



DATE: March 5, 2013
TO: Mayor and City Council
FROM: Director of Finance
SUBJECT: FY 2013 Mid-Year Budget Review & General Fund Ten Year Plan Update – Revised

Attached please find revised Attachments I and III to the staff report. The changes are as follows:

Attachment I

Revenue

- A formula error was corrected for the “Net Change to Non-General Fund Revenue Estimate.” The total was corrected from \$169,000 to \$301,659.

Attachment I and Attachment III

Expenditures

- Fund 730- Fleet Management Fund (730) – a Mid-year expenditure adjustment was included in error and is now removed (-\$585,913) as this was a duplicate appropriation.
- Fund 228-Home Loan Fund – a mid-year appropriation of \$2,016,950 was included in error in Attachment III, but not reflected on Attachment I. This has been removed from Attachment III.

Attachments I and III now balance with each other as intended.

HAYWARD CITY COUNCIL

RESOLUTION NO. 13-

Introduced by Council Member _____

RESOLUTION AMENDING RESOLUTION 12-119, AS AMENDED, THE BUDGET RESOLUTION FOR THE CITY OF HAYWARD OPERATING BUDGET FOR FISCAL YEAR 2013, RELATING TO AN APPROPRIATION OF FUNDS

BE IT RESOLVED by the City Council of the City of Hayward that Resolution No. 12-119, as amended, the Budget Resolution for the City of Hayward Operating Budget for Fiscal Year 2013, is hereby amended by approving the General Fund changes indicated below.

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that the following revenue estimate amounts are hereby amended:

1. CHANGE OF REVENUE ESTIMATE TO THE GENERAL FUND

Fund	Revenue	Adopted Budget	Total Amendment	Total Adjusted Budget
100	Sales Tax	\$ 26,590,000	\$ 1,350,000	\$ 27,940,000
100	Real Property Transfer Tax	\$ 3,525,000	\$ 475,000	\$ 4,000,000
100	Charges for Service	\$ 8,190,000	\$ (50,000)	\$ 8,140,000
100	Intergovernmental	\$ 2,713,000	\$ 589,000	\$ 3,302,000
100	Fines & Forfeitures	\$ 2,570,000	\$ 200,000	\$ 2,770,000
100	Transfers In	\$ 3,867,000	\$ (31,000)	\$ 3,836,000
	Net Change to General Revenue Estimate		\$ 2,533,000	
220	Library Grants	\$ -	\$ 77,065	\$ 77,065
250	Fire Dept Grants	\$ -	\$ 55,594	\$ 55,594
273	Byrnes Justice Assist Grant	\$ 86,000	\$ (31,000)	\$ 55,000
295	S Hayward B.A.R.T. JPA	\$ -	\$ 200,000	\$ 200,000
	Net Change to Non- General Revenue Estimate		\$ 301,659	

BE IT FURTHER RESOLVED by the City Council of the City of Hayward that the following revenue estimate amounts are hereby amended:

II. CHANGE OF EXPENDITURE ESTIMATE TO THE GENERAL FUND AND OTHER REVENUE FUNDS

Fund	Expenditure	Adopted Budget	Total Amendment	Total Adjusted Budget
100	General Fund	\$ 123,524,000	\$ 1,072,297	\$ 124,596,297
213	Recycling Grants	\$ 122,500	\$ 516,187	\$ 638,687
214	Recycling Fund - New	\$ 40,000	\$ 41,979	\$ 81,979
215	Recycling Fund	\$ 601,610	\$ 4,902	\$ 606,512
220	Library Grants	\$ -	\$ 124,710	\$ 124,710
224	Neighborhood Stabilization Program	\$ -	\$ 2,150	\$ 2,150
225	Community Development Block Grant	\$ 717,747	\$ 599,720	\$ 1,317,467
228	Home Loan Fund	\$ 255,270	\$ 82,312	\$ 337,582
229	HRLP Revolving Loan Fund	\$ 351,597	\$ 788,763	\$ 1,140,360
241	Housing Authority-Low/Mod Hsg	\$ 128,334	\$ 313,880	\$ 442,214
246	Measure B II - Paratransit Fund	\$ 987,748	\$ 73,673	\$ 1,061,421
250	Fire Dept - Grants	\$ -	\$ 96,305	\$ 96,305
265	Park Dedication - Zone E	\$ 15,260	\$ 962,669	\$ 977,929
270	Downtown Business Improvement	\$ 55,000	\$ 5,413	\$ 60,413
280	Designated Donations	\$ -	\$ 271,266	\$ 271,266
295	S Hayward B.A.R.T. JPA	\$ -	\$ 200,000	\$ 200,000
413	Street System Improvement Fund (CIP)	\$ 10,300,000	\$ 508,000	\$ 10,808,000
470	Successor Agency - RDA	\$ 6,809,307	\$ 18,508	\$ 6,827,815
602	Stormwater Maint & Oper	\$ 2,685,682	\$ 297	\$ 2,685,979
612	Wastewater Rev & Oper Fund	\$ 10,979,273	\$ 93,306	\$ 11,072,579
621	Water Maint & Oper	\$ 41,925,300	\$ 162,831	\$ 42,088,131
622	Water Improvement (CIP)	\$ 9,206,000	\$ 250,000	\$ 9,456,000
628	Regional Water Intertie O&M	\$ 17,500	\$ 66,000	\$ 83,500
711	General Liability Insurance Fund	\$ 2,575,202	\$ 31,986	\$ 2,607,188
720	Facilities Management Fund	\$ 3,525,813	\$ 24,000	\$ 3,549,813
725	Technology Services Fund	\$ 4,331,528	\$ 144,574	\$ 4,476,102
730	Fleet Management	\$ 4,563,910	\$ (5,281)	\$ 4,558,629
833	Consolidated LLD 96-1, Zone 3	\$ 110,845	\$ 61,750	\$ 172,595
	Net Change to Non-General Fund Expenditures		\$ 5,439,900	

The Director of Finance is hereby authorized and directed to distribute the above revised revenue estimates and revised expenditure estimates to the various accounts of the City in accordance with generally accepted accounting principles and consistent with the purposes and objectives as outlined in the approved budget.

Fund #	Fund Name	Reason for Adjustment	Adopted Budget	Amendment	Adjusted Budget
100	Sales Tax		\$ 26,590,000		\$ 26,590,000
		Increase in projected Sales Tax Revenue		\$ 1,350,000	
100	Real Property Transfer Tax		\$ 3,525,000		\$ 3,525,000
		Increase in projected Real Property Transfer Tax		\$ 475,000	
100	Charges for Service		\$ 8,259,000	\$ (50,000)	\$ 8,209,000
		Decrease to Housing Inspection fees due to staffing reduction		\$ (20,000)	
		Increase in Plan Checking Fees		\$ 80,000	
		Decrease to Police A.V.A. Reimbursements		\$ (30,000)	
		Decrease in False Alarm Revenue		\$ (60,000)	
		Decrease in Police-Animal Control Fees & Services		\$ (20,000)	
100	Intergovernmental		\$ 2,713,000	\$ 589,135	\$ 3,302,135
		Grant carry forward Police TCS Checkpoint		\$ 28,925	
		Grant carry forward Police Avoid the 21 Grant		\$ 1,536	
		Grant Revenue Police STEP Grant		\$ 55,000	
		Grant Revenue Police OTS Avoid DUI Grant		\$ 275,000	
		Grant Revenue Police Bullet Proof Vest Grant		\$ 3,391	
		Grant carry forward HPAY Grant Reimbursement		\$ 225,283	
100	Fines & Forfeitures		\$ 2,570,000	\$ 200,000	\$ 2,770,000
		Increase to Street Sweeping Citation Revenues		\$ 200,000	
100	Transfers In		\$ 3,867,000	\$ (31,000)	\$ 3,836,000
		Reduction in transfer to General Fund from Byrnes Justice Assist Grant		\$ (31,000)	
	General Fund Total			\$ 2,533,135	
220	Library Grants		\$ -	\$ 77,065	\$ 77,065
		Carry forward Non-Profit Resource Ctr Grant		\$ 7,500	
		Set-up Adult Literacy Grant Budget		\$ 16,500	
		Set-Up TOP School Grant Budget (HUSD)		\$ 20,000	
		Set-Up CLLS Literacy Award Budget		\$ 33,065	
250	Fire Dept Grants		\$ -	\$ 55,594	\$ 55,594
		Set-Up Hazmat Cal/EPA Grant		\$ 56,520	
		Return Grant Funds - California Fire Safe Council		\$ (926)	
273	Byrnes Justice Assist Grant		\$ 86,000	\$ (31,000)	\$ 55,000
		Reduction in grant funds received.		\$ (31,000)	
295	S Hayward B.A.R.T. JPA		\$ -	\$ 200,000	\$ 200,000
		Transfer from General Fund per Resolution 13-015		\$ 200,000	
	Other Funds Total			\$ 301,659	

FY 2013 Mid-Year Expenditure Adjustments

Attachment III

Fund	Fund Name	Reason for Adjustment	Adopted Budget	Adjustment	FY 2012 Encumbrances	Total Amendment	Total Adjusted Budget
100	General Fund		\$ 123,524,000	\$ 943,241	\$ 129,056	\$ 1,072,297	\$ 124,596,297
	City Manager	Additional funds for abatements in the second half of FY2013. An unusually large abatement in the first half of the year reduced available funds.		\$ 30,000			
	Development Services	Increase to the budget to pay for outside plan check assistance for anticipated complex projects that will be received during the remainder of the fiscal year. Given current staffing levels, review in-house would not be feasible at this time. Costs will be borne by applicants.		\$ 80,000			
	Non-Departmental	Transfer to Fund 295 for the South Hayward B.A.R.T. JPA to cover initial start-up expense for the Parking District. The General Fund will be reimbursed from Fund 295 by future revenues from the JPA.		\$ 200,000			
		Encumbrance Adjustments		\$ (212,655)			
	Maintenance Services	Additional Laborer position to provide support for the Street Sweeping Citation Program. The cost of this position is entirely offset by an increase in the Street Sweeping Citation Revenue.		\$ 75,441			
		Appropriation for Data Ticket Program per Resolution 12-161		\$ 100,000			
	Police	Appropriation of the Office of Traffic Safety Avoid DUI Campaign Grant.		\$ 275,000			
		Appropriation of the Office of Traffic Safety Selective Traffic Enforcement Grant		\$ 55,000			
		Appropriation for the Delinquency Prevention Network Contract		\$ 5,000			
		Appropriation of Byrne Memorial Grant Budget		\$ 54,920			
		Carry forward Traffic Safety Center Grant Budget		\$ 28,925			
		Carry forward Avoid the 21 Grant		\$ 1,536			
		Carry forward Our Kids Contract FY12		\$ 1,153			
		Carry forward Cal-Grip Grant		\$ 225,283			
		Police Budget Carryovers for Jail Telephone Commission and Animal Control Spay/Neuter Fees		\$ 15,571			
		Appropriation of the Bullet-Proof Vests Grant		\$ 3,391			
		Appropriation of the Our Kids Contract Grant		\$ 4,677			
213	Recycling Grants		\$ 122,500	\$ 505,597	\$ 10,590	\$ 516,187	\$ 638,687
		FY12 Encumbrance Carry forward			\$ 10,590		
		Budget carry forward for grants		\$ 505,597			
214	Recycling Fund - New		\$ 40,000	\$ 41,979	\$ -	\$ 41,979	\$ 81,979
		Budget carry forward for Cal Recycle		\$ 41,979			
215	Recycling Fund		\$ 601,610	\$ -	\$ 4,902	\$ 4,902	\$ 606,512
		FY12 Encumbrance Carry forward			\$ 4,902		
220	Library Grants		\$ -	\$ 101,888	\$ 22,822	\$ 124,710	\$ 124,710
		FY12 Encumbrance Carry forward			\$ 22,822		
		Carry forward Non-Profit Resource Center Grant Budget		\$ 33,323			
		Set up Adult Literacy Grant Budget		\$ 16,500			
		Set up TOP School Grant Budget (HUSD)		\$ 20,000			
		Set up CLLS Literacy Award Budget		\$ 33,065			
224	Neighborhood Stabilization Program		\$ -	\$ -	\$ 2,150	\$ 2,150	\$ 2,150
		FY12 Encumbrance Carry forward			\$ 2,150		
225	Community Development Block Grant		\$ 717,747	\$ 520,117	\$ 79,603	\$ 599,720	\$ 1,317,467
		FY12 Encumbrance Carry forward			\$ 79,603		
		Carry forward So. Hayward Parish Budget		\$ 77,603			
		Correct CDBG Grant appropriation to balance with Adopted Budget		\$ 133,330			
		Carry forward Minor Home Repair Budget		\$ 59,845			
		Carry forward CDBG Capital Projects - Sun Gallery, Fesco, Spectrum, So. Hayward Parish		\$ 249,338			
228	Home Loan Fund		\$ 255,270	\$ -	\$ 82,312	\$ 82,312	\$ 337,582
		FY12 Encumbrance Carry forward			\$ 82,312		
229	HRLP Revolving Loan Fund		\$ 351,597	\$ 785,479	\$ 3,284	\$ 788,763	\$ 1,140,360
		FY12 Encumbrance Carry forward			\$ 3,284		
		Carry forward HRLP Loans Budget		\$ 785,479			
241	Housing Authority-Low/Mod Hsg		\$ 128,334	\$ 300,000	\$ 13,880	\$ 313,880	\$ 442,214
		FY12 Encumbrance Carry forward			\$ 13,880		
		Tennyson Gardens Deposit-Advance Funds Rehab Work		\$ 300,000			
246	Measure B II - Paratransit Fund		\$ 987,748	\$ -	\$ 73,673	\$ 73,673	\$ 1,061,421
		FY12 Encumbrance Carry forward			\$ 73,673		

Fund	Fund Name	Reason for Adjustment	Adopted Budget	Adjustment	FY 2012 Encumbrances	Total Amendment	Total Adjusted Budget
250	Fire Dept - Grants		\$ -	\$ 79,150	\$ 17,155	\$ 96,305	\$ 96,305
		FY12 Encumbrance Carry forward			\$ 17,155		
		Budget carry forward for the Ward Creek Project		\$ 23,556			
		Appropriate Grant Budget for Local Electronic Reporting System		\$ 56,520			
		Return Fire Grant Funds - California Fire Safe Council		\$ (926)			
265	Park Dedication - Zone E		\$ 15,260	\$ 962,669	\$ -	\$ 962,669	\$ 977,929
		Appropriation of Park In-Lieu Funds to cover various projects as approved by Resolutions 12-148 and 12-183.		\$ 962,669			
270	Downtown Business Improvement		\$ 55,000	\$ -	\$ 5,413	\$ 5,413	\$ 60,413
		FY12 Encumbrance Carry forward			\$ 5,413		
280	Designated Donations		\$ -	\$ 269,649	\$ 1,617	\$ 271,266	\$ 271,266
		FY12 Encumbrance Carry forward			\$ 1,617		
		Police Donations Budget Carryovers		\$ 269,649			
295	S Hayward B.A.R.T. JPA		\$ -	\$ 200,000	\$ -	\$ 200,000	\$ 200,000
		Appropriation of South Hayward B.A.R.T. JPA Funds to cover initial start-up expense for the Parking District to be reimbursed by future revenues from the JPA.		\$ 200,000			
413	Street System Improvement Fund		\$ 10,300,000	\$ 508,000	\$ -	\$ 508,000	\$ 10,808,000
		Appropriation of funds for South Hayward B.A.R.T. Project per Resolution 12-188		\$ 508,000			
470	Successor Agency - RDA		\$ 6,809,307	\$ (357,316)	\$ 375,824	\$ 18,508	\$ 6,827,815
		FY12 Encumbrance Carry forward			\$ 375,824		
		Encumbrance Adjustments		\$ (357,316)			
602	Stormwater Maint & Operations		\$ 2,685,682	\$ -	\$ 297	\$ 297	\$ 2,685,979
		FY12 Encumbrance Carry forward			\$ 297		
612	Wastewater Operating Fund		\$ 10,979,273	\$ 75,001	\$ 18,305	\$ 93,306	\$ 11,072,579
		FY12 Encumbrance Carry forward			\$ 18,305		
		Provide funding for one WPCF O&M Manager for a period of 5 months. The position will provide overlap for crucial training prior to an anticipated retirement at the facility.		\$ 75,001			
621	Water Maint & Operations		\$ 41,925,300	\$ 70,000	\$ 92,831	\$ 162,831	\$ 42,088,131
		FY12 Encumbrance Carry forward			\$ 92,831		
		Increase to the Utilities budget for the Landscape-Water Conservation program. Additional funding is needed for irrigation the addition of Rte 238 accounts.		\$ 70,000			
622	Water Improvement		\$ 9,206,000	\$ -	\$ 250,000	\$ 250,000	\$ 9,456,000
		FY12 Encumbrance Carry forward			\$ 250,000		
628	Regional Water Intertie O&M		\$ 17,500	\$ 66,000	\$ -	\$ 66,000	\$ 83,500
		Increase to the budget for the Skywest Pump Station. Additional funding is needed for utilities, maintenance and supplies. Also budget for inter-department charges for staff time. All costs for operation and maintenance are paid by SFPUC and EBMUD based on actual expenditures.		\$ 66,000			
711	General Liability Insurance Fund		\$ 2,575,202	\$ -	\$ 31,986	\$ 31,986	\$ 2,607,188
		FY12 Encumbrance Carry forward			\$ 31,986		
720	Facilities Management Fund		\$ 3,525,813	\$ -	\$ 24,000	\$ 24,000	\$ 3,549,813
		FY12 Encumbrance Carry forward			\$ 24,000		
725	Technology Services Fund		\$ 4,331,528	\$ 120,427	\$ 24,147	\$ 144,574	\$ 4,476,102
		Debt Service on 12Equip Lease-ERP Cisco Equip FY13		\$ 120,427			
730	Fleet Management		\$ 4,563,910	\$ (5,281)	\$ -	\$ (5,281)	\$ 4,558,629
		Increase to cover increased fuel costs.		\$ 80,000			
		Increase to overtime budget to offset the decreased staffing level due to position reductions.		\$ 30,000			
		Delete vacant Equipment Mechanic II position.		\$ (111,209)			
		Correct Budget for the 13Equip Lease-PD13 Vehicles		\$ (4,072)			
833	Consolidated LLD 96-1, Zone 3		\$ 110,845	\$ 61,750	\$ -	\$ 61,750	\$ 172,595
		LLD 96-1 Zone 3 Budget Adjustment		\$ 61,750			
	Change Other Funds					\$ 5,439,900	