



CITY OF SAN PABLO

Annual Budget

2009-2010

Mayor Leonard R. McNeil

Vice Mayor Genoveva Garcia Calloway

Councilmembers:

Paul Morris

Cecilia Valdez

Arturo Cruz

Respectfully submitted by

Brock T. Arner, City Manager



City of San Pablo

Annual Budget

Fiscal Year 2009-2010

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Memorandum

To: Mayor Mc Neil and Members of the City Council

From: Brock Arner, City Manager

Date: 5/7/2009

Re: Budget Message 2009-2010

Introduction: The municipal budget serves a variety of purposes. It is the logical allocation of scarce resources to meet the needs of the community as determined by its elected city council. It is a comprehensive financial document that allows auditors, the public, and other interested parties to determine if funds are expended in conformance with the law, council direction, and from the appropriate source for the appropriate purpose. Finally, it is also the work plan for a complex organization.

The City of San Pablo operates a complex organization that provides a vast array of services that are not necessarily related. There is enforcement of the laws adopted by the federal government, the state government and by the city council. There is building inspection, roadway construction, recreational activities, future planning, finance, human resources, city clerk, code enforcement and economic/redevelopment. The organization also supports the political forum for discussion and resolution of current issues confronting the society in general and the San Pablo community in the microcosm.

San Pablo employs an attorney, 53 sworn police officers, accountants, engineers, planners, recreation and IT professionals, generalists, and even an art gallery director. The City operates a paratransit program, bingo games, provides limited public access to the internet, reaches out to school children and meets with business operators and developers. In a sentence, a municipal organization is abuzz in activities and an exciting operation that is probably not duplicated by many other organizations in the society.

The preparation of the budget and the operation of such a diverse organization require the balancing of competing priorities. Should the council allocate more of its resources to libraries and recreation, to economic/redevelopment or to public safety? These are the difficult questions that the council must address. It is only those elected by the community that can ultimately determine the best course of action.

Finances: The operating funds are the lifeline of the organization because the council has the discretion to use these monies in any legal manner that the council desires. Other grant funds and redevelopment monies are more restricted. The council has established a reserve policy that is equal to 50% of the annual budgeted expenditures in the operating funds, a reserve that exists today. The proposed 2010 budget forecasts revenues of \$23,031,977 and expenditures of \$23,249,194 for an operating deficit of (\$217,217) which will come from reserves. This is a balanced budget that is achieved by using a very small amount of the City's savings (reserves).

It took a great deal of effort and creativity by the city's rank and file staff. Specifically, the Police Chief, Public Works Director, and Community Services Director did yeoman like work in postponing or in eliminating expenditures during this budget process so that very little money will be needed from reserves.

We also reach this level of relative stability by implementing a hiring freeze and anticipating a reduction in staff through retirements or transfers. No layoffs are anticipated in the proposed budget and it is anticipated that the Council will honor its existing labor agreements by granting cost of living adjustments of 4% beginning July 1, 2009. The City also has the good fortune to have received almost \$500,000 grant funding for the retention of our police officers.

The budget does not provide funds for a fourth fire fighter to be assigned to the Contra Costa Fire District Station 70 engine company at a potential cost of \$750,000. The budget does not fund any new endeavors programs or projects.

On a positive note, this budget retains the relatively high level of services provided by this organization to the community. This budget also embraces and follows council direction of emphasizing the civic engagement process by initiating an explorer program in the Police Department, appointing a youth commission, incorporating far greater citizen participation in the general plan process and in the development of new sign program, and in assisting distressed home owners facing the foreclosure crisis and by providing additional funding for the County Library District operation. It is yet unclear as to how the council will address the Municipal ID question and the desire to televise its meetings. The availability of funding plays a role in addressing these two questions.

Redevelopment Agency: Staff has included the spread sheet that anticipates both revenues and expenditures for the next five years. This longer term financial forecasting occurred as a result of the economic downturn and the number and the dramatic decrease in the amount of annual revenue that will accrue to the Agency. Sixty million dollars in capital projects were deferred at the special Agency meeting held in September of 2008. Most notable in these

deferrals were the proposed community center at Davis Park, the construction of a new Public Works facility on Rumrill, Maple Hall, numerous street projects, and the city hall re-landscaping project.

The good news for the Redevelopment Agency is that the State has lost the initial round of a law suit which would have transferred \$1.2 million dollars away from the Agency and to the State. The trial court found that the State of California had engaged in an illegal taking of Agency funds. This case has not been finally determined, so the San Pablo Agency Board should take a wait and see attitude before using these funds.

The Agency budget will provide the necessary funding for a few opportunity purchases, a continuing economic development program, and several public projects. The Agency budget also provides funding for the relocation of the remaining Circle S residents. We anticipate that the property will be cleared by the end of the calendar year and that it will be available for its ultimate development.

Paradigm Shift: For the first time, the Council and key staff members met in an all day, facilitated retreat to review existing conditions, opportunities, threats and to work on making the organization even more responsive to the constituencies that it serves. As part of this process, the Mayor identified a paradigm shift targeted at educating and informing the community so that we may improve citizen participation and community activism. A number of specific aspects were included in this process as follows:

–Civic Engagement: this is envisioned as an educational and participatory process that will also rely on outside agencies such as Contra Costa College and the West Contra Costa Unified School district.

–Youth Commission: a council task force will work with the Recreation Division and the City Manager to create a Youth Commission which will identify opportunities for the youth of the community to participate and guide this local government.

–Explorer Scout Program: the Police Department will implement an Explorer Scout Program aimed at including young people for educational and volunteer opportunities.

–Sign Program: the Planning Division will recruit community members, business owners, sign companies and members of the Old Town Merchants Association and the Chamber of Commerce to put together a program aimed at meeting the needs of San Pablo. This process has begun and should result in

a completed ordinance for review by the Council by the end of calendar year 2009.

–Municipal Identification Cards: the Council will examine this opportunity to see if the community could benefit from such a program.

–Televising Council Meetings: the Council will examine this opportunity to determine if there is enough of a cost benefit, and civic engagement benefit to add this program. It can only be implemented through Comcast because the other television carriers do not have a public access channel. Currently Comcast serves about 50% of our households.

–Economic Development tour: the RDA has been land banking properties and working with developers and businesses that are considering San Pablo. The Council and staff will collectively visit key sites for an inspection and fuller exploration of the potential to attract these companies to San Pablo.

–Mortgage Foreclosures: San Pablo has operated a very successful first time homebuyer program that has partially addressed this issue. San Pablo is also the model city for adopting its property maintenance regulations and will be hosting a series of loan modification meetings in the late spring and early summer of 2009. These meetings will use federal stimulus money to assist troubled mortgages holders in lowering their housing expenses and in retaining their homes. Our first effort will be with Chase Bank and we hope to also co-host events with Citibank, Bank of America, and Wells Fargo.

Random Thoughts: San Pablo has managed its money prudently. Its GASB 45 reserves are being met, there is no unfunded liability to PERS, and money has been set aside for our future participation in the East Bay Emergency Radio System. Unfortunately, the County and the Schools are struggling mightily and many of our neighboring cities are under intense financial pressure. The City Council is able to meet all of its labor agreement obligations without any layoffs. It appears that the city needs to reduce the work force through attrition over the next twelve months in order to limit its reliance on funding from its reserves. The City Manager has implemented a hiring freeze which will remain in place until the economy rebounds and sufficient funding is identified.

Conclusion: San Pablo is much healthier financially than many of its neighbors but must remain diligent in managing its resources. Many needed Capital Projects have been delayed in response to the downturn in revenues but we believe that the City is poised to move forward and to address those needs as future opportunities unfold.

**CITY OF SAN PABLO
FISCAL YEAR 2009-2010**

SCHEDULE Estimated Fund Balance by Fund and Division									
	2008/09						2009/10		
	Estimated Fund Balance	Estimated Revenue 09-10		Transfers In	Total Available	Budget 09-10	Transfers Out	Estimated Available Fund Balance	
General Operating Funds									
General Fund(100)	12,944,307	20,695,010	(a)	100,000	33,739,317	18,472,879	2,559,100	(c)	12,707,338
General Reserve (150)	3,750,000				3,750,000				3,750,000
Gas Tax (200)		561,750	(c)	949,181	1,510,931	1,510,931			
Street Lighting and Landscaping (205)		840,000	(c)	559,336	1,399,336	1,399,336			
N.P.D.E.S. (207)		305,000	(c)	46,223	351,223	351,223			
Neighborhood Services (212)		313,000	(c)	1,004,360	1,317,360	1,317,360			
Total General Operating Funds	16,694,307	22,714,760		2,659,100	42,068,167	23,051,729	2,559,100		16,457,338
Special Revenue Funds									
Police Grants (202) (208) (209) (211)	269,646	352,600			622,246	353,900			268,346
Public Safety Augmentation (203)	15,099	90,000			105,099		100,000	(a)	5,099
Measure C (215)	757,368	304,000			1,061,368				1,061,368
Traffic Congestion Relief (213)	300,842				300,842				300,842
Para Transit (216)	283,555	125,000			408,555	174,420			234,135
Oak Park Maintenance (235)	14,789				14,789				14,789
HCD Grant (245)	83,871				83,871	80,000			3,871
Total Special Revenue Funds	1,725,170	871,600			2,596,770	608,320	100,000		1,888,450
Redevelopment Funds									
Housing Set Aside - Tenth TWP (250) *	698,638	55,000	(b)	2,244,000	2,997,638	1,442,600			1,555,038
Housing Set Aside - Legacy (280) **	90,128	6,000	(b)	290,000	386,128				386,128
Redevelopment Agency - Tenth TWP (350)	8,110,630	11,097,000			19,207,630	1,743,562	9,221,615	(b)	8,242,453
Redevelopment Property Acquisition (340)	16,710,446				16,710,446	3,250,000			13,460,446
Small Business Assistance Program (360)	720,177	18,000			738,177	182,000			556,177
Redevelopment Agency - Legacy (380)	6,055,598	1,521,000			7,576,598		290,000	(b)	7,286,598
2006 Bond Proceeds/10th Township(361)	3,204,833				3,204,833				3,204,833
Total Redevelopment Funds	35,590,450	12,697,000		2,534,000	50,821,450	6,618,162	9,511,615		34,691,673
Debt Service Funds									
1997 Town Center Assessment Bonds (405)	901,423	399,625			1,301,048	373,895			927,153
1998 Oak Park Assessment Fund (410)	1,069,007	468,766			1,537,773	445,738			1,092,035
2001 10th TWP Tax Allocation Bonds (456)	6,800		(b)	777,196	783,996	777,196			6,800
2004 JPFA Tax Allocation Bonds (459)	4,435,000		(b)	2,838,635	7,273,635	2,051,635			5,222,000
2006 10th TWP Tax Allocation Bonds(461)	2,387,000		(b)	2,464,000	4,851,000	3,251,000			1,600,000
1999 10th TWP Tax Allocation Bonds(490)	90		(b)	897,784	897,874	897,784			90
Total Debt Service Funds	8,799,320	868,391		6,977,615	16,645,326	7,797,248			8,848,078
GRAND TOTAL ALL FUNDS	62,809,247	37,151,751		12,170,715	112,131,713	38,075,459	12,170,715		61,885,539

* Cash available - \$3,200

**Cash available - \$90,000

(a) Transfer Public Safety Augmentation Funds to General Fund and Supplemental Law Enforcement Fund to help support police services

(b) Transfer RDA tax increment funds to Housing Set-Aside (20%) and for debt service

(c) Transfer from General Fund to SL&L, Gas Tax, NPDES & Neighborhood Services to cover revenue shortage

**City of San Pablo
Fiscal Year 2009-2010**

Schedule 2 Revenue within Fund

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2009-10 Projected
General Fund (100)					
Property Taxes - Secured	199,033	210,636	205,527	178,255	195,000
Property Taxes - Unsecured	48,834	45,575	48,946	53,069	50,000
Supplemental Property Tax	133,315	262,325	107,954		(10,000)
Utility Roll Property Tax	4,921	4,893	7,898	9,135	8,000
Homeowner's Tax Relief	17,991	17,760	18,132	9,000	8,000
ERAF Shift	(196,923)				
Sales Tax	1,313,161	1,204,309	1,294,722	1,300,000	1,170,000
Sales Tax In Lieu - Triple Flip	367,239	396,968	411,506	472,381	390,500
Motel Tax	297,710	335,239	306,002	300,000	250,000
Utility Users Tax - CATV	218,022	157,545	173,867	145,000	150,000
Utility Users Tax - P.G.& E.	1,151,968	804,569	820,068	656,000	625,000
Utility Users Tax - Telephone	788,873	631,874	638,886	500,000	500,000
Trailer Space Fees	46,695	41,998	29,190	25,000	25,000
Real Property Transfer Tax	141,625	114,047	53,084	55,000	60,000
Casino Business License	7,418,852	9,500,085	10,962,864	11,900,000	11,750,000
Casino PILOT	1,500,000	2,182,412	1,623,648	1,656,121	1,675,000
Franchise Fees	462,063	498,091	588,378	485,000	460,000
Business Licenses	286,828	319,082	293,334	300,000	300,000
Business License Penalty	4,107	2,288	3,502	3,000	5,000
Grant	30,381	89,471	14,672	8,000	
Motor Vehicle In lieu	186,323	186,254	138,923	50,000	60,000
Property Tax in Lieu of VLF	2,088,801	2,265,378	2,495,467	2,425,447	2,400,000
Off-Highway Vehicle Fees	1,178				
Vehicle License Collection		24,396			
Mandated Cost Reimbursement		72,990	8,059	20,000	20,000
WCCTAC Reimbursement	7,200	7,200	7,200	7,200	7,200
Property tax admin costs		(21,996)	(32,135)	(35,000)	(40,000)
JPA II Reimbursement	600	12,050	2,517	1,000	1,000
Police Service Fees	143,546	111,088	124,677	60,000	60,000
Casino Police Services	95,300	48,350	41,200	50,000	60,000
Sale of Police Reports/Life-Scan/Vehicle Release	35,103	24,979	1,895	1,000	100
False Alarm Fees	27,854	14,250	14,762	10,000	15,000
Police Booking Fees Reimbursement		135,871			
Recreation Program Fees	12,024	23,371	34,293	17,000	25,000
Senior Program Costs Reimbursement	40,500	40,500	50,000	50,000	50,000
Court Fines	144,500	143,282	106,249	125,000	125,000
Vehicle Fines	***	***	***	135,000	20,000
Interest on Savings/Checking	14,075	618	10,138	500	500
LAIF Interest	450,723	721,848	701,823	350,000	150,000
Maple Hall Rents	56,221	51,731	42,704	60,000	40,000
Maple Hall Fees	1,420	2,150	850	1,000	1,000
Rental Income	40,724	50,732	45,434	40,000	50,000
Delinquent Garbage Collection Fees	23,111	12,760	15,587	15,000	15,000
Law Suit Proceeds	27,201				
Sale of Surplus Property	296,762	1,750	12,964	1,000	1,000
Sale of Surplus Vehicles	18,237	16,362	9,369	7,000	7,000
Sale of copies	2,896	640	584	200	200
Other Miscellaneous	28,480	14,140	7,657	16,010	15,510
Election Printing Costs		1,049	4,018	2,854	
Transfers	(917,338)	(2,193,423)	(2,433,500)	(2,874,330)	(2,459,100)
Total General Fund	17,060,136	18,587,487	19,012,915	18,590,842	18,235,910

*** Transferred to Fund 208 - Traffic Safety Fund

**** Transferred from Fund 208 - Traffic Safety Fund

**City of San Pablo
Fiscal Year 2009-2010**

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2009-10 Projected
Gas Tax Fund (200)					
Grading Permits	525	1,261	1,125	1,000	1,000
Paving Permits		1,836	700	1,000	1,000
Encroachment Permits	20,577	30,398	7,425	5,000	5,000
Transportation Permit	591	2,086	1,280	2,000	2,000
Gas Tax 2107	255,011	254,141	247,726	234,000	225,000
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000
Gas Tax 2106	127,180	126,840	122,610	120,000	115,000
Gas Tax 2105	191,206	190,121	185,123	175,000	170,000
Engineering Inspection Fees	2,285	7,631	199	500	500
Sidewalk, Curb & Gutter Fees	8,994	9,600	10,327	5,000	5,000
Plan Review	29,839	14,820	84,314	250	250
Street Cut Permits	52,788	6,700	42,650	20,000	30,000
Map Review	2,015		375		
Interest - LAIF	416				
Other / Damage to City Property	7,275	46,166	9,195	702	1,000
Transfers	293,131	435,507	800,000	1,194,398	949,181
Total Gas Tax	997,833	1,133,107	1,519,049	1,764,850	1,510,931
Supplemental Law Enforcement Fund (202)					
Grants	127,027	136,177	100,000		100,000
LAIF Interest	1,840	2,727	2,220	100	
Total Supplemental Law Enforcement	128,867	138,904	102,220	100	100,000
Public Safety Augmentation Fund (203)					
Sales Tax	100,915	90,971	106,189	100,000	90,000
Transfers	(80,000)	(80,000)	(100,000)	(94,520)	(100,000)
Total Public Safety Augmentation	20,915	10,971	6,189	5,480	(10,000)
ABC Grant (204)/Click it or Ticket (210)					
Grants		6,207	7,105		
Total ABC Grant		6,207	7,105		
Street Lighting and Landscaping Fund (205)					
Street Lighting/Landscaping Assessments	839,000	845,020	842,911	840,000	840,000
Other Grants/Revenue		500	829		
Transfers In	375,476	635,466	650,000	745,776	559,336
Total Street Lighting & Landscaping	1,214,476	1,480,986	1,493,740	1,585,776	1,399,336
JAG Grant (206)					
Grants		40,271	43,724		147,000
Total JAG Grant		40,271	43,724		147,000
Police Grants (NC3TE/West-Net) (211)					
Grants	135,000	134,513	79,067	65,000	85,100
Transfers					
Total Police Grants	135,000	134,513	79,067	65,000	85,100
NPDES Storm Drain Assessment Fund (207)					
Other Grants	13,913	9,388	9,793	15,000	8,000
NPDES Assessment	337,646	300,234	282,038	295,000	297,000
Interest/other	1,089	12,917	2,804		
Transfers	4,347		13,500	17,456	46,223
Total NPDES Storm Drain Assessment	356,995	322,539	308,135	327,456	351,223

City of San Pablo
Fiscal Year 2009-2010

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2009-10 Projected
RD Housing Set-Aside (Tenth TWP) Fund (250)					
Grants					
Interest	117,873	177,945	205,676	180,000	40,000
Loan Repayment	20	39,214	120,441	25,000	10,000
Interest Notes	76,846	123,840	20,535	50,000	5,000
Payoff of Deferred Loans	177,918	251,886			
Sale of Property	2,405,464				
Other	18	19,513			
Transfers	1,678,088	2,637,382	2,646,033	5,337,616	2,244,000
Total Housing Set-Aside (Tenth TWP)	4,456,227	3,249,780	2,992,685	5,592,616	2,299,000

RD Legacy Fund (240)					
LAIIF Interest	10,159	47,372	57,966	40,000	6,000
Transfers	772,193	372,048	375,537	(1,783,220)	290,000
Total Housing Set-Aside (Legacy)	782,352	419,420	433,503	(1,743,220)	296,000

RD Property Acquisition Fund (40)					
LAIIF Interest	156,390				
Transfers In	16,745,025	11,599,644	4,225,000	9,831,142	
Total Property Acquisition Project Fund	16,901,415	11,599,644	4,225,000	9,831,142	

Current Secured Property Tax	10,033,544	11,644,042	12,699,160	12,222,176	11,700,000
Supplemental Property Tax	751,215	1,436,524	408,295	(1,490,000)	(600,000)
Unitary Property Tax	105,678	106,344	122,713	131,309	120,000
Revenue sharing to Contra Costa Co.	(166,952)	(178,080)	(189,415)	(2,188,265)	(618,000)
ERAF Shift	(737,486)			(1,069,645)	
Abatement Received	15,632	53,942			
Abandoned Vehicle - AB 4114	56,824	51,686	55,710	50,000	50,000
Administrative Costs to CCC	(99,006)	(88,015)	(118,844)	(125,000)	(130,000)
LAIIF Interest	633,959	824,654	552,754	352,958	150,000
Interest Fiscal Agent	181,477	69,337		100,000	20,000
Loan Repayment	45,793	43,505	32,937	15,000	30,000
Interest - Notes	9,485	13,062	20,530	15,000	15,000
Interest - Savings		194,720	1,860		
CRC Fees	51,936	41,252			
CRC Rent	188,754	94,485			
Rental Income	88,675	87,423	1,368,245	690,000	350,000
Sale of Property	(15,510)	2,350,001			
Other	58,092	72,947	25,343	5,000	10,000
Transfers	(6,966,619)	(17,228,459)	(11,003,729)	(18,976,164)	(9,221,615)
Total Tenth TWP Project Fund	4,235,491	(410,630)	3,975,559	(10,267,631)	1,875,385

Interest Fiscal	186,806				
Transfers	(5,292,650)				
Total 2004 Legacy Bond Proceeds	(5,105,844)				

Interest Fiscal	44,640	2			
LAIIF Interest	321,867				
Transfers	(15,288,494)	(69,664)			
Total 2004 Tenth Township Bond Proceeds	(14,921,987)	(69,662)			

**City of San Pablo
Fiscal Year 2009-2010**

	2005-06 Actual	2006-07 Actual	2007-08 Actual	2008-09 Estimate	2009-10 Projected
2006 Tenth Township Bond Proceeds (461)					
Interest Fiscal		422,652	632,356		
Bond Proceeds		36,000,000			
Transfers		(18,748,118)	(4,022,347)		
Total 2006 Tenth Township Bond Proceeds		17,674,534	(3,389,991)		
Small Business Loans					
Loan Repayment	71,116	13,795	51,647		15,000
Interest on Notes	2,707	3,094	3,208		3,000
Transfers In				791,339	
Total Small Business Loans	73,823	16,889	54,855	791,339	18,000
Legacy RDA Project Fund					
Current Secured Property Tax	1,182,000	1,556,108	1,637,881	1,946,685	1,800,000
Supplemental Property Tax	35,000	302,982	236,880	(10,000)	(10,000)
Unitary Property Tax	1,000	1,106	2,925	3,905	3,000
ERAF shift	(52,000)			(152,025)	
Revenue sharing to Contra Costa Co.	(235,000)	(380,671)		(168,649)	(350,000)
LAIF Interest	50,000	139,709	167,067	50,000	100,000
Administrative Cost	(12,000)		(19,507)	(22,000)	(22,000)
Transfers In	(245,889)	(372,048)	(375,537)	(318,420)	(290,000)
Total Legacy RDA Project Fund	723,111	1,247,186	1,649,709	1,329,496	1,231,000
2001 Tenth TWP Bond Debt Service (45)					
Interest					
Interest Fiscal Agent		1,278	868		
Transfers	778,197	718,090	790,871	780,240	777,196
Total 2001 Tenth TWP Bond Debt Service	778,197	719,368	791,739	780,240	777,196
2004 JPFA Bond Debt Service (459)					
Interest Fiscal Agent		153,012	174,113		
Transfers	1,689,816	7,130,210	1,988,546	2,416,950	2,838,635
Total 2004 JPFA Bond Debt Service	1,689,816	7,283,222	2,162,659	2,416,950	2,838,635
2006 JPFA Bond Debt Service (45)					
Interest Fiscal Agent		329,764	122,613		
Transfers		4,281,817	457,951	1,261,160	2,464,000
Total 2006 JPFA Bond Debt Service		4,611,581	580,564	1,261,160	2,464,000
1999 Tenth Township Bond Debt Service (45)					
Interest					
Interest Fiscal Agent		1,399	381		
Transfers	902,914	895,147	895,327	900,440	897,784
Total 1999 Tenth TWP Bond Debt Service Fund	902,914	896,546	895,708	900,440	897,784
1993 Tenth TWP Bond Debt Service (45)					
Interest					
Interest Fiscal Agent	80,000	148,296			
Transfers	1,253,465	7,504,009			
Total 1993 Tenth TWP Bond Debt Service Fund	1,333,465	7,652,305			
Grand Total Redevelopment Funds	11,848,980	54,890,183	14,371,990	10,892,532	12,697,000
GRAND TOTAL ALL FUNDS	40,016,837	82,780,052	45,741,657	36,567,849	37,151,751

Note: Prior year totals will not equal the detail as those funds not active in FY 2004-05 are not printed. The totals do equal what was printed in prior budgets.

CITY OF SAN PABLO
FISCAL YEAR 2009-2010

Schedule 3 Budget and Expenditures by Fund and Division

Fund and Division	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Estimated Expenditures	2009-10 Adopted Budget
General - Fund 100					
1110 City Council	211,342	251,950	629,206	407,440	787,852
1210 City Attorney	237,141	377,546	474,647	473,214	465,950
1310 City Manager	615,096	818,891	1,057,147	979,479	822,620
1330 Information Technology	235,288	445,416	533,367	605,345	660,810
1420 Finance/City Treasurer	416,510	675,296	743,336	548,355	511,405
1440 Recreation	716,928	956,875	1,221,258	1,424,320	1,333,970
1500 Emergency Medical Services Aid	0	0	0	350,000	0
1810 Police	15,267,684	10,394,773	14,976,702	14,459,656	13,890,272
Code enforcement included in RDA	0	0	0	(547,943)	0
8000 Multi-Departmental Programs	14,877	2,374	0	0	0
Total General Fund Budget	17,714,866	13,923,904	19,635,663	18,699,866	18,472,879
Gas Tax - Fund 200					
1730 Engineering	710,261	670,435	957,297	947,861	851,020
3110 Street Maintenance	310,009	421,359	624,102	819,807	659,911
Total Gas Tax Budget	1,020,270	1,091,794	1,581,399	1,767,668	1,510,931
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape	1,115,863	1,504,444	1,513,357	1,588,595	1,399,336
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.	357,665	329,531	371,203	332,125	351,223
Neighborhood Services - Fund 212 (215)					
1755 Development Services	932,750	1,293,305	1,426,377	1,423,911	1,317,360
Police Grants - Funds 202, 208, 209, 211					
1830 Police	493,668	434,051	663,863	455,770	353,900
Para Transit - Fund 216					
1444 Para Transit	76,253	144,298	140,256	155,357	174,420
Oak Park Storm Drain Maintenance - Fund 235					
2210 Oak Park Storm Drain Maintenance	4,649	2,714	4,970	0	0
HCD Grant - Fund 245					
1743 HCD/CalHome Grant	0	200,000	0	80,000	80,000
Housing Set-Aside(Low-Mod.) Tenth Twp. Fund 250					
1741 Housing Administration	1,320,058	318,764	4,191,920	6,672,500	1,442,600
Housing Set-Aside(Low-Mod.) Legacy Fund 280					
1741 Housing Administration	0	0	0	0	0
Public Works Projects - Fund 320					
3200 Street Projects **	5,805,726	8,232,063	4,469,888	15,813,056	
Municipal Buildings Projects - Fund 330					
3300 Municipal Buildings **	135,000	464,939	104,953	460,403	

CITY OF SAN PABLO
FISCAL YEAR 2009-2010

Fund and Division	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Estimated Expenditures	2009-10 Adopted Budget
Redevelopment Projects - Property Acquisition - Fund 340					
3400 Property Acquisition	51,935	5,498,030	1,125,781	12,550,000	3,250,000
Redevelopment - Tenth Twp. - Fund 350					
1735 Graffiti and Litter Abatement	233,897	249,977	324,527	434,279	401,922
1790 Community Resource Center	354,382	0	0	0	0
1820 Code Enforcement	993,104	940,727	1,450,470	547,943	included in Police
6110 Redevelopment Implementation	1,771,507	926,356	1,994,378	2,716,157	1,341,640
Total Redevelopment - Tenth Twp.	3,352,890	2,117,060	3,769,375	3,698,379	1,743,562
Small Business Assistance Loan Pgm - Fund 360					
2300 Small Business Assist Loan Program	58,794	114,235	15,621	216,000	182,000
2006 Bond - Fund 361					
3610 10th Township 2006 Bond		549,578	0	0	0
El Portal Assessment Bond - Fund 400					
7000 Debt Service	0	0	0	0	0
Town Center Bond - Fund 405					
7000 Debt Service	374,416	372,684	372,170	375,970	373,895
Oak Park Bond - Fund 410					
7000 Debt Service	447,134	445,597	449,238	452,740	445,738
2001 Tenth Township Tax Allocation Bonds - Fund 456					
7250 Tax Allocation Redevelopment Bonds	778,197	720,002	782,245	780,240	777,196
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
7250 Tax Allocation Redevelopment Bonds	1,670,347	2,474,295	2,409,196	2,416,950	2,051,635
2006 JPFA Tax Allocation Bonds - Fund 461					
7250 Tax Allocation Redevelopment Bonds	0	1,105,007	1,700,661	1,261,160	3,251,000
1999 Tenth Township Tax Allocation Bonds - Fund 490					
7250 Tax Allocation Redevelopment Bonds	902,914	895,582	896,438	900,440	897,784
1993 Tenth Township Tax Allocation Bonds - Fund 495					
7250 Tax Allocation Redevelopment Bonds	1,253,465	12,684,750	0	0	0
GRAND TOTALS	37,866,860	54,916,627	45,624,574	70,101,130	38,075,459

** Amounts requested on Capital Projects include unused appropriations from prior years.

**CITY OF SAN PABLO
FISCAL YEAR 2009-2010**

SCHEDULE 4 Expenditures by Category

Fund	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Estimated Expenditures	2009-10 Adopted Budget
General - Fund 100					
Salaries	6,881,702	7,573,455	8,235,838	10,051,825	10,035,900
Service and Supplies	2,441,063	2,538,225	3,026,216	4,258,393	4,124,039
Fixed Assets	281,697	276,619	331,030	210,500	175,300
Employee Benefits	8,954,116	3,519,338	8,209,501	4,461,480	4,350,100
Expenditure Transfers	(843,712)	16,267	(166,922)	(282,332)	(212,460)
<i>Total General Fund</i>	17,714,866	13,923,904	19,635,663	18,699,866	18,472,879
Gas Tax - Fund 200					
Salaries	476,304	310,032	455,622	690,805	584,000
Service and Supplies	333,110	403,521	533,781	588,053	522,161
Fixed Assets	9,357	121,742	173,556	126,002	124,500
Employee Benefits	224,493	236,836	394,598	321,410	235,500
Expenditure Transfers	(22,994)	19,663	23,842	41,398	44,770
<i>Total Gas Tax</i>	1,020,270	1,091,794	1,581,399	1,767,668	1,510,931
Street Lighting and Landscaping - Fund 205					
Salaries	422,057	491,048	482,299	530,440	455,100
Service and Supplies	489,333	549,102	524,462	697,040	666,036
Fixed Assets	0	139,644	26,863	62,866	15,250
Employee Benefits	279,426	305,368	454,469	256,830	223,800
Expenditure Transfers	(74,953)	19,282	25,264	41,419	39,150
<i>Total Street Lighting & Landscaping</i>	1,115,863	1,504,444	1,513,357	1,588,595	1,399,336
N.P.D.E.S. - Fund 207					
Salaries	100,349	197,446	186,831	194,760	205,500
Service and Supplies	103,535	48,146	45,572	54,640	54,593
Fixed Assets	0	0	25,659	0	0
Employee Benefits	38,747	76,313	103,919	70,300	77,700
Expenditure Transfers	115,034	7,626	9,222	12,425	13,430
<i>Total NPDES</i>	357,665	329,531	371,203	332,125	351,223
Neighborhood Services - Fund 212 (215)					
Salaries	403,678	568,552	513,074	523,550	549,900
Service and Supplies	425,349	406,056	488,927	688,600	534,500
Fixed Assets	0	32,054	6,415	0	0
Employee Benefits	226,581	261,990	384,801	211,910	231,100
Expenditure Transfers	(122,858)	24,653	33,160	(149)	1,860
<i>Total Neighborhood Services</i>	932,750	1,293,305	1,426,377	1,423,911	1,317,360
Police Grants - Funds 202,208,214,218					
Salaries	340,126	268,240	385,372	356,274	241,800
Service and Supplies	21,506	2,426	35,424	2,000	0
Fixed Assets	31,484	115,038	102,536	0	0
Employee Benefits	100,552	48,347	140,531	97,496	112,100
<i>Total Police Grants</i>	493,668	434,051	663,863	455,770	353,900

CITY OF SAN PABLO
FISCAL YEAR 2009-2010

Fund	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Estimated Expenditures	2009-10 Adopted Budget
Para Transit - Fund 216					
Salaries	42,478	44,055	51,524	72,780	84,400
Service and Supplies	20,652	26,682	21,504	57,440	57,500
Fixed Assets	0	56,644	42,093	0	0
Employee Benefits	11,314	15,208	22,924	22,240	29,100
Expenditure Transfers	1,809	1,709	2,211	2,897	3,420
<i>Total Para Transit</i>	76,253	144,298	140,256	155,357	174,420
Oak Park Storm Drain Maintenance - Fund 235					
Salaries	2,492	1,778	0		
Service and Supplies	2,000	850	4,845		
Employee Benefits	157	86	125		
<i>Total Oak Park</i>	4,649	2,714	4,970	0	0
HCD Grant - Fund 245					
Loans	0	200,000	0	80,000	80,000
Housing Set-Aside(Low-Mod.) Tenth Twp. - Fund 250					
Salaries	15,936	0	0	0	18,500
Service and Supplies	45,178	28,298	65,139	140,000	42,000
Loans/Grants	1,239,074	290,466	4,126,781	6,407,500	1,245,000
Fixed Assets	0	0	0	0	0
Employee Benefits	8,151	0	0	0	12,100
Expenditure Transfers	11,719	0	0	125,000	125,000
<i>Total Housing Set-Aside</i>	1,320,058	318,764	4,191,920	6,672,500	1,442,600
Housing Set-Aside(Low-Mod.) Legacy Fund 280					
Loans/Grants	0	0	0	0	0
Public Works Projects - Fund 320					
Salaries					
Service and Supplies					
Loans/Grants					
Fixed Assets/Land Purchases					
Employee Benefits					
<i>Total Public Works Projects</i>	5,805,726	8,232,063	4,469,888	15,813,056	
Municipal Buildings Projects - Fund 330					
Service and Supplies					
Fixed Assets					
<i>Total Municipal Building Projects</i>	135,000	464,939	104,953	460,403	
Redevelopment Projects - Property Acquisition - Fund 340					
Service and Supplies	52,205	357,802	1,125,781	11,000,000	2,500,000
Loans/Grants	(270)		0	0	0
Land Purchase	0	5,140,228	0	1,550,000	750,000
<i>Total RDA Property Acquisition</i>	51,935	5,498,030	1,125,781	12,550,000	3,250,000
Redevelopment - Tenth Twp. - Fund 350					
Salaries	990,161	865,926	1,124,979	832,877	519,800
Service and Supplies	677,099	746,035	1,601,698	2,407,060	986,332
Fixed Assets	75,000	31,655	34,839	58,560	7,000
Employee Benefits	942,490	430,971	946,855	354,540	202,600
Expenditure Transfers	668,140	42,473	61,004	45,342	27,830
<i>Total Redevelopment - Tenth Twp.</i>	3,352,890	2,117,060	3,769,375	3,698,379	1,743,562

CITY OF SAN PABLO
FISCAL YEAR 2009-2010

Fund	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Estimated Expenditures	2009-10 Adopted Budget
Small Business Assistance Loan Pgm - Fund 360					
Services and Supplies	8,794	14,235	18	66,000	42,000
Loans/Grants	50,000	100,000	15,603	150,000	140,000
Total Small Business Assistance	58,794	114,235	15,621	216,000	182,000
2006 10th Township Bonds - Fund 361					
Debt Service	0	549,578	0	0	0
Total 2006 10th Township Bonds	0	549,578	0	0	0
El Portal Assessment Bond - Fund 400					
Service and Supplies	0	0	0	0	0
Debt Service	0	0	0	0	0
Total El Portal Assessment Bonds	0	0	0	0	0
Town Center Bond - Fund 405					
Service and Supplies	2,000	2,000	2,470	2,000	2,000
Debt Service	372,416	370,684	369,700	373,970	371,895
Total Town Center Bonds	374,416	372,684	372,170	375,970	373,895
Oak Park Bond - Fund 410					
Service and Supplies	2,000	2,000	2,470	2,000	2,000
Debt Service	445,134	443,597	446,768	450,740	443,738
Total Oak Park Bonds	447,134	445,597	449,238	452,740	445,738
2001 Tenth Township Tax Allocation Bonds - Fund 456					
Service and Supplies	0	0	0	0	0
Debt Service	778,197	720,002	782,245	780,240	777,196
Total 2001 Tenth Township Bonds	778,197	720,002	782,245	780,240	777,196
2006 JPFA Tax Allocation Bonds - Fund 461					
Debt Service		1,105,007	1,700,661	1,261,160	3,251,000
Total 2006 JPFA Bonds	0	1,105,007	1,700,661	1,261,160	3,251,000
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
Service and Supplies	0	0	0	0	0
Debt Service	1,670,347	2,474,295	2,409,196	2,416,950	2,051,635
Total 2004 JPFA Bonds	1,670,347	2,474,295	2,409,196	2,416,950	2,051,635
1999 Tenth Township Tax Allocation Bonds - Fund 490					
Service and Supplies	0	0	0	0	0
Debt Service	902,914	895,582	896,438	900,440	897,784
Total 1999 Tenth Township Bonds	902,914	895,582	896,438	900,440	897,784
1993 Tenth Township Tax Allocation Bonds - Fund 495					
Service and Supplies	0	0	0	0	0
Debt Service	1,253,465	12,684,750	0	0	0
Total 1993 Tenth Township Bonds	1,253,465	12,684,750	0	0	0
GRAND TOTALS	37,866,860	54,916,627	45,624,574	70,101,130	38,075,459

** Amounts requested on Capital Projects include unused appropriations from prior years.

City of San Pablo
Fiscal Year 2009-2010

Division 1110	City Council	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	36,219	33,000	39,060	42,100
41900 Benefits	58,869	53,897	62,680	70,400
Total Salaries and Benefits	95,088	86,897	101,740	112,500
SERVICE AND SUPPLIES				
42001 Communications	676	606	720	720
43000 Equipment Maintenance	0	13	1,000	1,000
43300 Memberships	17,691	19,598	23,350	23,000
43500 Office Expense	1,026	113	750	750
43600 Professional Services	0	0	0	35,000
44000 Special Departmental Expense	98,483	299,150	253,480	594,482
44320 Training and Travel	1,060	835	3,400	3,400
44325 Training and Travel/Elected Official	5,754	11,380	26,600	20,600
Total Service and Supplies	124,690	331,695	309,300	678,952
FIXED ASSETS				
46300 Equipment	0	0	0	0
Total Fixed Assets	0	0	0	0
EXPENDITURE TRANSFERS				
49005 PERS Side Fund		3,490		0
49006 OPEB GASB45	32,172	210,724	0	0
49503 Salary/benefit transfers to other divisions	0	(3,600)	(3,600)	(3,600)
Total Expenditure Transfers	32,172	210,614	(3,600)	(3,600)
TOTAL CITY COUNCIL BUDGET	251,950	629,206	407,440	787,852
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	49.51%	88.82%	-1.82%	93.37%

CITY COUNCIL

Division 1110

Mission Statement

The City Council is responsible for establishing comprehensive goals and objectives for the City; providing leadership in establishing policies for the conduct of municipal affairs; formulating priorities for allocation of City resources; supporting special legislative bodies; representing the City at local, regional, state and nationwide organizations; and holding regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum.

City Council Department Goals

- A. Maintain sound financial stability and solid reserves
- B. Revitalize and reconstitute the Youth Commission
- C. Develop a Community Center
- D. Improve access to city government by providing materials in languages other than English
- E. Develop school and community partnerships
- F. Support public safety
- G. Develop city wide internet access (WiFi)
- H. Create a community leadership development program
- I. Enhance the Civic Engagement process
- J. Promote a new community identity
- K. Continue successful code enforcement efforts
- L. Assist community members in the foreclosure crisis

Budget Line Item Descriptions

The five-member City Council is elected at large and serve four-year, overlapping terms. The City Council operates under the Council/Manager form of government, whereby the Mayor is selected by the Council and rotated on an annual basis.

41000 *Salaries* \$42,100

Councilmembers are paid \$702 per month. Additionally, the City Council acts as the Redevelopment Agency Board; when they function as the Redevelopment Agency, each Councilmember is paid \$30 per meeting.

41900 *Benefits* \$70,400

This line item represents the City Council's share of employee benefit costs and insurance. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, Medicare, life insurance, benefits in-lieu, medical insurance for retirees and employee assistance program.

42001 *Communications* \$720

Fax lines and telephone call reimbursement to Councilmembers.

43000 *Equipment Maintenance*

Fax machines, Chamber sound system maintenance, Limiter, projector maintenance and miscellaneous maintenance. **\$1,000**

43300 *Memberships*

League of California Cities \$12,000
Association of Bay Area Governments 5,600
Sister Cities International 510
Mayors' Conference dues 1,400
US/Manzanillo Sister Cities 150
East Bay Division dues 300
Other memberships and publications 3,040
\$23,000

43500 *Office Expense*

Business cards, badges, nameplates, holders & toner for FAX machines. **\$750**

43600 *Professional Services*

City Manager Recruitment **\$35,000**

44000 *Special Departmental Expense*

Library support \$ 143,752
Lake School 300,000
Helms School 80,000
San Pablo Community Foundation 25,000
Martin Luther King celebration 1,500
Adopt a Family 5,000
Non-profit (501(c) (3) funding 10,000
WCCUSD Board meetings broadcast 4,300
Reorganization City Council refreshments 1,500
Reorganization Flowers for Council 300
Reorganization Gift for outgoing Mayor 250
CCC Mayors Conference dinners 3,000
Closed session refreshments 1,000
Flowers and cards for employees and elected officials (births, deaths, hospital and home confinement) 2,000
Council-purchased tapes & videos 100
Photographs 300
Engraving of tile plaques 250
City lapel pins and souvenirs 1,200
Memorial donations & commendations (Officer of the Year, VFW Wreath) 430
Annual West County Public Education Fund Dinner 1,000
Council document/ proclamation frames 600
Special events (i.e. Cinco de Mayo, Juneteenth) 10,000
Other miscellaneous expenses 3,000
Host West County breakfast meetings (none budgeted this year) **\$594,482**

44320 *Training and Travel*

Includes the following conferences / meetings that are not charged to an individual's allocation:

CCC Mayors' Conference monthly dinner meeting	\$2,300
League of California Cities - East Bay Division	620
LCC East Bay Division (12 meetings at \$40 plus mileage)	<u>480</u>
	\$3,400

44325 *Training and Travel / Elected Officials*

Accounts for Council conferences, training seminars, travel and lodging. In February 2006 the City Council voted to allocate \$4,000 to each of its members for conferences and seminars along with related travel and lodging expenses, etc. An extra \$600 is allocated to the Mayor, recognizing the various additional functions requiring the Mayor's attendance. **\$20,600**

46100 *Improvements*

None budgeted.

46300 *Equipment*

None budgeted.

49503 *Salary/Benefits Transferred to Other Divisions*

Total salaries and benefits are reflected in the employee's main budget unit. If that employee or Councilmember, in this case, is charged to some other division on a percentage or hourly basis for work performed by that employee, those costs will be reflected in this line item and be shown as a credit to the department donating the employee time. In this particular case, City Councilmembers function as the Board of Directors for the Redevelopment Agency and are paid \$30 per meeting for this service. This cost is therefore, credited to the Council's budget and charged via line item 49003 to the RDA budget.

<u>Position</u>	<u>Percentage Charged</u>	<u>Transferred To</u>	<u>Amount</u>
Board of Directors	5 @ \$720 each	RDA (6110)	\$(3,600)

**City of San Pablo
Fiscal Year 2009-2010**

Division 1210	City Attorney	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Estimated Budget	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	234,534	254,574	281,300	278,900
41900 Benefits	90,909	95,207	124,240	131,300
Total Salaries and Benefits	325,443	349,781	405,540	410,200
SERVICE AND SUPPLIES				
42001 Communications	708	605	660	660
43300 Memberships	530	759	530	560
43500 Office Expense	5,837	1,657	1,200	950
43600 Professional Services	17,806	8,790	40,000	30,000
44000 Special Department Expense	8,255	8,661	10,000	10,000
44320 Training and Travel	2,791	2,503	7,000	5,000
Total Service and Supplies	35,927	22,975	59,390	47,170
FIXED ASSETS				
46300 Equipment	0	0	0	0
Total Fixed Assets	0	0	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	2,168	2,874	4,244	3,380
49004 Communications/Utilities	2,819	3,153	4,040	5,200
49005 PERS Side Fund		22,584	0	0
49006 OPEB GASB45	11,188	73,280	0	0
49503 Salary/Benefit transfers to other divisions	0	0	0	0
Total Expenditure Transfers	16,175	101,891	8,284	8,580
TOTAL CITY ATTORNEY BUDGET	377,545	474,647	473,214	465,950
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	70.59%	9.56%	24.93%	-1.54%

CITY ATTORNEY

Division 1210

Mission Statement

The City Attorney's Office provides legal advice to the City Council, City Boards and Commissions, and City officials and employees. The City Attorney drafts or reviews ordinances, resolutions and contracts for City Council consideration; represents the City in legal actions, and acts as general counsel for the San Pablo Redevelopment Agency.

Department Responsibilities

The work of the City Attorney's Office is primarily determined by external factors: changes in legislation and case law affecting City operations; the need other City departments have for legal advice, drafting, and representation; policy decisions made by the City Council and the nature and number of claims and lawsuits filed against or by the City. Because the office responds to requests for service more frequently than it initiates action, the following objectives describe when and how legal services are provided rather than attempting to describe the nature of legal services that will be provided.

- A. Review all items prepared for City Council consideration that are referred to the office before agenda material is distributed.
- B. Attend all meetings of the City Council.
- C. Review the final form of every contract, resolution, or ordinance within one week of referral and either approve the form or indicate to the initiating department the reasons that the contract, resolution, or ordinance cannot be approved.
- D. Respond to all written inquiries or requests to draft contracts and other legal documents within two weeks with either a completed response or an estimate of the date upon which a response will be completed, an indication of further information that is needed to prepare a response, or confirmation that a written response is no longer required.

Budget Line Item Descriptions

41000 Salaries \$278,900

The City Attorney is a full-time employee of the City. Salaries for this department fund two positions:

- 1 City Attorney
- 1 Secretary to the City Attorney - 80% position

41900 Benefits \$131,300

This line item represents the City Attorney's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42001	<i>Communications</i>	
	Cellular phone monthly fee	\$660
43300	<i>Memberships/Publications</i>	
	Membership in California State Bar Association	\$560
43500	<i>Office Expense</i>	
	Provides for general office supplies, City seal envelopes, computer software, Federal Express and overnight mail	\$950
43600	<i>Professional Services</i>	
	Outside legal and professional services in cases where such specialized counsel would serve the best interests of the City	\$30,000
44000	<i>Special Departmental Expense</i>	
	Law library maintenance, court reporter costs, witness fees, arbitration fees, service of process fees, deposition expenses and other departmental expenses not chargeable to a specific project or case handled by the JPA are appropriated in this line item	\$10,000
44320	<i>Training and Travel</i>	
	Training in word processing, legal secretarial and paralegal skills; League of California Cities seminars, including the Annual Conference; City Attorney Dept. Spring Conference; Election Law /Employee Relations or Risk Management Seminars; miscellaneous and Continuing Education of the Bar (CEB); monthly meetings for Bay Area and Contra Costa County City Attorneys Association	\$5,000
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	\$3,380
	Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.	
49004	<i>Communications/Utilities</i>	\$5,200
	This line item represents this division's share of communications, postage, copier usage, property/fire/vehicle insurance, utilities and telephone services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.	

**City of San Pablo
Fiscal Year 2009-2010**

Division 1310	City Manager	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	469,095	476,360	539,890	338,700
41001 Part Time	12,942	0	0	200,000
41002 Overtime	2,193	353	2,500	3,000
41900 Benefits	170,241	170,804	230,970	192,200
Total Salaries and Benefits	654,471	647,517	773,360	733,900
SERVICE AND SUPPLIES				
42001 Communications	1,011	1,276	2,000	2,000
43000 Equipment Maintenance	1,022	0	500	1,000
43300 Memberships	1,300	2,266	2,520	1,680
43500 Office Expense	19,442	13,698	13,000	6,500
43600 Professional Services	11,043	14,055	17,000	17,000
43700 Publications/Legal Notices	7,514	4,713	6,500	5,000
43800 Equipment Rental	4,333	10,490	9,500	9,500
44000 Special Departmental Expense	20,796	6,658	51,250	10,750
44050 Community Affairs	17,752	10,569	17,750	8,500
44100 Pre Employment Expense	22,866	30,096	70,000	15,000
44320 Training and Travel	7,244	14,668	18,400	12,400
44325 Training and Travel/Elected Official	1,491	565	2,000	2,000
Total Service and Supplies	115,814	109,054	210,420	91,330
FIXED ASSETS				
46300 Equipment	0	11,859	0	0
Total Fixed Assets	0	11,859	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	5,908	7,984	10,609	9,390
49004 Communications/Utilities	8,082	9,876	10,090	13,000
49005 PERS Side Fund		44,120	0	0
49006 OPEB GASB45	34,616	226,737	0	0
49503 Salary/benefit transfers to other divisions	0	0	(25,000)	(25,000)
Total Expenditure Transfers	48,606	288,717	(4,301)	(2,610)
TOTAL CITY MANAGER BUDGET	818,891	1,057,147	979,479	822,620
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	43.68%	-7.92%	24.57%	-16.01%

CITY MANAGER

Division 1310

Mission Statement

The City Manager is the Chief Executive Officer of the City and is responsible for the enforcement of all laws and ordinances and City Council policy directives. Responsibilities of the City Manager include coordination of departments and divisions within the City to ensure that the City Council's goals and policies are implemented and monitored. The City Manager also serves as the Executive Director of the Redevelopment Agency. The City Manager is the designated "Appointing Authority" for all City employees.

The City Manager is responsible for City-wide operations and those functions that serve all departments/divisions. He has the authority to recommend policies and procedures to the Council and Redevelopment Agency Board of Directors for approval, as well as implement changes to provide for optimal operational efficiencies.

The City Clerk is elected every 4 years and reports directly to the City Council. The goals of the City Clerk are to continue to be the liaison between the citizens and their government; to continue providing service to the Mayor, City Council, City Manager and all other administrative departments

- The **City Clerk** attends Study Sessions and Council Meetings. The City Manager's staff fulfills the day to day needs of the office by maintaining custody of records, conducting elections, recording minutes, administering oaths, and preparing agendas.

The City Manager's Department administers the Deputy City Clerk and Human Resources.

- < The **Secretary/Deputy City Clerk** maintains official records and documents, answers inquiries from departments and citizens; has custody of the City Seal; prepares council agenda; maintains official council minute books; maintains official ordinance and resolution books; council minutes; countersigns official documents; administers oaths and conducts municipal elections. The Deputy City Clerk also attends Study Sessions and City Council meetings in the absence of the City Clerk.
- < **Human Resources** provides service and advice to City departments in the areas of recruitment, testing and eligibility list maintenance; maintenance of employee records, grievance, discipline and performance management; maintenance of the City's classification plan; workers compensation administration and labor relations; employee counseling and legislative analysis and comment; has overall responsibility for employee training and career development programs, as well as safety training and compliance; and wellness programs. These services are also provided in part to West Contra Costa County Transportation Authority.

Budget Line Item Descriptions

41000 *Salaries* \$538,700

The City Manager's Department is staffed as follows:

- 1 City Manager (Part-time)
- 1 City Clerk (Elected Official) The City Clerk is paid \$200 per month
- 1 Secretary/Deputy City Clerk
- 1 Human Resources Manager
- 2 Administrative Secretary

41002 *Overtime* \$3,000

41900 *Benefits* \$192,200

This line item represents the City Manager and City Clerk department's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42001 *Communications* \$2,000
Cellular phones

43000 *Equipment Maintenance* \$1,000
Maintenance on PC's, scanner, printers, and fax Sharp FO4700

43300 *Memberships & Publications*
Various one time publications: miscellaneous newspaper subscriptions, magazines, books and management journals \$ 200
CCC Public Manager's Association 160
California Public Employers Labor Relations Association (CALPELRA) 310
CMRTA 50
Chamber of Commerce 250
International Institute of Municipal Clerks 300
City Clerks Association of California (CCAC) 260
West County Times 150
\$1,680

43500 *Office Expense* \$6,500
Purchase of office supplies, software programs, FEDEX and printing \$3,500.
New computers; peripherals, upgrades and unforeseen needs \$3,000.

43600 *Professional Services* \$17,000
Special professional and legal services (includes LAFCO, Aaron Read JPA, Pers valuations, etc.)

43700	<i>Publications and Legal Notices</i>	
	Publications and legal notices.	\$5,000
43800	<i>Equipment Rental</i>	
	Lease for copier/scanner/printer located in the City Manager's.	\$9,500
44000	<i>Special Departmental Expense</i>	
	Safety Committee expenses	\$ 1,000
	Election expenditures	1,000
	Coffee/Water, monthly employees' birthday celebration & miscellaneous expenses unique to the City Manager's office	3,500
	Annual maintenance for Municipal Code Corporation	4,500
	Annual maintenance for records management VirtualDoxx	250
	Expenses unique to the City Clerk's office	<u>500</u>
		\$10,750
44050	<i>Community Affairs/Special Events</i>	
	City Manager-sponsored Employee/Staff/Council lunch and dinner meetings and events	\$7,000
	Wellness events	<u>1,500</u>
		\$8,500
44100	<i>Pre Employment Expenses</i>	
	Covers the cost of newspaper advertisements for recruitment of both full-time and part-time positions; participation in job fairs for police officer recruitments, cost of testing materials, pre-employment physical examinations, fingerprints, psychological tests, polygraph, background checks and oral board interview refreshments and lunches.	\$15,000
44320	<i>Training and Travel</i>	
	League of California Cities Annual Conferences, California Public Employers Labor Relations Association (CALPELRA) Conference, Monthly/quarterly workshops given by Liebert, Cassidy & Frierson and mileage for training	\$ 6,400
	Staff Training and Travel	<u>6,000</u>
		\$12,400
44325	<i>Training and Travel Elected Official</i>	
	Conferences, training seminars, travel and lodging for City Clerk.	\$2,000
46100	<i>Improvements</i>	
	None budgeted.	

46300 *Equipment*

None budgeted.

49001 *Building Maintenance Costs* **\$9,390**

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 *Communications/Utilities* **\$13,000**

This line item represents this division's share of communications, postage, property/fire insurance, utilities, and telephone services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

49503 *Salary/Benefits Transferred to Other Divisions* **\$(25,000)**

Total salaries and benefits are reflected in the employee's main budget unit. If that employee is charged to some other division on a percentage for work performed by that employee, those costs will be reflected in this line item and be shown as a credit to the department donating the employee time. In this particular case, City Manager staff performs work for the Low and Moderate Housing Administration fund.

City of San Pablo
Fiscal Year 2009-2010

Division 1330	Information Technology	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	163,843	224,149	263,480	280,500
41001 Part Time	7,296	2,386	14,000	14,000
41900 Benefits	66,245	86,221	96,500	134,900
Total Salaries and Benefits	237,384	312,756	373,980	429,400
SERVICE AND SUPPLIES				
42001 Communications	1,486	1,799	1,700	1,700
42005 Network Applications/Maintenance	22,464	79,803	117,100	115,100
43300 Memberships	322	320	840	840
43500 Office Expense	7,531	4,921	11,000	11,000
43600 Professional Services	0	0	30,000	5,000
44320 Training and Travel	4,745	5,495	24,300	18,400
Total Service and Supplies	36,548	92,338	184,940	152,040
FIXED ASSETS				
46300 Equipment	157,117	32,315	34,000	65,000
Total Fixed Assets	157,117	32,315	34,000	65,000
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	2,393	4,790	6,365	6,570
49004 Communications/Utilities	2,426	4,684	6,060	7,800
49005 PERS Side Fund	0	23,943	0	0
49006 OPEB GASB45	9,548	62,541	0	0
Total Expenditure Transfers	14,367	95,958	12,425	14,370
TOTAL IT BUDGET	445,416	533,367	605,345	660,810
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	101.61%	8.02%	35.46%	9.16%

INFORMATION TECHNOLOGY

Division 1330

Division's Responsibilities

Information Technology provides the administration and support to keep the City Network and networked computers in good working order. IT coordinates service requests for the telecommunications system and support and training for all City PC users, including trouble shooting of computers, printers and other peripheral devices associated with the PC. IT is also responsible for installing and maintaining land-line phones and cell phones.

Budget Line Item Descriptions

41000	<i>Salaries</i>	\$280,500
1	Information Technology Manager	
1	Systems Administrator	
1	Information Technology Technician	
41001	<i>Part Time Salaries</i>	\$14,000
1	Information Technology Intern	
411-419xx	<i>Benefits</i>	\$134,900
This line item represents the IT Department's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
42001	<i>Communications</i>	
	Cellular phones and land lines.	\$1,700
42005	<i>Network Applications / Maintenance</i>	
	Annual maintenance costs for network server and software (Extra Team)	\$17,000
	Web Rental & Maintenance	5,000
	RealQuest fees	3,600
	Annual maintenance for LaserFiche	8,000
	Technical Support from CRW	8,500
	Symantec AntiVirus/AnitSpam/Backup maintenance/upgrade	8,000
	ARCView licenses	12,000
	Microsoft Enterprise Agreement (Annual Fee – 5 year plan 2008-2012)	33,000
	MS Visio	1,500
	Collocation Rental for disaster recovery	6,000
	Cable connections, misc. hardware upgrades/replacements, and license fees	10,500
	10 Megabit FiberOptic T1 Bundle install	2,000
		\$115,100

43300 ***Memberships & Publications***
Municipal Information Systems Association of California (MISAC) \$290
MIS publications 550
\$840

43500 ***Office Expense***
Provides for purchase of various office supplies, toner cartridges,
Backup tapes, software programs, equipment \$ 2,000
Telephones 4,000
New computers; peripherals, upgrades and unforeseen needs 5,000
\$11,000

43600 ***Professional Services***
Miscellaneous data processing programming and unanticipated
computer system expenses. **\$5,000**

44320 ***Training and Travel***
ESRI Conference \$ 2,800
New World Systems Conference 2,800
Laserfiche Conference 2,800
Network Training 10,000
\$18,400

46300 ***Equipment***
Network Infrastructure upgrade (including blade server chassis', blade server, disk storage,
disk storage, tape backup). This upgrade provides for hardware and software disaster
recovery in the event of catastrophic network hardware loss (theft, building collapse, fire,
etc.). This recovery method will provision for catastrophic failure of our Computer Network
and Data Storage by upgrading our existing equipment and co-locating a mirrored backup
system out of the Bay Area. \$25,000
HP Designjet 4500Large-Scale Color Scanner/Plotter 40,000
\$65,000

49001 ***Building Maintenance Costs*** **\$6,570**
Included in the building maintenance costs is the Departments/Divisions pro-rata share of
common area costs. Some of the common area costs are janitorial service, alarm service,
maintenance supplies and pest control. Allocation is based on the number of full time
employees.

49004 ***Communications/Utilities*** **\$7,800**
This line item represents this division's share of communications, postage, property/fire
insurance and utilities. Specific amounts are based upon actual use and are itemized in
the Multi-Department Programs (8000) budget.

**City of San Pablo
Fiscal Year 2009-2010**

Division 1420	Financial Services	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Approved Budget	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	329,744	317,730	350,450	338,800
41002 Overtime	3,014	4,056	4,000	1,000
41900 Benefits	128,799	115,972	128,780	122,800
Total Salaries and Benefits	461,557	437,758	483,230	462,600
SERVICE AND SUPPLIES				
42001 Communications	408	384	500	0
43000 Equipment Maintenance	2,142	4,639	9,000	8,000
43300 Memberships	1,729	2,953	2,700	2,375
43500 Office Expense	14,510	7,405	9,000	7,000
43600 Professional Services	151,415	69,237	94,000	80,000
44000 Special Department Expense	706	1,185	4,000	4,000
44320 Training and Travel	516	2,880	4,500	5,000
44325 Training and Travel/Elected Official	2,983	3,437	4,000	4,000
Total Service and Supplies	174,409	92,120	127,700	110,375
FIXED ASSETS				
46300 Equipment	0	0	0	0
Total Fixed Assets	0	0	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Costs	4,263	5,748	6,365	5,630
49004 Communication/Utilities	9,295	9,339	6,060	7,800
49005 PERS Side Fund		29,565	0	0
49006 OPEB GASB45	25,772	168,806	0	0
49503 Salary/benefit transfers to other divisions	0	0	(75,000)	(75,000)
Total Expenditure Transfers	39,330	213,458	(62,575)	(61,570)
TOTAL FINANCIAL SERVICES BUDGET	675,296	743,336	548,355	511,405
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	76.32%	-16.10%	0.62%	-6.74%

41900 *Benefits* \$122,800

This line item represents the Financial Services Department's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42001 *Communications*

None budgeted

43000 *Equipment Maintenance*

Maintenance agreement/base charge and usage on Xerox copier/printer **\$8,000**

43300 *Memberships & Publications*

California Municipal Treasurer's Association	\$ 195
Association of Public Treasurers	170
GFOA	250
CA State Board of Accountancy	200
California Society of Municipal Finance Officers	220
AICPA	255
California Society of CPAs	375
National Notary Association (2 staff members)	150
Various professional publications and guidelines	<u>560</u>
	\$2,375

43500 *Office Expense*

Various office supplies, toner cartridges, notary expenses, forms (checks, W-2's, 1099's, etc), printing of the annual budget and CAFR. **\$7,000**

43600 *Professional Services*

Annual audit (includes GFOA award costs)	\$ 50,000
Maintenance and support for financial software	25,000
Miscellaneous unanticipated professional expenses	<u>5,000</u>
	\$80,000

44000 *Special Department Expense*

Bank analysis fees and other miscellaneous expenses unique to the Financial Services Department **\$4,000**

44320 *Travel and Training*

Staff attendance at educational training seminars and conferences **\$5,000**

44325 *Training and Travel – Elected Official*
Attendance at CMTA Annual Meeting, National Treasurer's Annual Meeting,
League of California Cities Financial Management Seminar, local CMTA
meetings held six times per year \$3,600
Mileage reimbursement incurred by the City Treasurer for taking bank
deposits to the bank 400
\$4,000

49001 *Building Maintenance Costs* **\$5,630**
Included in the building maintenance costs is the Departments/Divisions pro-rata share of
common area costs. Some of the common area costs are janitorial service, alarm service,
maintenance supplies and pest control. Allocation is based on the number of full time
employees.

49004 *Communications/Utilities* **\$7,800**
This line item represents this division's share of communications, postage, property/fire
insurance and utilities. Specific amounts are based upon actual use and are itemized in
the Multi-Department Programs (8000) budget.

49503 *Salary/Benefits Transferred to Other Divisions* **\$(75,000)**
Total salaries and benefits are reflected in the employee's main budget unit. If that
employee is charged to some other division on a percentage for work performed by that
employee, those costs will be reflected in this line item and be shown as a credit to the
department donating the employee time. In this particular case, the Finance Department
performs work for the Low and Moderate Housing Administration fund.

**City of San Pablo
Fiscal Year 2009-2010**

Division 1500	Emergency Medical Services Aid	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expenditures	2007/2008 Actual Expenditures	2008/2009 Approved Budget	2009/2010 Adopted Budget
SERVICE AND SUPPLIES				
44000 Special Departmental Expense			350,000	0
Total Service and Supplies	0	0	350,000	0
TOTAL EMS AID BUDGET	0	0	350,000	0

EMERGENCY MEDICAL SERVICES AID

Division 1500

Mission Statement

The Contra Costa County Fire Protection District ("Fire District") reports that station #70 located in San Pablo is the busiest station of all of the District's stations. Station #70 responds to approximately 2,000 medical aid calls per year. The council discussed this situation at a Study Session on April 21, 2008.

Chief Richter of the Fire District acquired a bid from American Medical Response, the ambulance provider in Contra Costa County, for an ambulance to be stationed in San Pablo on a 24/7 basis. The cost for this service is approximately \$650,000 with an estimated additional \$50,000 needed for other associated expenses. The ambulance would be staffed by a paramedic and an emergency medical technician. Adding an additional ambulance to cover EMS calls in the City of San Pablo would improve response times for EMS calls as well as free up a fire engine thus having a positive impact on fire responses.

Budget Line Item Descriptions

44000 ***Special Departmental Expense***

Cost of an additional AMR ambulance including facility rental
and other related costs

\$0

EMPLOYEE BENEFITS & INSURANCE

41900

The City as a member of the Municipal Pooling Authority (MPA) is self-insured for the following insurance benefits: Workers Compensation, Dental, Long Term Disability, Life, Liability, and a Wellness Program. Rates are established by the Board of Directors. All employee benefit costs/insurance are charged directly to the benefiting department/division based upon the budget unit the employee is assigned to.

Worker's Compensation/Wellness

Worker's Compensation insurance covers employees in case of occupational injury or illness for which the employer is liable without regard to negligence. Wellness program promotes a healthy living style.

PERS Retirement

This account reflects the total cost to the City for membership in the Public Employee Retirement System. PERS costs are based upon gross salaries. The City pays 9% of the safety employee's contribution and 4.7% of the miscellaneous employee's share of PERS. PERS includes Employer Paid Member Contributions (EPMC) for Police Department employees and Executive Management. Beginning in December 2006, miscellaneous employees began paying 3.3% of the employee's share of PERS in order to receive enhanced retirement of 2.5% at 55. Effective July 1, 2008 safety employees will pay 3.3% of the employer's share of PERS to receive enhanced retirement of 3% at 50.

Health Insurance

The City provides health insurance coverage to all its full-time employees and their dependents. The health insurance program is administered by PERS where a variety of medical plans are available for the employee's selection. The cap on the cost that the City assumes varies with each bargaining unit, however in general the cost is capped at the cost of the premium charged by Kaiser Healthcare. Executive Management Employees may select from any PERS plan.

Health and Dental Insurance-Retirees

The City pays 100% of the health insurance costs for some of its retirees. Other retirees pay a portion of the health coverage, while the City assumes a graduating percentage of this cost each year, until the City pays equal shares for active and retired workers. Several retirees are also entitled to dental insurance benefits per individual retirement contracts.

OPEB – GASB 45

The Governmental Accounting Standards Board (GASB) issued Accounting Standards 43 and 45 in 2004 for retiree health benefits. These standards will apply to all public employers that pay any part of the cost of retiree health benefits for current or future retirees (including early retirees).

Prudent fiscal management of retiree health costs and liabilities requires establishment of a long-term plan. To assist with our planning, the City contracted with Total Compensation Systems in December 2005 to perform an actuarial study of retiree health liabilities. The result of this valuation showed an unfunded actuarial accrued liability of \$5,388,510 as of July 1, 2005. The City could pay this amount over 30 years but the cost would be \$7,106,000 at an assumed interest cost of 5%. It is thus advantageous for the City to begin paying down this balance as soon as possible. The Council approved \$1 million in fiscal year 2005-06, \$500,000 in each fiscal year 2006-07 and 2007-08. In April 7, 2008, the Council approved funding of the remaining unfunded liability for OPEB (Other Post Employment Benefits) in the amount of \$2,775,000. Beginning in fiscal year 2008-09 the City will have an annual normal cost of \$243,610.

Dental Insurance

Depending on the employees bargaining unit the City provides either fully-paid orthodontia dental insurance or regular dental coverage for its employees and their eligible dependents.

Vision/ Co Pay Rebate Program

The City's labor agreements (with the exception of the Police MOU) provides reimbursement for employees and their dependents in vision care and un-reimbursed medical expenses each year. For the San Pablo Police Employee Association the vision care and un-reimbursed medical expense benefit is paid directly to the Association in early January.

Long Term Disability Insurance

The City provides disability insurance for all its employees. The plan pays a disabled employee two-thirds of his/her salary after a 30-day elimination period.

Medicare Tax

As of April 1, 1986, all new hires must be covered by Medicare. This cost is 2.9% of gross salary with one-half paid by the employer and the other half by the employee.

Public Agency Retirement Services (PARS)

Federal statute requires all employees not covered by a qualifying retirement system to be covered by Social Security. In the past all part-time and seasonal employees were covered by Social Security at a cost of 6.2% of gross salaries, with both employer and employee contributing this rate. On March 17, 2008, the City Council approved PARS as an alternate retirement system for part time employees, instead of Social Security. Effective July 1, 2008 all part-time employees will be enrolled in PARS.

Employee Assistance Program

The City provides personal counseling services, up to a maximum of 15 annual visits to all employees and their eligible dependents. This service is provided through an employee assistance program. The City has contracted with Pacificare Behavioral Health to provide this service.

Life Insurance

The City purchases varying levels of life insurance for its employees. Additional or dependent life insurance may be purchased at the employees' option and cost.

Benefits In-lieu

The City will pay 50% of the Premium of Kaiser Healthcare for employees who can demonstrate that she/he is adequately covered by another source. The City will also pay 50% of the amount of the Dental benefits for those who have coverage elsewhere. This does not include those employees who are eligible for the orthodontia dental plan.

Bonds

The City purchases a fidelity bond that covers all of the City employees. The coverage is \$500,000 per loss with a \$5,000 deductible.

Cafeteria Plan Fees

An administrative fee is charged by the trustee of the Cafeteria Plan. At present, all administrative fees are being paid from forfeited funds.

Liability Insurance/ERMA

The liability insurance premium is based on a formula which includes payroll costs, an experience modifier and a premium rate of \$2.90 per \$100 of payroll. The City pays the first \$10,000 for every claim as our deductible.

Employment Risk Management Authority (ERMA) is administered through Municipal Pooling Authority (MPA) and provides training to supervisors and legal defense against lawsuits due to the actions of our employees. In addition there is employment liability coverage with a limit of \$10,000,000 and a \$100,000 deductible. Cost is included in the liability premium.

Unemployment Insurance

Unemployment Insurance costs are based upon the City's prior year experience, and is determined utilizing the direct-cost reimbursement method.

Educational Incentive

The City's M.O.U.'s provide that employees may take educational courses which are job related; the City will then reimburse the employee's tuition and books. The maximum that the City will reimburse an employee is as follows:

Local One & AIE	\$ 1,500
Confidential / Exempt	\$ 4,000
SPPEA	\$ 4,000
SPPEA (>5 years City employment For sworn officers only)	\$ 8,000

City of San Pablo
Fiscal Year 2009-2010

Division 8000	Multi-Department Programs	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SERVICE AND SUPPLIES				
41910 Property/Fire/Dishonesty Insurance	18,112	13,033	17,000	22,000
42001 Communications	52,958	47,298	77,000	50,000
43500 Office Supplies	45,616	34,255	30,000	38,000
44400 Utilities	103,122	54,066	74,000	70,000
Total Service and Supplies	219,808	148,652	198,000	180,000
EXPENDITURE TRANSFER				
49502 Transfer admin. costs to Benefiting Departments / Divisions	(217,435)	(148,652)	(198,000)	(180,000)
Total Expenditure Transfers	(217,435)	(148,652)	(198,000)	(180,000)
TOTAL MULTI-DEPT. BUDGET	2,373	0	0	0
% increase (decrease) over previous year	0.00%	0.00%	0.00%	0.00%

MULTI-DEPARTMENT EXPENSES

Division 8000

Departments Responsibilities

To provide internal services to all City departments/divisions allocating the indirect costs necessary for the functioning of the City as a whole, but which cannot be directly assigned to one department/division. The functions are communications, utilities, postage, copy paper and insurance. Beginning in fiscal year 2007/2008, the Police Department started paying for their expenses directly.

Budget Line Item Descriptions

This budget is maintained in order to fund programs not associated with a specific department or division in the City structure. In some of these programs, were the City not actively involved in a JPA for the planning, coordination and carrying out of specific functions, the City would need to establish separate divisions to handle these activities.

41910 Property/Fire/Flood Insurance

The City insures buildings and contents that are valued at \$37,566,983. Coverage provides for replacement cost after a \$5,000 deductible on buildings and a \$5,000 deductible on contents. The annual rate for all risk is .039 per \$100 and flood insurance is .01 per \$100 of total value. **\$22,000**

42001 Communications

Recurring telephone and long distance; frame relay transport loops; fax lines; 10 Megabit Bundled FiberOptic T1s; T-1 circuit fee; maintenance & supplies; alarm and computer lines. **\$50,000**

43500 Office Expense

Copier/printer paper **\$ 8,000**
Postage used by the various City divisions: postage meter rental, maintenance agreement, supplies and postage purchased. These costs will be charged to the users based on a per-copy basis for the copier and actual postage used for mail. 30,000
\$38,000

44400 Utilities

Annual PG&E and EBMUD charges for City-owned buildings (except Police) (Note: does not include facilities covered by Street Lighting and Landscaping). **\$ 70,000**

49502 Administrative Costs Transferred to Other Divisions (\$180,000)

Transfers the costs of insurance, communications, office expense and utilities to benefiting departments/divisions based on usage.

City of San Pablo
Fiscal Year 2009-2010

Division 1440	Recreation (excludes Para Transit)	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	257,056	286,926	356,370	365,400
41001 Part Time	211,746	247,300	415,410	408,200
41900 Benefits	124,189	142,577	182,410	192,300
Total Salaries and Benefits	592,991	676,803	954,190	965,900
SERVICE AND SUPPLIES				
42000 Uniform / Safety	2,058	1,859	2,750	2,500
42001 Communications	2,960	2,693	5,760	4,800
43000 Equipment Maintenance	4,945	1,692	8,300	6,500
43300 Memberships	290	1,500	1,600	1,365
43500 Office Expense	17,601	4,980	7,500	4,500
43600 Professional Services	85,084	110,185	51,000	46,200
43700 Publications and Legal Notices	(1)	(1)	94,000	98,545
43800 Equipment Rental	6,641	6,742	4,000	3,000
44000 Special Department Expense	205,807	198,216	261,000	174,790
44320 Training and Travel	8,842	14,456	16,000	5,500
Total Service and Supplies	334,227	342,322	451,910	347,700
FIXED ASSETS				
46300 Equipment	0	32,762	0	0
Total Fixed Assets	0	32,762	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	4,599	7,824	9,340	8,920
49004 Communications/Utilities	7,265	9,657	8,880	11,450
49005 PERS Side Fund	0	35,355	0	0
49006 OPEB GASB45	17,792	116,535	0	0
Total Expenditure Transfers	29,656	169,371	18,220	20,370
TOTAL RECREATION BUDGET	956,874	1,221,258	1,424,320	1,333,970
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	37.83%	13.87%	33.19%	-6.34%

RECREATION

Division 1440

Mission Statement

The Recreation Division aims to create community through people, parks, and programs.

Division Responsibilities and Goals

The Recreation Division provides community services for the purpose of:

- Strengthening community image and sense of place
- Providing recreational experiences
- Promoting health and wellness
- Fostering human development
- Protecting environmental resources
- Increasing cultural unity
- Strengthening safety and security
- Supporting economic development
- Facilitating community problem-solving
- Promoting recreational activities that can be pursued over the span of a lifetime

Recreation Division Programs include:

- After school program at local elementary school for students ages 6 to 12 years partnering with the West Contra Costa Unified School District.
- After school enrichment program at Davis Park for Elementary and Middle School students for recreation programs.
- Community Special Events such as Cinco de Mayo, 4th of July Family Celebration, San Pablo Heritage Day, Tree Lighting, Concert Series at Kennedy Plaza, & Movies in the Park.
- Excursions and special cultural programs for youth year round.
- Summer day camp and playground program for school age youth.
- Summer Teen Scene and Davis Park Summer programs for youth ages 6-17.
- Summer Youth Leader's in Training Program for 10 youths, ages 13-15 years.
- Winter and Spring Break Camp each one week long.
- Enrichment Classes for children and youth.
- Classes and Programs for adults.
- Youth Sports Leagues to take place in the fall, winter and spring.
- Staff support for the Youth Committee.
- Tile Art program for neighborhood aesthetics.
- Staff Support for the San Pablo Community Foundation.
- Historical Society and Museum events.
- The San Pablo Senior Adult Center, a full-service senior center, open six days per week, and offering recreational and educational activities, social services, and a daily congregate meal program serving 110 seniors per day for seniors 60 years and up or 50 years and disabled.

- The Davis Park program, open five days per week, for recreational activities and once per week to seniors 60 years and up or 50 and disabled for educational and nutritional programs.
- Staff support is provided for the San Pablo Senior Adult Association, the Davis Park Senior Advisory Board and the San Pablo Committee on Aging.
- The sale of discount Ride tickets and provision of rides of the East Bay Consortiums program for disabled San Pablo residents through Measure J Funds. (see Paratransit division 1444)
- The operation, scheduling and rental of Maple Hall, Davis Park multi-purpose building, San Pablo Senior Centers, Davis Park fields and Concession Stand, El Portal Youth Soccer Field and operation of the city's museums and historical buildings and the Art Gallery, featuring exhibits of local artists, community art programs and SPRD children's art displays.

Budget Line Item Descriptions

41000 Salaries \$365,400

Staffing for this division includes:

- 1 Community Services Director - 25%
- 1 Recreation Division Manager
- 1 Recreation Supervisor - 75%
- 2 Recreation Coordinators
- 1 Administrative Aide - 50%

41001 Part-Time

- 35 Recreation Staff (range from Recreation Aides to Senior Recreation Specialists) from to staff summer, after school, youth leagues, trips and excursions, special events, and all other Recreation programs offered by the Division. \$301,213
- 1 Art Gallery Coordinator 16,776
- 8 Recreation Building Attendants 90,211
- \$408,200**

411-419xx Benefits \$192,300

This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 Uniforms

- Recreation staff uniforms (t-shirts, polo shirts, hats, sweatshirts, etc.) **\$2,500**

42001 Communications

- 8 Cell phones and charges for the Recreation Division Manager, Supervisor, Coordinators, and part-time staff. **\$4,800**

43000 Equipment Maintenance

Regular Fleet Maintenance for all Recreation Vehicles	\$3,000
Fuel for Recreation Fleet	1,000
Appliance repair and maintenance for all equipment	<u>2,500</u>
	\$6,500

43300 Memberships

Memberships for staff for the following:

• California Parks and Recreation Society	\$ 825
• American Society for Aging	190
• MMANC	260
• Toastmasters	<u>90</u>
	\$1,365

43500 Office Expense

Office supplies for Youth, Seniors, Art Gallery and Historical Society i.e. Cartridges, colored flyer paper, envelopes	\$4,500
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43600 Professional Services

Bay Alarm (El Portal School)	\$ 1,200
WCCUSD (After School Program MOU)	40,000
ASCAP (Music System)	300
RecTrac Upgrades	2,500
Darling (Maple Hall Grease Trap Service)	500
Art Gallery Postcards & Insurance	<u>1,700</u>
	\$46,200

43700 Publications and Legal Notices

4 editions of the San Pablo Newsletter with Spanish Translation;	
4 editions of the Recreation Division's Activity Guide with Spanish Translation	
Bulk Mailings; and Community notices	\$98,545

43800 Equipment Rental

Davis Park Fencing for Baseball	\$3,000
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44000 Special Departmental Expense

This line item is broken down into eight sections: Camp and School's Out Programs; After School Programming; Fee Classes; Youth Committee; Community & Special Events; Wanlass Park Outdoor Educational Center; Senior Programming; and General Programming also includes programming for the Historical Society.

A Camp and School's Out Programs	\$ 52,700
B After School Programming	14,400
C Fee Classes	19,040
D Youth Committee	6,200

E Community & Special Events	59,950
F Wanlass Park Outdoor Educational Center	10,000
G Senior Programming	5,500
H General Programming	<u>7,000</u>
	\$174,790

44320 Training and Travel

Training and travel for continued education in Recreation/Leisure Services. The Division is striving to increase the focus of our front line part time staff training to better deliver quality experiences to our residents and clients. **\$5,500**

46300 Equipment

None budgeted

49001 Building Maintenance Costs **\$8,920**

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 Communications/Utilities **\$11,450**

This line item represents this division's share of communications, postage, copier usage, property/fire insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 1444	Para Transit			Fund 216
Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	34,400	38,693	40,780	55,700
41001 Part Time	9,655	12,831	32,000	28,700
41900 Benefits	15,208	19,187	22,240	29,100
Total Salaries and Benefits	59,263	70,711	95,020	113,500
SERVICE AND SUPPLIES				
42000 Uniform / Safety				300
42001 Communications	644	532	1,440	1,200
43000 Equipment Maintenance	890	1,300	6,000	6,000
44000 Special Departmental Expense	25,148	19,672	50,000	50,000
Total Service and Supplies	26,682	21,504	57,440	57,500
FIXED ASSETS				
46300 Equipment	56,644	42,093	0	0
Total Fixed Assets	56,644	42,093	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Costs	860	1,118	1,487	1,600
49004 Communications/Utilities	849	1,093	1,410	1,820
49005 PERS Side Fund	0	3,737	0	0
Total Expenditure Transfers	1,709	5,948	2,897	3,420
TOTAL PARA TRANSIT BUDGET	144,298	140,256	155,357	174,420
% increase (dec.) over prior year	89.24%	-2.80%	10.77%	12.27%

PARATRANSIT

Division 1444

San Pablo's Paratransit Program provides subsidized ride tickets for senior and transportation for disabled residents of San Pablo. This includes transportation for those who are not ADA eligible, do not live within 3/4 of a mile of a BART or AC Transit fixed-route line, and need a ride during the times AC Transit or BART does not operate. The City provides shopping excursions for seniors and people with disabilities on a weekly basis.

All funding for this program is provided through the Measure J half-cent sales tax allocated annually to the City of San Pablo.

Budget Line Item Descriptions

41000	<i>Full Time Salaries</i>	\$55,700
1	Administrative Aide 50%	
1	Recreation Supervisor 25%	
1	Paratransit Driver (<i>maintenance worker</i>) 10%	
41001	<i>Part Time Salaries</i>	\$28,700
3	Paratransit Drivers	
	(To take seniors and people with disabilities on special trips and shuttles)	
411-419xx	<i>Benefits</i>	\$29,100
	This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.	
42000	<i>Uniforms</i>	
	Embroidered polo shirts for the Paratransit Drivers which allows for greater exposure for our Drivers and for the programs in the City of San Pablo.	
		\$300
42001	<i>Communications</i>	
	2 Cell phones for Paratransit Drivers	\$1,200
43000	<i>Equipment Maintenance</i>	
	Gasoline and vehicle maintenance.	\$6,000

44000 *Special Departmental Expense*

This line item accounts for Ticket sales; Vehicle Insurance; Senior Singles Trips; Rides for seniors and people with disabilities who are not eligible for Intelitrans services or who live outside a 3/4 mile radius of an AC Transit line or BART. **\$50,000**

49001 *Building Maintenance Costs* **\$1,600**

Included in the building maintenance costs is the Division's pro-rata share of common area costs. Some of these costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 *Communications/Utilities* **\$1,820**

This line item represents this division's share of communications, postage, copier usage, property/fire, utilities, and telephone services for required services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 1741/1743

Housing - Low & Moderate

RDA Set-Aside Funds 245/250/280

Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	0	0	0	18,500
41900 Benefits	0	0	0	12,100
Total Salaries and Benefits	0	0	0	30,600
SERVICE AND SUPPLIES				
43600 Professional Services (fund 250)	28,334	52,589	140,000	42,000
44000 Special Department Expense (fund 250)	(36)	12,550	0	0
Total Service and Supplies	28,298	65,139	140,000	42,000
OTHER				
45400 FTHB/Rehab Loans/Grants (fund 250)	0	4,126,781	4,250,000	500,000
45400 Rehab Loans/Grants (fund 250)	0	0	395,000	245,000
45400 Low/Mod Housing Loans/Grants (fund 250)	290,466	0	1,762,500	500,000
45400 CalHOME Grants (fund 245)	200,000	0	80,000	80,000
Total Other	490,466	4,126,781	6,487,500	1,325,000
EXPENDITURE TRANSFERS				
49003 Salary and Benefit Costs transferred in	0	0	125,000	125,000
Total Expenditure Transfers	0	0	125,000	125,000
TOTAL HOUSING BUDGET	518,764	4,191,920	6,752,500	1,522,600
% increase (dec.) over prior year	-60.70%	708.06%	61.08%	-77.45%

HOUSING ADMINISTRATION

Division 1741

Mission Statement

The Housing Administration Program strives to revitalize the quality of San Pablo neighborhoods by investing in the existing housing stock, encouraging homeownership, and helping families upgrade their existing homes. This goal will be accomplished by targeting specific program funds into neighborhoods, and by aggressively marketing the availability of resources to San Pablo's most needy families. This program is funded by Redevelopment Housing set-aside funds. Included in the program are a First-time Homebuyer Program and a Rehabilitation Loan Program. On June 1, 2004, the City of San Pablo contracted with Contra Costa County to administer the San Pablo Rehabilitation Loan Program which is also funded by Community Development Block Grant funds.

Budget Line Item Descriptions

41000	<i>Salaries</i>	\$18,500
1	Community Services Analyst 25%	
411-419xx	<i>Benefits</i>	\$12,100
This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
43600	<i>Professional Services</i>	
Contra Costa County for administration of the Agency's Rehab program		\$32,000
Consultant fees, grant preparation services; legal costs associated with delinquent loans, defaults of deeds of trust, and general housing inquiries.		<u>10,000</u>
		\$42,000
44000	<i>Special Departmental Expense</i>	
None budgeted.		
45400	<i>Loans and Grants</i>	
The Agency's First-Time Homebuyer Program		\$500,000
El Paseo Loan – Affordable housing		500,000
The Agency's Residential Rehabilitation Program		150,000
Lead Paint Abatement (CCC)		50,000
Paint Rebate		25,000
Dumpster Grant		10,000
Emergency Grant		10,000
CalHOME program grant award (fund 245)		<u>80,000</u>
		\$1,325,000

47150 *Land Purchase*

None budgeted.

49003 *Salary/benefits transferred in* **\$125,000**

Staff members perform functions that benefit the Low and Moderate Housing Fund. These employees are budgeted in their respective divisions and expenditure transfers are made between their divisions and the Low and Moderate Housing Fund.

**City of San Pablo
Fiscal Year 2009-2010**

Division 1755	Neighborhood Services	Fund 212 Development Services
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	563,805	496,224	515,550	541,900
41001 Part Time Salaries	3,552	16,850	8,000	8,000
41002 Overtime	1,195	0	0	0
41900 Benefits	241,539	198,516	211,910	231,100
Total Salaries and Benefits	810,091	711,590	735,460	781,000
SERVICE AND SUPPLIES				
42000 Uniforms	0	83	500	500
42001 Communications	2,240	1,560	2,000	2,000
43000 Equipment Maintenance	1,366	3,456	3,500	2,500
43300 Memberships	1,484	1,867	2,500	2,500
43500 Office Expense	25,664	10,403	9,000	8,000
43600 Professional Services	325,366	441,856	617,000	483,000
43700 Publications/Legal Notices	3,720	2,658	13,000	9,000
44000 Special Department Expense	25,319	11,149	16,100	12,000
44320 Training and Travel	20,897	15,895	25,000	15,000
Total Service and Supplies	406,056	488,927	688,600	534,500
FIXED ASSETS				
46300 Equipment	32,054	6,415	0	0
Total Fixed Assets	32,054	6,415	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	11,310	14,849	12,741	11,260
49004 Communications/Utilities	13,343	18,311	12,110	15,600
49005 PERS Side Fund	0	52,330	0	0
49006 OPEB GASB45	20,451	133,955	0	0
49503 Salary/benefit transfers (out) in	0	0	(25,000)	(25,000)
Total Expenditure Transfers	45,104	219,445	(149)	1,860
TOTAL NEIGHBORHOOD SVCS. BUDGET	1,293,305	1,426,377	1,423,911	1,317,360
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	42.72%	-2.57%	14.82%	-7.48%

NEIGHBORHOOD SERVICES

Division 1755

Mission Statement

Mission: *To create a thriving and self sustaining community through strategic planning and excellent customer service.*

Responsibilities and Services

The Neighborhood Services Division provides Community Planning, Building Permits, Business Licenses and Residential Health and Safety inspections. Together with the community, the division works to implement the goals of the City as referenced through the General Plan, Specific Plans and Council direction. The division is responsible for reviewing all development plans to ensure they meet all established and mandated requirements for construction. The division activities reflect the community's desire to enhance its identity through hillside preservation, design and development of parks, maintenance of the City's character, and building high-quality residential and commercial development in targeted areas throughout the City. Ongoing services include improvements to public access to development and permitting information on the City's website.

The City is also in the process of updating the General Plan, the Division's largest project for the fiscal year. The division will also focus on the sustainability and will encourage "Green Building" construction measures.

Special Projects

- Complete a draft update to the City's General Plan by July 2010 that reflects extensive community input, technical studies, and direction from the Planning Commission and City Council.
- Undertake the preparation of a specific plan for the San Pablo Avenue corridor.
- Partner with the Redevelopment Agency to complete the cleanup of contaminated soils and initiate planning process for the development of the Circle S Mobile home park and the development of Mission Plaza.
- Continue collaboration with the Redevelopment Agency to implement the 23rd Street Specific Plan.
- Maintain the character of existing residential neighborhoods by developing Design Review Guidelines that address neighborhood concerns.
- Enhance City's GIS Capability.

- Work with Public Works Department and Recreation Division to enhance the City's recreational facilities.
- Work with Code Enforcement Division to coordinate Residential Health and Safety inspections in order to enhance enforcement and avoid duplication of effort.
- Implement and fine tune procedures to allow projects to be plan checked simultaneously by Planning, Public Works, and Building Inspection in order to speed up the approval process.
- Continue to participate in events by organizations such as Build It Green, PG&E, and California Energy Commission; and to watch for opportunities to formulate environmentally sound policies.
- Continue to work with neighboring cities and West Contra Costa Integrated Waste Management Authority in developing a regional approach to recycling of construction debris.
- Revise the City's Sign Ordinance and Telecommunication Ordinance.
- Develop strategies to promote student housing on San Pablo Avenue.
- Prepare amendments to the Zoning Ordinance to comply with changes in State law.

Budget Line Item Descriptions

41000 *Salaries* \$541,900

Staffing of this division includes:

- 1 Community Services Director 25%
- 1 Senior Administrative Secretary 25%

Planning

- 1 Planning Division Manager
- 1 Associate Planner
- 1 Assistant Planner

Building

- 1 Chief Building Official (contract position)
- 1.25 Building Inspectors (contract positions)
- 2 Permit Technicians
- 1 Senior Administrative Clerk

41001 *Part-Time* \$8,000

411-419xx *Benefits* \$231,100

This line item represents Neighborhood Service's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*
 Uniforms, safety boots, jackets, and rain gear for Building Inspector. **\$500**

42001 *Communication*
 Services associated with pagers and cell phones for the staff:
 Planning \$1,000 Building \$ 1,000 **\$2,000**

43000 *Equipment Maintenance*
 Equipment repair, upgrade and maintenance of various office machines, including the division's share of maintenance costs for the department copy, fax, and plotter machines. In addition, this line item covers the costs associated computer maintenance, and the vehicle maintenance and fuel.
 Planning \$1,250 Building \$1,250 **\$2,500**

43300 *Memberships*
 Membership and subscriptions to professional organizations related to individual disciplines:
Planning
 American Planning Association (APA), American Institute of Certified Planners (AICP), California Redevelopment Association (CRA), California Association of Local Economic Development (CALED), Municipal Management Association of Northern California (MMANC). **\$1,250**

Building
 National Fire Protection Association (NFPA), International Code Council (ICC), International Association of Plumbing and Mechanical Officials (IAPMO), California Building Officials (CALBO) 1,250
\$2,500

43500 *Office Expense*
 Office supplies, toner, disks, miscellaneous data processing supplies, printing of various permit forms, storage boxes for archiving, printer, folding machine (33%) shared with RDA and Recreation
 Planning \$4,000 Building \$4,000 **\$8,000**

43600 *Professional Services*
Planning
 General Plan Update
 (City's portion to keep the grant money for the Specific Plan \$100,000,
 Completion of Housing Element \$75,000
 Completion of Growth Management Element Measure J \$75,000)
 (overall cost for two years, \$ 800,000) **\$250,000**

Building
 Contra Costa County Building Inspection to conduct plan checks and inspections for San Pablo projects 233,000
\$483,000

43700 Publications and Legal Notices

Planning

Publication of legal notices for Planning Commission items in newspaper, State Planning Codes and updates, APA planning documents, handouts, zoning and general plan publications and GP Newsletter/mailing. \$8,500

Building

Legal notices 500
\$9,000

44000 Special Departmental Expenses

Planning

The City is a participant in the Contra Costa County computer mapping and geographic information system. Pursuant to the agreement between the County and City, the City pays the County \$50 for each new parcel created within San Pablo. The City collects these fees from the sub-divider. Cost of filing CEQA notices with the County, annual Planning Commission dinner, copying cost for planning documents for sale to the public, General Plan Update printing expenses, replace office furniture in one office, and community meetings expenses.

\$10,500

Building

New code books, CD ROMS, other reference materials and vehicle insurance 1,500
\$12,000

44320 Training and Travel

Planning

Planning Commissioners' conferences and workshops, Planning staff attendance at professional conferences and workshops, ArcGIS Training \$ 7,500

Building

Building staff attendance at professional conferences and workshops; monthly ICC meetings, local seminars; certification classes and tests; technical courses in community colleges; other training workshops including computer software training, Building Officials and CALBO. 4,000

CRW Training (100%) 3,500
\$15,000

46300 Equipment

None budgeted

49001 Building Maintenance Costs \$11,260

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 *Communications/Utilities* \$15,600
This line item represents this division's share of communications, postage and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

49503 *Salary/Benefits Transferred to other Divisions* \$(25,000)
Total salaries and benefits are reflected in the employee's main budget unit. If that employee is charged to some other division on a percentage of work performed by other employee, those costs will be transferred in this line item and be shown as a credit to the department donating the employee time. In this particular case, the Neighborhood Services Department performs work for the Low and Moderate Housing Administration fund

City of San Pablo
Fiscal Year 2009-2010

Division 2300	Small Business Assistance Loan Program	Fund 360
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SERVICE AND SUPPLIES				
43600 Professional Services	14,235	0	60,000	40,000
44000 Special Department Expense	0	18	6,000	2,000
Total Service and Supplies	14,235	18	66,000	42,000
OTHER				
45400 Loans/Grants	100,000	15,603	150,000	140,000
Total Other	100,000	15,603	150,000	140,000
TOTAL SMALL BUSINESS LOAN BUDGET	114,235	15,621	216,000	182,000
% increase (decrease) over previous year	94.30%	-86.33%	1282.75%	-15.74%

SMALL BUSINESS ASSISTANCE LOAN PROGRAM

Division 2300

Mission Statement

In 2003 the City Council allocated funding for a local economic development program consisting of micro-loans to encourage local investment. As a business retention and attraction tool, this funding will be primarily focused on capital improvements, business equipment, and technology upgrades. The West Contra Costa Business Development Center will continue to provide business technical assistance to perspective businesses interested in pursuing micro-loans. The Agency will identify additional resources to assist with business expansion. Businesses looking for funding are required to go through a training program, and thereby may become eligible for a loan from the City of San Pablo. Funding is derived through the tax increment of the Redevelopment Agency of San Pablo.

Budget Line Item Descriptions

43600 Professional Services

West Contra Costa Business Development Center - The contract includes an outreach component to market and publicize the loan fund to the business community; Additional small business resources to provide expansion assistance to established businesses; Small business workshops. **\$ 40,000**

44000 Special Department Expense

Program expenses include meeting preparation materials, minor printing costs, participant incentives and other associated expenses to operate and promote the program as well as Business Breakfast Meetings. **\$2,000**

45400 Micro-Loans

The City Council has approved a micro-loan fund in the amount of up to \$30,000 to foster local economic development. Loan funds can be used for building improvements, purchase needed equipment, and to make technology upgrades. **\$90,000**

Signage Mini-Grant – will assist small businesses to become compliant loans will be in the amount of \$2,500 or 50%, whichever is less. **50,000**
\$140,000

**City of San Pablo
Fiscal Year 2009-2010**

Division 3400	Redevelopment Projects	Fund 340 Property Acquisition
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SERVICE AND SUPPLIES				
44001 Relocation Costs	357,802	1,125,781	11,000,000	2,500,000
Total Services and Supplies	357,802	1,125,781	11,000,000	2,500,000
FIXED ASSETS				
47150 Land Purchase	5,140,228	0	1,550,000	750,000
Total Fixed Assets	5,140,228	0	1,550,000	750,000
TOTAL RDA PROJECTS BUDGET	5,498,030	1,125,781	12,550,000	3,250,000
% increase (decrease) over previous year	10486.37%	-79.52%	1014.78%	-74.10%

REDEVELOPMENT PROJECTS

PROPERTY ACQUISITION

Division 3400

Mission Statement

The Redevelopment Agency (RDA) will use its resources to improve the areas of blight within the Tenth Township and Legacy Redevelopment Project Areas. The Agency has acquired several properties over the past year to help alleviate blight in the project area. This fiscal year, relocation of the residents at the Circle S Project will continue.

Budget Line Item Descriptions

44001 *Relocation Costs*

Various relocation projects for west of San Pablo Avenue, Circle S Project and Salvation Army **\$2,500,000**

47150 *Land Purchase*

Opportunity Purchases **\$ 750,000**

City of San Pablo
Fiscal Year 2009-2010

Division 6110	Redevelopment Administration	Fund 350 RDA
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	147,241	210,188	270,450	266,300
41001 Part Time Salaries	2,808	0	1,930	1,900
41900 Benefits	81,513	92,975	113,800	111,200
Total Salaries and Benefits	231,562	303,163	386,180	379,400
SERVICE AND SUPPLIES				
42001 Communication	17	0	0	0
43000 Equipment Maintenance	1,422	2,385	3,500	3,500
43300 Memberships	6,545	4,669	12,500	10,000
43500 Office Expense	8,825	6,822	22,000	15,000
43600 Professional Services	549,335	981,315	2,132,310	773,560
43700 Publications and Legal Notices	0	0	35,000	1,000
44000 Special Departmental Expense	76,856	476,847	80,500	122,300
44320 Training and Travel	8,508	14,250	20,000	10,000
44400 Utilities	14,683	5,514	4,000	8,000
Total Services and Supplies	666,191	1,491,802	2,309,810	943,360
FIXED ASSETS				
46300 Equipment	0	25,901	0	0
Total Fixed Assets	0	25,901	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Costs	1,477	3,193	8,487	4,880
49003 Salary/benefit transfers	660	6,000	3,600	3,600
49004 Communications/Utilities	5,937	8,594	8,080	10,400
49005 PERS Side Fund	0	21,260	0	0
49006 OPEB GASB45	20,529	134,465	0	0
Total Expenditure Transfers	28,603	173,512	20,167	18,880
TOTAL TENTH TOWNSHIP BUDGET	926,356	1,994,378	2,716,157	1,341,640
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-47.65%	102.98%	47.73%	-50.61%

REDEVELOPMENT ADMINISTRATION

Division 6110

Mission Statement

The Redevelopment Agency of San Pablo was established in 1969, pursuant to the provisions of the California Redevelopment Law (Health and Safety Code Section 33000 et. seq.). The City Council is the governing Executive Board and the City Manager acts as the Executive Director. The Redevelopment Agency (RDA) will continue to use its resources to improve the areas of blight within the Tenth Township and Legacy Redevelopment Project Areas.

In previous years, the RDA acquired land for economic development opportunities, to eliminate blight. Development of these properties will be the focus in 2009/10. These developments will create job opportunities and provide retail options for the community. The Agency will continue to be proactive in marketing these opportunities and "selling the positives" about San Pablo.

Budget Line Item Descriptions

41000	<i>Full-Time Salaries</i>	\$266,300
1	Community Services Director 50%	
1	Redevelopment Analyst	
1	Community Services Analyst 75%	
1	Senior Administrative Secretary 25%	
1	Finance Director 10%	
41002	<i>Part-Time Salaries</i>	\$1,900
2	Part time maintenance workers for Oak Park Assessment District	
41900	<i>Benefits</i>	\$111,200
	This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.	
43000	<i>Equipment Maintenance</i>	\$3,500
	Shared expenses for Xerox Copier, vehicle maintenance and fuel	
43300	<i>Memberships</i>	\$10,000
	Memberships in the California Redevelopment Association (CRA), Municipal Management Association of Northern California (MMANC/ICMA), International Council of Shopping Centers (ICSC), California Association of Local Economic Development (CALED), etc.	

43500	<i>Office Expense</i>	\$15,000
Advertising and printing costs, software programs; reproduction of plans, laminations, aerial photos and mounting supplies, office and computer supplies, other small office equipment, express delivery charges, department quarterly meetings.		
43600	<i>Professional Services</i>	
	Redevelopment consultants and legal fees: RDA Plan Amendment, financial analysis and land development assistance, potential legal fees for condemnation activities	\$300,000
	Eminent Domain Extension	100,000
	Annual financial audit and quarterly sales tax data	10,000
	Dump Voucher Program	30,000
	Unanticipated repairs and maintenance of Agency owned property	25,000
	Hillside property monitoring and drain pipe flushing	27,310
	Miscellaneous cabling and wiring to support department activities	2,000
	Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintaining bondholder records plus payment of principal and interest	19,250
	Paragon Partners – Relocation Services for: Circle S Mobile Home Park	<u>260,000</u>
		\$773,560
43700	<i>Publications and Legal Notices</i>	\$1,000
Newspaper ads, notices, mailings.		
44000	<i>Special Departmental Expense</i>	
	Economic Development/Marketing	\$30,000
	Unanticipated Contra Costa County fees	1,000
	Property taxes for various Agency-owned properties	91,100
	Vehicle insurance	<u>200</u>
		\$122,300
44320	<i>Training and Travel</i>	\$10,000
Conferences, mileage, per diem and training through the California Redevelopment Association (CRA), CALED, ICSC; supervisory and computer related classes, consultants, and developers associated with redevelopment projects; workshops; mileages for meetings.		
44400	<i>Utilities</i>	\$8,000
Electricity, gas and water for all Agency owned property.		
46100	<i>Improvements</i>	
None budgeted.		
46300	<i>Equipment</i>	
None budgeted.		

49001 *Building Maintenance Costs* \$4,880

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49003 *Salary/benefits transferred in*

Staff members perform functions that benefit the RDA. These employees are budgeted in their respective divisions and expenditure transfers are made between their divisions and the RDA.

<u>Position</u>	<u>Percentage Charged</u>	<u>Transferred From</u>	<u>Amount</u>
Board of Directors	VRS	City Council (1110)	\$3,600

49004 *Communications/Utilities* \$10,400

This line item represents this division's share of communications, postage, property/fire insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 1730	Engineering	Fund 200 Gas Tax
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	281,445	319,534	420,030	403,400
41001 Part Time	0	7,224	4,060	0
41002 Overtime	40	2,051	105	0
41900 Benefits	159,453	115,791	192,130	146,600
Total Salaries and Benefits	440,938	444,600	616,325	550,000
SERVICE AND SUPPLIES				
42000 Uniforms	256	129	500	500
42001 Communications	7,798	8,171	7,000	7,000
43000 Equipment Maintenance	2,973	3,609	7,100	7,100
43300 Memberships	1,789	1,522	1,550	1,550
43500 Office Expense	18,194	4,095	10,000	10,000
43600 Professional Services	95,415	211,504	171,650	139,000
43700 Legal Notices	0	0	200	200
44000 Special Department Expense	43,014	63,442	63,195	63,300
44320 Training and Travel	6,529	7,412	7,500	7,500
44400 Utilities	24,114	20,474	26,000	26,000
Total Service and Supplies	200,082	320,358	294,695	262,150
FIXED ASSETS				
46100 Improvements	0	0	12,000	12,000
46300 Equipment	0	25,659	0	0
Total Fixed Assets	0	25,659	12,000	12,000
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	5,941	6,562	12,731	11,260
49004 Communications/Utilities	6,486	7,807	12,110	15,610
49005 PERS Side Fund	0	41,042	0	0
49006 OPEB GASB45	16,987	111,269	0	0
Total Expenditure Transfers	29,414	166,680	24,841	26,870
TOTAL ENGINEERING BUDGET	670,434	957,297	947,861	851,020

% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-3.38%	23.19%	17.75%	-10.22%
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ENGINEERING

Division 1730

Mission Statement

The Engineering Division provides overall administration and support of the Street and Highway Codes for the City of San Pablo. The Engineering Division is responsible for providing assistance and guidance to the general public and developers in regards to requirements and regulations for street, sidewalk, storm drainage, grading, and other capital improvements, and plan reviews including for major developments. The Engineering Division also issues and monitors all encroachment and grading permits, maintains traffic counts and speed studies on major arterial and collector streets throughout the City, and oversees the proper operation of the citywide traffic signal system. The Engineering Division plans and administers municipal capital improvement, storm water pollution control, and pavement management programs within the City. Capital projects managed by the Division this year include: Wildcat Creek Trail, El Portal Gateway, Old Town Traffic Study Implementation, San Pablo Avenue Street Resurfacing, Broadway Resurfacing, Wanlass Park, the annual Slurry Seal contract, and the I-80 / San Pablo Dam Road Interchange Reconstruction project.

Budget Line Item Descriptions

41000 *Salaries* \$403,400

Staffing for this division includes:

- 1 Public Works Director 75%
- 1 Senior Civil Engineer 70%
- 1 Associate Civil Engineer 6%
- 1 Senior Public Works Inspector
- 1 Engineering Technician
- 1 Senior Administrative Secretary 50%
- 1 *Administrative Analyst position left vacant*

41900 *Benefits* \$146,600

This line item represents the Engineering division's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000	<i>Uniforms</i>	\$500
Safety boots, vests, hardhats, reflective jackets for engineering personnel.		
42001	<i>Communications</i>	\$7,000
Cellular phone service \$1,660; 2 replacement cellular phones \$670; maintenance for 5 portable radios \$4,670.		
43000	<i>Equipment Maintenance</i>	
One half of the cost for plan size copy machine annual preventative maintenance and repair (cost shared with Development Services)		\$ 350
Vehicle repair and maintenance		1,250
Engineering's share of the Community Development copier		4,200
Miscellaneous unanticipated repairs		<u>1,300</u>
		\$7,100
43300	<i>Membership/Publications</i>	\$1,550
American Public Works Association (2), American Society of Civil Engineers (2), American Construction Inspectors Association memberships, professional Engineer registration fees (2), technical publications.		
43500	<i>Office Expense</i>	\$10,000
Printer paper, toner, file cabinet, hanging files, computer programs and updates, planners, computer disks, miscellaneous data processing supplies and printing costs, archive storage boxes, 1 new digital camera, camera supplies, photo processing, computer upgrades, and miscellaneous small equipment.		
43600	<i>Professional Services</i>	
Contra Costa County traffic signal maintenance		\$ 45,000
Traffic accident signal repair contract		40,000
Repairs to city-owned street lights		5,000
Auditor's fee for Single Audit for Federally funded projects		6,000
County drafting services		1,000
Traffic counts		5,000
Annual update of GIS database for soils reports		2,000
Vale Road stream gauge monitoring & reporting (carryover from FY 07/08)		15,000
Other contract services i.e. soil testing, property surveys, special studies		<u>20,000</u>
		\$139,000
43700	<i>Legal Notices</i>	
Public notice publications.		\$200

44000	<i>Special Departmental Expense</i>	
Gasoline		\$ 3,750
Grant applications		500
City logo replacements (vehicle decals, business cards, etc.)		500
West Contra Costa Transportation Advisory Committee (WCCTAC) dues		42,770
Small tools & miscellaneous supplies		400
Municipal Pooling Authority payments for unmet liability deductible		10,000
Contra Costa Transportation Authority (CCTA) administrative fee		4,180
California City-County Street Light Association dues		<u>1,200</u>
		\$63,300

44320 ***Training and Travel*** **\$ 7,500**
 Training programs (asphalt concrete, traffic signals, computer training, etc.), League of Cities Public Works Official conference, Street & Sewers conference, California Specialized Training Institute Earthquake Response training classes and associated travel expenses, professional society meetings.

44400 ***Utilities*** **\$26,000**
 Annual electric cost for traffic signals.

46100 ***Improvements*** **\$12,000**
 Traffic signal and other upgrades for ADA compliance.

46300 ***Equipment***
 None budgeted.

49001 ***Building Maintenance Costs*** **\$11,260**
 Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 ***Communications/Utilities*** **\$15,610**
 This line item represents this division's share of communications, postage, property/fire/vehicle insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 1735	Graffiti and Litter Abatement	Fund 350 Redevelopment
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	121,361	116,275	118,420	118,600
41001 Part Time	46,227	44,793	77,000	116,000
41002 Overtime	1,396	7,421	20,500	17,000
41900 Benefits	54,045	90,518	87,880	91,400
Total Salaries and Benefits	223,029	259,007	303,800	343,000
SERVICE AND SUPPLIES				
42000 Uniforms/Safety Equipment	3,231	1,198	4,150	3,002
42001 Communications	1,434	3,140	4,700	3,820
43000 Equipment Maintenance	1,690	636	10,500	7,500
43500 Office Expense	341	173	7,550	2,980
44000 Special Department Expense	13,589	29,219	33,855	24,670
44320 Training and Travel	202	2,355	2,880	1,000
Total Service and Supplies	20,487	36,721	63,635	42,972
FIXED ASSETS				
46300 Equipment	0	0	58,560	7,000
Total Fixed Assets	0	0	58,560	7,000
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	2,319	3,193	4,244	3,750
49004 Communications/Utilities	2,426	3,123	4,040	5,200
49005 PERS Side Fund	0	11,242	0	0
49006 OPEB GASB45	1,716	11,241	0	0
Total Expenditure Transfers	6,461	28,799	8,284	8,950
TOTAL GRAFFITI ABATEMENT BUDGET	249,977	324,527	434,279	401,922
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	7.72%	26.19%	43.78%	-7.45%

GRAFFITI & LITTER ABATEMENT

Division 1735

Mission Statement

The Graffiti and Litter Abatement Program will strive at all times to achieve the highest professional standards, to effectively coordinate the abatement of graffiti on public and private property along main thoroughfares, and to remove litter and debris from public areas.

Budget Line Item Descriptions

41000	Salaries	\$118,600
Staffing for this division includes:		
2	Maintenance Workers	
41001	Part Time	\$116,000
6	Maintenance Workers	
41002	Overtime	\$17,000
Labor needed at times other than normal work hours to perform various services in connection with citywide cleanup and days and unforeseen emergencies.		
41900	Benefits	\$91,400
This line item represents this division's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
42000	Uniforms	
Uniforms and safety boots		\$2,422
New City Logo		<u>580</u>
		\$3,002
42001	Communications	
Cellular phone service		\$ 350
Nextel Direct Connect (1/3 cost split with Street Maintenance & Street Lighting)		640
Maintenance for 3 radios		<u>2,830</u>
		\$3,820
43000	Equipment Maintenance	
Maintenance, repairs and smog certification for the vehicle used in the abatement of graffiti		\$ 2,250
Spray equipment maintenance		2,100
Other equipment maintenance		<u>3,150</u>
		\$7,500

43500	<i>Office Expense</i>	
	Paper, clipboards, network printer, pens, business cards, computer disks	\$1,480
	Network hardware (1/3 cost split with Street Maintenance and Street Lighting)	<u>1,500</u>
		\$2,980

44000	<i>Special Department Expense</i>	
	Community cleanup	\$10,000
	Paint	6,820
	Graffiti removal chemicals	2,170
	New paint guns and equipment	2,500
	Gasoline	1,300
	City logo change (vehicle decals)	330
	Vehicle insurance	500
	other materials related to graffiti abatement	<u>1,050</u>
		\$24,670

44320	<i>Training and Travel</i>	
	Technical and safety training.	\$1,000

46300	<i>Equipment</i>	
	Miscellaneous Equipment items	\$7,000

49001	<i>Building Maintenance Costs</i>	\$3,750
	Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.	

49004	<i>Communications/Utilities</i>	\$5,200
	This line item represents this division's share of communications, postage, property/fire/ vehicle insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.	

**City of San Pablo
Fiscal Year 2009-2010**

Division 1740	National Pollution Discharge Elimination System	Fund 207
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	182,344	166,715	172,040	181,300
41001 Part-Time Salaries	15,016	20,116	22,220	22,200
41002 Overtime	86	0	500	2,000
41900 Benefits	74,267	74,360	70,300	77,700
Total Salaries and Benefits	271,713	261,191	265,060	283,200
SERVICE AND SUPPLIES				
42000 Uniforms/Safety Equipment	(49)	0	300	150
42001 Communications	4,179	2,984	2,620	2,220
43000 Equipment Maintenance	1,013	425	1,000	1,000
43300 Memberships	0	85	300	100
43500 Office Expense	4,656	313	1,000	2,000
43600 Professional Services	12,414	4,200	7,500	11,000
44000 Special Department Expense	25,203	36,453	39,920	36,623
44320 Training and Travel	730	1,112	2,000	1,500
Total Service and Supplies	48,146	45,572	54,640	54,593
FIXED ASSETS				
46300 Equipment	0	25,659	0	0
Total Fixed Assets	0	25,659	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	3,780	4,662	6,365	5,630
49004 Communications/Utilities	3,846	4,560	6,060	7,800
49005 PERS Side Fund	0	16,157	0	0
49006 OPEB GASB45	2,046	13,402	0	0
Total Expenditure Transfers	9,672	38,781	12,425	13,430
TOTAL NPDES BUDGET	329,531	371,203	332,125	351,223
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-7.38%	4.32%	-2.79%	5.75%

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) Division 1740

As a result of amendments to the Federal Clean Water Act, the Environmental Protection Agency was given the authority to regulate storm water discharges from municipal storm drains under the National Pollution Discharge Elimination System (NPDES) program. In the State of California the permit program is implemented by the Regional Water Quality Control Board. The Board directed the County and all of its jurisdictions to prepare Stormwater Management Plans to eliminate discharge of pollutants into the creeks which ultimately discharge into the bay.

Recognizing that Cities' general funds would not be adequate to financially support the mandates of NPDES, legislation was passed in 1992 to allow counties to levy a stormwater utility assessment fee on parcels within the City, which will be used to fund the program. The County Flood Control District administers the assessments. San Pablo's fiscal year 2006/2007 stormwater utility assessment rate is \$43.00/Equivalent Runoff Unit, which equates to \$30.10 per year for a typical single family home. Assessment fees are collected as part of the annual property tax collection and are disbursed to cities using the same schedule that is used for payment of property taxes.

Required NPDES activities determine the proposed budget, which is funded entirely with revenues from the assessment. San Pablo is a member of the Contra Costa Clean Water Program, which consists of 19 cities in Contra Costa County, the County and the County Flood Control District. These agencies are joint holders of a five year NPDES permit which has been re-issued for the 1999-2004 period. Under this permit, the Clean Water Program conducts group activities such as county-wide public outreach activities (education programs for children, stormwater pollution prevention advertising, erosion control seminars for contractors and inspectors, etc.) and technical studies (stormwater monitoring, watershed management, quantitative measurement of pollutants, performance assessment of pollution control practices and technology, etc.). Individual cities are required to also implement Best Management Practices (BMP's) which fall into the following categories:

Inspection activities, Municipal Maintenance, New Development & Construction Controls, Public Education & Industrial Outreach and Illicit Discharge Control Activities.

The most significant BMP's consist of requiring major new development and redevelopment projects to include measures to protect stormwater quality, regularly inspecting the city's creeks and storm drain systems, inspecting construction sites, inspecting restaurants and automotive service facilities, cleaning and maintaining city-owned storm drain systems, performing regular street sweeping, conducting and/or sponsoring educational and community outreach activities and upgrading the municipal

maintenance yard. New in FY 2008/09 will be enhanced requirements included in the San Francisco Bay Area-wide Municipal Regional Permit.

Mission Statement

The mission of the San Pablo NPDES program is to efficiently utilize available funding to reduce pollution of the storm water and effectively maintain public storm drain facilities. The program’s activities will be in accordance with NPDES Permit requirements as shown in the Stormwater Management Plan which includes performing field inspections (storm drain system, creeks, illicit connections), conducting educational and outreach activities (informational presentations, creek cleanup programs, coordination of storm drain stenciling), performing storm drain cleaning and regularly sweeping streets.

Budget Line Item Descriptions

41000	Salaries	\$181,300
Staffing for this project includes:		
1	Public Works Director 25%	
1	Environmental Programs Analyst	
2	Maintenance Worker (50% each)	
41001	Part-Time	\$22,200
Temporary workers for storm drain cleaning and cleanups of publicly owned or maintained sections of creeks and drainage easements.		
41002	Overtime	\$2,000
Weekend events.		
41900	Benefits	\$77,700
This line item represents NPDES’ employee benefit costs and insurance. Costs included are worker’s compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
42000	Uniforms	\$150
Uniforms and safety equipment.		
42001	Communications	
Cellular phone service (1 phone)		\$ 400
Maintenance for 2 portable radios		<u>1,820</u>
		\$2,220
43000	Equipment Maintenance	
Vehicle maintenance, minimize vehicle leaks		\$ 200
General equipment maintenance		<u>800</u>
		\$1,000

43300	<i>Memberships</i>	
	National Association of Environmental Professionals, American Public Works Association, technical publications.	\$100
43500	<i>Office Expense</i>	
	Miscellaneous office supplies, computer updates.	\$2,000
43600	<i>Professional Services</i>	
	Community Cleanup Program	\$ 2,000
	Wildcat Creek Cleanup	2,000
	SPAWNERS GPS Surveys	1,000
	Creek restoration workday coordination	<u>6,000</u>
		\$11,000
44000	<i>Special Departmental Expense</i>	
	Truck rental	\$ 2,000
	Community newsletter insert	2,000
	Developer guides	100
	Educational materials publishing and distribution	1,000
	Regional Board Fee	9,000
	Fish and Game Fee	600
	Total Maximum Daily Load (TMDL) Related Reporting/Monitoring	500
	Inspection Forms	300
	Earth Day Festival	500
	Gasoline	1,000
	Regional Board Creek Permit	500
	Recycling Grant "front money"	8,123
	Trash capture device	<u>11,000</u>
		\$36,623
44320	<i>Training and Travel</i>	
	Training programs (water quality and monitoring techniques, GIS, inspector training) and related travel expenses.	\$1,500
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	\$5,630
	This appropriation represents the N.P.D.E.S. Division's share of building maintenance costs, which include postage, telephone, copier costs, janitorial services and other building maintenance costs. The building maintenance budget will be costed out to benefiting departments.	

49004 *Communications/Utilities*

\$7,800

This line item represents this division's share of communications, postage, property/fire/ vehicle insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 1780	Building Maintenance	Fund 100 General Fund
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SERVICE AND SUPPLIES				
43600 Professional Services	119,124	77,410	78,500	70,200
44000 Special Department Expense	21,273	17,553	34,800	29,300
Total Service and Supplies	140,397	94,963	113,300	99,500
FIXED ASSETS				
46100 Improvements	0	0	18,500	10,300
Total Fixed Assets	0	0	18,500	10,300
EXPENDITURE TRANSFERS				
49501 Dept. Costs Transferred Out	(140,397)	(94,963)	(131,800)	(109,800)
Total Expenditure Transfers	(140,397)	(94,963)	(131,800)	(109,800)
TOTAL BUILDING MAINTENANCE BUDGET	0	0	0	0
% increase (decrease) over previous year	0.00%	0.00%	0.00%	0.00%

BUILDING MAINTENANCE

Division 1780

Mission Statement

The mission of the Building Maintenance Division is the maintenance, security and grounds keeping of City-owned buildings, and also to effect energy conservation programs. (Note: Police Department building maintenance expenses appear in the Police Department budget.)

Budget Line Item Descriptions

43600 Professional Services

Covered here are the costs associated with services provided by non-city employees. These services are required by law or are beyond the scope of city employees' expertise. The civic center complex (6 buildings) is maintained, in part, by these services:

Janitorial services	\$ 30,200
Annual monitoring costs for the City's fire and burglar alarm systems	22,000
Emergency generator in Building 5	2,200
Elevator service agreement	1,000
Needs assessment for Maintenance Management software	1,900
Fire extinguisher servicing	1,900
Contractors for maintenance services (i.e. lock smith, sewer service, electrician)	<u>11,000</u>
	\$70,200

44000 Special Departmental Expense

Materials required to maintain municipal buildings such as paint, hardware, building materials and other miscellaneous or unexpected expenses.

\$29,300

46100 Improvements

Miscellaneous improvements such as ADA compliant counters, door handles, carpeting and painting, etc. at the Civic Center Complex.

\$10,300

46300 Equipment

None budgeted

49501 Building Maintenance Division Costs Transferred Out (\$109,800)

This division is a service center, providing building maintenance services for other City divisions. As such, the costs of this division will be charged out in total to the other City departments or divisions which benefit from a particular service.

**City of San Pablo
Fiscal Year 2009-2010**

Division 2110	Street Lighting and Landscaping	Fund 205
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	486,219	478,524	522,440	447,100
41001 Part-Time Salaries	0	1,634	0	0
41002 Overtime	4,829	2,141	8,000	8,000
41900 Benefits	273,976	202,126	256,830	223,800
Total Salaries and Benefits	765,024	684,425	787,270	678,900
SERVICE AND SUPPLIES				
42000 Uniforms	5,858	6,269	9,680	2,831
42001 Communications	6,706	13,582	14,460	13,590
43000 Equipment Maintenance	20,991	12,234	36,750	36,750
43300 Memberships	120	245	1,250	1,250
43500 Office Expense	2,909	2,340	7,180	3,410
43600 Professional Services	90,980	97,796	147,100	141,654
43800 Equipment Rental	2,090	1,353	5,000	5,000
44000 Special Department Expense	84,191	76,507	127,470	115,601
44320 Training and Travel	2,845	4,303	6,950	4,750
44400 Utilities	332,412	309,833	341,200	341,200
Total Service and Supplies	549,102	524,462	697,040	666,036
FIXED ASSETS				
46300 Equipment	139,644	26,863	62,866	15,250
Total Fixed Assets	139,644	26,863	62,866	15,250
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	9,497	12,774	21,229	13,140
49004 Communications/Utilities	9,785	12,490	20,190	26,010
49005 PERS Side Fund	0	46,726	0	0
49006 OPEB GASB45	31,392	205,617	0	0
49503 Salary/benefit Transfers to Other Divisions	0	0	0	0
Total Expenditure Transfers	50,674	277,607	41,419	39,150
TOTAL STREET LIGHTING BUDGET	1,504,444	1,513,357	1,588,595	1,399,336
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	39.88%	-11.22%	25.98%	-11.91%

STREET LIGHTING & LANDSCAPING

Division 2110

San Pablo Street Lighting and Landscape Assessment District No. 1982-1 was formed August 2, 1982 by Resolution No. 82-81 of the City Council pursuant to the provisions of Division 15 Part 2 (Section 22500 through 22679) of the California Streets and Highways Code. The boundary of the district closely matches the incorporated limits of the City of San Pablo. San Pablo Street Lighting and Landscape Maintenance District No. 1982-1 provides for the levy and collection of assessments to pay for improvements generally described as follows:

“The maintenance or servicing of both existing and future public lighting facilities or landscaping, parks and facilities appurtenant thereto, and the installation or construction of public lighting or landscaping and/or the maintenance and servicing thereof, and facilities necessary or convenient for said maintenance and servicing.”

The assessment is made upon parcels of land within the Assessment District in proportion to the estimated benefits to be received by the parcels, respectively, from the improvements. The determination as to whether or not a lot or parcel will benefit from the improvements has been made pursuant to the Improvement Act of 1911. Public agencies within the district were not assessed; utilities were assessed to the degree that they may benefit. A public hearing is conducted each year in front of the San Pablo City Council which confirms the assessment. After the hearing, the assessments are forwarded to the County for inclusion on the property tax bills for collection.

Mission Statement

The mission of this division is the maintenance and repair of public facilities, parks and landscaping, namely:

- City Hall grounds and landscaping
- Four recreational and maintenance buildings including structure maintenance, grounds upkeep and custodial service
- Davis Park (15 acres), Kennedy Plaza (3 acres), Bertholf Park, 17th & Broadway, and 14th & Broadway roadside parks, the San Pablo Youth Soccer Field, Wildcat Creek Trail, Wanlass Park, Brentz Lane Park
- Over 900 street trees and sidewalks damaged by City street trees
- Weed abatement on roadsides and City-owned lots
- Maintenance of public roadway median island landscaping
- Administration and maintenance of the street lighting system
- Upkeep and replacement for a fleet of vehicles and equipment necessary for a many-faceted maintenance division

Budget Line Item Descriptions

41000 *Salaries* \$447,100

Staffing for this division includes:

- 1 Maintenance and Operations Manager
- 1 Lead Worker
- 1 Maintenance Supervisor @ 50% (other 50% in Street Maintenance)
- 3 Maintenance Workers
- 2 Maintenance Workers (50%) (Other 50% in 3110)
- 2 *Additional Maintenance Worker positions left vacant*
- 1 *Additional Lead Worker position left vacant*

The workforce is augmented by Contra Costa County Court Assignees, who assist with routine maintenance and cleanup work.

41002 *Overtime* \$8,000

Overtime is based on emergency call out.

41900 *Benefits* \$223,800

This line item represents the Street Lighting & Landscaping's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*

Safety equipment, jackets and uniforms	\$ 2,244
New City Logo	<u>587</u>
	\$2,831

42001 *Communications*

Cellular phone service for 3 phones	\$ 1,260
Replacement phone	400
Nextel Direct Connect (<i>1/3 cost split with Graffiti and Street Maintenance</i>)	640
Maintenance for 12 radios	<u>11,290</u>
	\$13,590

43000 *Equipment Maintenance*

Maintenance and/or repairs to fountains and fountain pumps, freezers, vehicles, landscape equipment such as blowers, mowers, edger's, chainsaws, weed eaters, heavy equipment such as tractors and large trucks. **\$36,750**

43300 *Memberships*

Licenses and memberships in Pesticide Applicators Professional Association, American Public Works Association membership for Division Manager **\$1,250**

43500 *Office Expense*
 Business cards and miscellaneous office supplies **\$3,410**

43600 *Professional Services*

Lighting and Landscape Assessment District engineer fee	\$ 9,800
County collection fees	6,500
Playground safety inspection	600
Work Alternative Program premium	543
Alarm system checks	1,560
Fire break clearing	8,000
Electrical repairs	1,500
Tree service (Prune City Hall Trees and Davis Park)	5,700
Janitorial contract for recreational buildings	61,950
Janitorial service for Blume House and Adobe Museum	4,160
Alarm system monitoring	7,000
Elevator service contract	2,836
Fire extinguisher service contract	1,872
Underground Storage Tank Operator Services	1,320
Underground Storage Tank Testing	7,500
Needs assessment for Maintenance Management software	2,813
Unanticipated expenses	<u>18,000</u>
	\$141,654

43800 *Equipment Rental*
 Occasional rental of special equipment needed for landscape maintenance. **\$5,000**

44000 *Special Department Expense*

Lighting and landscape repair materials (Increase cost in raw materials)	\$ 44,400
Janitorial supplies	595
Small tools (replacement of handtools)	3,000
Vandalism and damage to City property repairs	3,600
Gasoline (Anticipated increase in fuel cost)	17,940
Herbicides	3,000
Traffic Cones	2,165
Small equipment (replacement of small blower and string trimmers)	7,900
Repair of sidewalks damaged by trees, renovation of medians and mini-parks	5,000
Underground Storage Tank County permit fees	1,935
Replacement Street Trash Cans	7,931
Median Island replanting	10,000
City logo change / vehicles & equipment	1,335
Vehicle insurance	750
Unanticipated expenses	<u>6,050</u>
	\$115,601

44320 *Training and Travel*

Technical seminars and training materials, landscape conferences, heavy equipment training meetings & mileage. Increase in fuel cost and additional staff training opportunities.

\$3,750

Lead Worker Training

1,000

\$4,750

44400 *Utilities*

Water, gas, electric for streetlights and recreation buildings

\$340,000

Sewer use charges

1,200

\$341,200

46100 *Improvements*

None budgeted

46300 *Equipment*

½ cost of Pickup Truck (cost split with Street Maintenance)

\$15,250

Requested in order to replace Truck 614, this vehicle is 21 year of age and is at the end of its useful life.

49001 *Building Maintenance Costs*

\$13,140

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 *Communications/Utilities*

\$26,010

This line item represents this division's share of communications, postage, property/fire/vehicle insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

City of San Pablo
Fiscal Year 2009-2010

Division 3110	Street Maintenance	Fund 200 Gas Tax
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Account # and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	28,519	122,193	258,410	172,400
41002 Overtime	28	4,620	8,200	8,200
41900 Benefits	58,680	98,160	129,280	88,900
Total Salaries and Benefits	87,227	224,973	395,890	269,500
SERVICE AND SUPPLIES				
42000 Uniforms	3,449	4,004	6,000	2,831
42001 Communications	12,160	6,064	3,760	2,885
43000 Equipment Maintenance	15,032	8,085	15,750	14,065
43300 Memberships	50	139	200	200
43500 Office Expense	1,984	2,116	6,350	2,500
43600 Professional Services	76,527	71,714	86,920	89,733
43800 Equipment Rental	3,899	689	12,660	7,000
44000 Special Department Expense	89,893	117,585	156,678	138,139
44320 Training and Travel	445	3,027	5,040	2,658
Total Service and Supplies	203,439	213,423	293,358	260,011
FIXED ASSETS				
46300 Equipment	121,742	147,897	114,002	112,500
Total Fixed Assets	121,742	147,897	114,002	112,500
EXPENDITURE TRANSFERS				
49001 Building Maintenance Cost	3,515	4,790	8,487	7,500
49004 Communications/Utilities	3,720	4,683	8,070	10,400
49005 PERS Side Fund	0	17,095	0	0
49006 OPEB GASB45	1,716	11,241	0	0
Total Expenditure Transfers	8,951	37,809	16,557	17,900
TOTAL STREET MAINTENANCE BUDGET	421,359	624,102	819,807	659,911

% increase (dec.) over prior year	36.88%	41.97%	37.61%	-19.50%
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excluding PERS Side Fund and OPEB

(1) Salaries were low due to retirement of employee and 2 vacant positions.

STREET MAINTENANCE

Division 3110

Mission Statement

The Street Maintenance Division's mission is general street maintenance; i.e., pothole repair, preventive maintenance, replacement of failed portions of roadway, street striping and markings, dead-end street barricades, street sign replacement, concrete sidewalk and curb replacement, curb painting, and replacement and cleaning of the storm drain system. The Street Division is also responsible for debris and spill cleanup on streets, the maintenance and replacement of all equipment used in street maintenance functions, and the Worker Safety Training Program.

The Street Maintenance budget is funded entirely by Gas Tax funds. Gas Tax funds are generated from taxes on gasoline and other fuels and are apportioned pursuant to statutes found in the California Streets and Highways Code. Gas tax revenues generally must be used for a variety of street purposes such as construction, street drainage, and maintenance.

Budget Line Item Descriptions

41000	<i>Salaries</i>	\$172,400
1	Lead Worker	
1	Maintenance Supervisor @ 50% (other 50% in Street Lighting)	
1	Maintenance Worker	
1	<i>Additional Maintenance Works position left vacant</i>	

The workforce is augmented by Contra Costa County Court Assignees, who assist with routine maintenance and cleanup work.

41002	<i>Overtime</i>	\$8,200
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Labor needed at times other than normal work hours to perform various services in connection with such unforeseen emergencies, such as flooding, special events and street light survey.

41900	<i>Benefits</i>	\$88,900
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This line item represents the Street Maintenance division's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000	<i>Uniforms/Safety Equipment</i>	
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Safety equipment, jackets, and uniforms	\$2,244
City Logo change	<u>587</u>
	\$2,831

42001 *Communications*

Cellular phone service	\$ 365
Nextel Direct Connect (<i>1/3 cost split with Street Light and Graffiti & Litter Abatement</i>)	640
Maintenance for 2 radios	<u>1,880</u>
	\$2,885

43000 *Equipment Maintenance*

Maintenance and repairs to vehicles \$6,565; light equipment repair \$3,500; repair of heavy equipment used in patching \$4,000	\$14,065
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43300 *Memberships*

Maintenance Supervisors Association; technical magazine subscriptions.	\$200
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43500 *Office Expense*

Business cards and office supplies	\$1,000
Computers miscellaneous equipment	<u>1,500</u>
	\$2,500

43600 *Professional Services*

Street sweeping contract services	\$69,888
City Parking Lot sweeping	8,555
Contra Costa County Court Assignees insurance	1,801
Fence and gate repairs	4,680
Corporation Yard alarm system services	468
Needs assessment for Maintenance Management software	2,813
Other contract services	<u>1,528</u>
	\$89,733

43800 *Equipment Rental*

Miscellaneous equipment rentals	\$7,000
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44000 *Special Departmental Expense*

Street repair materials (Increase cost in raw materials)	\$41,580
Garbage transport fees	33,062
Janitorial supplies	1,000
Small tools	2,500
Street Signs	5,547
Sign Materials MUTCD Reflectivity Guidelines	10,660
Gasoline (Anticipated increase in fuel cost)	8,970
Repair of damage to City property	2,100
Traffic Cones	812
Type "A" Barricades	1,000
Safety Equipment for new vehicles	5,415
Replacement Street Trash Cans (6)	3,966
Weed Control Chemicals	3,248

Monument Signs (5)	9,472
City Logo change/vehicle decals	1,005
City Logo for Monuments signs	812
Vehicle insurance	750
Other miscellaneous expenses	<u>6,240</u>
	\$138,139

44320 *Training and Travel*

Training programs for street maintenance, pavement management, and street safety practices.	\$1,575
Lead Worker Leaders Training	<u>1,083</u>
	\$2,658

46100 *Improvements*

None budgeted.

46300 *Equipment*

Street painting Stencil Truck *	\$ 97,000
½ cost of Pickup Truck (cost split with Street Lighting and Landscaping)	<u>15,500</u>
	\$112,500

*The current vehicle used for Street Painting is 25 year old and is at the end of its useful life. This vehicle was not design to handle the weight of the equipment and materials necessary for street painting.

49001 *Building Maintenance Costs* **\$7,500**

Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 *Communications/Utilities* **\$10,400**

This line item represents this division's share of communications, postage, property/fire/vehicle insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

**City of San Pablo
Fiscal Year 2009-2010**

Division 1810		Police		Fund 100 General Fund	
Account # and Title		2006/2007 Actual Expended	2007/2008 Actual Expended	(1) 2008/2009 Estimated Expenditures	(2) 2009/2010 Adopted Budget
SALARIES AND BENEFITS					
41000	Salaries	5,033,493	5,605,394	6,904,763	7,024,000
41001	Part-Time Salaries	116,506	117,364	75,000	75,000
41002	Overtime/Comp Time Paid	551,312	523,791	605,102	459,900
41003	Casino Duty	289	0	0	0
41305	Holiday Pay	144,173	142,455	200,500	206,400
41900	Benefits	2,496,178	2,649,351	3,635,900	3,506,200
	Total Salaries and Benefits	8,341,951	9,038,355	11,421,265	11,271,500
SERVICE AND SUPPLIES					
42000	Uniforms, Safety Equipment	63,219	63,816	74,642	75,000
42001	Communications	12,612	42,299	40,285	42,650
43000	Equipment Maintenance	121,303	150,441	167,500	173,900
43300	Memberships	4,817	7,713	9,920	9,350
43500	Office Expense	31,292	87,531	51,009	45,200
43600	Professional/Specialized Services	907,853	989,966	1,311,000	1,447,722
43610	Casino Background Checks	19,935	4,717	72,000	72,000
43800	Equipment Rents/Leases	44,446	50,997	50,000	50,000
44000	Special Department Expense	243,474	286,819	341,024	331,150
44320	Training and Travel	47,851	64,510	84,053	118,000
44400	Utilities		43,288	52,000	52,000
	Total Service and Supplies	1,496,802	1,792,097	2,253,433	2,416,972
FIXED ASSETS					
46100	Structures/Improvements	0	0	10,000	10,000
46300	Equipment	119,502	254,094	148,000	90,000
	Total Fixed Assets	119,502	254,094	158,000	100,000
EXPENDITURE TRANSFERS					
49001	Building Maintenance Costs	71,156	0	11,728	16,890
49004	Communications/Utilities	112,542	14,364	67,287	84,910
49005	PERS Side Fund	0	2,221,828	0	0
49006	OPEB GASB45	252,820	1,655,964	0	0
	Total Expenditure Transfers	436,518	3,892,156	79,015	101,800
	TOTAL POLICE BUDGET	10,394,773	14,976,702	13,911,713	13,890,272

Note: Acct 43610 Casino Background Checks are reimbursed 100% by Casino San Pablo.

% increase (dec.) over prior year excluding PERS Side Fund and OPEB	3.00%	9.44%	25.34%	-0.15%
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(1) Includes Code Enforcement expenditures of \$809,463 in 08/09

(2) Includes all of Code Enforcement in 2009/10

POLICE

Division 1810

Mission Statement

The Police Department is responsible for the protection of life and property within the City. It fulfills that responsibility through preservation of peace and order, arrest and prosecution of criminal offenders, suppression of crime, regulation and control of traffic and enforcement of State laws and local codes intended to reduce public hazards and blight.

Department Responsibilities

- Maintain an effective law enforcement presence in the community to combat crime and improve public safety and confidence.
- Maintain the highest degree of professionalism and efficiency at all times.
- Continue efforts to reduce violent crime and narcotics trafficking through combined multi-agency operations in West County.
- Through a combined effort, eradicate safety hazards that create blight and adversely affect the quality of life within the City.
- Enhance community outreach programs through Kids to Camp, P.I.S.T.O.L., gang intervention and Neighborhood Watch.
- Continue expansion of traffic and commercial vehicle enforcement in order to reduce collisions, truck parking and overweight truck violations.
- Enhance emergency planning and training for City staff, citizens, and businesses within the City.

Budget Line Item Descriptions

41000 Salaries

\$7,024,000

The Police Department has budgeted seventy-five (75) full-time personnel. Fifty-three (53) are sworn officers and twenty-two (22) are non-sworn employees.

Commencing this fiscal year, Code Enforcement will no longer be funded through the Redevelopment Agency but instead will continue operating within the Police Department's budget.

All Personnel

(includes externally funded positions)

	<u>Actual Staffing</u>	<u>Current Budget</u>	<u>Proposed Budget</u>
Chief of Police	1	1	1
Captain	1	1	1
Lieutenants	3	3	3
Sergeants	9	9	9
Officers	41	41	39
Police Services Technicians	8	8	8
Police Services Assistants	2	2	2
Senior Police Administrative Clerk	1	1	1
Police Administrative Clerk II	7	8	7
Administrative Secretary	1	1	0
Senior Administrative Secretary	1	1	1
Administrative Analyst	1	1	1
Building Inspector	1	1	1
Maintenance Worker II	1	1	1
	<u>78</u>	<u>79</u>	<u>75</u>

Externally Funded Positions

School Resource

1 Officer (Anticipated: 75% Grant funded in 09/10)

West-Net Drug Task Force

1 Officer (50% funded by Contra Costa County Sheriff's Office)

DUI Enforcement

1 Officer (50% Grant funded through September 2009)

41001 Part-Time Salaries \$75,000

Six (6) part-time employees are budgeted (not to exceed 1,000 hours each during the fiscal year). These positions fill the following needs:

- 1 Background Analyst
- 1 Administrative Clerk
- 4 Crossing Guards

41002 Overtime

Overtime is incurred due to off duty court appearances, report writing after work, off duty training sessions, and callbacks.

- a. Discretionary and mandatory overtime (*Additional \$16,500 for Code Enforcement*) \$268,700
- b. Potential compensatory time payout liability 150,800
- c. Special events (i.e. parades, festivals & community events) 40,400
\$459,900

41305 Holiday Pay \$206,400

Officers are paid for holidays at a rate of eight (8) hours, except when actually worked, when officers are reimbursed at an additional one and one-half (1 ½) times their regular pay. (*Additional \$5,500 for Code Enforcement*)

41900 Employee Benefit \$3,506,200

This line item represents the police department's employee benefit costs and insurance. Costs are included for retirement, workers compensation, health, dental, liability, unemployment, disability and life insurances, as well as vision care, Medicare, PARS, benefits in-lieu, medical insurance for retirees and an Employee Assistance Program. (*Additional \$377,400 for Code Enforcement*)

42000 Uniforms/Safety Equipment

The City provides \$1,200 per-year clothing allowance to sworn employees assigned to administrative and investigative positions. The City cleans and replaces employee uniforms and provides uniform equipment. Select employees are reimbursed for uniform shoes or boots up to \$175 maximum. Based on estimated usage, the following is budgeted:

- a. Clothing allowance (15 employees) \$18,000
- b. Uniform cleaning and repair 16,000
- c. Uniform purchases/replacement all personnel (*Additional \$1,000 for Code Enforcement*) 21,000
- d. Police safety equipment including vests*, rain gear, boots, etc. 20,000
\$75,000
(*body armor is reimbursed up to 50% under BJA Grant #03014177)

42001 *Communications*

These services are essential to ongoing communications and the costs are based upon contractual obligations and actual use.

a. Twenty six (26) cellular telephones, including service and equipment <i>(Additional eight (8) phones for Code Enforcement)</i>	\$16,150
b. Radio repair and replacement and other unexpected communication expenses	10,000
c. Intranet access from vehicle and laptop computers to complete New World Systems, CAD and Records Management System (RMS) updates and to use vital police databases such as Automated Regional Information Exchange System (ARIES) and CALID <i>(This is a carryover from last year as this service has not yet come to fruition)</i>	<u>16,500</u>
	\$42,650

43000 *Equipment and Facilities Maintenance*

a. Provides for routine maintenance, vehicle parts and fluids, tires, tire changes, tows, car washes, etc. for all police vehicles, which also includes body damage, subsequent repair costs and painting <i>(Additional \$9,000 for Code Enforcement)</i>	\$102,500
b. All maintenance costs associated with the facility including janitorial and pest control services, HVAC repair, gasoline storage, paint, etc	65,000
c. Shared rental of Building 5 Xerox copier <i>(Code Enforcement)</i>	2,800
d. Clancy Electronic Citation System <i>(Code Enforcement)</i>	<u>3,600</u>
	\$173,900

43300 *Memberships and Publications*

a. <i>Memberships:</i> California Chiefs' (5), California Peace Officers Association (CPOA) (5), County Chiefs' Association, International Association of Chiefs of Police (IACP) (5), FBI National Academy Association (FBINA) (2), Sexual Assault Association, California Homicide Investigators Association (CHIA), Western States Intelligence Network (WSIN), California Narcotics Officers Association (CNOA), California Narcotic Canine Association (CNCA), California Police Chiefs Association (CPCA), California Burglary and Theft Investigator's Association (CBTIA), California Law Enforcement Association of Record Supervisors (CLEARs), Law Enforcement Association of Property Managers (LEAPM), California Association of Code Enforcement and International Conference of Code Enforcement Officers. <i>(Additional \$1,000 for Code Enforcement memberships and International Conference)</i>	\$3,800
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b.	<i>Publications: West County Times, West Publishing Penal Codes, Physician's Desk Reference, Legal Source book Updates, CPOA Training Bulletins, Barclay's Commercial Enforcement Bulletins, Automotive Index, Copware, etc. (Additional \$1,000 for Code Enforcement publication of legal notices for lien activity)</i>	2,700
c.	Annual departmental order legal review and publication	<u>2,850</u>
		\$9,350

43500 *Office Expense*

a.	Small office supplies, juvenile and adult arrest books, warrant forms, ink cartridges, identification blanks, etc. <i>(Additional \$4,000 for Code Enforcement)</i>	\$20,000
b.	Copy machine paper and supplies	2,000
c.	Reprinting department forms, citation books, manuals, business cards, etc.	7,500
d.	Replace and repair of worn or obsolete office equipment including computers, video surveillance, scanners	15,000
e.	Shipping and handling of large volume documents and equipment to various outside agencies	<u>700</u>
		\$45,200

43600 Professional/Specialized Services

a.	Professional contract services for interview and examination of sexual assault victims (Children's Interview Center: unlimited use at \$2,000; Acute Examinations: 12 @ \$1,000 per exam)	\$14,000
b.	Forensic services, general criminalistics, fingerprint analysis, drug testing, toxicology, and blood withdrawal (<i>Mandatory 40% increases for 09/10 & 10/11 fiscal years by Contra Costa County</i>)	153,000
c.	Potential liability for Contra Costa County Sheriff booking fees at \$340 each (Half of potential liability – State reimbursement is likely)	170,000
d.	Funding for new police employees includes recruiting, medical and polygraph examination, psychological, fingerprints, background investigation, written reports and training	10,000
e.	Fitness for Duty reports on employees injured while on/off duty which would require a medical exam and clearance by a physician before returning to work	1,500
f.	The Department of Health and environmental legislation requires proper removal and disposal of blood borne pathogens, narcotics, narcotic paraphernalia, toxic chemicals and other hazardous material from crime scenes	3,000
g.	West Contra Costa County Narcotics Enforcement Team (WNET) annual contractual agreement	8,000
h.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Dispatch Services (<i>Consolidated Dispatch contractual adjustment \$72,000</i>)	647,374
i.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Records Management (<i>Consolidated Records contractual adjustment \$15,000</i>)	60,410
j.	New World Systems consolidated records management software and licensing fees	25,000
k.	Laserfiche document imaging management software and licensing fees	7,700
l.	Participation in the Automated Latent Print System (ALPS) CAL I.D.	26,600
m.	800 Trunking maintenance fees for police department (estimated 85 radios; base, mobile and portable) (<i>Additional six (6) radios for Code Enforcement</i>)	77,350

n.	Automated Regional Information Exchange System (ARIES)	5,000
o.	All County Criminal Justice Information Network (ACCJIN) fees	7,200
p.	Contra Costa Community Awareness and Emergency Response (CAER) notification system (warning siren, telephone call notifications, etc.)	500
q.	Service Maintenance Agreements (Live-Scan Fingerprint, Video Imaging Systems, Scanners, Property and Evidence, etc.)	16,200
r.	Lexis Nexis information database	1,800
s.	Website maintenance and public engines for police department	3,750
t.	Live-Scan fee to County \$2,100; State \$10,500	12,600
u.	Department alarms (fire and building)	3,750
v.	Animal Control Services - The City pays a per capita amount factored by the CPI each year for this service <i>(Contractual adjustment \$15,588)</i>	162,988
w.	Cost of title search fees, permits related to asbestos removal, contractor costs including boarding of vacant houses, demolition and clean up of unsafe hazardous homes and general fees related to the enforcement of Property Maintenance and Boarding Ordinances of commercial, private and trailer park properties. <i>(Code Enforcement)</i>	<u>30,000</u>
		\$1,447,722

43610 *Casino San Pablo Background Investigations* **\$72,000**
Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment and supplies. These costs are reimbursed by Casino.

43800 *Equipment Rents/Leases*

Rents

a.	Security Public Storage yearly fee for two lockers	\$ 6,100
b.	Rental vehicles for undercover vehicles	17,100

Leases

c.	Xerox Workcenter lease and maintenance	
	Records	7,700
	Admin	5,500
	Patrol	2,650
	Detectives	2,650
	SIU	3,300
d.	Xerox Workcenter per page copy costs and supplies	<u>5,000</u>
		\$50,000

44000 Special Department Expense

a.	Miscellaneous equipment unique to the police department such as flares, jail supplies, photo supplies and processing, video enhancements and transfers, evidence equipment, latex gloves, first-aid supplies, Valtox kits, crime scene supplies, etc.	\$30,000
b.	The department is responsible for supplying blood borne pathogen kits, protective clothing, breathing apparatuses, etc., for employees having contact with any hazardous waste material	7,000
c.	The department conducts investigations involving controlled substances, prostitution, bookmaking, various forms of gambling and pornography. In addition, prosecution of homicides and other complex criminal cases often requires the department to contribute to the prosecution effort through transcription, translation and DNA examination	20,000
d.	Expenses for maintenance of four (4) police canines, including food, Veterinarian (medicine only), yearly maintenance and re-certification fees, bite sleeves, and miscellaneous equipment and supplies	11,900
e.	Expenses for prisoner care including hospital and medical care, food, prisoner bed and blanket cleaning, miscellaneous equipment and repairs, interstate prisoner transportation	5,000
f.	Purchase of gasoline (45,000 gallons @ \$2.75 a gallon). (Additional six (6) cars for Code Enforcement)	126,000
g.	Firearms/Defensive Tactics, including firearms, range fees, ammunition, targets, equipment repair, firearms maintenance and parts, safety equipment, less than lethal ammunition and equipment	40,000
h.	Kids to Camp Program	4,000
i.	Police in Schools to Offer Life (PISTOL) Program	6,000
j.	Disaster Preparation including citizen and in-house response training materials, public awareness lectures, safety day event, etc.	7,500
k.	Judgments/Damages to reimburse citizens for property that has been damaged or lost while in police custody; to cover the non-reimbursed portion of vehicle collision damage, unmet liability deductible, and other miscellaneous uncovered liability claims (Additional \$5,000 for Code Enforcement)	35,000

l.	Repair and maintenance of electronic equipment, vehicle laptops, radar guns, digital recorders, fire extinguishers, flashlights and other equipment	23,000
m.	Vehicle insurance – each department is responsible for their premium which is based on the estimated vehicle value <i>(Additional \$750 for Code Enforcement)</i>	5,750
n.	Money to relocate impoverished tenants when their current home is determined to be unfit for human habitation by the Building Inspector due to the landlord's failure to maintain the property <i>(Code Enforcement)</i>	<u>10,000</u>
		\$331,150

44320 *Training and Travel*

a.	Training courses (Partially POST reimbursable). <i>(Additional \$6,000 for Code Enforcement)</i>	\$46,000
b.	International Association of Chiefs of Police	2,500
c.	Western States Intelligence Network (WSIN) Gang/Fraud annual conferences	1,600
d.	California Narcotics Officers Association (CNOA) annual conference (2)	3,000
e.	California Homicide Investigators Assoc. (CHIA) annual conference (2)	2,400
f.	Miscellaneous lunch meetings for investigations, records, patrol and administration	500
g.	Miscellaneous conferences, team building, meetings and mileage as needed	7,000
h.	California Law Enforcement Association of Record Supervisors (CLEARs) annual conference	1,500
i.	Search and detection course for two K-9s	23,000
j.	Biennial training required by law (jail operations, Emergency Vehicle Operations (EVOc) driving, CPR, etc.)	7,500
k.	Narcotics detection course for two K-9s	<u>23,000</u>
		\$118,000

44400 *Utilities*

PG&E and EBMUD charges	\$52,000
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46100 Structures/Improvements **\$10,000**
 Periodic minor facility improvements not covered under maintenance

46300 Equipment **\$90,000**
 Purchase of two marked police vehicles including the installation of emergency equipment and police radio

49001 Building Maintenance Costs **\$16,890**
 Included in the Code Enforcement maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees. (Code Enforcement)

49004 Communications/Insurance/Utilities
 a. This line item represents the Code Enforcement Division's share of communications, postage, copier usage, property/fire insurance, utilities and telephone services. Specific amounts are based upon actual use and are itemized in the Multi-Departmental Programs (8000) budget. (Code Enforcement) **\$23,410**

b. Amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget (except for telephone communications which are directly charged)

Property insurance	12,500
Telephone communications	43,000
Postage	<u>6,000</u>
	<u>61,500</u>
	\$84,910

**City of San Pablo
Fiscal Year 2009-2010**

Division 1820	Code Enforcement			Fund 350 General Fund
Account # and Title	(1) 2006/2007 Actual Expended	(1) 2007/2008 Actual Expended	(1) 2008/2009 Estimated Expenditures	(2) 2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	533,307	708,407	329,977	
41002 Overtime/Comp Time Paid	7,804	33,195	14,600	
41305 Holiday Pay	5,782	4,700	0	
41900 Benefits	259,736	308,063	152,860	
Total Salaries and Benefits	806,629	1,054,365	497,437	0
SERVICE AND SUPPLIES				
42000 Uniforms, Safety Equipment	2,197	509	58	
42001 Communications	3,124	4,021	2,365	
43000 Equipment Maintenance	12,764	27,957	6,399	
43300 Memberships	756	600	431	
43500 Office Expense	5,698	2,995	1,191	
43600 Professional/Specialized Services	20,825	20,842	14,900	
43700 Publications/Legal Notices	218	0	0	
44000 Special Department Expense	7,774	10,754	3,326	
44320 Training and Travel	6,001	5,497	4,947	
Total Service and Supplies	59,357	73,175	33,617	0
FIXED ASSETS				
46300 Equipment	31,655	8,938	0	0
Total Fixed Assets	31,655	8,938	0	0
EXPENDITURE TRANSFERS				
49001 Building Maintenance Costs	11,254	14,370	7,378	
49004 Communications/Utilities	18,400	22,531	9,513	
49005 PERS Side Fund	0	189,112	0	
49006 OPEB GASB45	13,432	87,979	0	
Total Expenditure Transfers	43,086	313,992	16,891	0
TOTAL CODE ENFORCEMENT BUDGET	940,727	1,450,470	547,945	0

% increase (dec.) over prior year 18.35% 26.54% -53.30%

excluding PERS Side Fund and OPEB

(1) Funded by RDA in 2006/07, 2007/08 and 6 months of 2008/09 and by General Fund 6 months

(2) Beginning in 2009/2010 included in Police Department budget

**City of San Pablo
Fiscal Year 2009-2010**

Division 1830	Police Grants	Funds 202, 206, 208, 209, 211
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Account # and Title	(1) 2006/2007 Actual Expended	(2) 2007/2008 Actual Expended	(2) 2008/2009 Estimated Expenditures	(2) 2009/2010 Adopted Budget
SALARIES AND BENEFITS				
41000 Salaries	186,466	306,178	193,274	241,800
41002 Overtime/Comp Time Paid	77,999	68,610	163,000	0
41305 Holiday Pay	3,775	10,584	0	0
41900 Benefits	48,347	140,531	97,496	112,100
Total Salaries and Benefits	316,587	525,903	453,770	353,900
SERVICE AND SUPPLIES				
42000 Uniform/Safety Equipment	400	0	0	0
44000 Special Department Expense	526	33,431	0	0
44320 Training and Travel	1,500	1,993	2,000	0
Total Service and Supplies	2,426	35,424	2,000	0
FIXED ASSETS				
46300 Equipment	115,038	102,536	0	0
Total Fixed Assets	115,038	102,536	0	0
TOTAL POLICE GRANTS BUDGET	434,051	663,863	455,770	353,900
% increase (decrease) over previous year	-12.08%	52.95%	-31.35%	-22.35%

(1)Includes School Resource Officer, West-Net Drug Task Force Officer, NC3TF Computer Crime Task Force Officer, OTS Officer

SLEP grant	71,074	112,167	101,300
JAG grant	43,724	19,148	147,000
CCC Sheriff's Office	79,627	74,450	85,100
OTS grant	279,629	250,005	20,500
OTS/ABC grants			
OTS grant	182,704		
Click it or Ticket it	7,105		
	<hr/> 663,863	<hr/> 455,770	<hr/> 353,900

**City of San Pablo
Fiscal Year 2009-2010**

Division 7000	Special Accessment Bonds Debt Service	Funds 400,405,410
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Account and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
SERVICES				
43600 Professional Services	7,720	4,940	4,000	4,000
44500 Debt Service	810,561	816,468	824,710	815,633
Total Services	818,281	821,408	828,710	819,633
TOTAL ASSESSMENT BOND BUDGET	818,281	821,408	828,710	819,633
% increase (decrease) over previous year	-0.40%	0.38%	1.27%	-1.10%

DEBT SERVICE

Special Assessment Bonds

Division 7000

Mission Statement

To process payment of assessment bonds.

This budget unit serves to consolidate appropriations for payment of city special assessment bonds. Special assessment bonds are secured by assessments levied against property in the districts. The County collects such assessments and remits amounts to the City sufficient to meet scheduled debt service on the bonds. The City holds such collections in bond redemption funds and remits to its bond paying agent amounts needed to pay bond debt service. The bonds are limited obligation improvement bonds issued pursuant to the Improvement Bond Act of 1915, and the City has no obligation to pay bond debt service except to the extent of assessments collected and monies on deposit in the bond reserve and redemption funds.

Budget Line Item Descriptions

43600 Professional Services

Includes fiscal agent fees charged by the trustee, Wells Fargo Bank National Association, of the bonds. Services include maintaining bondholder records plus payment of principal and interest. **\$4,000**

44500 Debt Service

Principal and interest payments on two assessment bonds are budgeted in this line item. Descriptions of these bonds follow:

A. 1997 Reassessment Revenue Bonds (Fund 405)

This bond issue totaled \$3,960,000 and was issued May 1997. Interest rates start at 4.50% and graduate up to 6.45%. These bonds were issued to retire the Town Center Assessment District Limited Obligation Improvement Bonds, Series A which carried a higher interest rate. Those interest rates started at 6.25% and graduated up to 8.10%. By refinancing these bonds the interest expense was substantially reduced.

This District is situated immediately west of both the northbound and southbound San Pablo Dam Road on ramps and off ramps of Interstate 80. The District consists of 28 parcels totaling approximately 16.7 acres. Much of the property within the District was formerly owned by the Redevelopment Agency of the City of San Pablo, which provided relocation assistance to the occupants and substantially cleared the land for development.

The improvement project consisted of the parking and related improvements, together with the traffic signalization and storm drain water and sewer improvements necessary for the development of Town Center.

Payments due on this bond:

9/2/09	\$285,000	Principal
	47,865	Interest (6.20%)
3/2/10	<u>39,030</u>	Interest
Total	<u>\$371,895</u>	

Outstanding principal balance on 6/30/10 will be \$1,225,000.

B. 1998 Reassessment Bonds (Fund 410)

This bond issue totaled \$4,925,000 and was issued January 1998. Interest rates start at 4.00% and graduate up to 5.90%. These bonds were issued to retire the Oak Park Assessment District Limited Obligation Improvement Bonds which carried a higher rate. Those interest rates started at 6.2% and graduated up to 7.65%. By refinancing these bonds the interest expense was substantially reduced.

Oak Park Assessment District is located on San Pablo Dam Road immediately east of Interstate 80 in San Pablo. The District consists of three assessed parcels comprising approximately 27 acres. The Series A Bonds represents the unpaid assessment on one of these parcels, which is identified as Assessment Parcel No. 15. The Series A parcel comprises approximately 14.5 gross acres, of which approximately 9.7 acres are usable. Constructed on the Series A Parcel is Princeton Plaza, an approximately 120,000 square-foot shopping center.

The Series A Bonds were issued to finance the acquisition by the City of improvements pertaining to the widening of approximately 1450 feet of the southerly portion of San Pablo Dam Road and the acquisition by the City of a portion of San Pablo Hillside, and repairs to the northerly slope of the Hillcrest Road.

Payments due on this bond:

9/2/09	\$310,000	Principal
	71,209	Interest (5.6%)
3/2/09	<u>62,529</u>	Interest
Total	<u>\$443,738</u>	

Outstanding principal balance at 6/30/2010 will be \$2,165,000.

**City of San Pablo
Fiscal Year 2009-2010**

Tax Allocation (Redevelopment) Bonds				
Division 7250				Funds 455,456,457,459,490,495

Account and Title	2006/2007 Actual Expended	2007/2008 Actual Expended	2008/2009 Estimated Expenditures	2009/2010 Adopted Budget
DEBT SERVICE				
44500 Debt Service	3,147,436	5,788,539	5,358,790	6,977,615
Total Debt Service	3,147,436	5,788,539	5,358,790	6,977,615
TOTAL TAX ALLOCATION BONDS BUDGET	3,147,436	5,788,539	5,358,790	6,977,615
% increase (decrease) over previous year	-31.72%	83.91%	70.26%	30.21%

DEBT SERVICE

Redevelopment Tax Allocation Bonds

Division 7250

Mission Statement

To process payment of redevelopment tax allocation bonds.

This budget unit serves to consolidate appropriations for payment of redevelopment tax allocation bond principal and interest payments. The tax allocation revenues received via the County property tax rolls are used to pay these obligations. The tax allocation proceeds are deposited into the Redevelopment Operating Fund and 20% to the Housing Set Aside Fund. As bond payments become due, the needed funds are transferred to the bond redemption funds and are remitted to the bond-paying agent in amounts required to pay bond debt service.

Budget Line Item Descriptions

43600 Professional Services - Budgeted in division 6110

44500 Debt Service

The Redevelopment Agency uses tax increment monies to service five active bond issues. Descriptions of these issues are as follows:

1. 1999 Tenth Township Tax Allocation Bonds (Fund 490)

The Bonds were issued June 22, 1999, \$9,850,000, for the purpose of refunding the 43% of the outstanding Merged Project Area 1990 Tax Allocation Refunding Bonds, and to provide new monies for construction and redevelopment activities. Tax increment is received from the County and is pledged to satisfy the debt service for this issue. The bond issue will reach final maturity on December 1, 2023.

Payments due for this issue:

12/1/09	\$560,000	Principal
	176,032	Interest (5.10 %)
6/1/10	<u>161,752</u>	Interest
Total	<u>\$897,784</u>	

Outstanding principal at 6/30/10 will be \$5,905,000.

2. 2001 Tenth Township Tax Allocation Bonds (Fund 456)

The bonds were issued on March 22, 2001, \$11,733,166 total par value, to refund the remaining outstanding Merged Project Area 1990 Tax Allocation Refunding Bonds, fund certain public capital improvements in project areas of the Agency and pay the cost of issuance.

Tax increment is received from the County and is pledged to satisfy the debt service for this issue for this issue.

Payments due for this issue:

12/1/09	\$470,000	Principal	
	158,239	Interest (3.95%)	
6/1/10	<u>148,957</u>	Interest	
Total	<u>\$777,196</u>		

Outstanding principal on 6/30/10 will be \$6,455,000.

3. 2004 JPFA Tax Allocation Bonds (Fund 459)

On March 18, 2004, the City of San Pablo Joint Powers Financing Authority issued 2004 Bonds in the amount of \$37,755,000. Proceeds of these bonds were used to refund and defease \$13,930,000 of the Merged Project Area Tax Allocation Bonds, Series 1993, and the remainder will finance the construction and acquisition of certain capital improvements in furtherance of the redevelopment plan for the Tenth Township Project Area, make a deposit to a reserve account established under the Tenth Township Indenture, and pay costs of issuance incurred in connection with the issuance, sale and delivery of the 2004 Bonds.

Tax increment is received from the County and is pledged to satisfy the debt service for this issue.

Payments due for this issue are:

12/1/09	\$525,000	Principal	\$	0	
	700,605	Interest		65,994	
06/1/10	<u>694,042</u>	Interest		<u>65,994</u>	
	<u>\$1,919,647</u>			<u>\$131,988</u>	TOTAL \$2,051,635

Outstanding principal on 6/30/10 will be \$34,315,000.

4. **2006 JPA Tax Allocation Bonds (Fund 461)**

On October 1, 2006, the Redevelopment Agency of the City of San Pablo issued 2006 Tenth Township Bonds in the amount of \$36,000,000. Proceeds of these 2006 were used to refund and defease \$12,350,000 of the Merged Project Area Tax Allocation Bonds, Series 1993, and the remainder will fund public capital improvements in the Tenth Township Project Area, fund capitalized interest on a portion of the 2006 Bonds through December 1, 2008, make a deposit to a reserve account established under the Tenth Township Indenture, and pay costs of issuance incurred in connection with the issuance, sale and delivery of the 2006 Tenth Township Bonds.

Tax increment is received from the County and is pledged to satisfy the debt service for this issue.

Payments are made monthly for this issue.

Total amount due in fiscal year 2009-10 is:

Interest (3.55%)	\$ 1,278,000
Letter of credit	262,000
Contingency (.60%)	216,000
Principal 12/1/09	<u>1,495,000</u>
	<u>\$3,251,000</u>

Outstanding principal on 6/30/10 will be \$34,505,000.