districts’ appropriations for the first six months of the year (July – December) shall be reallocated to the appropriation established for the last six months of the year (January – June) for that specific office as part of the Mid-Year Budget Review Report.				
<i>Council District #1 (July – December) Transition Year Reconciliation</i>	MAYOR & COUNCIL		(\$60,664)	
This action decreases the Council District #1 (July – December) appropriation by \$60,664 and recommends the funding be reallocated to the Council District #1 (January – June) appropriation as discussed above.				
<i>Council District #5 (January – June) Transition Year Reconciliation</i>	MAYOR & COUNCIL		\$20,379	
This action increases the Council District #5 (January – June) appropriation by \$20,379 in accordance with City Council policy that states that in Mayor and City Council transition years, remaining funds from the Mayor and Council Districts’ appropriations for the first six months of the year (July – December) shall be reallocated to the appropriation established for the last six months of the year (January – June) for that specific office as part of the Mid-Year Budget Review Report.				
<i>Council District #5 (July – December) Transition Year Reconciliation</i>	MAYOR & COUNCIL		(\$20,379)	
This action decreases the Council District #5 (July – December) appropriation by \$20,379 and recommends the funding be reallocated to the Council District #5 (January – June) appropriation as discussed above.				
<i>Council District #7 (January – June) Transition Year Reconciliation</i>	MAYOR & COUNCIL		\$537	
This action increases the Council District #7 (January – June) appropriation by \$537 in accordance with City Council policy that states that in Mayor and City Council transition years, remaining funds from the Mayor and Council Districts’ appropriations for the first six months of the year (July – December) shall be reallocated to the appropriation established for the last six months of the year (January – June) for that specific office as part of the Mid-Year Budget Review Report.				

General Fund Recommended Budget Adjustments Summary 2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Council District #7 (July – December) Transition Year Reconciliation</i>	MAYOR & COUNCIL		(\$537)	
This action decreases the Council District #7 (July – December) appropriation by \$537 and recommends the funding be reallocated to the Council District #5 (January – June) appropriation as discussed above.				
<i>Council District #9 (January – June) Transition Year Reconciliation</i>	MAYOR & COUNCIL		(\$433,968)	
This action decreases the Council District #9 (January – June) appropriation by \$433,968 in accordance with City Council policy that states that in Mayor and City Council transition years, when an incumbent remains in office, the funds from the Council District's appropriation for the second half of the year (January – June) should be reallocated into the appropriation for the first half of the year (July – December) as part of the annual Mid-Year Budget Review Report.				
<i>Council District #9 (July – December) Transition Year Reconciliation</i>	MAYOR & COUNCIL		\$433,968	
This action increases the Council District #9 (July – December) appropriation by \$433,968 (from \$434,688 to \$868,656) in accordance with City Council policy as discussed above.				
<i>Cultural Facilities Capital Maintenance Reserve</i>	EARMARKED RESERVES		\$1,250,000	
This action establishes a Cultural Facilities Capital Maintenance Reserve in the amount of \$1.25 million. In accordance with City Council direction approved as part of the Mayor's March Budget Message for Fiscal Year 2014-2015, the growth in General Fund Transient Occupancy Tax (TOT) revenues above the established 2013-2014 base level is to be allocated for capital maintenance of the City's cultural facilities. Based on collections through December, TOT receipts are expected to exceed the budgeted estimates by at least \$1.25 million and these funds are recommended to be set aside in reserve for possible allocation during the 2015-2016 Proposed Budget process. As outlined in Manager's Budget Addendum #23 to the 2014-2015 Proposed Budget, there is a capital replacement and maintenance project approval process for cultural facilities. A corresponding increase to the estimate for TOT revenue is recommended elsewhere in this report.				
<i>Customer Satisfaction Survey (Bi-Annual)</i>	CITY-WIDE EXPENSES		\$25,000	
This action increases the Customer Satisfaction Survey (Bi-Annual) appropriation by \$25,000 (from \$55,000 to \$80,000) to reflect contractual increases that were higher than assumed in the development of the 2014-2015 Adopted Budget.				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Earned Revenue - Transient Occupancy Tax</i>	REVENUE ADJUSTMENTS			\$1,250,000
<p>This action increases the Transient Occupancy Tax revenue estimate by \$1.25 million, from \$11.75 million to \$13.0 million, to reflect the strong year-to-date collections which continue to track well above the prior year and current budgeted levels. This increase would allow for revenue growth of approximately 10% from the 2013-2014 collection levels compared to a budgeted estimate of 5%. A corresponding increase is recommended in the Transient Occupancy Fund, which receives 60% of this tax. Please refer to the Status of the General Fund Revenues section of this report (Section I. B.) for more detailed information of the General Fund performance and the Status of Selected Special and Capital Funds (Section II) for a discussion of the actions in the Transient Occupancy Tax Fund.</p>				
<i>Energy Services Company (ESCO) Debt Service/Other Revenue (PG&E Rebates)</i>	CITY-WIDE EXPENSES		\$1,086,000	\$955,000
<p>This action establishes an Energy Services Company (ESCO) Debt Service appropriation to the Finance Department in the amount of \$1,086,000 to fund the 2014-2015 debt service payment to Bank of America for the Energy and Utility Conservation Measures Program. This action also increases the estimate for Other Revenue in the amount of \$955,000 to recognize anticipated Pacific Gas and Electric rebates for the conversion of 18,127 streetlights to LED light bulbs, which will be used to offset the majority of the ESCO debt service payment this fiscal year.</p>				
<i>Finance Department Non-Personal/Equipment (Reallocation from Personal Services for Currency Counters)</i>	FINANCE		\$40,000	
<p>This action increases the Finance Department Non-Personal/Equipment appropriation by \$40,000 to purchase new currency counters for counterfeit detection as the existing equipment is beginning to break down. Personal Services savings are available to offset this cost due to a high number of vacancies in the Department. A corresponding decrease to the Finance Department Personal Services appropriation is recommended elsewhere in this report.</p>				
<i>Finance Department Personal Services (Reallocation to Non-Personal/Equipment)</i>	FINANCE		(\$40,000)	
<p>This action decreases the Finance Department Personal Services appropriation by \$40,000 to provide funding to purchase new currency counters for counterfeit detection as the existing equipment is beginning to break down. Personal Services savings are available due to a high number of vacancies in the Department. A corresponding increase to the Finance Department Non-Personal/Equipment appropriation is recommended elsewhere in this report.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Fire Department Overtime</i>	FIRE			
<p>This action increases the Fire Department's overtime budget by \$2.0 million (from \$5.3 million to \$7.3 million) offset by departmental salaries and benefits savings due to vacancies. This adjustment will bring the overtime budget in line with projected 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). One factor impacting overtime this year is the number of vacancies, which so far have averaged 3.9%, which is higher than the budgeted rate of 2.8%. Strike Team deployments have also impacted overtime and a separate budget action is recommended to recognize reimbursement revenue and allocate those funds to Fire Department overtime to support those deployments.</p>				
<i>Independent Police Auditor Personal Services (Correction/Bilingual Pay)</i>	INDEPENDENT POLICE AUDITOR		\$35,000	
<p>This action increases the Independent Police Auditor's Personal Services appropriation by \$35,000 to address an inadvertent error that occurred during the development of the 2014-2015 Adopted Budget (\$34,000) and to provide funding for bilingual pay for several employees that were recently certified (\$1,000).</p>				
<i>Office of the Mayor (January – June) Transition Year Reconciliation</i>	MAYOR & COUNCIL		\$210,778	
<p>This action increases the Office of the Mayor (January – June) appropriation by \$210,778 in accordance with City Council policy that states that in Mayor and City Council transition years, remaining funds from the Mayor and Council Districts' appropriations for the first six months of the year (July – December) shall be reallocated to the appropriation established for the last six months of the year (January – June) for that specific office as part of the Mid-Year Budget Review Report.</p>				
<i>Office of the Mayor (July – December) Transition Year Reconciliation</i>	MAYOR & COUNCIL		(\$210,778)	
<p>This action decreases the Office of the Mayor (July – December) appropriation by \$210,778 and recommends the funding be reallocated to the Office of the Mayor (January – June) appropriation as discussed above.</p>				

General Fund Recommended Budget Adjustments Summary 2014-2015 Mid-Year Budget Review

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REQUIRED TECHNICAL/REBALANCING ACTIONS

<i>Police Department Non-Personal/Equipment (Reallocation from Personal Services for Police Academies)</i>	POLICE		\$116,000	
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This action increases the Police Department Non-Personal/Equipment appropriation to address a cost increase associated with the Police academies. In November 2014, the Police Department was notified by the South Bay Regional Training Consortium that the cost of future Police Academy trainings will increase significantly, due to the need for additional logistical support that arose from conducting an academy at a City site and the new overlapping academy model. The new pricing is proposed to take effect with the February 2015 Academy class. This higher cost will also be factored into the development of the 2015-2016 Base Budget. Police Department Personal Services savings are available to offset this cost, and a corresponding decrease to the Personal Services appropriation is recommended elsewhere in this report.

<i>Police Department Personal Services (Reallocation to Non-Personal/Equipment)</i>	POLICE		(\$116,000)	
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This action decreases the Police Department Personal Services appropriation to provide funding for the increased contractual services costs associated with the Police academies. In November 2014, the Police Department was notified by the South Bay Regional Training Consortium that the cost of future Police Academy trainings will increase significantly, due to the need for additional logistical support that arose from conducting an academy at a City site and the new overlapping academy model. There are sufficient vacancy savings to offset this cost and a corresponding increase to the Non-Personal/Equipment appropriation is recommended elsewhere in this report.

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>Public Works Department Non-Personal/Equipment (Custodial Services Contract and Activity)</i>	PUBLIC WORKS		\$350,000	
<p>This action increases the Public Works Department Non-Personal/Equipment appropriation in the amount of \$350,000 to fund the living wage increase of 10.3% as well as the required paid time off provision included in the custodial services contract approved by City Council on October 28, 2014 (\$120,000) and support the increased use of custodial services due to a higher demand for services (\$230,000). As part of the 2014-2015 Adopted Budget, custodial services costs were increased by 3.0% over the prior year to cover the cost of living adjustment provided for in the original contract. However, the new contract recently approved by the City Council indexes compensation adjustments to 80% of the increase in the City's living wage rate. In November 2014, the living wage rate for custodial agreements increased 12.9% and the new contract allowed for an increase of 80% of that amount, or 10.3%. This increase resulted in a higher than budgeted custodial services contract amount for 2014-2015. In addition, over the past couple of years, facility usage has increased, which has resulted in service levels being incrementally enhanced above the minimum two days per week to meet minimum standards of cleanliness at many locations, including community centers and reuse sites. The ongoing increase to the custodial contract will be addressed as part of the development of the 2015-2016 Base Budget.</p>				
<i>Public Works Department Non-Personal/Equipment (Gas and Electricity)</i>	PUBLIC WORKS		\$250,000	
<p>This action increases the Public Works Department Non-Personal/Equipment appropriation by \$250,000 to fund higher than anticipated gas and electricity costs. Actual gas and electric utility rates are higher than those used to develop the 2014-2015 Adopted Budget. Usage of both utilities is similar to the amount assumed in the budget development process. This action will better align the budget with projected utility costs.</p>				
<i>Public Works Department Personal Services (Retirement)</i>	PUBLIC WORKS		\$800,000	
<p>This action increases the Public Works Department Personal Services appropriation in the amount of \$800,000 to fund higher than anticipated retirement costs for the fiscal year. During the development of the 2014-2015 Adopted Budget, new and vacant positions were budgeted at Tier 2 retirement costs; however, many of the vacant positions have been filled with current City employees that fall under the higher costs of the Tier 1 retirement system. This action will better align the budget with projected retirement costs. It is anticipated that retirement savings in other departments and funds will be available by year-end to offset these costs.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>SAP Center Renegotiation</i>			\$40,000	
<p>This action increases the SAP Center Renegotiation appropriation by \$40,000 (from \$100,000 to \$140,000) and ensures the necessary resources are available for the continued negotiation of the SAP Center operating agreement with the San Jose Sharks.</p>				
<i>Transfer to Economic Development Administration Loan Fund</i>			\$165,000	
<p>This action establishes a transfer to the Economic Development Administration Loan Fund in the amount of \$165,000 to pay off a Federal Economic Development Administration (EDA) loan obligation. Under the City's Revolving Loan Fund Program, there remain 13 loans to small businesses that have been in default for over five years and are not expected to be repaid. The EDA has granted the Housing Department's request to voluntarily terminate the loans if the obligation associated with these loans is repaid. This repayment is necessary because the City did not meet the EDA's due diligence requirement to file a lien at the time the businesses filed for bankruptcy. The cost to pursue repayment in bankruptcy for these relatively small loans was a primary factor that impacted the City's ability to meet the EDA requirements. Corresponding actions in the Economic Development Administration Loan Fund are recommended elsewhere in this report.</p>				
<i>Transfer to Municipal Golf Course Fund (Los Lagos Subsidy)</i>			\$300,000	
<p>This action increases the Transfer to the Municipal Golf Course Fund from the General Fund in the amount of \$300,000 (from \$1.9 million to \$2.2 million) bringing the General Fund subsidy level above the 2013-2014 level of \$2.0 million. During 2014-2015, performance in the Municipal Golf Course Fund has not been meeting expectations, primarily due to lower activity and higher costs at the Los Lagos Golf Course. With declining revenues and increasing golf course maintenance expenditures, it is anticipated that net operating losses at Los Lagos Golf Course could total \$550,000 at year-end. The Parks, Recreation and Neighborhood Services Department, in collaboration with the course operator, is closely analyzing activity tracking and trends as well as course operating expenditures to better understand the overall performance of the golf course. In addition, the review of the Municipal Golf Course Fund has been approved to be on the City Auditor's 2014-2015 Audit Work Plan. To account for actual performance in this Fund, this action recommends an increase to the transfer from the General Fund to the Municipal Golf Course Fund to ensure the fund can cover its expenses and sufficient fund balance remains in that fund in 2014-2015. This increase would add to the \$300,000 increase approved as part of the 2013-2014 Annual Report action. Elsewhere in this document, additional adjustments are recommended in the Municipal Golf Course Fund, including a \$275,000 increase to the Los Lagos Golf Course expenditure appropriation, a \$50,000 decrease to the Los Lagos Golf Course Earned Revenue, and a \$25,000 decrease to the Ending Fund Balance.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
REQUIRED TECHNICAL/REBALANCING ACTIONS				
<i>United States Patent and Trademark Office - City Staff Relocation</i>	CAPITAL PROJECTS		\$850,000	
<p>This action increases the United States Patent and Trademark Office - City Staff Relocation appropriation by \$850,000 (from \$4.45 million to \$5.3 million) to address design modifications associated with the workspace remodel within the City Hall Tower to house relocated City staff from the City Hall Wing. Costs have increased because of the need for additional hard wall construction in order to meet security, confidentiality, and high-density file storage requirements for various City offices, including the City Clerk's Office, City Auditor's Office, Office of Employee Relations, Human Resources Department, and the Police Department's Gaming Unit.</p>				
TOTAL REQUIRED TECHNICAL/REBALANCING ACTIONS			\$5,155,000	\$2,205,000
GRANTS/REIMBURSEMENTS/FEEES				
<i>1st Act Silicon Valley Digital Media Grant/Other Revenue</i>	CITY-WIDE EXPENSES		\$6,000	\$6,000
<p>This action increases the 1st Act Silicon Valley Digital Media Grant appropriation and the estimate for Other Revenue by \$6,000 to fund "The Studio", a space for youth at Roosevelt and Seven Trees Community Centers that encourages youth to become more engaged and connect with each other through self-expression using digital outlets. The intent of this program is to spark the next generation of creative thinkers, artists and innovators, by creating digital media, including documentaries, music videos, and public service announcements on issues that are important to them.</p>				
<i>2015 California Gang Reduction, Intervention and Prevention (CALGRIP) Grant/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$278,000	\$278,000
<p>This action establishes the 2015 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 \$278,000. This action recognizes and appropriates \$278,000 of \$474,222 in grant funding from the State of California's Board of State and Community Corrections; the remaining \$196,222 will be allocated in 2015-2016. This California Gang Reduction, Intervention and Prevention (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. Twenty percent of this grant must be allocated to community-based organizations, and the remaining grant funds will be allocated toward 2.0 Youth Outreach Worker II and 1.0 Youth Outreach Specialist temporary positions, materials and supplies, and evaluation and data collection.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Arts Capacity Building Project/Other Revenue</i>	CITY-WIDE EXPENSES		\$50,000	\$50,000
<p>This action establishes an Arts Capacity Building Project appropriation to the Office of Economic Development and increases the estimate for Other Revenue to recognize grant funding from William and Flora Hewlett Foundation. The DeVos Institute of Arts Management is bringing its flagship two-year training and professional development curriculum to San José as an investment in the future sustainability and financial health of leading San José arts organizations. This two-year capacity-building training program for 15 to 20 arts organizations is estimated to cost \$300,000. In addition to this \$50,000 grant funding, this project is also receiving \$50,000 from the City’s Cultural Grants Program and the remaining \$200,000 is anticipated to be fulfilled by various private and corporate partners.</p>				
<i>Building Development Fee Program - Non-Personal/Equipment (Reallocation from Personal Services for Peak Staffing)</i>	PLANNING, BLDG, & CODE ENF		\$100,000	
<p>This action increases the Planning, Building and Code Enforcement Department’s Building Development Fee Program Non-Personal/Equipment appropriation by \$100,000 to provide additional funding for peak staffing agreements (from \$800,000 to \$900,000), which will be funded by vacancy savings in the Building Development Fee Program Personal Services appropriation. Development services 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 2013-2014 Annual Report included an increase of \$500,000 for peak staffing funding in the Building Development Fee Program; however, it is projected that additional funding is needed for the use of seven peak staffing contracted employees through the remainder of the fiscal year. A corresponding decrease to the Building Development Fee Program Personal Services appropriation is also included elsewhere in this report to offset this action.</p>				
<i>Building Development Fee Program - Personal Services (Reallocation to Non-Personal/Equipment for Peak Staffing)</i>	PLANNING, BLDG, & CODE ENF		(\$100,000)	
<p>This action decreases the Planning, Building and Code Enforcement Department’s Building Development Fee Program Personal Services appropriation by \$100,000 to reflect vacancy savings. These savings will be reallocated to the Building Development Fee Program Non-Personal/Equipment appropriation to provide additional funding for peak staffing agreements as described elsewhere in this report. A corresponding increase to the Building Development Fee Program Non-Personal/Equipment appropriation is also included elsewhere in this report to offset this action.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

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GRANTS/REIMBURSEMENTS/FEES				
<i>Building Public Will for the Arts (California Arts Council)/Revenue from State of California</i>	CITY-WIDE EXPENSES		\$15,000	\$15,000
<p>This action establishes a Building Public Will for the Arts appropriation to the Office of Economic Development and increases the estimate for Revenue from State of California to recognize grant funding from the California Arts Council. The Building Public Will program is a national initiative, with the City of San José selected as the sole California pilot community, designed to use research-based findings to create communications strategies to build public will in a way that creates sustainability for the arts and culture as a recognized, valued, and expected part of everyday life. This funding of \$15,000 and an additional \$30,000, which is recommended elsewhere in this document, will help towards meeting the \$100,000 goal to complete this analysis. The remaining funds are anticipated to be fulfilled by various collaborating partners from other cities and states.</p>				
<i>Building Public Will for the Arts (Hewlett Foundation and Packard Foundation)/Other Revenue</i>	CITY-WIDE EXPENSES		\$30,000	\$30,000
<p>This action establishes a Building Public Will for the Arts appropriation to the Office of Economic Development and increases the estimate for Other Revenue to recognize grant funding from David and Lucille Packard Foundation (\$20,000) and William and Flora Hewlett Foundation (\$10,000). The Building Public Will program is a national initiative, with the City of San José selected as the sole California pilot community, designed to use research-based findings to create communications strategies to build public will in a way that creates sustainability for the arts and culture as a recognized, valued, and expected part of everyday life. This funding of \$30,000 and an additional \$15,000, which is recommended elsewhere in this document, will help towards meeting the \$100,000 goal to complete this analysis. The remaining funds are anticipated to be fulfilled by various collaborating partners from other cities and states.</p>				
<i>California Task Force 3 National Urban Search and Rescue Team/Revenue from Federal Government</i>	FIRE		\$17,169	\$17,169
<p>This action increases the Fire Department Personal Services appropriation and the estimate for Revenue from Federal Government to recognize grant funding to support California Task Force 3 (National Urban Search and Rescue Team) training. The award of \$17,169 reimburses the Department for training exercises that took place from July 2014 through November 2014.</p>				
<i>Council District #10 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$500	\$500
<p>This action increases the Council District 10 appropriation and corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 Winter Walk Event (WOWW).</p>				

General Fund Recommended Budget Adjustments Summary 2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Council District #2 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$7,840	\$7,840
This action increases the Council District #2 appropriation and the corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 Indian Flag Raising Event (\$3,000) and the 2014 VillageFest Event (\$4,840).				
<i>Council District #4 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$500	\$500
This action increases the Council District #4 appropriation and the corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 7th Annual Breakfast with Santa event.				
<i>Council District #6 Surplus Campaign Funds/Other Revenue</i>	MAYOR & COUNCIL		\$18,632	\$18,632
This action appropriates funding to Council District #6 and provides a corresponding increase to the estimate for Other Revenue, in the amount of \$18,632, to reflect revenue to the City in the form of a donation of surplus campaign funds from Councilmember Oliverio. Under San José Municipal Code Section 12.06.720, a candidate has two choices for the disposition of any surplus campaign funds: 1) return the funds to contributors on a pro rata basis, or 2) donate the funds to the City's General Fund. Councilmember Oliverio's campaign has issued a check for the balance of the campaign account, which has been received by the Office of the City Clerk and deposited in the General Fund.				
<i>Council District #7 (July - December) Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$4,500	\$4,500
This action increases the Council District #7 appropriation and the corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 Mid-Autumn Festival Event.				
<i>Council District #8 Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$12,199	\$12,199
This action increases the Council District #8 appropriation and corresponding estimate for Other Revenue to reflect sponsorship funding received for the Music and Movie Night Summer Series (\$349) and the 2014 Day in the Park event (\$11,850).				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Council District #8 Surplus Campaign Funds/Other Revenue</i>	MAYOR & COUNCIL		\$6,481	\$6,481
<p>This action appropriates funding to Council District #8 and provides a corresponding increase to the estimate for Other Revenue, in the amount of \$6,481, to reflect revenue to the City in the form of a donation of surplus campaign funds from Vice Mayor Herrera. Under San José Municipal Code Section 12.06.720, a candidate has two choices for the disposition of any surplus campaign funds: 1) return the funds to contributors on a pro rata basis, or 2) donate the funds to the City's General Fund. Vice Mayor Herrera's campaign has issued a check for the balance of the campaign account, which has been received by the Office of the City Clerk and deposited in the General Fund.</p>				
<i>Council District #9 (July - December) Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$1,400	\$1,400
<p>This action increases the Council District #9 (July – December) appropriation and corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 Celebrate Cambrian & Resource Fair event.</p>				
<i>Fire Department Non-Personal/Equipment (Reallocation from Personal Services for Fee Study)</i>	FIRE		\$30,000	
<p>This action increases the Non-Development Fee Program portion of the Fire Department Non-Personal/Equipment appropriation by \$30,000, reallocated from Non-Development Fee Program vacancy savings. As part of the 2014-2015 Adopted Budget, funding was added for a consultant to conduct a fee study of the Fire Department Non-Development Fee Program. However, after receiving the results of the Request for Proposal (RFP) posted in September in 2014, no bidders were identified within the authorized level of \$40,000. This action would increase the funding for this fee study from \$40,000 to \$70,000. With the higher project budget, the Fire Department is confident that additional bidders will be identified. A corresponding decrease to the Fire Department Personal Services appropriation is included elsewhere in this report.</p>				
<i>Fire Department Personal Services (Reallocation from Non-Development Fee Program Vacancy Savings to Non-Personal/Equipment)</i>	FIRE		(\$30,000)	
<p>This action decreases the Fire Department Personal Services appropriation by \$30,000 to provide additional funding for a consultant to conduct a fee study of the Fire Department Non-Development Fee Program. A corresponding increase to the Fire Department Non-Personal/Equipment appropriation is recommended elsewhere in this report.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Fire Department Personal Services and Non-Personal/ Equipment (Strike Team)/Revenue from Federal Government</i>	FIRE		\$307,745	\$307,745
<p>This action increases the Fire Department Personal Services (\$305,799) and Non-Personal/Equipment (\$1,946) appropriations and the estimate for Revenue from the Federal Government to reimburse for Strike Teams that were deployed to assist with fires (July through September 2014) in the following counties: Humboldt, Kern, King, and Mendocino. Strike Team reimbursements include costs associated with the backfill need of the department while teams are deployed, as well as the associated apparatus costs.</p>				
<i>Library Grants (California Library Literacy Services)/Revenue from State of California</i>	LIBRARY		\$70,225	\$70,225
<p>This action increases the Library Grants appropriation and the estimate for Revenue from State of California by \$70,225 to recognize receipt of the California Library Literacy Services grant. This funding, which will purchase books, materials and computer software, supports the Adult Literacy and Families for Literacy program. This program helps adults to increase their basic literacy skills as well as address the literacy needs of their young children.</p>				
<i>Maddie Lifesaving Grant/Other Revenue</i>	CITY-WIDE EXPENSES		\$151,500	\$151,500
<p>This action increases the Maddie Lifesaving Grant appropriation to the Public Works Department and the corresponding estimate for Other Revenue in the amount of \$151,500 for a grant received from the Duffield Family Foundation, dba Maddie's Fund. This grant will enhance the Animal Care and Services Division's ability to support and manage additional off-site adoption drives along with providing promotion and outreach activities that would otherwise be beyond the resource capability of the division. There is no City matching requirement for this grant.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>National Forum Capacity - Building Grant OJJDP 2012-2015/Revenue from Federal Government</i>	CITY-WIDE EXPENSES		\$123,000	\$123,000
<p>This action increases the National Forum Capacity - Building Grant OJJDP 2012-2015 appropriation to the Parks, Recreation and Neighborhood Services Department and the estimate for Revenue from the Federal Government by \$123,000. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) awarded a grant of \$125,000 in 2012-2013, and a supplemental agreement for \$170,000 in 2013-2014. The original agreement supported efforts by the Mayor's Gang Prevention Task Force (MGPTF) to address youth and gang violence through partnerships, sharing common challenges, data-driven strategies, and comprehensive planning efforts. This supplemental agreement for \$222,200 - of which \$123,000 will be allocated in 2014-2015 and \$99,200 in 2015-2016 - extends the efforts well underway by the MGPTF, with a focus on services for gang-impacted female youth. These additional funds are intended to enhance service effectiveness, reduce high-risk behaviors, and establish the San José BEST Learning Community to support continuous program enhancements and improvements. Grant funds will be used for supplies and books related to juvenile justice implementation, management information system costs, and costs associated with a current temporary analyst that has been funded by the OJJDP grant since its inception.</p>				
<i>Office of the Mayor (July – December) Special Event Sponsorship/Other Revenue</i>	MAYOR & COUNCIL		\$33,000	\$33,000
<p>This action increases the Office of the Mayor (July – December) appropriation and corresponding estimate for Other Revenue to reflect sponsorship funding received for the 2014 End of Term Reception Event.</p>				
<i>PG&E Summer Cooling Shelter Program Grant/Other Revenue</i>	CITY-WIDE EXPENSES		\$7,000	\$7,000
<p>This action increases the PG&E Summer Cooling Shelter Program Grant appropriation to the Parks, Recreation and Neighborhood Services Department and increases the corresponding estimate for Other Revenue to recognize a PG&E Summer Cooling Shelter Program grant in the amount of \$7,000. PG&E supports local governments in raising awareness of heat safety measures and in sheltering residents to mitigate health risks on extremely hot days.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Parks, Recreation and Neighborhood Services Fee Activities/Departmental Charges</i>	PARKS, REC, & NEIGH SVCS		\$580,000	\$580,000
<p>This action increases the Parks, Recreation and Neighborhood Services Department (PRNS) Fee Activities appropriation and the PRNS Departmental Charges revenue estimate by \$580,000. Through the first six months of the year, PRNS Fee Activities are tracking to exceed the budgeted revenue estimate by \$580,000, due to increased revenue from the preschool program, which was rebranded in the summer, and the Recreation of City Kids (R.O.C.K.) programs, which is after school programming for kids provided at school sites. The associated increase in the Fee Activities appropriation will provide for programming costs, such as additional instructors and supplies.</p>				
<i>Parks, Recreation and Neighborhood Services Non-Personal/Equipment (Senior Nutrition Program)/Revenue from Local Agencies</i>	PARKS, REC, & NEIGH SVCS		\$775,589	\$775,589
<p>This action increases the Parks, Recreation and Neighborhood Services Department Non-Personal/Equipment appropriation and the estimate for Revenue from Local Agencies by \$775,589 for the Senior Nutrition Program. This funding from the County of Santa Clara Department of Aging and Adult Services will be used to reimburse the City's vendor for the cost of meals for seniors at all thirteen senior nutrition sites from July 2014 through March 2015. It is anticipated that additional actions will be brought forward during 2014-2015 to recognize the reimbursement from the County for the last quarter of the fiscal year.</p>				
<i>Planning Development Fee Program - Non-Personal/Equipment (Reallocation from Personal Services for Peak Staffing)</i>	PLANNING, BLDG, & CODE ENF		\$82,000	
<p>This action increases the Planning, Building and Code Enforcement Department's Planning Development Fee Program Non-Personal/Equipment appropriation by \$82,000 to provide additional funding for peak staffing agreements (from \$340,000 to \$422,000), which will be funded by vacancy savings in the Planning Development Fee Program Personal Services appropriation. Development services 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 2013-2014 Annual Report included an increase of \$200,000 for peak staffing funding in the Planning Development Fee Program; however, it is projected that additional funding is needed for the use of three peak staffing contracted employees through the remainder of the fiscal year. A corresponding decrease to the Planning Development Fee Program Personal Services appropriation is also included elsewhere in this report to offset this action.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>Planning Development Fee Program - Personal Services (Reallocation to Non-Personal/Equipment for Peak Staffing)</i>	PLANNING, BLDG, & CODE ENF		(\$82,000)	
<p>This action decreases the Planning, Building and Code Enforcement Department's Planning Development Fee Program Personal Services appropriation by \$82,000 to reflect vacancy savings. These savings will be reallocated to the Planning Development Fee Program Non-Personal/Equipment appropriation to provide additional funding for peak staffing agreements as described elsewhere in this report. A corresponding increase to the Planning Development Fee Program Non-Personal/Equipment appropriation is also included elsewhere in this report to offset this action.</p>				
<i>Police Department Overtime/Transfers and Reimbursements (Reallocation from Airport Maintenance and Operation Fund)</i>	POLICE		\$146,000	\$146,000
<p>This action increases the Police Department's Personal Services appropriation by \$146,000 to provide additional service hours at the Norman Y. Mineta San Jose International Airport (SJC). Due to the increased passenger activity, additional overtime hours for police officers at terminal security checkpoints are needed to ensure that necessary safety and security levels are maintained. The Airport Maintenance and Operation Fund will support this increased funding and a corresponding increase to the revenue estimate for Transfers and Reimbursements is also recommended to offset this action.</p>				
<i>Public Works Development Fee Program - Personal Services</i>	PUBLIC WORKS		\$350,000	
<p>This action increases the Public Works Development Fee Program Personal Services appropriation by \$350,000 to fund increased inspection activity for works-in-progress projects funded by fees paid in previous fiscal years. The Department has been able to re-deploy resources from capital projects to support the additional workload in the Development Fee Program and to allow the Department to maintain current services levels. A corresponding decrease to the Public Works Development Fee Program Earmarked Reserve is also recommended elsewhere in this report.</p>				
<i>Public Works Development Fee Program Reserve</i>	EARMARKED RESERVES		(\$350,000)	
<p>This action decreases the Public Works Development Fee Program Earmarked Reserve by \$350,000 (from \$6.4 million to \$6.0 million) to address increased inspection activity in the Public Works Development Fee Program due to works-in-progress projects funded by fees paid in previous fiscal years. A corresponding increase to the Public Works Development Fee Program - Personal Services appropriation is also recommended elsewhere in this report.</p>				

General Fund Recommended Budget Adjustments Summary

2014-2015 Mid-Year Budget Review

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>San José BEST and Safe Summer Initiatives Programs (Parent Project)/Other Revenue</i>	CITY-WIDE EXPENSES		\$3,168	\$3,168
<p>This action increases the San José BEST and Safe Summer Initiatives Programs (BEST Program) appropriation to the Parks, Recreation and Neighborhood Services Department and the estimate for Other Revenue by \$3,168 for Parent Project. This action reflects payments received in 2014-2015 from parents who attend anti-gang seminars and reimburse the BEST Program for the cost of the training materials received. These funds offset the cost of producing these materials.</p>				
<i>Santa Clara County Homeland Security Training and Exercise Grant Advisory Group/Revenue from State of California</i>	FIRE		\$53,821	\$53,821
<p>This action increases the Fire Department Personal Services appropriation and the estimate for Revenue from State of California to support various Urban Search and Rescue (USAR) specialized training activities. The award of \$53,821 from a Santa Clara County Homeland Security Training and Exercise grant reimburses the Department for training activities including rescue systems, confined space, trench rescue, river flood, and urban shield.</p>				
<i>Senior Education and Outreach Grant/Revenue from Local Agencies</i>	CITY-WIDE EXPENSES		\$70,000	\$70,000
<p>This action increases the Senior Education and Outreach Grant appropriation and the estimate for Revenue from Local Agencies by \$70,000. This action recognizes and appropriates \$70,000 of \$280,000 in grant funding awarded from the Santa Clara County Mental Health Department to the Parks, Recreation and Neighborhood Services Department; the remaining \$210,000 will be allocated in 2015-2016. This grant supports Geriatric Specialists, who work at the senior nutrition sites and Grace Community Center and identify key mental health issues faced by the senior participants at their center and, as requested by senior participants, link individuals to mental health interventions.</p>				
<i>Sidewalk Repairs/Other Revenue</i>	CITY-WIDE EXPENSES		\$500,000	\$500,000
<p>This action increases the Sidewalk Repairs appropriation to the Department of Transportation by \$500,000 (from \$1.022 million to \$1.522 million). The sidewalk repair program has identified additional work, estimated at approximately \$2.0 million over the current budget, that is ready to issue to contractors from tree inventory and normal sidewalk inspections. Contractor and inspection capacity would allow for \$500,000 of that additional work to be completed this fiscal year. Sidewalk repairs are the responsibility of the property owner and any contractual repair work performed by the City is invoiced back to the property owner for reimbursement. A corresponding increase to the Other Revenue estimate is also recommended to recognize the payments from property owners.</p>				

**General Fund Recommended Budget Adjustments Summary
2014-2015 Mid-Year Budget Review**

<u>Action</u>	<u>Department</u>	<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
GRANTS/REIMBURSEMENTS/FEES				
<i>State of California Department of Justice Santa Clara County Specialized Enforcement Team (SCCSET)/Revenue from State of California</i>	POLICE		\$150,000	\$150,000
<p>This action increases the Police Department's Personal Services and Non-Personal/Equipment appropriations and recognizes Revenue from the State of California in the amount of \$150,000 to support the Santa Clara County Specialized Enforcement team in investigating narcotics-related activities. The funds will be used for overtime (\$75,000), specialized equipment (\$50,000), and training and travel (\$25,000).</p>				
TOTAL GRANTS/REIMBURSEMENTS/FEES			\$3,419,269	\$3,419,269

General Fund Recommended Budget Adjustments Totals

<u>Positions</u>	<u>Expenditure Change</u>	<u>Revenue Change</u>
	\$9,074,269	\$5,624,269