

RESOLUTION NO. 16-41

CITY OF MILLBRAE, COUNTY OF SAN MATEO
STATE OF CALIFORNIA

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MILLBRAE
TAKING VARIOUS ACTIONS TO AMEND THE BUDGET AND THE CITY'S
POSITION LISTING FOR FISCAL YEAR 2016-17

WHEREAS, the City Council (Council) previously adopted a budget for the City of Millbrae for fiscal year 2016-17; and

WHEREAS, from time to time the Council finds it necessary to amend the budget for changing needs or priorities; and

WHEREAS, the Finance Department is in need of additional resources to augment staffing during the transition period as permanent staffing are recruited; and

WHEREAS, many other Finance Departments in San Mateo County have a total of four professional Finance staff members to support critical general ledger, utility billing, payroll, budgeting, segregation of duties and financial reporting needs, and the City of Millbrae currently has only three professional Finance positions authorized (Finance Director, Financial Services Manager, and Senior Accountant).

NOW, THEREFORE BE IT RESOLVED THAT THE CITY
COUNCIL OF THE CITY OF MILLBRAE HEREBY AUTHORIZES:

1. The adjustment of the Financial Services Manager (FSM) salary to a top step of \$137,100 annually, with the formal adoption of that salary and its corresponding steps at a subsequent City Council meeting to be included on a separate Resolution to conform with CalPERS requirements. The salary steps to be used are:

Monthly Salary -----					Annual:
Step 1	Step 2	Step 3	Step 4	Step 5	Salary:
\$9,305.00	\$9,795.00	\$10,311.00	\$10,854.00	\$11,425.00	\$137,100.00

2. The addition of an Accountant position in the Finance Department, with inclusion of that position as a regular, permanent position in the official City Position Table under the Accountant salary range shown in the budget adoption staff report for 2015-16;
3. Amending the budget as shown on Attachment 1-A, which is hereby incorporated into, and is a part of this Resolution; and

4. The City Manager to execute contracts only for the Finance Department and for the Financial System Implementation Capital Improvement Project and only for fiscal year 2016-17 in an amount up to \$200,000 in order to expedite the stabilization of the Finance Department during its staff transition period.

REGULARLY PASSED AND ADOPTED this 27th day of September, 2016.

Ant Oliva

Mayor

ATTEST:

Elena Soria

City Clerk

**Resolution Attachment 1-A, Budget Amendment Details
City of Millbrae, Fiscal Year 2016-17**

	Funding Source	Funding Amount	Total
A. Increase the Financial Software Implementation Capital Improvement Project Budget, \$254,675:	Water Fund (1)	\$ 127,338	
	Wastewater Fund (1)	\$ 127,337	
			\$254,675
B. Increase Contractual Services budget in the Finance Department for Water and Wastewater share of Finance staffing needs (\$117,325):	Water Fund (2)	\$ 58,663	
	Wastewater Fund (2)	\$ 58,662	
			\$ 117,325
C. Increase personnel budget in the Finance Department for six months of net funding needed for a new Accountant position:	General Fund Budget Savings (3)	\$ 50,000	\$ 50,000

Notes:

-
- 1 and 2. Funds will be taken, to the extent possible, first from existing Water and Wastewater budget, and, second, if necessary, from the Water and Wastewater Fund Reserves. The Finance Director is authorized to use professional judgment to make these funding allocations under appropriate accounting guidelines, under approval from the City Manager.

 3. City Manager is hereby authorized to transfer any budget savings in the General Fund as of June 30, 2017 in accordance with prudent accounting standards.

I do hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Millbrae this 27th day of September, 2016, by the following vote:

AYES:	COUNCILMEMBERS:	Oliva, Holober, Papan, and Lee
NOES:	COUNCILMEMBERS:	Schneider
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None
EXCUSED:	COUNCILMEMBERS:	None


CITY CLERK