

From: [Eric Levitt](#)
To: [CityCouncil-List](#)
Cc: [Yibin Shen](#); [Lara Weisiger](#); [Gerry Beaudin](#); [Eric Levitt](#)
Subject: We have received the below questions on the Mid-year
Date: Tuesday, February 16, 2021 5:44:59 PM
Attachments: [image001.png](#)

pg. 3 - I would like an itemized list of non-departmental COVID-related services and supplies totaling \$1 million, please.

The following is the itemized list of COVID-19 related costs.

The total below includes the transfer of \$353,970 in State CARES funding and \$297,000 in contingency funds to cover all COVID-19 related services and supplies expenses incurred in Projects 96027.XX. The general fund would supplement these funds with an additional \$349,030 transfer to cover estimated costs through the end of the fiscal year. The State CARES funding and contingency funds were previously budgeted under “non-departmental” in the General Fund. However, COVID-19 expenses have been incurred by a variety of departments under the COVID-19 Project (96027) and staff recommends transferring the non-departmental funding from the General Fund to the COVID-19 Project (96027) in order to cover the costs detailed below:

City of Alameda					
COVID EXPENSES					
AS OF February 16, 2021					
Activity History					
Revenues	Date	Account	Description	Expenditures	For Federal FEMA
General Fund Departments		GF Departments	COVID Salaries (Jan-Jun 2020)	405,248.25	
General Fund Departments		GF Departments	COVID Salaries (Jul 20-Dec 21)	489,435.85	
All Otr Funds	6/30/2020	All Otr Funds	COVID Salaries (Jan-June 2020)	1,242,384.32	
All Otr Funds	11/18/2020	All Otr Funds	COVID Salaries (Jul 20-Feb 21)	283,689.94	
F310 Project 96027 COVID Expenses		FY 19/20	F310 Project 96027 COVID Expenses	405,024.14	405,024.14
F310 Project 96027 COVID Expenses		FY 20/21	F310 Project 96027 COVID Expenses	409,283.64	409,283.64
			COVID Expenditures	3,235,066.14	814,307.78

Administration- Finance Contractual Service.

Q - Please explain what long-term financial services we're getting for \$90,000.

This request is to re-appropriate funds that were contemplated in the contract with Urban Futures, Inc. (UFI) that Council approved in May of 2020. The work includes building a financial model around Alameda's budget – operating, capital, and pension/OPEB; training staff to use and maintain the model; a deep dive into pension and OPEB strategies that could work for Alameda; and scenario development to allow Council to evaluate the viability of certain budget decisions under different economic conditions.

Administration – finance personnel

Q - What is payment source for Rent Stabilization Program?

This funding comes from the rent program fees that are being paid by the landlords.

pg. 4 - “Recreation & Parks Operations - \$15,000

Appropriate an additional \$15,000 for new park and educational signage for the re-named Chochenyo Park.” (emphasis added)

Q - Is the \$15,000 for a new park? If so, which one? Or simply for new signage for recently renamed Chochenyo Park?

The \$15,000 covers additional/new operational needs for the new signage for Chochenyo Park.

pg. 6 - “ COVID-19 Project (96027) - Capital Projects Fund (310) - \$1,000,000 Revenue increase and Expenditure appropriation for transferring budget to cover non-reimbursable expenses for services and supplies related to the response to the COVID-19 pandemic.”

Q - Are any of these expenses now covered under FEMA's recently announced 100% reimbursement for COVID-related expenses?

We are continuing to review the guidelines from FEMA but the latest announcement pertains only to the vaccination distribution and administration efforts.

pg. 7 - “Pension stabilization fund - \$18,000 to cover costs of administering fund.”

Q -Please explain use of \$18,000 and to whom paid. Is this an annual expense that we've paid in the past?

This fee is for the administration of the Pension stabilization fund that is charged by PARS. It is the same fee that the City has been paying in the past.

Police/Fire pension 1079 fund

Q - What are starting and ending balances, before and after transfer? The 1079 fund still makes payouts, correct? Are we leaving sufficient balance to cover those payments?

Funds 801 and 802 – Please see the attached. The reason we are reducing the budget is due to the fact fewer pensioners are being paid directly.

pp. 7-8 Q - Why did funds for pavement management go unspent?

This transfers money from the current year's pavement program (96010) to last year's (91810) to address the double revenue/overspending situation. This transfer is needed to close out 91810. There were no unspent funds.

pg. 8 - Q - Police vehicles - What is "up-fitting" of 18 police vehicles?

[Upfitting for police vehicles includes things like: the lights, sirens, bumpers, laptops, signage, etc.]

pg. 8 - Q - Is "fogging City Hall" recommended by public health experts? If so, please identify source and information relied upon.

City facilities where employees continue to come to work have been "fogged" regularly, based on [CDC guidance](#). This is something would could re-evaluate in our Department Operations and Transition Plan.

pg. 9 - To facilitate capital project management, staff recommend that City Council authorize the City Manager to redistribute budget appropriations between similar capital projects. The maximum transfer would be \$75,000, in conformance with the City Manager's signing authority.

The purpose of this is to clean up similar projects, ie, stormwater, sewer, pavement. Staff will be authorized to clean up different phases of similar projects.

Q - If City Council agrees to this proposal, when would City Manager inform Council of transfers made under this authority? What criteria do you propose using to determine that capital projects are "similar capital projects"?

The City Manager would consider existing/identified capital projects, the City Council's priorities, and move money based on those factors. This is a typical approach to managing capital project budget, saving staff in several departments from having to spend significant time shifting around relatively modest amounts. The department Director will make the determination and provide approval to the Finance Department to clean up closed projects, from one project to another project, with balances up to \$75K without having to go back to Council for approval.

pg. 11 - "The City Manager recommends amending the FY 2020-21 budget. The Block by Block program is not included in the proposed amendment but is provided with associated funding if the City Council desires to fund it for the remainder of the Fiscal Year."

Q - What is the source of this funding?

There is \$100K under the State CARES act. It has been identified for the Block-by-Block program. The \$100K was used up for the program by the Community Development Department. Additional funding would be needed to continue the program through the end of June 30, 2021.

From: [Eric Levitt](#)
To: [CityCouncil-List](#)
Cc: [Gerry Beaudin](#); [Yibin Shen](#); [Lara Weisiger](#); [Eric Levitt](#)
Subject: FW: [EXTERNAL] Question: Item 6F: what is the cumulative amount that has been transferred per PERS\OPEB Reserve Funding Policy?
Date: Tuesday, February 16, 2021 4:40:48 PM

We had multiple requests for how much additional we contributed to the Pension costs in past years.

Eric

From: Jennifer Tell
Sent: Tuesday, February 16, 2021 4:38 PM
To: Eric Levitt <elevitt@alamedaca.gov>; Annie To <ato@alamedaca.gov>
Cc: Nancy Bronstein <nbronstein@alamedaca.gov>; Gerry Beaudin <gbeaudin@alamedaca.gov>
Subject: RE: [EXTERNAL] Question: Item 6F: what is the cumulative amount that has been transferred per PERS\OPEB Reserve Funding Policy?

Hi Eric,

Here is the history of the lump sum payments to CalPERS and contributions to the OPEB Trust since policy inception.

Let me know if you need anything else.

Jennifer

Date of Payment to CalPERS	Safety Plan Payment
December 27, 2017	\$6,287,000
April 16, 2018	\$4,408,052
May 10, 2019	\$6,142,000
Total	\$16,837,052

Fiscal Year	OPEB Trust Contribution
FY 2016-17	\$250,000
FY 2017-18	\$3,000,000
FY 2018-19	\$500,000
Total	\$3,750,000

From: [Eric Levitt](#)
To: [CityCouncil-List](#)
Cc: [Annie To](#); [Jennifer Tell](#); [Nancy Bronstein](#); [Gerry Beaudin](#); [Yibin Shen](#); [Lara Weisiger](#); [Eric Levitt](#)
Subject: Mid Year Report
Date: Sunday, February 14, 2021 2:28:02 PM

Mayor Ezzy Ashcraft & City Council:

I wanted to follow up on the workforce changes being recommended in the Mid-Report and an update on Community Paramedicine. We had not originally planned to include workforce recommendations in the Mid-Year Report. However, because of operational needs within three departments we included. Additionally, we had planned to hold off on the recommendation to upgrade the PIO position until the Biennial budget but since we had the other workforce changes we went ahead and made the recommendation as part of the Mid-Year since Sarah is currently performing the higher level duties.

We will also be recommending in a separate staff report to increase the salary of the Base Reuse Manager. As the result of the retirement of Michelle Giles, the City will be recruiting to fill this position and in order to attract the skill set needed for this position we will be recommending to upgrade the salary.

The workforce changes being recommended in the Mid-Year Report are:

Finance Department – Reclassify one vacant Accounting Technician position to Administrative Management Analyst. In 2020, an organizational review of the Finance department was completed by an outside consultant. The consultant recommended upgrading the soon to be vacant Accounting Technician position to Administrative Management Analyst. The need for the higher level position was also apparent to the Acting Finance Director. There is not currently sufficient staff support within the department in the areas of administration, budget, policy and procedure development, procurement/purchasing, and supporting ongoing ERP duties. As a result the Finance Director is often required to complete more routine research and analytical work which then limits her ability to perform the more complex work needed to ensure the department is able to meet the strategic needs of the City. The estimated cost of the upgrade is \$20,000 for the remainder of the fiscal year.

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Planning, Building and Transportation

- **Reclassify one Permit Tech I to Permit Tech III.** In order to have additional staff available to perform the most complex permitting duties it is recommended to upgrade the classification of Permit Tech I to Permit Tech III. This will allow the department to train and develop staff and have them work at the highest level. The estimated cost of this reclassification is approximately \$5,000 annually.
- **Extend one limited term Permit Tech III for an additional two years.** This will ensure there are sufficient staff to support the significant permitting activity currently experienced by the Department. The current expiration of the limited term is April 2021. The position would be extended through April 2023.

City Manager's Office – Change the title and salary of the Public Information Officer classification

to Communications and Legislative Affairs Officer.

The City had an outside consultant conduct a review of the duties and responsibilities of the PIO. This classification was created in 2015 and filled in 2016. Since this time the City has expanded the role of this position and the current job title and duties identified in the job specification no longer reflected all the responsibilities of the position. The duties have been expanded to include a larger role in citywide communications strategy and the responsibility for managing legislative affairs for the City. The job specification and job title have been updated to reflect the increase in responsibilities. Once the job specification was updated, Human Resources staff conducted a salary survey in order to evaluate if the compensation needed to be updated as well. Based on the survey results it was recommended to increase the salary range from \$106,893 - 129,930 to \$120,323 - \$146,255.

Fire Department – Reclassify one Senior Fire Code Compliance Officer to Fire Apparatus Officer.

This is a clean-up item from the Mid-Cycle budget approved in June of 2020. This cost of the position change was included in the FY 2020-21 budget and included in the Budget presentation to City Council in June 2020 but was not included in the required Workforce Resolution.

In addition to the above recommendations, I am recommending that we continue the Community Paramedicine Program through the end of June. I believe we will have sufficient savings to continue through the end of the year, and support continuing in light of the current COVID emergency we are managing through currently.

In addition, we have put the PERS additional payment in the mid-year Budget based on City Council policy, but will ask for a motion to allow us to monitor the Fiscal Budget prior to implementing that policy at year end. I anticipate bringing an action item to the Council on this item around April of this year.