



AGENDA

FINANCE MANAGEMENT SUBCOMMITTEE

Friday, September 15, 2023
3:30 PM Pacific Time (US and Canada)

Pittsburg City Hall
First Floor Conference Room, 4B
65 Civic Avenue
Pittsburg, CA 94565

Subcommittee Members

Shanelle Scales-Preston, Mayor
Juan Banales, Vice Mayor

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- 1. Public Comment on Non-Agenda Items**
 - 2. Budget Review – August**
Staff will provide the Subcommittee with an overview of the 2023-2024 Fiscal Year Budget for the month of August. *Subcommittee feedback requested.*
 - 3. ARPA / General Fund / Measure M Update**
Staff will provide the Subcommittee with an update related to the City of Pittsburg's ARPA, General Fund and Measure M. *Subcommittee feedback requested.*
 - 4. ERP Status Update**
Staff will provide the Subcommittee with an update related to the City of Pittsburg's ERP. *Subcommittee feedback requested.*
 - 5. Fleet Purchase Update**
Staff will provide the Subcommittee with an update related to the City of Pittsburg's Fleet Purchases. *Subcommittee feedback requested.*
 - 6. Subcommittee and Staff Reports or Remarks**
 - 7. Adjournment**



MEMORANDUM

To: Finance Management Subcommittee

From: Paul Rodrigues, Finance Director

Re: **Agenda Item No. 2**

Item No. 2: Budget Review August

Staff has been providing the Finance Management Subcommittee with monthly budget reports since the Covid-19 pandemic. The report compares the year to date revenues and expenditures to the annual budget.

The Subcommittee has found this report to be helpful in identifying trends and items which require a closer examination to determine if budget adjustments are required. Many revenues and expenditures are received or expended on a consistent monthly basis, while other revenues and expenditures are received on an annual or quarterly basis.

Staff will present a brief presentation highlighting many of the City's funds and departments. *Subcommittee feedback is requested.*



MEMORANDUM

To: Finance Management Subcommittee

From: Sara Bellafronte

Re: **Agenda Item No. 3**

Item No. 3: ARPA / General Fund Surplus / Measure M Surplus Update

The following are tables giving additional detail to figures presented for item No. 3.

ARPA In Action, Slide 3

Project	Earmarked	Allocated	Spent
Frontage Rd Trail	\$812,250	\$812,250	\$155,056
Courtyard Hotel	\$600,000	\$599,000	\$579,426
Code Enforcement	\$100,000	-	-
Business Coaching	\$350,000	\$200,000	-
Fleet Study, EV Chargers, Vehicles	\$1,500,000	\$207,189	\$35,575
Heart of Pittsburg Beautification	\$388,000	\$388,000	\$14,129
Premier Fields	\$3,535,477	\$6,078,288	-
Dream Courts	\$5,750,000	\$5,750,000	-
ERP	\$1,190,000	-	-
Non-Profit Assistance	\$400,000	-	-
COVID Response	\$400,000	-	-
Business Incentives	\$300,000	-	-
Trash Capture Devices	\$400,000	\$400,000	-
Marina & Senior Center Solar	\$115,000	-	-
PACF Assistance	\$400,000	-	-
Homeless Cleanup	\$400,000	-	-
Total	\$16,640,727	\$14,434,727	\$784,186

Measure M In Action, Slide 5

	Annual Revenue	\$1,748,700	\$1,360,803	\$1,659,570	\$1,945,276
		FY 22 Revenue	FY 23 Revenue	FY 24 Revenue	FY 25 Revenue
	Earmarked	Allocated	Allocated	Proposed	Proposed
Econ Dev-W Leland Traffic Signal	\$850,000	\$850,000	-	-	-
PW-City Park Tree Removal	-	\$63,700	-	-	-
PW-Streetlight Data CCTA (2 Years)	\$135,000	\$85,000	-	-	-
Youth-Marina Center Improvements	\$1,500,000	\$750,000	-	-	-
3rd Party Code Enforcement (3 Years)	\$300,000	-	-	-	-
3rd Party Park Patrol (3 Years)	\$865,000	-	\$200,000	\$200,000	\$220,000
3rd Party Security Cams–Marina (3 Years)	\$750,000	-	\$200,000	\$250,000	-
3rd Party Security Cams – PD (3 Years)			-	-	-
PW-Sidewalk Repair	\$750,000	-	\$170,803	\$100,000	\$100,000
Youth-Create Youth Fund	\$200,000	-	\$200,000	-	-
Youth-Library Hours (3 Years)	\$350,000	-	\$121,667	\$121,667	\$121,667
Econ Dev-Waterfront Feasibility	\$150,000	-	-	-	-
Youth-CBO Programs	\$100,000	-	-	-	-
Youth-Outdoor Fitness Center	\$200,000	-	-	-	\$200,000
Youth-Premier Fields	-	-	\$150,000	\$825,000	-
Youth-Steam Camps	\$25,000	-	-	-	-
Youth-YAYASMP	\$875,000	-	-	-	-
		\$1,748,700	\$1,042,470	\$1,596,667	\$641,667
Earmarked			\$300,000		
Available		-	\$18,333	\$162,903	\$1,303,609

General Fund Surplus In Action, Slide 6

Project	Earmarked	Allocated	Spent
Pavement - Street Improvements and Slurry	\$1,251,300	\$1,251,300	-
Measure M Surplus within General Fund Surplus	-	-	-
City - Public Art Installations	\$250,000	\$200,000	\$50,000
City - Utility Box Art Murals (3 Yrs)	\$60,000	\$60,000	-
Landscape - Heart of Pittsburg Grant Match	\$62,000	\$62,000	\$62,000
Youth - Skate Park @ City Park	\$500,000	\$465,187	-
Non-Profit - PAL Programs and Staffing (3 Yrs)	\$300,000	-	-
Youth - My Brothers Keeper Program (3 Yrs)	\$750,000	-	-
Youth - My Sisters Keeper Program (3 Yrs)	\$750,000	-	-
Landscape - Park Restrooms – Buchanan Park	\$500,000	\$500,000	-
Landscape - Park Restrooms – City Park	\$750,000	\$750,000	-
City - Entrance Features	\$250,000	\$250,000	-
Pavement - Streetlight Data (CCTA) (2 Yrs)	\$15,000	-	-
Pavement - Streetlight LED Replacement	\$500,000	\$500,000	-
Landscape - Landscape Master Plan	\$1,500,000	\$1,500,000	-
	\$7,438,300	\$5,538,487	\$102,000
Un-earmarked	\$413,000		



City of
Pittsburg

Special Revenues Update
September 15, 2023

Background



ARPA

\$16,290,477

- Public Health
- Econ. Impacts
- Comm. Svcs
- Premium Pay
- Infrastructure
- Revenue Replacement
- Admin.
- Storm
- C.D.
- Transportation

Meas. M Surplus Revenues

- Public Safety
- Senior Center
- Jobs
- Road Repair
- Youth Services
- Domestic Violence Victim Svcs.

GF Surplus

\$7,851,300

- Salaries
- CalPERS
- Benefits & Insurance
- Contractual & Professional Services
- Pavement
- Unanticipated

ARPA In Action

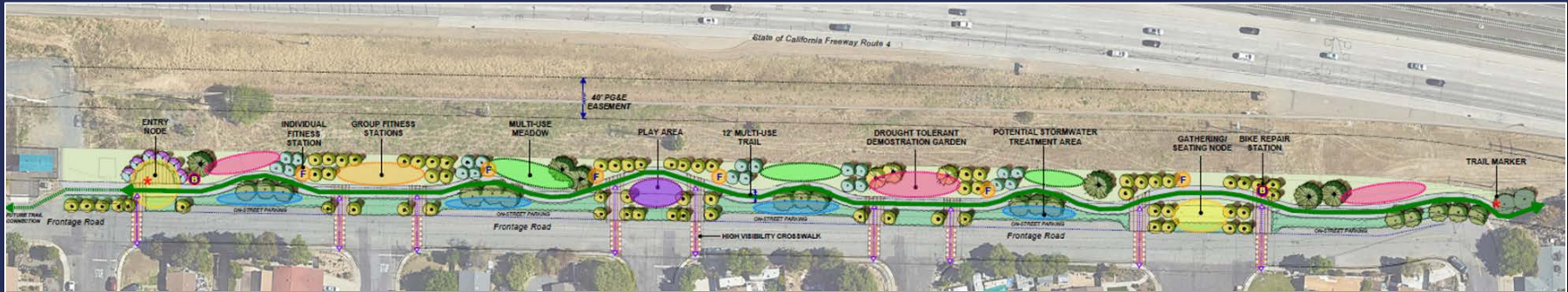


Revenue: \$16,290,477

Earmarked: \$ 16,640,727

Allocated: \$14,434,727

Spent: \$748,186



Measure M Surplus Over 3 Years



FY 22 Measure M Surplus In Action



FY 22 Dollars

Revenue: \$1,748,700

Earmarked: \$0

Allocated: \$1,748,700

Available: \$0

Spent: \$1,514,130

FY 23 Dollars

Revenue: \$1,360,803

Earmarked: \$1,342,470

Allocated: \$1,042,470

Available: \$18,333

Spent: \$27,426

General Fund Surplus In Action



Revenue: \$7,851,300

Earmarked: \$ 7,438,300

Allocated: \$5,538,487

Spent: \$102,000





City of
Pittsburg

Finance Subcommittee
A Status Report on migration to new ERP system

September 15, 2023

Project Scope



- Need to migrate to a new ERP system before 2027.
- GFOA engaged as a consultant to guide us through the vendor selection.
- Tyler Munis shortlisted as the new ERP system for the City through an RFP process.
- Financials, Human Resources, Payroll & Utility Billing to migrate to the new ERP system.
- Interfaces with other key applications in use at the City.
- Data conversion from the existing Eden system to the new ERP system.

Milestones Achieved – till July 21, 2023



- Mid 2021 : City decided in principle to replace the existing ERP system
- Nov 2021 : Engaged GFOA as our consultant to navigate us through the vendor selection process for the new ERP.
- Jan 2022 : City and GFOA began a joint exercise to
 - Evaluate City business processes and work out any changes that are needed.
 - Crystalize the City needs and requirements from the new ERP.
 - Develop an RFP for the new ERP.
- Dec 2022 : RFP released (Financials, HR/PR). UB requirements to be met through a separate RFP.
- Feb 2023 : Responses received from 5 vendors (Central Square, Cyret, Forsys, Origin Utility & Tyler)
- Apr 2023 : Proposals evaluated, and Tyler technologies elevated to the next phase.
- May 2023 : Onsite demonstrations and discussions by Tyler (3 Days)

Activities – Jul 21 to Sep 30, 2023



- Aug 7 & 8, 2023 : Discovery sessions with Tyler to interview the project implementation team that will be assigned for our project (Financial modules)
- Aug 10, 2023 : Demonstration of Utility Billing modules.
- Aug 23, 2023 : Tyler Cashiering products discussions.
- Sep 6, 2023 : Discovery sessions with Tyler to interview the project implementation team that will be assigned for our project (HR/PR modules)
- Reference Checks (El Cajon, Walnut Creek)
- Items requiring fine-tuning :
 - Interfaces
 - Conversions
 - Tyler Payment
 - Tyler Notify
- Sep 21, 2023 : Demonstration of Advanced Scheduling system.

Milestones - Future



- Oct 2023 : Negotiate the final pricing with Tyler.
- Nov 2023 : Submit the staff report to Council for approval.
- Jan 2024 : Begin implementation of Financial modules.
- Oct 2024 : Financials modules live on new ERP
- Jan 2025 : Begin implementation of HR/PR modules
- Oct 2025 : HR/PR modules live on new ERP
- Jan 2026 : Begin implementation of UB module
- Oct 2026 : UB module goes live on new ERP

Project Costs (\$)



Part A : Financials, HR & PR Modules (As per proposal)

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Subscription	256,955	256,955	256,955	264,664	272,604	1,308,133
Services	600,000	479,110	0	0	0	1,079,110
Other fees	100,000	68,100	0	0	0	168,100
Total - Part A	956,955	804,165	256,955	264,664	272,604	2,555,343

Project Costs (\$)



Part B : Utility Billing & Other Modules (Budgetary)

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Subscription	0	76,198	76,198	76,198	78,484	307,078
Services	0	300,000	300,000	0	0	600,000
Other fees	0	25,000	25,000	0	0	50,000
Total - Part B	0	401,198	401,198	76,198	78,484	957,078

Total Project Costs :

	FY 23-24	FY 24-25	FY 25-26	FY 26-27	FY 27-28	Total
Parts A + B	956,955	1,205,363	658,153	340,862	351,088	3,512,421
Contingencies	50,000	60,000	30,000	20,000	20,000	180,000
Grand Totals	1,006,955	1,265,363	688,153	360,862	371,088	3,692,421



Thank you!



City of
Pittsburg

UPDATE: Purchase of Deferred Replacement Vehicles and Equipment from FY 2022/2023 and Budgeted for FY 2023/2024

Finance Subcommittee
September 15, 2023

Update



- Council passed Resolution #23-14349
- Staff was able to immediately begin procuring vehicles & equipment
- 34 out of 66 vehicles and equipment have PO's issued or in process (encumbered funds)
- All but 2 vehicles + estimated additions are under budget. Only 1 equipment item over budget

Fleet Purchasing Totals to Date



	Total # of Items Purchased	Total Budget	Encumbered Funds to Date	Budget Variance (Positive = Green)	Remaining Amount
FY 23/24	5	\$ 945,700.00	\$259,289.32	\$33,210.68	\$686,410.68
Previous Years (Budgeted not Purchased List)	29	\$ 3,211,400.00	\$2,285,021.17	\$147,978.83	\$926,378.83
Total ALL veh/equip	34	\$ 4,157,100.00	\$2,544,310.49	\$181,189.51	\$1,612,789.51

Anticipated delivery time for Med/Super Duty Trucks =
6-12 Months

Future Purchases



- Some manufacturers have discontinued regularly purchased vehicles for certain job functions
- Discussing best options for Engineering vehicles, PD Investigations
- Staff researching best options for vehicles & use prior to procurement

Fleet Vehicle Purchases



Thank You