CITY OF NEWPORT BEACH BUDGET PRESENTATION FISCAL YEAR 2018-19

Dave Kiff, City Manager

Dan Matusiewicz, Finance Director

Tuesday, June 12, 2018

FY 18-19 Checklist

6/6/2018

Budget Checklist - Amendments to the Proposed Budget
Fiscal Year 2018-19

Department/Account Number/Description	Budget Increase (Decrease)	Approved
RECOMMENDED FUND TRANSFERS		
Fund Transfers	**Budget Increase (Decrease)**	**Approved**
General Fund Transfer to Equipment Fund		
Funds for work boat for Harbor Operations	$ 150,000	
Total Recommended Fund Transfers	**$ 150,000**	

FY 18-19 Checklist (cont.)

CHANGES TO THE PROPOSED BUDGET AS PRINTED - PERSONNEL RELATED			
Department/Account Number/Description		**Budget Increase (Decrease)**	**Approved**
City Manager			
Title change and salary range adjustment for Deputy City Manager position	$	9,010	
Add .5 FTE Administrative Analyst	$	36,349	
Community Development			
Add Life Safety Specialist III at .75 FTE	$	76,797	
Finance Department			
Change classification of a Fiscal Clerk position to a Senior Fiscal Clerk position and a Buyer position to a Senior Buyer position for potential restructuring of warehouse operations. No additional appropriation needed; sufficient funding in proposed budget.	$	-	
Harbor Operations			
Change classification of Harbor Supervisor to Harbor Master	$	19,055	
Add .75 FTE Harbor Assistant Position	$	53,303	
Add .64 FTE Lead Harbor Service Worker	$	66,024	
Remove .5 FTE Technical Aide	$	(17,368)	
Police Department			
Add 1 full-time and 1 FTE Community Services Officer positions to address jail needs related to female detainees and increase miscellaneous/non-sworn overtime by $97,000	$	225,000	
Remove 2 Motorcycle Police Officers from Proposed Budget	$	(280,187)	
Add 1 Police Officer designated for school outreach (50% of cost will be paid by NMUSD)	$	140,093	
TOTAL CHANGES TO THE PROPOSED OPERATING BUDGET - PERSONNEL RELATED	**$**	**328,076**	

FY 18-19 Checklist (cont.)

CHANGES TO THE PROPOSED BUDGET AS PRINTED - MAINTENANCE & OPERATIONS			
Department/Account Number/Description		**Budget Increase (Decrease)**	**Approved**
800 MHz			
Increase to system backbone cost per County memorandum	$	36,837	
Equipment			
Work boat for new Harbor Department	$	150,000	
Mobile Data Computer equipment update for Fire vehicles	$	291,000	
Harbor Operations			
Reduce professional services funding for end of some contracted services, i.e., Marina Park management.	$	(100,000)	
Public Works/Municipal Operations Division			
Sidewalk steam cleaning (McFadden Square, Oceanfront, Lido Bridge) & plexiglass cleaning on Coast Hwy	$	25,000	
Increased cost for restroom portering due to new contract and additional service days.	$	47,360	
Quarterly steam cleaning of sidewalks on Balboa Island	$	13,800	
Additional costs for Park West maintenance contract	$	80,000	
Police Department Equipment Fund			
Remove funding for two (2) Motorcycles for previous requested Motor Officers	$	(72,000)	
Add new vehicle for designated school outreach Police Officer	$	43,403	
TOTAL CHANGES TO THE PROPOSED OPERATING BUDGET - M&O	**$**	**515,400**	
TOTAL CHANGES TO THE PROPOSED OPERATING BUDGET - PERSONNEL AND M&O	**$**	**843,476**	
TOTAL CHANGES TO THE PROPOSED OPERATING BUDGET BY FUND			
General Fund	$	373,222	
Tidelands Operating Fund	$	21,014	
Equipment Fund	$	449,240	
Total Changes to the Proposed Operating Budget	**$**	**843,476**	

FY 18-19 Checklist (cont.)

CHANGES TO THE PROPOSED BUDGET AS PRINTED - CIP EXPENDITURES				
Department/Account Number/Description			**Budget Increase (Decrease)**	**Approved**
Additions to Proposed Capital Improvement Program Budget				
10001 - 980000 - 19M13	Funds for Tidelands-related Sea Level Rise Study as required by State Lands Commission	$	67,000	
12101 - 980000 - 17R21	Irvine Ave Pavement Rehab	$	328,200	
1230053-980000-17T13	Balboa Peninsula Summer Trolley	$	10,450	
53501-980000-19R11	Balboa Boulevard Median Improvements	$	250,000	
55101-980000-19F14	Marina Park Office Modifications	$	75,000	
70201932-980000-17R21	Irvine Ave Pavement Rehab	$	170,000	
TOTAL CHANGES TO THE PROPOSED CIP BUDGET		**$**	**900,650**	
TOTAL CHANGES TO THE PROPOSED CIP BUDGET BY FUND				
	Tidelands	$	67,000	
	Gas Tax	$	328,200	
	Measure M	$	10,450	
	Balboa Village	$	250,000	
	Marina Park	$	75,000	
	Water Capital Distribution/Pipeline (NMP)	$	170,000	
	Total CIP Changes	**$**	**900,650**	

FY 18-19 Checklist (cont.)

CAPITAL IMPROVEMENT PROGRAM REBUDGETS

Department/Account Number/Description		Budget Increase (Decrease)	Approved
Fiscal Year 2017-18 Rebudgets			
01201926 - 980000 - 18D02	Storm Drain Repairs	$ 151,909	
01201927 - 980000 - 15L01	Landscape Enhancement	$ 49,863	
01201927 - 980000 - 15R18	Alley Reconstruction	$ 222,635	
01201927 - 980000 - 15R18	Alley Reconstruction (to 15R20)	$ (200,000)	
01201927 - 980000 - 15R19	Old Newport/ PCH Modifications	$ 11,244	
01201927 - 980000 - 15R20	Park Ave Bridge Replacement (from 15R18)	$ 200,000	
01201927 - 980000 - 15R20	Park Ave Bridge Replacement	$ 43,655	
01201927 - 980000 - 15T09	Lower Sunset View Park / Overcrossings	$ 157,803	
01201927 - 980000 - 16V11	Streetlight Replacement (to 17V02)	$ (101,228)	
01201927 - 980000 - 17V02	Streetlight Replacement (16V11)	$ 101,228	
01201927 - 980000 - 17V01	Streetlight Replacement (17V01)	$ (40,000)	
01201927 - 980000 - 17V02	Streetlight Replacement (17V01)	$ 40,000	
01201927 - 980000 - 17V02	Streetlight Replacement	$ 618,886	
01201927 - 980000 - 18R04	Slurry Seal FY17/18	$ 129,600	
01201927 - 980000 - 18T01	Traffic Signal Rehabilitation	$ (3,373)	
01201927 - 980000 - 18T02	Transportation Management/Modernization	$ 77,435	
01201927 - 980000 - 18T03	Balboa Peninsula Crossings	$ 67,130	
01201927 - 980000 - 19L01	Landscape Enhancement (from 17P14)	$ 200,000	
01201928 - 980000 - 16M15	Affordable Housing	$ (13,833)	
01201928 - 980000 - 17X11	Big Canyon Pond	$ 20,000	
01201929 - 980000 - 17P14	Veterans Park Modification (to 19L01)	$ (200,000)	
01201939 - 980000 - 17P15	Newport Elementary Playfield	$ 92,464	
10001 - 980000 - 16X11	Arches Storm Dr Diversion	$ (8,006)	
10001 - 980000 - 17H03	Ocean Piers Maintenance	$ 235,387	
10001 - 980000 - 18X02	TMDL Water Quality Improvements	$ (96,206)	
12101 - 980000 - 15R19	Old Newport/ PCH Modifications	$ 20,218	
12101 - 980000 - 18R22	Marguerite Hospital Pavement Rehab	$ (4,000)	
12201 - 980000 - 18R23	Marguerite Hospital Pavement Rehab	$ (240,969)	

FY 18-19 Checklist (cont.)

CAPITAL IMPROVEMENT PROGRAM REBUDGETS

Department/Account Number/Description		Budget Increase (Decrease)	Approved
Fiscal Year 2017-18 Rebudgets, continued			
1230052 - 980000 - 15X11	Bayview Hgts Drainage / Runoff Treatment	$ (30,078)	
13501 - 980000 - 15R20	Park Ave Bridge Replacement	$ 395,140	
14101 - 980000 - 16P12	Park Walls and Staircases	$ 177,406	
14101 - 980000 - 18P01	Playground Rehabilitation	$ 37,170	
53201 - 980000 - 15F12	Fire Station 5 / Library Reconstruction CdM	$ 177,969	
53201 - 980000 - 15F13	Fire Station 2 Lido	$ (42,815)	
53501 - 980000 - 17R11	Balboa Village Streetscape	$ (19,075)	
53601 - 980000 - 18L11	West Coast Hwy Medians	$ 348,000	
56101-980000-15P18	Sunset Ridge Park	$ 86,689	
57101 - 980000 - 17F11	Fire Station Remodels	$ 67,899	
65002 - 941006 - 17A01	Assessment District Costs	$ 150,000	
70101 - 980000 - 17W02	Water Master Plan Update	$ 32,691	
70201931 - 980000 - 16W14	Lido Village Water Main Replacement	$ 153,982	
70201932 - 980000 - 16W13	Big Canyon Reservoir Flow Metering and Treatment	$ 181,611	
	SUBTOTAL CAPITAL PROJECTS REBUDGETS	$ 3,248,430	

FY 18-19 Checklist (cont.)

CAPITAL IMPROVEMENT PROGRAM REBUDGETS

Department/Account Number/Description		Budget Increase (Decrease)	Approved
CAPITAL IMPROVEMENT PROGRAM REBUDGET BY FUND			
General Fund CIP	$	1,625,417	
Assessment Districts	$	150,000	
Balboa Village Parking Management District	$	(19,075)	
Building Excise Tax Fund	$	214,576	
Contributions Fund	$	395,140	
Facilities Maintenance Fund	$	67,899	
Fire Stations Fund	$	135,154	
Measure M Fund	$	(240,969)	
Measure M Competitive Fund	$	(30,078)	
Neighborhood Enhancement	$	348,000	
State Gas Tax Fund	$	16,218	
Sunset Ridge Park	$	86,689	
Tidelands Maintenance Fund	$	131,175	
Water Enterprise	$	32,691	
Water Capital Fund	$	335,594	
Total CIP Rebudgets by Fund	$	3,248,430	
TOTAL CHANGES TO THE PROPOSED CIP BUDGET	$	4,149,080	

FY 18-19 Full-Time Staffing with Checklist

FY 18 Full-time Position Count Adopted Budget	**725**
FY 19 Proposed Budget Position Changes	
Add Records Specialist (City Clerk) *Approved by Council in Fall 2017*	1
Eliminate Code Enforcement Trainee (CDD)	(1)
Add Fire Marshal (CDD & Fire)	1
Eliminate Inventory Specialist (Finance)	(1)
Add Senior Fiscal Clerk (Finance)	1
Add Park Maintenance Crew Chief (MOD)	2
Eliminate 2 Grounds Worker II (MOD)	(2)
Eliminate Park Maintenance Supervisor (MOD)	(1)
Eliminate Facilities Maintenance Technician (MOD)	(1)
Add PC Engineer (CDD)	1
Add 2 Motor Officers (PD)	2
Eliminate Recreation Supervisor (Rec)	(1)
FY19 Proposed Budget Position Total (Up 1 from FY 18 Adopted)	726
FY19 Checklist - Position Changes	
Delete 2 Motor Officers (PD)	(2)
Add 1 Community Services Officer (PD)	1
Add 1 School-Focused Police Officer (PD)	1
Delete Harbor Resources Supervisor, Add Harbor Director/Master	0
Assign Code Enforcement Supervisor to Harbor (CDD -> Harbor for 1 Ye	0
FY 19 Proposed with Checklist Changes	**726**

FY 18-19 FTE Staffing with Checklist

FY 18 FTE Position Count Adopted Budget	**140.79**
FY 19 Proposed Budget Position Changes	
Eliminate 0.75 FTE Records Specialist (City Clerk)	(0.75)
Eliminate 0.96 FTE Department Assistant (City Clerk)	(0.96)
Add 2.25 FTE Building Inspector II (CDD)	2.25
Add 0.75 FTE Code Enforcement Trainee (CDD)	0.75
Add 1.50 FTE Student Aide (CDD)	1.50
Add 0.50 FTE Intern (CDD)	0.50
Eliminate 0.76 FTE Hearing Officer (Finance)	(0.76)
Add 1.25 FTE Fiscal Specialist (Finance)	1.25
Add 0.75 FTE Sr Fiscal Clerk (Finance)	0.75
Add 0.44 Cold Case Investigator (Police Department)	0.44
Add 1.0 FTE Associate Civil Engineer (Public Works)	1.00
Add 1.10 FTE for Recreation Restructuring	1.10
FY19 Proposed FTE Budget Position Total (Up 7.07 FTE from FY 18 Adopted)	**147.86**
FY19 Checklist - Position Changes	
Add 0.50 FTE Administrative Analyst (City Manager's Office)	0.50
Add 0.75 Life Safety Specialist (CDD)	0.75
Add 1.39 FTE for Harbor Operations (Harbor)	1.39
Add 1.0 FTE Community Services Officer (Police)	1.00
Eliminate 0.50 Technical Aide (Public Works)	(0.50)
FY 19 Proposed with Checklist Changes	**151.00**

Important Dates

Dates	Action
2/15/18	Finance Committee reviewed FY 18 Police Budget
3/15/18	Finance Committee reviewed FY 18 Fire Budget
4/3/18	City Council received FY 19 Proposed Budget
4/10/18	Finance Committee received FY 19 Proposed Budget
4/12/18	Finance Committee reviewed FY 19 Proposed Budget
5/10/18	Finance Committee reviewed FY 19 Proposed Budget
5/22/18	City Council and Finance Committee (joint meeting) reviewed FY 19 Proposed Budget
5/24/18	Finance Committee reviewed FY 19 Proposed Budget and recommended FY 19 Proposed Budget (with no position on CIP or Checklist and Committee Member Gorczyca abstaining)

Recommended Actions

- Conduct a public hearing on the City Manager's Proposed Budget for Fiscal Year 2018-2019. After taking public input, discuss Council member recommendations for additions, deletions, or modifications to the proposed budget via the Budget Checklist;
- Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly;
- Review and consider the Finance Committee's budget recommendations;
- Review and consider the City Manager's recommended list of City position classifications and their salary ranges;
- Conduct a straw vote on the budget checklist of budget revisions, including those items added, changed or removed during the public hearing. Based on the straw vote, Budget Checklist items approved will be included in the City's Fiscal Year 2018-2019 Approved Budget;
- Adopt Resolution 2018-__ adopting the City Manager's Proposed Fiscal Year 2018-2019 Budget, as amended by Items (1) and (5) above.