

# CITY OF SAN PABLO

## Annual Budget

2008-2009

*Mayor Sharon J. Brown*

*Vice Mayor Leonard R. McNeil*

*Councilmembers:*

*Genoveva Garcia Calloway*

*Joseph M. Gomes*

*Paul O. Morris*

*Respectfully submitted by*

*Brock J. Arner, City Manager*

# City of San Pablo

## Annual Budget

### Fiscal Year 2008-2009

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# MEMORANDUM

TO: MAYOR SHARON BROWN AND MEMBERS OF THE CITY COUNCIL

CC: CITY TREASURER, CITY CLERK

FROM: BROCK T. ARNER, CITY MANAGER

RE: MUNICIPAL BUDGET FISCAL YEAR 2008-2009

DATE: MAY 15, 2008

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## **San Pablo "Holds My Heart"**

Communities, like people, are a compilation of their stories. The San Pablo story, for my purposes, begins with the influx of blue-collar workers locating here during World War II, in an effort to earn a living and create a community. The Richmond shipyards drew people from all over but primarily from the South. It was this job growth that gave rise to San Pablo.

These new citizens converted what had been a rather bucolic farm/agricultural community into a city that provided homes to its residents. The community was populated by a variety of heritages including African-Americans, Oklahomans and Portuguese to name just a few. San Pablo, in an effort to distinguish itself from its neighbors, incorporated on April 28, 1948.

The 60-year history that followed has been eventful and is rich in growth and anecdotes. From the days when many saloons, an airport, and a bullring populated San Pablo, to its present-day configuration of new homes expanding retail and cultural resources, has been an eventful journey. The City Council can recall the early 1990s when San Pablo, like our sister city in the north, Vallejo, faced the prospect of declaring bankruptcy. But San Pablo banded together and created its own future by welcoming a California card room into the community. Two-thirds of those who voted in the 1992 San Pablo election agreed that this was the potential solution to the economic problem and could create vibrancy for the community. Shortly after Casino San Pablo opened its doors, negotiations began with the Lytton Band of Pomo Indians for a potential Indian gaming facility.

Negotiations between the City of San Pablo and the Lytton Band resulted in the successful creation of a Municipal Services Agreement dictating the terms of the relationship between the City and the new "Casino San Pablo." Congressman George Miller, Jr. introduced the legislation that was passed by the House of Representatives, the Senate, and signed by President Clinton bringing this dream into a reality.

The conversion of the Casino San Pablo into an Indian casino, combined with the resources provided by the San Pablo Redevelopment Agency, has allowed the Council/RDA Board to address many of the needs in this community. We are constantly reminded by visitors that San Pablo is looking good.

Fiscal Year 2008-09 marks the City's embarkation into the development of public facilities as not previously experienced by the community. On May 19, 2008, the City Council will participate in the groundbreaking ceremony at Wanlass Park. Wanlass Park will become the City's largest recreational facility. We expect that in July of 2008, we will also celebrate a ribbon-cutting ceremony for the Brentz Lane Park. Of course, the Council invested more than \$4.5 million in local streets and roads during the past fiscal year. San Pablo continues to garner awards such as the award for the Specific Plan on 23<sup>rd</sup> Street, expanding recreational programs, ongoing awards of *Excellence In Financial Reporting*, and for our top-flight Police Department proving that San Pablo is on the move.

We are optimistic about the future as well. The draft budget transmitted to the Council for review and action provides the necessary allocation of resources to keep San Pablo moving forward. The budget that staff has provided to Council and the community contains the following highlights:

1. \$700,000 for emergency medical services;
2. A reduction of the utility users tax from 5% to 4%, creating \$318,000 savings to our taxpayers;
3. \$250,000 from the Redevelopment Agency for the preparation of the General Plan Update;
4. An earmark of \$26 million for the construction of a community center at Davis Park;
5. \$10 million for the reconstruction of Maple Hall;
6. \$4 million for our popular and successful First-Time Homebuyer Program;
7. \$25,000 for an emergency and public information notification system;
8. A reorganization and updating of the San Pablo Police Department;
9. \$11 million for the continued conversion of the Circle S Mobilehome Project into a mixed-use development;
10. Completion and construction of mixed-use developments at Powell Place and at Mission Plaza;
11. Special event offerings to include fireworks on the Fourth of July for the first time in the history of San Pablo;
12. \$3.6 million for the Helms Community Center;
13. \$11.8 million for a new Corporation Yard.

**Conclusion:**

As the reader can tell, San Pablo has had a challenging history, but San Pablo has overcome its challenges and continues to evolve. San Pablo's diversity has become its strength which represents the future of California and the nation in that so many people from different backgrounds can come together and create success. It seems to me, as the author, that there should be a new slogan for San Pablo. I might suggest that the slogan for San Pablo be "*San Pablo – The City That Does*" or, alternatively, "*San Pablo – The City That Can.*"

Respectfully submitted,



Brock T. Arner  
City Manager

**CITY OF SAN PABLO**  
**FISCAL YEAR 2008-2009**

**SCHEDULE 1 Estimated Fund Balance by Fund and Division**

	2007/08							2008/09
	Estimated Fund Balance	Estimated Revenue 08-09	Transfers In	Total Available	Budget 08-09	Transfers Out	Estimated Available Fund Balance	
<b>General Operating</b>								
General Fund(100)	10,257,014	20,318,200 (a)	94,520	30,669,734	18,003,000	2,421,504 (c) 17,456 (e)	10,227,774	
General Reserve (150)	3,750,000			3,750,000			3,750,000	
Gas Tax (200)		786,500 (c)	921,330	1,707,830	1,707,830			
Street Lighting and Landscaping (205)		840,000 (c)	693,854	1,533,854	1,533,854			
Neighborhood Services (212)		365,900 (c)	806,320	1,172,220	1,172,220			
<b>Total General Operating Funds</b>	<b>14,007,014</b>	<b>22,310,600</b>	<b>2,516,024</b>	<b>38,833,638</b>	<b>22,416,904</b>	<b>2,438,960</b>	<b>13,977,774</b>	
<b>Special Revenue Funds</b>								
Police Grants (202) (208) (209) (211)	373,354	220,000		593,354	455,770		137,584	
Public Safety Augmentation (203)	94,520			94,520		94,520 (a)		
N.P.D.E.S. (207)	3,824	310,000 (e)	17,456	331,280	331,280			
Measure C (215)	716,963	352,000		1,068,963			1,068,963	
Traffic Congestion Relief (213)	257,243	298,087		555,330			555,330	
Para Transit (216)	218,381	154,911		373,292	155,160		218,132	
Oak Park Maintenance (235)	13,242			13,242			13,242	
HCD Grant (245)	115,003			115,003	80,000		35,003	
<b>Total Special Revenue Funds</b>	<b>1,792,530</b>	<b>1,334,998</b>	<b>17,456</b>	<b>3,144,984</b>	<b>1,022,210</b>	<b>94,520</b>	<b>2,028,254</b>	
<b>Redevelopment Funds</b>								
Housing Set Aside - Tenth TWP (250)	2,992,384	255,000 (b)	2,677,600	8,585,000	6,710,000		1,875,000	
		(d)	2,660,016					
Housing Set Aside - Legacy (280)	1,743,220	40,000 (b)	352,600	2,135,820		2,135,820 (d)		
Redevelopment Agency - Tenth TWP (350)	15,591,808	14,978,000 (d)	2,135,820	32,705,628	5,379,800	8,036,390 (b)	6,006,941	
						2,660,016 (d)		
						9,831,142 (d)		
						791,339 (d)		
Redevelopment Property Acquisition (340)	3,718,858	(d)	9,831,142	13,550,000	13,550,000			
Small Business Assistance Program (360)	(475,339)	(d)	791,339	316,000	316,000			
Redevelopment Agency - Legacy (380)	4,655,394	1,591,000		6,246,394		352,600 (b)	5,893,794	
2006 Bond Proceeds/10th Township(361)	15,624,956			15,624,956			15,624,956	
<b>Total Redevelopment Funds</b>	<b>43,851,281</b>	<b>16,864,000</b>	<b>18,448,517</b>	<b>79,163,798</b>	<b>25,955,800</b>	<b>23,807,307</b>	<b>29,400,691</b>	
<b>Debt Service Funds</b>								
1997 Town Center Assessment Bonds (405)	824,326	453,595		1,277,921	375,970		901,951	
1998 Oak Park Assessment Fund (410)	1,022,605	500,000		1,522,605	452,740		1,069,865	
2001 10th TWP Tax Allocation Bonds (456)	17,333	(b)	780,240	797,573	780,240		17,333	
2004 JPFA Tax Allocation Bonds (459)	5,413,314	(b)	2,416,950	7,830,264	2,416,950		5,413,314	
2006 10th TWP Tax Allocation Bonds(461)	3,506,574	(b)	1,261,160	4,767,734	1,261,160		3,506,574	
1999 10th TWP Tax Allocation Bonds(490)	1,010	(b)	900,440	901,450	900,440		1,010	
<b>Total Debt Service Funds</b>	<b>10,785,162</b>	<b>953,595</b>	<b>5,358,790</b>	<b>17,097,547</b>	<b>6,187,500</b>		<b>10,910,047</b>	
<b>GRAND TOTAL ALL FUNDS</b>	<b>70,435,987</b>	<b>41,463,193</b>	<b>26,340,787</b>	<b>138,239,967</b>	<b>55,582,414</b>	<b>26,340,787</b>	<b>56,316,766</b>	

70,435,987      41,463,193      26,340,787      138,239,967      55,582,414      26,340,787      56,316,766

- (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 & Neighborhood Services to cover revenue shortage
- (d) Transfers in RDA funds
- (e) Transfer from General Fund to NPDES to cover revenue shortage

**City of San Pablo  
Fiscal Year 2008-2009**

**Schedule 2 Revenue within Fund**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>General Fund (100)</b>					
Property Taxes - Secured	178,823	199,033	210,636	204,189	208,000
Property Taxes - Unsecured	45,381	48,834	45,575	49,569	50,500
Supplemental Property Tax	139,810	133,315	262,325	40,000	40,000
Utility Roll Property Tax	3,936	4,921	4,893	7,898	8,000
Homeowner's Tax Relief	17,680	17,991	17,760	8,725	9,000
FRAF Shift	(196,923)	(196,923)			
Sales Tax	1,346,677	1,313,161	1,204,309	1,310,000	1,350,000
Sales Tax In Lieu - Triple Flip	402,175	367,239	396,968	411,506	410,000
Motel Tax	199,036	297,710	335,239	300,000	300,000
Utility Users Tax - CATV	233,081	218,022	157,545	170,000	136,000
Utility Users Tax - P.G.& E.	1,140,546	1,151,968	804,569	820,000	656,000
Utility Users Tax - Telephone	679,620	788,873	631,874	600,000	480,000
Trailer Space Fees	47,610	46,695	41,998	25,000	25,000
Real Property Transfer Tax	165,196	141,625	114,047	50,000	50,000
Casino Business License	2,962,895	7,418,852	9,500,085	9,950,000	10,365,000
Casino PILOT		1,500,000	2,182,412	1,620,000	1,650,000
Franchise Fees	445,677	462,063	498,091	485,000	485,000
Business Licenses	275,448	286,828	319,082	300,000	280,000
Business License Penalty	5,070	4,107	2,288	3,000	3,000
Grant	46,713	30,381	89,471		
Motor Vehicle In lieu	855,754	186,323	186,254	160,000	160,000
Property Tax in Lieu of VLF	1,655,078	2,088,801	2,265,378	2,500,000	2,500,000
Off-Highway Vehicle Fees	1,067	1,178		1,000	
Vehicle License Collection	4,040		24,396		
Mandated Cost Reimbursement			72,990	50,000	20,000
WCCTAC Reimbursement	7,200	7,200	7,200	7,200	7,200
Property tax admin costs			(21,996)	(29,547)	(35,000)
JPA II Reimbursement	1,950	600	12,050		
Police Service Fees	149,007	143,546	111,088	125,000	100,000
Casino Police Services	61,334	95,300	48,350	50,000	50,000
Sale of Police Reports/Life-Scan/Vehicle Release	26,193	35,103	24,979	5,000	5,000
False Alarm Fees	25,300	27,854	14,250	10,000	10,000
Police Booking Fees Reimbursement	66,700		135,871		
Recreation Program Fees	17,360	12,024	23,371	15,000	15,000
Senior Program Costs Reimbursement	53,000	40,500	40,500	50,000	50,000
Court Fines	170,180	144,500	143,282	140,000	125,000
Vehicle Fines	124,051	***	***	***	225,000
Interest on Savings/Checking	13,914	14,075	618	1,000	1,000
LAIF Interest	307,386	450,723	721,848	700,000	450,000
Maple Hall Rents	40,016	56,221	51,731	40,000	60,000
Maple Hall Fees	1,520	1,420	2,150	1,500	1,000
Rental Income	44,211	40,724	50,732	45,000	45,000
Delinquent Garbage Collection Fees	11,863	23,111	12,760	15,000	15,000
Law Suit Proceeds	50,000	27,201			
Sale of Surplus Property	855	296,762	1,750	1,000	1,000
Sale of Surplus Vehicles	29,398	18,237	16,362	5,000	5,000
Sale of copies	1,215	2,896	640	1,000	500
Other Miscellaneous	2,041	28,480	14,140	2,000	2,000
Election Printing Costs	1,644		1,049	4,000	
Transfers	(520,536)	(917,338)	(2,193,423)	(3,303,846)	(2,344,440)
<b>Total General Fund</b>	<b>11,340,192</b>	<b>17,060,136</b>	<b>18,587,487</b>	<b>16,950,194</b>	<b>17,973,760</b>

\*\*\* Transferred to Fund 208 - Traffic Safety Fund

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

**City of San Pablo**  
**Fiscal Year 2008-2009**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>Gas Tax Fund (200)</b>					
Grading Permits	1,500	525	1,261	1,500	1,000
Paving Permits	250		1,836	1,000	1,000
Encroachment Permits	19,586	20,577	30,398	15,000	10,000
Transportation Permit	736	591	2,086	1,000	1,000
Gas Tax 2107	256,649	255,011	254,141	116,000	414,000
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000
Gas Tax 2106	130,171	127,180	126,840	133,000	133,000
Gas Tax 2105	193,173	191,206	190,121	199,000	199,000
Engineering Inspection Fees	3,995	2,285	7,631	2,000	500
Sidewalk, Curb & Gutter Fees	6,775	8,994	9,600	8,000	5,000
Plan Review	690	29,839	14,820	40,000	10,000
Street Cut Permits	4,460	52,788	6,700	20,000	5,000
Map Review	3,530	2,015		1,000	1,000
Interest - LAIF	3,251	416			
Other / Damage to City Property	50	7,275	46,166		
Transfers	186,936	293,131	435,507	1,162,460	921,330
<b>Total Gas Tax</b>	<b>817,752</b>	<b>997,833</b>	<b>1,133,107</b>	<b>1,705,960</b>	<b>1,707,830</b>
<b>Supplemental Law Enforcement Fund (202)</b>					
Grants	36,796	127,027	136,177	100,000	
LAIF Interest	1,384	1,840	2,727		
<b>Total Supplemental Law Enforcement</b>	<b>38,180</b>	<b>128,867</b>	<b>138,904</b>	<b>100,000</b>	
<b>Public Safety Augmentation Fund (203)</b>					
Sales Tax	96,280	100,915	90,971	100,000	
Transfers	(80,000)	(80,000)	(80,000)	(100,000)	(94,520)
<b>Total Public Safety Augmentation</b>	<b>16,280</b>	<b>20,915</b>	<b>10,971</b>		<b>(94,520)</b>
<b>ABC Grant (204)</b>					
Grants			6,207		
<b>Total ABC Grant</b>			<b>6,207</b>		
<b>Street Lighting and Landscaping Fund (205)</b>					
Street Lighting/Landscaping Assessments	848,922	839,000	845,020	840,322	840,000
Other Grants			500		
Transfers In	504,200	375,476	635,466	950,397	693,854
<b>Total Street Lighting &amp; Landscaping</b>	<b>1,353,122</b>	<b>1,214,476</b>	<b>1,480,986</b>	<b>1,790,719</b>	<b>1,533,854</b>
<b>JAG Grant (206)</b>					
Grants			40,271	18,609	
<b>Total JAG Grant</b>			<b>40,271</b>	<b>18,609</b>	
<b>Police Grants (NC3TF/West-Net) (211)</b>					
Grants		135,000	134,513	65,000	65,000
Transfers					
<b>Total Police Grants</b>		<b>135,000</b>	<b>134,513</b>	<b>65,000</b>	<b>65,000</b>
<b>NPDES Storm Drain Assessment Fund (207)</b>					
Other Grants	8,536	13,913	9,388	15,000	15,000
NPDES Assessment	343,266	337,646	300,234	330,000	295,000
Interest/other	2,685	1,089	12,917	3,000	
Transfers	(7,046)	4,347			17,456
<b>Total NPDES Storm Drain Assessment</b>	<b>347,441</b>	<b>356,995</b>	<b>322,539</b>	<b>348,000</b>	<b>327,456</b>

**City of San Pablo  
Fiscal Year 2008-2009**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>Traffic Safety Fund (208) (209)</b>					
Grants		104,186	74,806	185,000	155,000
Vehicle Fines		258,039	256,834	225,000	****
<b>Total Traffic Safety</b>		<b>362,225</b>	<b>331,640</b>	<b>410,000</b>	<b>155,000</b>
<b>Neighborhood Services Fund (212)</b>					
Building Permits	250,215	400,556	243,352	148,000	145,000
Electrical Permits	33,116	48,312	28,208	20,000	10,000
Plumbing Permits	33,152	48,664	28,622	25,000	10,000
Mechanical Permits	25,087	39,377	21,325	12,000	9,000
Zoning Fees	25,697	19,811	17,980	20,000	900
Boarding Permits	1,272	1,248	1,248	1,000	1,000
Single Family Residential Inspection	62,038	11,148	20,950	50,000	90,000
Multiple Unit Inspections	77,993	24,600	26,125	20,000	40,000
Resale Unit Inspections	55,030	46,249	32,425	25,000	45,000
Plan Review Fees	90,966	242,393	117,356	35,000	10,000
Design Review	36,132	38,455	15,600	22,000	5,000
Interest	1,234	3,842	(4,585)	500	
Other Grants	25,000	10,000			
Transfers			672,928	1,290,989	806,320
<b>Total Neighborhood Services</b>	<b>716,932</b>	<b>934,655</b>	<b>1,221,534</b>	<b>1,669,489</b>	<b>1,172,220</b>
<b>Traffic Congestion Relief (213)</b>					
Grants		139,742	15,597	214,000	298,087
Interest	343		9,403	3,000	
Transfers	(50,936)	(99,500)	(25,000)		
<b>Total Traffic Congestion Relief</b>	<b>(50,593)</b>	<b>40,242</b>		<b>217,000</b>	<b>298,087</b>
<b>Measure C Fund (215)</b>					
Measure C Allocation	303,791	326,301	339,257	340,000	340,000
LAIIF Interest	6,371	1,929	4,135	12,000	12,000
Transfers	(521,284)	(507,726)	1,700		
<b>Total Measure C</b>	<b>(211,122)</b>	<b>(179,496)</b>	<b>345,092</b>	<b>352,000</b>	<b>352,000</b>
<b>Para Transit (216)</b>					
Para Transit Measure C Allocation	126,137	129,643	140,866	147,108	137,911
Fare Box	15,683	15,232	12,589	8,500	8,500
LAIIF Interest	3,708	6,682	12,890	8,500	8,500
<b>Total Para Transit Fund</b>	<b>145,528</b>	<b>151,557</b>	<b>166,345</b>	<b>164,108</b>	<b>154,911</b>
<b>Oak Park Assessment District Fund (235)</b>					
Tax Roll Assessments	3,692	3,691	3,692	3,700	CLOSED
LAIIF Interest	272	460	756	500	
<b>Total Oak Park Assessment District</b>	<b>3,964</b>	<b>4,151</b>	<b>4,448</b>	<b>4,200</b>	
<b>HCD Grant (245)</b>					
Grants	50,000			500,000	
Loan Repayments	60,000	155,000	65,000		
<b>Total HCD Grants Fund</b>	<b>110,000</b>	<b>155,000</b>	<b>65,000</b>	<b>500,000</b>	<b>0</b>
<b>Public Works Projects (320)</b>					
Grants	445,776	549,405	1,034,400		
Transfers	2,477,205	5,041,719	1,536,636		
<b>Total Public Works Projects Fund</b>	<b>2,922,981</b>	<b>5,591,124</b>	<b>2,571,036</b>		

**City of San Pablo**  
**Fiscal Year 2008-2009**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>Municipal Buildings Projects (330)</b>					
Grants			145,000		
Transfers	418,015	304,043	265,339		
<b>Total Municipal Buildings Projects Fund</b>	<b>418,015</b>	<b>304,043</b>	<b>410,339</b>		
<b>Town Center Assessment Bond Fund (405)</b>					
Tax Roll Assessments	392,810	389,575	390,625	395,635	428,595
LAIIF Interest	1,889				
Interest/Fiscal Agent	6,819	19,554	17,602	30,000	25,000
Other	63,469	1,561	30,791		
<b>Total Town Center Assessment Bond</b>	<b>464,987</b>	<b>410,690</b>	<b>439,018</b>	<b>425,635</b>	<b>453,595</b>
<b>Oak Park Assessment Bond Fund (410)</b>					
Assessments	452,880	449,910	455,335	460,660	465,000
LAIIF Interest	1,555				
Interest/Savings					
Interest/Fiscal Agent	8,075	31,095	25,097	40,000	35,000
Transfers	54,134	(1,561)			
<b>Total Oak Park Assessment Fund</b>	<b>516,644</b>	<b>479,444</b>	<b>480,432</b>	<b>500,660</b>	<b>500,000</b>
<b>Grand Total All City Revenues</b>	<b>18,950,303</b>	<b>28,167,857</b>	<b>27,889,869</b>	<b>25,221,574</b>	<b>24,599,193</b>

**City of San Pablo**  
**Fiscal Year 2008-2009**

	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>RDA Housing Set-Aside (Tenth Twp.) Fund (250)</b>					
Grants					
Interest	38,223	117,873	177,945	250,000	180,000
Loan Repayment	59,664	20	39,214	25,000	25,000
Interest Notes	52,277	76,846	123,840	120,000	50,000
Payoff of Deferred Loans	255,910	177,918	251,886		
Sale of Property		2,405,464			
Other	1,821	18	19,513		
Transfers	1,737,610	1,678,088	2,637,382	2,583,578	5,337,616
<b>Total Housing Set-Aside (Tenth TWP)</b>	<b>2,145,505</b>	<b>4,456,227</b>	<b>3,249,780</b>	<b>2,978,578</b>	<b>5,592,616</b>
<b>RDA Housing Set-Aside (Legacy) Fund (280)</b>					
LAIF Interest	1,558	10,159	47,372	60,000	40,000
Transfers	226,420	772,193	372,048	342,920	(1,783,220)
<b>Total Housing Set-Aside (Legacy)</b>	<b>227,978</b>	<b>782,352</b>	<b>419,420</b>	<b>402,920</b>	<b>(1,743,220)</b>
<b>Redevelopment Property Acquisition (340)</b>					
LAIF Interest		156,390			
Transfers In	3,000,000	16,745,025	11,599,644		9,831,142
<b>Total Property Acquisition Project Fund</b>	<b>3,000,000</b>	<b>16,901,415</b>	<b>11,599,644</b>		<b>9,831,142</b>
<b>Tenth Twp. RDA (350)</b>					
Current Secured Property Tax	8,756,186	10,033,544	11,644,042	12,699,200	13,210,000
Supplemental Property Tax	1,585,768	751,215	1,436,524	97,634	50,000
Unitary Property Tax	103,207	105,678	106,344	123,094	128,000
Revenue sharing to Contra Costa Co.	(157,894)	(166,952)	(178,080)	(189,415)	(200,000)
ERAF Shift	(728,151)	(737,486)			
Abatement Received	12,538	15,632	53,942		
Abandoned Vehicle - AB 4114	54,115	56,824	51,686	60,000	50,000
Administrative Costs to CCC	(95,394)	(99,006)	(88,015)	(118,844)	(125,000)
LAIF Interest	258,026	633,959	824,654	500,000	400,000
Interest Fiscal Agent	3,837	181,477	69,337	140,000	100,000
Loan Repayment	36,692	45,793	43,505	30,000	
Interest - Notes	9,078	9,485	13,062	15,000	15,000
Interest - Savings			194,720		
CRC Fees	51,689	51,936	41,252		
CRC Rent	204,406	188,754	94,485		
Rental Income	84,119	88,675	87,423	1,350,000	1,350,000
Sale of Property	74,196	(15,510)	2,350,001		
Other	30,425	58,092	72,947	15,000	
Transfers	(6,078,683)	(6,966,619)	(17,228,459)	(7,216,470)	(19,183,067)
<b>Total Tenth TWP Project Fund</b>	<b>4,204,160</b>	<b>4,235,491</b>	<b>(410,630)</b>	<b>7,505,199</b>	<b>(4,205,067)</b>
<b>2004 Legacy Bond Proceeds (357)</b>					
Interest Fiscal	91,267	186,806			
Transfers	123,815	(5,292,650)			
<b>Total 2004 Legacy Bond Proceeds</b>	<b>215,082</b>	<b>(5,105,844)</b>			
<b>2004 Tenth Township Bond Proceeds (359)</b>					
Interest Fiscal	296,525	44,640	2		
LAIF Interest	52,731	321,867			
Transfers	(1,417,956)	(15,288,494)	(69,664)		
<b>Total 2004 Tenth Township Bond Proceeds</b>	<b>(1,068,700)</b>	<b>(14,921,987)</b>	<b>(69,662)</b>		

**City of San Pablo  
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	2004-05 Actual	2005-06 Actual	2006-07 Actual	2007-08 Estimate	2008-09 Estimate
<b>2006 Tenth Township Bond Proceeds (361)</b>					
Interest Fiscal			422,652	500,000	
Bond Proceeds			36,000,000		
Transfers			(18,748,118)		
<b>Total 2006 Tenth Township Bond Proceeds</b>			<b>17,674,534</b>	<b>500,000</b>	
<b>Small Business Loans (360)</b>					
Loan Repayment	73,397	71,116	13,795	20,000	
Interest on Notes	3,745	2,707	3,094	5,000	
Transfers In					791,339
<b>Total Small Business Loans</b>	<b>77,142</b>	<b>73,823</b>	<b>16,889</b>	<b>25,000</b>	<b>791,339</b>
<b>Legacy RDA (380)</b>					
Current Secured Property Tax	896,007	1,182,000	1,556,108	1,685,285	1,750,000
Supplemental Property Tax	235,682	35,000	302,982	26,551	10,000
Unitary Property Tax	411	1,000	1,106	2,762	3,000
ERAF shift	(52,176)	(52,000)			
Revenue sharing to Contra Costa Co.	(225,324)	(235,000)	(380,671)	(250,000)	(250,000)
LAIIF Interest	28,214	50,000	139,709	100,000	100,000
Administrative Cost	(9,654)	(12,000)		(19,507)	(22,000)
Transfers In	(345,664)	(245,889)	(372,048)	(342,920)	(352,600)
<b>Total Legacy RDA Project Fund</b>	<b>527,496</b>	<b>723,111</b>	<b>1,247,186</b>	<b>1,202,171</b>	<b>1,238,400</b>
<b>2001 Tenth TWP Bond Debt Service (456)</b>					
Interest					
Interest Fiscal Agent	142		1,278		
Transfers	806,283	778,197	718,090	782,245	780,240
<b>Total 2001 Tenth TWP Bond Debt Service</b>	<b>806,425</b>	<b>778,197</b>	<b>719,368</b>	<b>782,245</b>	<b>780,240</b>
<b>2004 JPFA Bond Debt Service (455/457/459)</b>					
Interest Fiscal Agent					
Interest Fiscal Agent			153,012		
Transfers	793,098	1,689,816	7,130,210	2,409,197	2,416,950
<b>Total 2004 JPFA Bond Debt Service</b>	<b>793,098</b>	<b>1,689,816</b>	<b>7,283,222</b>	<b>2,409,197</b>	<b>2,416,950</b>
<b>2006 JPFA Bond Debt Service (461)</b>					
Interest Fiscal Agent					
Interest Fiscal Agent			329,764		
Transfers			4,281,817	545,012	1,261,160
<b>Total 2006 JPFA Bond Debt Service</b>			<b>4,611,581</b>	<b>545,012</b>	<b>1,261,160</b>
<b>1999 Tenth Township Bond Debt Service (490)</b>					
Interest					
Interest Fiscal Agent	109		1,399		
Transfers	903,626	902,914	895,147	896,438	900,440
<b>Total 1999 Tenth TWP Bond Debt Service Fund</b>	<b>903,735</b>	<b>902,914</b>	<b>896,546</b>	<b>896,438</b>	<b>900,440</b>
<b>1993 Tenth Township Bond Debt Service (495)</b>					
Interest					
Interest Fiscal Agent	174,836	80,000	148,296		
Transfers	1,109,470	1,253,465	7,504,009		
<b>Total 1993 Tenth TWP Bond Debt Service Fund</b>	<b>1,284,306</b>	<b>1,333,465</b>	<b>7,652,305</b>		
<b>Grand Total Redevelopment Funds</b>	<b>13,116,227</b>	<b>11,848,980</b>	<b>54,890,183</b>	<b>17,246,760</b>	<b>16,864,000</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>32,066,530</b>	<b>40,016,837</b>	<b>82,780,052</b>	<b>42,468,334</b>	<b>41,463,193</b>

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 2008-2009**

**Schedule 3 Budget and Expenditures by Fund and Division**

Fund and Division	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Estimated Expenditures	2008-09 Adopted Expenditures
<b>General - Fund 100</b>					
1110 City Council	134,025	211,342	251,950	622,684	234,940
1210 City Attorney	281,272	237,141	377,546	491,995	472,650
1310 City Manager	896,989	615,096	818,891	1,131,313	948,070
1330 Information Technology	0	235,288	445,416	563,856	604,500
1420 Finance/City Treasurer	485,207	416,510	675,296	775,625	522,510
1440 Recreation	653,744	716,928	956,875	1,551,690	1,418,080
1500 Emergency Medical Services Aid	0	0	0	0	700,000
1810 Police	9,362,545	15,267,684	10,394,773	15,725,334	13,102,250
8000 Multi-Departmental Programs	98,983	14,877	2,374	0	0
<b>Total General Fund Budget</b>	<b>11,854,887</b>	<b>17,714,866</b>	<b>13,923,904</b>	<b>20,862,497</b>	<b>18,003,000</b>
<b>Gas Tax - Fund 200</b>					
1730 Engineering	763,916	710,261	670,435	961,438	946,170
3110 Street Maintenance	383,647	310,009	421,359	744,522	761,660
<b>Total Gas Tax Budget</b>	<b>1,147,563</b>	<b>1,020,270</b>	<b>1,091,794</b>	<b>1,705,960</b>	<b>1,707,830</b>
<b>Street Lighting and Landscaping - Fund 205</b>					
2110 Street Lighting / Landscape	1,495,303	1,115,863	1,504,444	1,790,719	1,533,854
<b>N.P.D.E.S. - Fund 207</b>					
1740 N.P.D.E.S.	520,427	357,665	329,531	396,672	331,280
<b>Neighborhood Services - Fund 212 (215)</b>					
1755 Development Services	962,983	932,750	1,293,305	1,669,489	1,172,220
<b>Police Grants - Funds 202, 208, 209, 211</b>					
1830 Police	235,640	493,668	434,051	707,340	455,770
<b>Para Transit - Fund 216</b>					
1444 Para Transit	159,597	76,253	144,298	188,631	155,160
<b>Oak Park Storm Drain Maintenance -Fund 235</b>					
2210 Oak Park Storm Drain Maintenance	1,759	4,649	2,714	6,402	0
<b>HCD Grant - Fund 245</b>					
1743 HCD/CalHome Grant	155,000	0	200,000	465,000	80,000
<b>Housing Set-Aside(Low-Mod.) Tenth Twp. Fund 250</b>					
1741 Housing Administration	1,114,495	1,320,058	318,764	5,869,549	6,710,000
<b>Housing Set-Aside(Low-Mod.) Legacy Fund 280</b>					
1741 Housing Administration	500,000	0	0	0	0
<b>Public Works Projects - Fund 320</b>					
3200 Street Projects **	2,980,342	5,805,726	8,232,063		
<b>Municipal Buildings Projects - Fund 330</b>					
3300 Municipal Buildings **	490,100	135,000	464,939		

**CITY OF SAN PABLO**  
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Fund and Division	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Estimated Expenditures	2008-09 Adopted Expenditures
<b>Redevelopment Projects - Property Acquisition - Fund 340</b>					
3400 Property Acquisition	707,128	51,935	5,498,030	22,442,369	13,550,000
<b>Redevelopment - Tenth Twp. - Fund 350</b>					
1735 Graffiti and Litter Abatement	331,026	233,897	249,977	370,358	427,900
1790 Community Resource Center	392,096	354,382	0	0	0
1820 Code Enforcement	1,227,661	993,104	940,727	1,650,088	1,354,870
6110 Redevelopment Implementation	2,312,959	1,771,507	926,356	1,955,782	3,597,030
<b>Total Redevelopment - Tenth Twp.</b>	<b>4,263,742</b>	<b>3,352,890</b>	<b>2,117,060</b>	<b>3,976,228</b>	<b>5,379,800</b>
<b>Small Business Assistance Loan Pgm - Fund 360</b>					
2300 Small Business Assist Loan Program	71,210	58,794	114,235	605,000	316,000
<b>2006 Bond - Fund 361</b>					
3610 10th Township 2006 Bond			549,578	0	0
<b>El Portal Assessment Bond - Fund 400</b>					
7000 Debt Service	85,170	0	0	0	0
<b>Town Center Bond - Fund 405</b>					
7000 Debt Service	596,300	374,416	372,684	371,700	375,970
<b>Oak Park Bond - Fund 410</b>					
7000 Debt Service	449,997	447,134	445,597	448,768	452,740
<b>2001 Tenth Township Tax Allocation Bonds - Fund 456</b>					
7250 Tax Allocation Redevelopment Bonds	748,429	778,197	720,002	782,245	780,240
<b>2004 JPFA Tax Allocation Bonds - Fund 459 (457)</b>					
7250 Tax Allocation Redevelopment Bonds	1,853,897	1,670,347	2,474,295	2,409,197	2,416,950
<b>2006 JPFA Tax Allocation Bonds - Fund 461</b>					
7250 Tax Allocation Redevelopment Bonds	0	0	1,105,007	545,012	1,261,160
<b>1999 Tenth Township Tax Allocation Bonds - Fund 490</b>					
7250 Tax Allocation Redevelopment Bonds	903,738	902,914	895,582	896,438	900,440
<b>1993 Tenth Township Tax Allocation Bonds - Fund 495</b>					
7250 Tax Allocation Redevelopment Bonds	1,255,510	1,253,465	12,684,750	0	0
<b>GRAND TOTALS</b>	<b>32,616,467</b>	<b>37,866,860</b>	<b>54,916,627</b>	<b>66,139,216</b>	<b>55,582,414</b>

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

**CITY OF SAN PABLO**  
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**SCHEDULE 4 Expenditures by Category**

Fund	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Estimated Expenditures	2008-09 Adopted Budget
<b>General - Fund 100</b>					
Salaries	6,286,649	6,881,702	7,573,455	8,578,071	9,584,120
Service and Supplies	6,612,313	2,441,063	2,538,225	3,318,729	4,151,760
Fixed Assets	0	281,697	276,619	349,682	192,000
Employee Benefits	2,918,574	8,954,116	3,519,338	8,688,075	4,236,940
Expenditure Transfers	(3,962,649)	(843,712)	16,267	(72,060)	(161,820)
<i>Total General Fund</i>	<b>11,854,887</b>	<b>17,714,866</b>	<b>13,923,904</b>	<b>20,862,497</b>	<b>18,003,000</b>
<b>Gas Tax - Fund 200</b>					
Salaries	447,461	476,304	310,032	540,452	723,350
Service and Supplies	203,798	333,110	403,521	531,100	542,410
Fixed Assets	2,314	9,357	121,742	220,109	82,080
Employee Benefits	505,990	224,493	236,836	386,310	321,410
Expenditure Transfers	(12,000)	(22,994)	19,663	27,989	38,580
<i>Total Gas Tax</i>	<b>1,147,563</b>	<b>1,020,270</b>	<b>1,091,794</b>	<b>1,705,960</b>	<b>1,707,830</b>
<b>Street Lighting and Landscaping - Fund 205</b>					
Salaries	433,609	422,057	491,048	496,407	530,440
Service and Supplies	563,487	489,333	549,102	702,546	689,040
Fixed Assets	76,461	0	139,644	74,053	18,944
Employee Benefits	529,997	279,426	305,368	486,221	256,830
Expenditure Transfers	(108,251)	(74,953)	19,282	31,492	38,600
<i>Total Street Lighting &amp; Landscaping</i>	<b>1,495,303</b>	<b>1,115,863</b>	<b>1,504,444</b>	<b>1,790,719</b>	<b>1,533,854</b>
<b>N.P.D.E.S. - Fund 207</b>					
Salaries	99,295	100,349	197,446	196,196	194,260
Service and Supplies	114,077	103,535	48,146	62,971	55,140
Fixed Assets	32,506	0	0	26,195	0
Employee Benefits	149,219	38,747	76,313	99,815	70,300
Expenditure Transfers	125,330	115,034	7,626	11,495	11,580
<i>Total NPDES</i>	<b>520,427</b>	<b>357,665</b>	<b>329,531</b>	<b>396,672</b>	<b>331,280</b>
<b>Neighborhood Services - Fund 212 (215)</b>					
Salaries	328,629	403,678	568,552	583,653	523,550
Service and Supplies	315,405	425,349	406,056	649,000	438,600
Fixed Assets	0	0	32,054	6,420	0
Employee Benefits	407,629	226,581	261,990	393,808	211,910
Expenditure Transfers	(88,680)	(122,858)	24,653	36,608	(1,840)
<i>Total Neighborhood Services</i>	<b>962,983</b>	<b>932,750</b>	<b>1,293,305</b>	<b>1,669,489</b>	<b>1,172,220</b>
<b>Police Grants - Funds 202,208,214,218</b>					
Salaries	141,141	340,126	268,240	479,754	349,120
Service and Supplies	14,837	21,506	2,426	51,825	2,000
Fixed Assets	0	31,484	115,038	0	0
Employee Benefits	79,662	100,552	48,347	175,761	104,650
<i>Total Police Grants</i>	<b>235,640</b>	<b>493,668</b>	<b>434,051</b>	<b>707,340</b>	<b>455,770</b>

**CITY OF SAN PABLO**  
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Fund	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Estimated Expenditures	2008-09 Adopted Budget
<b>Para Transit - Fund 216</b>					
Salaries	34,360	42,478	44,055	64,544	72,780
Service and Supplies	32,961	20,652	26,682	55,440	57,440
Fixed Assets	0	0	56,644	44,000	0
Employee Benefits	38,253	11,314	15,208	21,891	22,240
Expenditure Transfers	54,023	1,809	1,709	2,756	2,700
<b>Total Para Transit</b>	<b>159,597</b>	<b>76,253</b>	<b>144,298</b>	<b>188,631</b>	<b>155,160</b>
<b>Oak Park Storm Drain Maintenance - Fund 235</b>					
Salaries	215	2,492	1,778	1,930	
Service and Supplies	1,350	2,000	850	4,210	
Employee Benefits	194	157	86	262	
<b>Total Oak Park</b>	<b>1,759</b>	<b>4,649</b>	<b>2,714</b>	<b>6,402</b>	<b>0</b>
<b>HCD Grant - Fund 245</b>					
Loans	155,000	0	200,000	465,000	80,000
<b>Housing Set-Aside(Low-Mod.) Tenth Twp. - Fund 250</b>					
Salaries	50,537	15,936	0	0	0
Service and Supplies	477,501	45,178	28,298	82,500	140,000
Loans/Grants	533,224	1,239,074	290,466	5,087,049	5,645,000
Fixed Assets	0	0	0	700,000	800,000
Employee Benefits	24,513	8,151	0	0	0
Expenditure Transfers	28,720	11,719	0	0	125,000
<b>Total Housing Set-Aside</b>	<b>1,114,495</b>	<b>1,320,058</b>	<b>318,764</b>	<b>5,869,549</b>	<b>6,710,000</b>
<b>Housing Set-Aside(Low-Mod.) Legacy Fund 280</b>					
Loans/Grants	500,000	0	0	0	0
<b>Public Works Projects - Fund 320</b>					
Salaries					
Service and Supplies	519,998				
Loans/Grants					
Fixed Assets/Land Purchases	2,460,344				
Employee Benefits					
<b>Total Public Works Projects</b>	<b>2,980,342</b>	<b>5,805,726</b>	<b>8,232,063</b>		
<b>Municipal Buildings Projects - Fund 330</b>					
Service and Supplies	50,000				
Fixed Assets	440,100				
<b>Total Municipal Building Projects</b>	<b>490,100</b>	<b>135,000</b>	<b>464,939</b>		
<b>Redevelopment Projects - Property Acquisition - Fund 340</b>					
Service and Supplies	432,775	52,205	357,802	1,000,000	11,000,000
Loans/Grants	0	(270)		1,000,000	0
Land Purchase	274,353	0	5,140,228	20,442,369	2,550,000
<b>Total RDA Property Acquisition</b>	<b>707,128</b>	<b>51,935</b>	<b>5,498,030</b>	<b>22,442,369</b>	<b>13,550,000</b>
<b>Redevelopment - Tenth Twp. - Fund 350</b>					
Salaries	891,947	990,161	865,926	1,224,443	1,296,580
Service and Supplies	693,492	677,099	746,035	1,611,125	3,384,080
Fixed Assets	15,655	75,000	31,655	35,500	58,560
Employee Benefits	1,735,205	942,490	430,971	1,050,384	579,080
Expenditure Transfers	927,443	668,140	42,473	54,776	61,500
<b>Total Redevelopment - Tenth Twp.</b>	<b>4,263,742</b>	<b>3,352,890</b>	<b>2,117,060</b>	<b>3,976,228</b>	<b>5,379,800</b>

**CITY OF SAN PABLO**  
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Fund	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Actual Expended	2007-08 Estimated Expenditures	2008-09 Adopted Budget
<b>Small Business Assistance Loan Pgm - Fund 360</b>					
Services and Supplies	11,210	8,794	14,235	55,000	66,000
Loans/Grants	60,000	50,000	100,000	550,000	250,000
<b>Total Small Business Assistance</b>	<b>71,210</b>	<b>58,794</b>	<b>114,235</b>	<b>605,000</b>	<b>316,000</b>
<b>2006 10th Township Bonds - Fund 361</b>					
Debt Service	0	0	549,578	0	0
<b>Total 2006 10th Township Bonds</b>	<b>0</b>	<b>0</b>	<b>549,578</b>	<b>0</b>	<b>0</b>
<b>El Portal Assessment Bond - Fund 400</b>					
Service and Supplies	0	0	0	0	0
Debt Service	85,170	0	0	0	0
<b>Total El Portal Assessment Bonds</b>	<b>85,170</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Town Center Bond - Fund 408</b>					
Service and Supplies	2,152	2,000	2,000	2,000	2,000
Debt Service	594,148	372,416	370,684	369,700	373,970
<b>Total Town Center Bonds</b>	<b>596,300</b>	<b>374,416</b>	<b>372,684</b>	<b>371,700</b>	<b>375,970</b>
<b>Oak Park Bond - Fund 410</b>					
Service and Supplies	2,000	2,000	2,000	2,000	2,000
Debt Service	447,997	445,134	443,597	446,768	450,740
<b>Total Oak Park Bonds</b>	<b>449,997</b>	<b>447,134</b>	<b>445,597</b>	<b>448,768</b>	<b>452,740</b>
<b>2001 Tenth Township Tax Allocation Bonds - Fund 456</b>					
Service and Supplies	0	0	0	0	0
Debt Service	748,429	778,197	720,002	782,245	780,240
<b>Total 2001 Tenth Township Bonds</b>	<b>748,429</b>	<b>778,197</b>	<b>720,002</b>	<b>782,245</b>	<b>780,240</b>
<b>2006 JPFA Tax Allocation Bonds - Fund 461</b>					
Debt Service			1,105,007	545,012	1,261,160
<b>Total 2006 JPFA Bonds</b>			<b>1,105,007</b>	<b>545,012</b>	<b>1,261,160</b>
<b>2004 JPFA Tax Allocation Bonds - Fund 459 (457)</b>					
Service and Supplies	0	0	0	0	0
Debt Service	1,853,897	1,670,347	2,474,295	2,409,197	2,416,950
<b>Total 2004 JPFA Bonds</b>	<b>1,853,897</b>	<b>1,670,347</b>	<b>2,474,295</b>	<b>2,409,197</b>	<b>2,416,950</b>
<b>1999 Tenth Township Tax Allocation Bonds - Fund 490</b>					
Service and Supplies	0	0	0	0	0
Debt Service	903,738	902,914	895,582	896,438	900,440
<b>Total 1999 Tenth Township Bonds</b>	<b>903,738</b>	<b>902,914</b>	<b>895,582</b>	<b>896,438</b>	<b>900,440</b>
<b>1993 Tenth Township Tax Allocation Bonds - Fund 495</b>					
Service and Supplies	0	0	0	0	0
Debt Service	1,255,510	1,253,465	12,684,750	0	0
<b>Total 1993 Tenth Township Bonds</b>	<b>1,255,510</b>	<b>1,253,465</b>	<b>12,684,750</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTALS</b>	<b>32,616,467</b>	<b>37,866,860</b>	<b>54,916,627</b>	<b>66,139,216</b>	<b>55,582,414</b>

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

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 1110</b>	<b>City Council</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	35,250	36,219	36,000	39,060
41900 Benefits	51,708	58,869	57,985	62,680
Total Salaries and Benefits	86,958	95,088	93,985	101,740
<b>SERVICE AND SUPPLIES</b>				
42001 Communications	632	676	600	720
43000 Equipment Maintenance	0	0	300	1,000
43300 Memberships	17,875	17,691	22,600	23,350
43500 Office Expense	276	1,026	750	750
44000 Special Departmental Expense	57,454	98,483	273,325	86,980
44320 Training and Travel	2,828	1,060	3,400	3,400
44325 Training and Travel/Elected Official	10,767	5,754	20,600	20,600
Total Service and Supplies	89,832	124,690	321,575	136,800
<b>FIXED ASSETS</b>				
46300 Equipment	0	0	0	0
Total Fixed Assets	0	0	0	0
<b>EXPENDITURE TRANSFERS</b>				
49006 OPEB GASB45	64,342	32,172	210,724	0
49503 Salary/benefit transfers to other divisions	(29,790)	0	(3,600)	(3,600)
Total Expenditure Transfers	34,552	32,172	207,124	(3,600)
<b>TOTAL CITY COUNCIL BUDGET</b>	<b>211,342</b>	<b>251,950</b>	<b>622,684</b>	<b>234,940</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	37.01%	49.51%	87.44%	-42.97%

# **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 Youth Center
- D. Improve access to city government by providing materials in languages other than English
- E. Develop school and community partnerships
- F. Support the development of a new Helms Middle School
- G. Support public safety
- H. Develop city wide internet access (WiFi)
- I. Create a community leadership development program
- J. Support job creation at Casino San Pablo
- K. Promote a new community identity
- L. Continue successful code enforcement efforts

### **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*      **\$39,060****

Councilmembers are paid \$540 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*      **\$62,680****

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
Capitol Enquiry-Pocket Directories	350
East Bay Division dues	300
Other memberships and publications	<u>3,040</u>
	<b>\$23,350</b>

**43500      *Office Expense***

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

**43600      *Professional Services***

None budgeted.

**44000      *Special Departmental Expense***

Expanded library hours	\$44,000
Funding for 211 Service	5,750
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
Boards and Commissions receptions	3,500
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	500
Council document/ proclamation frames	600
Special events	10,000
Holiday employee appreciation luncheon	5,000
Other miscellaneous expenses	<u>3,000</u>
	<b>\$ 86,980</b>

Host West County breakfast meetings (none budgeted this year)

**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>
	<b>\$3,400</b>

**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)	<b>\$ 3,600</b>

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 1210</b>	<b>City Attorney</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	222,640	234,534	236,302	281,300
41900 Benefits	74,149	90,909	115,943	124,240
Total Salaries and Benefits	296,789	325,443	352,245	405,540
<b>SERVICE AND SUPPLIES</b>				
42001 Communications	631	708	660	660
43300 Memberships	515	530	530	530
43500 Office Expense	14,243	5,837	1,195	1,200
43600 Professional Services	25,227	17,806	40,000	40,000
44000 Special Department Expense	10,647	8,255	10,000	10,000
44320 Training and Travel	4,103	2,791	7,000	7,000
Total Service and Supplies	55,366	35,927	59,385	59,390
<b>FIXED ASSETS</b>				
46300 Equipment	0	0	0	0
Total Fixed Assets	0	0	0	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	1,359	2,168	2,823	3,680
49004 Communications/Utilities	1,902	2,819	4,262	4,040
49006 OPEB GASB45	22,376	11,188	73,280	0
49503 Salary/Benefit transfers to other divisions	(140,651)	0	0	0
Total Expenditure Transfers	(115,014)	16,175	80,365	7,720
<b>TOTAL CITY ATTORNEY BUDGET</b>	<b>237,141</b>	<b>377,545</b>	<b>491,995</b>	<b>472,650</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	6.00%	70.59%	14.29%	12.88%

# **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** **\$281,300**

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** **\$124,240**

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.

<b>42001</b>	<b><i>Communications</i></b>	
	Cellular phone monthly fee	<b>\$660</b>
<b>43300</b>	<b><i>Memberships/Publications</i></b>	
	Membership in California State Bar Association	<b>\$530</b>
<b>43500</b>	<b><i>Office Expense</i></b>	
	Provides for general office supplies, City seal envelopes, computer software, Federal Express and overnight mail	<b>\$1,200</b>
<b>43600</b>	<b><i>Professional Services</i></b>	
	Outside legal and professional services in cases where such specialized counsel would serve the best interests of the City	<b>\$40,000</b>
<b>44000</b>	<b><i>Special Departmental Expense</i></b>	
	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	<b>\$10,000</b>
<b>44320</b>	<b><i>Training and Travel</i></b>	
	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	<b>\$7,000</b>
<b>46300</b>	<b><i>Equipment</i></b>	
	None budgeted	
<b>49001</b>	<b><i>Building Maintenance Costs</i></b>	<b>\$3,680</b>
	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.	
<b>49004</b>	<b><i>Communications/Utilities</i></b>	<b>\$4,040</b>
	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 2008-2009**

<b>Division 1310</b>		<b>City Manager</b>			<b>Fund 100 General Fund</b>
<b>Account # and Title</b>	<b>2005/2006 Actual Expended</b>	<b>2006/2007 Actual Expended</b>	<b>2007/2008 Estimated Expenditures</b>	<b>2008/2009 Adopted Budget</b>	
<b>SALARIES AND BENEFITS</b>					
41000 Salaries	420,655	469,095	470,944	539,890	
41001 Part Time	12,000	12,942	0	0	
41002 Overtime	0	2,193	2,000	2,000	
41900 Benefits	210,086	170,241	211,701	230,970	
<b>Total Salaries and Benefits</b>	<b>642,741</b>	<b>654,471</b>	<b>684,645</b>	<b>772,860</b>	
<b>SERVICE AND SUPPLIES</b>					
42001 Communications	2,000	1,011	2,000	2,000	
43000 Equipment Maintenance	1,000	1,022	1,000	1,000	
43300 Memberships	2,060	1,300	2,060	2,520	
43500 Office Expense	13,000	19,442	13,000	13,000	
43600 Professional Services	15,000	11,043	15,000	17,000	
43700 Publications/Legal Notices	6,500	7,514	6,500	6,500	
43800 Equipment Rental	8,100	4,333	8,100	9,500	
44000 Special Departmental Expense	5,120	20,796	12,200	51,250	
44050 Community Affairs	17,250	17,752	17,750	17,750	
44100 Pre Employment Expense	50,000	22,866	38,141	40,000	
44320 Training and Travel	20,400	7,244	18,400	18,400	
44325 Training and Travel/Elected Official	2,000	1,491	2,000	2,000	
<b>Total Service and Supplies</b>	<b>142,430</b>	<b>115,814</b>	<b>136,151</b>	<b>180,920</b>	
<b>FIXED ASSETS</b>					
46300 Equipment	0	0	11,859	0	
<b>Total Fixed Assets</b>	<b>0</b>	<b>0</b>	<b>11,859</b>	<b>0</b>	
<b>EXPENDITURE TRANSFERS</b>					
49001 Building Maintenance Cost	3,772	5,908	7,843	9,200	
49004 Communications/Utilities	6,615	8,082	11,840	10,090	
49005 PERS Side Fund			52,238	0	
49006 OPEB GASB45	69,233	34,616	226,737	0	
49503 Salary/benefit transfers to other divisions	(249,695)	0	0	(25,000)	
<b>Total Expenditure Transfers</b>	<b>(170,075)</b>	<b>48,606</b>	<b>298,658</b>	<b>(5,710)</b>	
<b>TOTAL CITY MANAGER BUDGET</b>	<b>615,096</b>	<b>818,891</b>	<b>1,131,313</b>	<b>948,070</b>	
<b>% increase (dec.) over prior year excluding PERS Side Fund and OPEB</b>	<b>-15.48%</b>	<b>43.68%</b>	<b>-0.19%</b>	<b>4.81%</b>	

# **CITY MANAGER**

## **Division 1310**

### **Mission Statement**

The City Manager is the Chief Administrative 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*      \$539,890**

The City Manager's Department is staffed as follows:

- 1      City Manager 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*      \$2,000**

**41900      *Benefits*      \$230,970**

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 City Management Foundation 380  
California Public Employers Labor Relations Association (CALPELRA) 310  
CMRTA 50  
ICMA Publications 110  
Chamber of Commerce 250  
International Institute of Municipal Clerks 300  
City Clerks Association of California (CCAC) 260  
West County Times 150  
Northern CA Chapter International Personnel Management Assoc. (NCCIPMA) 50  
Personnel Testing Council of Northern California 30  
League of California Cities (including directories) 270  
**\$2,520**

**43500      *Office Expense*      \$13,000**  
Purchase of office supplies, software programs, FEDEX and printing \$7,000.  
New computers; peripherals, upgrades and unforeseen needs \$6,000.

**43600 Professional Services**

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

**43700 Publications and Legal Notices**

Publications and legal notices. **\$6,500**

**43800 Equipment Rental**

Lease for copier/scanner/printer located in the City Manager's. **\$9,500**

**44000 Special Departmental Expense**

Safety Committee expenses	\$ 1,000
Election expenditures	15,000
Emergency Preparedness Notification System (PA System)	25,000
Coffee/Water, monthly employees' birthday celebration & miscellaneous expenses unique to the City Manager's office	3,500
Annual maintenance for Lexis-Nexis	6,000
Annual maintenance for records management VirtualDoxx	250
Expenses unique to the City Clerk's office	<u>500</u>
	<b>\$51,250</b>

**44050 Community Affairs/Special Events**

City Manager-sponsored Employee/Staff/Council lunch and dinner meetings and events	\$ 4,750
Employee landmark anniversary luncheon	7,500
Wellness events	1,500
Miscellaneous events	<u>4,000</u>
	<b>\$17,750</b>

**44100 Pre Employment Expenses**

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. **\$40,000**

**44320 Training and Travel**

League of California Cities Annual Conferences, California Public Employers Labor Relations Association (CALPELRA) Conference, Northern California Chapter of International Public Managers Association – Human Resources (NCCIPMA)

Conference, Monthly/quarterly workshops given by Liebert, Cassidy & Frierson and mileage for training	\$12,400
Staff Training and Travel	<u>6,000</u>
	<b>\$18,400</b>

**44325      *Training and Travel / Elected Official***  
 Conferences, training seminars, travel and lodging for City Clerk. **\$2,000**

**46100      *Improvements***  
 None budgeted.

**46300      *Equipment***  
 None budgeted.

**49001      *Building Maintenance Costs*** **\$9,200**  
 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*** **\$10,090**  
 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 2008-2009**

Division 1330	<b>Information Technology</b>			Fund 100 General Fund
Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	152,588	163,843	253,277	263,480
41001 Part Time	0	7,296	6,000	14,000
41002 Overtime	0	0	0	0
41900 Benefits	59,917	66,245	108,558	96,500
Total Salaries and Benefits	212,505	237,384	367,835	373,980
<b>SERVICE AND SUPPLIES</b>				
42001 Communications	1,853	1,486	1,700	1,700
42005 Network Applications/Maintenance	30,339	22,464	50,000	117,100
43300 Memberships	455	322	840	840
43500 Office Expense	6,982	7,531	7,000	11,000
43600 Professional Services	0	0	5,000	30,000
44320 Training and Travel	7,196	4,745	24,300	24,300
Total Service and Supplies	46,825	36,548	88,840	184,940
<b>FIXED ASSETS</b>				
46300 Equipment	52,750	157,117	32,830	34,000
Total Fixed Assets	52,750	157,117	32,830	34,000
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	1,510	2,393	4,705	5,520
49004 Communications/Utilities	1,075	2,426	7,105	6,060
49006 OPEB GASB45	19,096	9,548	62,541	0
49503 Salary/benefit transfers to other divisions	(98,473)	0	0	0
Total Expenditure Transfers	(76,792)	14,367	74,351	11,580
<b>TOTAL IT BUDGET</b>	<b>235,288</b>	<b>445,416</b>	<b>563,856</b>	<b>604,500</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB		101.61%	15.02%	20.58%

# ***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**

<b>41000</b>	<b><i>Salaries</i></b>	<b>\$263,480</b>
1	Information Technology Manager	
1	Systems Administrator	
1	Information Technology Technician	

<b>41002</b>	<b><i>Part Time</i></b>	<b>\$14,000</b>
1	Information Technology Intern	

<b>41900</b>	<b><i>Benefits</i></b>	<b>\$96,500</b>
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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, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

<b>42001</b>	<b><i>Communications</i></b>	
	Cellular phones and land lines.	<b>\$1,700</b>

<b>42005</b>	<b><i>Network Applications   Maintenance</i></b>	
	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	7,000
	Technical Support from CRW	8,500
	Symantec AntiVirus/AnitSpam/Backup maintenance/upgrade	8,000
	ARCView licenses	12,000
	Crystal Reports	5,000
	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	<u>10,500</u>
		<b>\$117,100</b>

**43300**      *Memberships & Publications*

Municipal Information Systems Association of California (MISAC)	\$290
MIS publications	<u>550</u>
	<b>\$840</b>

**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	<u>5,000</u>
	<b>\$11,000</b>

**43600**      *Professional Services*

GIS technical support	\$25,000
Miscellaneous data processing programming and unanticipated computer system expenses.	<u>5,000</u>
	<b>\$30,000</b>

**44320**      *Training and Travel*

MISAC conference	\$ 1,500
GTC Conference	2,800
Network Training	10,000
Storage Access Network Training	<u>10,000</u>
	<b>\$24,300</b>

**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
Projectors & Screens	<u>9,000</u>
	<b>\$34,000</b>

**49001**      *Building Maintenance Costs*      **\$5,520**

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*      **\$6,060**

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 2008-2009**

Division 1420	<b>Financial Services</b>				Fund 100 General Fund
Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget	
<b>SALARIES AND BENEFITS</b>					
41000 Salaries	321,132	329,744	315,007	350,450	
41002 Overtime	859	3,014	1,000	4,000	
41900 Benefits	132,817	128,799	127,575	128,780	
Total Salaries and Benefits	454,808	461,557	443,582	483,230	
<b>SERVICE AND SUPPLIES</b>					
42001 Communications	395	408	500	500	
43000 Equipment Maintenance	1,171	2,142	10,000	9,000	
43300 Memberships	1,603	1,729	2,300	2,700	
43500 Office Expense	15,259	14,510	12,000	9,000	
43600 Professional Services	60,766	151,415	70,000	70,000	
44000 Special Department Expense	1,089	706	4,000	4,000	
44320 Training and Travel	6,013	516	3,000	3,500	
44325 Training and Travel/Elected Official	3,407	2,983	3,900	4,000	
Total Service and Supplies	89,703	174,409	105,700	102,700	
<b>FIXED ASSETS</b>					
46300 Equipment	0	0	0	0	
Total Fixed Assets	0	0	0	0	
<b>EXPENDITURE TRANSFERS</b>					
49001 Building Maintenance Costs	3,323	4,263	5,647	5,520	
49004 Communication/Utilities	7,028	9,295	8,525	6,060	
49005 PERS Side Fund			43,365	0	
49006 OPEB GASB45	48,126	25,772	168,806	0	
49503 Salary/benefit transfers to other divisions	(186,478)	0	0	(75,000)	
Total Expenditure Transfers	(128,001)	39,330	226,343	(63,420)	
<b>TOTAL FINANCIAL SERVICES BUDGET</b>	<b>416,510</b>	<b>675,296</b>	<b>775,625</b>	<b>522,510</b>	
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	6.17%	76.32%	-13.25%	-7.08%	

# ***FINANCIAL SERVICES***

## **Division 1420**

### **Mission Statement**

The mission of the Financial Services Department is to protect the City's assets, enhance the City's financial security, provide sound fiscal information in support of City decision-making, and to provide high quality customer service. The City Treasurer insures that all moneys are deposited into the treasury of the City on a daily basis.

- **The City Treasurer**, an elected official, validates that the City has sufficient funds to operate the City and pay its debt. As part of the legal duties of this office the City Treasurer submits to the City Council a monthly report of disbursements.
  
- **Finance** is responsible for providing support services for the internal operation of the City and for financial reporting to other government agencies. The Financial Services Department provides financial planning, forecasting and reporting; budget development and monitoring; investment management; bond debt administration; cash flow management; and audit coordination. Finance processes cash receipts, accounts payable and receivable, payroll, employee health and welfare benefit administration and fixed asset management. Finance also administers the City's self - insurance and loss prevention programs through Municipal Pooling Authority (MPA). As a recipient of Federal, State and County financial assistance, Finance is responsible for ensuring that an adequate internal control structure is in place to comply with applicable laws and regulations related to programs covered by the Single Audit Act. The Financial Services Department provides support services for Redevelopment Agency activity, including tracking and collecting on notes receivables.

### **Budget Line Item Descriptions**

**41000      *Salaries*      **\$350,450****

The Financial Services Department is staffed as follows:

- 1      City Treasurer (Elected Official)
- 1      Finance Director (90%)
- 1      Assistant Finance Director
- 1      Fiscal Clerk II
- 1      Senior Accountant (25%)

**41002      *Overtime*      **\$4,000****

**41900      *Benefits*      **\$128,780****

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***

Cellular phone **\$500**

**43000      *Equipment Maintenance***

Maintenance agreement/base charge and usage on Xerox copier/printer **\$9,000**

**43300      *Memberships & Publications***

California Municipal Treasurer's Association \$ 220  
Association of Public Treasurers 165  
GFOA 320  
CA State Board of Accountancy 200  
California Society of Municipal Finance Officers 220  
AICPA 255  
California Society of CPAs 300  
National Notary Association 100  
Various professional publications and guidelines 920  
**\$2,700**

**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. **\$9,000**

**43600      *Professional Services***

Annual audit (includes GFOA award costs) \$ 40,000  
Maintenance and support for financial software 25,000  
Miscellaneous unanticipated computer expenses 5,000  
**\$70,000**

**44000      *Special Department Expense***

Miscellaneous expenses unique to the Financial Services Department **\$4,000**

**44320      *Travel and Training***

Attendance at the League of California Cities Financial Management Seminar, CSMFO Annual Conference, local CMTA meetings held six times per year **\$3,500**

**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 \$3,700  
 Mileage reimbursement incurred by the City Treasurer for taking bank  
 deposits to the bank 300  
**\$4,000**

**49001      *Building Maintenance Costs*** **\$5,520**  
 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*** **\$6,060**  
 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 2008-2009**

<b>Division 1500</b>	<b>Emergency Medical Services Aid</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICE AND SUPPLIES</b>				
44000 Special Departmental Expense				700,000
Total Service and Supplies	0	0	0	700,000
<b>TOTAL EMS AID BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>700,000</b>

# ***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

**\$700,000**

# ***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 2008-2009**

<b>Division 8000</b>	<b>Multi-Department Programs</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICE AND SUPPLIES</b>				
41910 Property/Fire/Dishonesty Insurance	18,494	18,112	24,000	17,000
42001 Communications	56,663	52,958	52,000	77,000
43500 Office Supplies	51,824	45,616	20,000	30,000
44400 Utilities	81,369	103,122	62,000	60,000
Total Service and Supplies	208,350	219,808	158,000	184,000
<b>EXPENDITURE TRANSFER</b>				
49502 Transfer admin. costs to Benefiting Departments / Divisions	(193,473)	(217,435)	(158,000)	(184,000)
Total Expenditure Transfers	(193,473)	(217,435)	(158,000)	(184,000)
<b>TOTAL MULTI-DEPT. BUDGET</b>	<b>14,877</b>	<b>2,373</b>	<b>0</b>	<b>0</b>
% increase (decrease) over previous year	-84.97%	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 will pay 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 \$35,925,111. 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 .030726 per \$100 and flood insurance is .0110263 per \$100 of total value. **\$17,000**

#### ***42001 Communications***

Recurring telephone and long distance; frame relay transport loops; fax lines; T-1 circuit fee; maintenance & supplies; alarm and computer lines. **\$77,000**

#### ***43500 Office Expense***

Copier/printer paper **\$10,000**

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. **20,000**

**\$30,000**

#### ***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). **\$ 60,000**

#### ***49502 Administrative Costs Transferred to Other Divisions*** **(\$184,000)**

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

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 1440</b>	<b>Recreation (excludes Para Transit)</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	203,415	257,056	377,490	356,370
41001 Part Time	176,468	211,746	324,067	415,410
41900 Benefits	87,917	124,189	186,475	182,410
Total Salaries and Benefits	467,800	592,991	888,032	954,190
<b>SERVICE AND SUPPLIES</b>				
42000 Uniform / Safety	0	2,058	2,850	2,750
42001 Communications	3,376	2,960	6,160	5,760
43000 Equipment Maintenance	2,123	4,945	7,700	8,300
43300 Memberships	290	290	1,035	1,600
43500 Office Expense	9,588	17,601	6,000	7,500
43600 Professional Services	84,434	85,084	109,475	46,000
43700 Publications and Legal Notices	(1)	(1)	(1)	94,000
43800 Equipment Rental	2,348	6,641	7,500	4,000
44000 Special Department Expense	97,919	205,807	328,909	261,000
44320 Training and Travel	5,460	8,842	16,215	16,000
Total Service and Supplies	205,537	334,227	485,843	446,910
<b>FIXED ASSETS</b>				
46300 Equipment	0	0	33,525	0
Total Fixed Assets	0	0	33,525	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	3,625	4,599	7,686	8,100
49004 Communications/Utilities	4,383	7,265	11,604	8,880
49005 PERS Side Fund	0	0	8,465	0
49006 OPEB GASB45	35,582	17,792	116,535	0
Total Expenditure Transfers	43,590	29,656	144,290	16,980
<b>TOTAL RECREATION BUDGET</b>	<b>716,927</b>	<b>956,874</b>	<b>1,551,690</b>	<b>1,418,080</b>

% increase (dec.) over prior year excluding PERS Side Fund and OPEB	25.04%	37.83%	51.92%	-0.60%
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(1) Newsletter and bulk mailings previously budgeted in special department expenses

# **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 Helms Middle School for recreation programs.
- Community Special Events such as Cultural & Heritage Day, Tree Lighting, 4<sup>th</sup> of July Family Celebration, 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.
- Youth Sports Leagues to take place in the fall, winter and spring.
- Partnership with the California Youth Energy Services, for teens and youth.
- Staff support for the Youth Committee.
- Tile Art program for neighborhood aesthetics.
- 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**

**\$356,370**

Staffing for this division includes:

- 1 Community Services Director 25%
- 1 Recreation Division Manager
- 1 Recreation Supervisor 90%
- 2 Recreation Coordinators
- 1 Administrative Aide 50%

**41001 Part-Time**

- 22 Recreation Staff from September until June  
(ranging from Recreation Aides to Senior Recreation Specialists).
- 29 Recreation Staff for Summer Programming  
(ranging from Recreation Aides to Senior Recreation Specialists).

The part-time staff oversees youth recreation programs during the School year such as: After School Recreation, Youth Special Events, Youth Leagues, and Trips and Excursions; and all Summer Programs.

- 1 Art Gallery Coordinator \$306,318
- 8 Recreation Building Attendants 16,776
- 92,316
- TOTAL \$415,410**

**41900 Benefits**

**\$182,410**

This line item represents Recreation'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**

Recreation uniforms (t-shirts, polo shirts, hats, sweatshirts, etc.) **\$2,750**

**42001 Communications**

Cell phones (8) and charges for the Recreation Division Manager, Supervisors and part-time staff. **\$5,760**

<b>43000</b>	<b><i>Equipment Maintenance</i></b>	
	Regular maintenance & gasoline for Explorer and Cargo Van (including vehicle insurance)	\$3,300
	Maintenance on Maple Hall and Senior Centers' equipment	2,500
	Maintenance for FUNmobile and playground equipment	<u>2,500</u>
		<b>\$8,300</b>
<b>43300</b>	<b><i>Memberships</i></b>	
	California Parks and Recreation Society, American Society for Aging and Municipal Management Association of Northern California	<b>\$1,600</b>
<b>43500</b>	<b><i>Office Expense</i></b>	
	Office supplies for Youth, Seniors, Art Gallery and Historical Society, folding machine (33%) shared with RDA and Neighborhood Services, cartridges, colored flyer paper, envelopes	<b>\$7,500</b>
<b>43600</b>	<b><i>Professional Services</i></b>	
	Bay Alarm (El Portal School)	\$1,200
	ASCAP (Music System)	300
	RecTrac upgrades	2,500
	Art Gallery postcards & insurance	2,000
	WCCUSD After School Program Contracts	<u>40,000</u>
		<b>\$46,000</b>
<b>43700</b>	<b><i>Publications and Legal Notices</i></b>	
	Six editions of the San Pablo Newsletter; four editions of the Recreation Division's Activity Guide; Bulk Mailings; and Community notices	<b>\$94,000</b>
<b>43800</b>	<b><i>Equipment Rental</i></b>	
	Davis Park Fencing for Baseball	<b>\$4,000</b>
<b>44000</b>	<b><i>Special Departmental Expense</i></b>	
	This line item is broken down into nine sections:	
	A Camp and Gap Programs	\$ 54,000
	B After School Programming	20,000
	C Fee Classes	25,000
	D Youth Committee	7,500
	E Community & Special Events	62,500
	F Senior Programming	9,500
	G General Programming (includes programming for the Historical Society)	<u>82,500</u>
		<b>\$261,000</b>
<b>44320</b>	<b><i>Training and Travel</i></b>	
	Training and travel for the Recreation Division Manager, Supervisor's, and part-time staff.	<b>\$16,000</b>

**46300 Equipment**

None budgeted.

**49001 Building Maintenance Costs**

**\$8,100**

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**

**\$8,880**

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 2008-2009**

<b>Division 1444</b>		<b>Para Transit</b>			<b>Fund 216</b>
<b>Account # and Title</b>	<b>2005/2006 Actual Expended</b>	<b>2006/2007 Actual Expended</b>	<b>2007/2008 Estimated Expenditures</b>	<b>2008/2009 Adopted Budget</b>	
<b>SALARIES AND BENEFITS</b>					
41000 Salaries	30,728	34,400	38,544	40,780	
41001 Part Time	11,750	9,655	26,000	32,000	
41900 Benefits	11,314	15,208	21,891	22,240	
Total Salaries and Benefits	53,792	59,263	86,435	95,020	
<b>SERVICE AND SUPPLIES</b>					
42001 Communications	559	644	1,440	1,440	
43000 Equipment Maintenance	1,641	890	4,000	6,000	
44000 Special Departmental Expense	18,452	25,148	50,000	50,000	
Total Service and Supplies	20,652	26,682	55,440	57,440	
<b>FIXED ASSETS</b>					
46300 Equipment	0	56,644	44,000	0	
Total Fixed Assets	0	56,644	44,000	0	
<b>EXPENDITURE TRANSFERS</b>					
49001 Building Maintenance Costs	1,057	860	1,098	1,290	
49004 Communications/Utilities	752	849	1,658	1,410	
Total Expenditure Transfers	1,809	1,709	2,756	2,700	
<b>TOTAL PARA TRANSIT BUDGET</b>	<b>76,253</b>	<b>144,298</b>	<b>188,631</b>	<b>155,160</b>	
<b>% increase (dec.) over prior year</b>	<b>-9.08%</b>	<b>89.24%</b>	<b>30.72%</b>	<b>-17.74%</b>	

# ***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***

<b>41000</b>	<b><i>Full Time</i></b>	<b>\$40,780</b>
1	Administrative Aide 50%	
1	Recreation Supervisor 10%	
1	Paratransit Driver ( <i>maintenance worker</i> ) 10%	

<b>41001</b>	<b><i>Part Time</i></b>	<b>\$32,000</b>
2	Paratransit Drivers	

(To take seniors and people with disabilities on special trips and shuttles)

<b>41900</b>	<b><i>Benefits</i></b>	<b>\$22,240</b>
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This line item represents Paratransit'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.

<b>42001</b>	<b><i>Communications</i></b>	
	Cell phones for Paratransit Drivers	<b>\$1,440</b>

<b>43000</b>	<b><i>Equipment Maintenance</i></b>	
	Gasoline and vehicle maintenance.	<b>\$6,000</b>

<b>44000</b>	<b><i>Special Departmental Expense</i></b>	
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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.

		<b>\$50,000</b>
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**49001      *Building Maintenance Costs*      \$1,290**  
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*      \$1,410**  
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 2008-2009**

<b>Division 1741/1743</b>	<b>Housing - Low &amp; Moderate</b>	<b>RDA Set-Aside Funds 245/250/280</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41001 Part Time Salaries	15,936	0	0	0
41900 Benefits	8,151	0	0	0
Total Salaries and Benefits	24,087	0	0	0
<b>SERVICE AND SUPPLIES</b>				
43600 Professional Services (fund 250)	45,118	28,334	70,000	140,000
44000 Special Department Expense (fund 250)	60	(36)	12,500	0
Total Service and Supplies	45,178	28,298	82,500	140,000
<b>OTHER</b>				
45400 FTHB/Rehab Loans/Grants (fund 250)	184,238	0	4,379,500	4,000,000
45400 Rehab Loans/Grants (fund 250)	0	0	250,000	395,000
45400 Low/Mod Housing Loans/Grants (fund 250)	1,054,836	290,466	457,549	1,250,000
45400 CalHOME Grants (fund 245)	0	200,000	465,000	80,000
Total Other	1,239,074	490,466	5,552,049	5,725,000
<b>FIXED ASSETS</b>				
47150 Land Purchases			700,000	800,000
Total Fixed Assets	0	0	700,000	800,000
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	529	0	0	0
49003 Salary and Benefit Costs transferred in	10,814	0	0	125,000
49004 Communications/Utilities	376	0	0	0
Total Expenditure Transfers	11,719	0	0	125,000
<b>TOTAL HOUSING BUDGET</b>	<b>1,320,058</b>	<b>518,764</b>	<b>6,334,549</b>	<b>6,790,000</b>
% increase (dec.) over prior year	0.39%	-60.70%	1121.08%	7.19%

# 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

### **43600 Professional Services**

Contra Costa County for administration of the Agency's Rehab program	\$60,000
Affordable Housing Administrator – For Sale Units	50,000
FTHB Reviewer	20,000
Consultant fees, grant preparation services; legal costs associated with delinquent loans, defaults of deeds of trust, and general housing inquiries.	<u>10,000</u>
	<b>\$140,000</b>

### **44000 Special Departmental Expense**

None budgeted.

### **45400 Loans and Grants**

The Agency's First-Time Homebuyer Program	\$4,000,000
The Agency's Residential Rehabilitation Program	300,000
Powell Place	500,000
Abella Paseo	750,000
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>
	<b>\$5,725,000</b>

### **47150 Land Purchase**

23 <sup>rd</sup> Street – Affordable housing	<b>\$800,000</b>
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### **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 2008-2009**

<b>Division 1755</b>	<b>Neighborhood Services</b>	<b>Fund 212 Development Services</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	402,366	563,805	550,653	515,550
41001 Part Time Salaries	0	3,552	33,000	8,000
41002 Overtime	1,312	1,195	0	0
41900 Benefits	185,680	241,539	251,388	211,910
Total Salaries and Benefits	589,358	810,091	835,041	735,460
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms	0	0	500	500
42001 Communications	3,188	2,240	3,500	2,000
43000 Equipment Maintenance	1,558	1,366	3,000	3,500
43300 Memberships	1,260	1,484	3,000	2,500
43500 Office Expense	9,883	25,664	10,000	9,000
43600 Professional Services	390,155	325,366	560,500	367,000
43700 Publications/Legal Notices	1,266	3,720	9,000	13,000
44000 Special Department Expense	11,111	25,319	22,000	16,100
44320 Training and Travel	6,928	20,897	37,500	25,000
Total Service and Supplies	425,349	406,056	649,000	438,600
<b>FIXED ASSETS</b>				
46300 Equipment	0	32,054	6,420	0
Total Fixed Assets	0	32,054	6,420	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	9,817	11,310	14,585	11,050
49004 Communications/Utilities	9,264	13,343	22,023	12,110
49005 PERS Side Fund	0	0	8,465	0
49006 OPEB GASB45	40,901	20,451	133,955	0
49503 Salary/benefit transfers (out) in	(141,939)	0	0	(25,000)
Total Expenditure Transfers	(81,957)	45,104	179,028	(1,840)
<b>TOTAL NEIGHBORHOOD SVCS. BUDGET</b>	<b>932,750</b>	<b>1,293,305</b>	<b>1,669,489</b>	<b>1,172,220</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	26.66%	42.72%	19.97%	-23.24%

# ***NEIGHBORHOOD SERVICES***

## **Division 1755**

### **Mission Statement**

***Mission:*** *To maintain and construct high-quality development and preserve the natural and historic environment within San Pablo and enhance economic base of the community through cooperative partnerships and timely and efficient responses to customer requests.*

### **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 further assists the community in meeting all established and mandated requirements for development. 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 encourage "Green Building" construction measures.

### **Special Projects**

- Complete a draft update to the City's General Plan by July 2009 that reflects extensive community input, technical studies, and direction from the Planning Commission and City Council.
- Partner with the Redevelopment Agency to complete the cleanup of contaminated soils and initiate planning process for the Circle S Development and Mission Plaza Development.
- Continue collaboration with the Redevelopment Agency to implement the 23<sup>rd</sup> 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.

- Continue to work with neighboring cities and West Contra Costa Integrated Waste Management Authority in developing a regional approach to recycling of construction debris.
- Adopt amendments to new State Building and Fire Codes for the needs of the City and to achieve uniformity among neighboring cities.
- Compare our current fee schedule of building permits to those of the neighboring cities' fees. Propose adjustments to our fees as necessary to maintain desired level of service.
- Work on the update of San Pablo's General Plan.
- Prepare amendments to the Zoning Ordinance to comply with changes in State law.

**Budget Line Item Descriptions**

**41000      *Salaries*      \$515,550**

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)
- 2.25      Building Inspectors (contract positions)
- 2      Permit Technicians
- 1      Senior Administrative Clerk

**41001      *Part Time*      \$8,000**

- 1      Planning Intern

**41900      *Benefits*      \$211,910**

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

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

**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 \$1,750    Building \$1,750 **\$3,500**

**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 \$4,500    Building \$4,500 **\$9,000**

**43600      *Professional Services***

Planning

Consultant services to assist with expediting development projects or special projects, Grant writer \$ 17,000

Building

Contra Costa County Building Inspection to conduct plan checks and inspections for San Pablo projects 350,000  
**\$367,000**

**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. \$12,000

Building

Legal notices 1,000  
**\$13,000**

**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.

\$14,000

Building

New code books, CD ROMS, other reference materials and vehicle insurance 2,100  
**\$16,100**

**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. CRW Training (100%) 7,500  
10,000  
**\$25,000**

**46300 Equipment**

None budgeted

**49001 Building Maintenance Costs \$11,050**

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 \$12,110**

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 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 2008-2009**

<b>Division 2300</b>	<b>Small Business Assistance Loan Program</b>	<b>Fund 360</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICE AND SUPPLIES</b>				
43600 Professional Services	8,805	14,235	50,000	60,000
44000 Special Department Expense	(11)	0	5,000	6,000
Total Service and Supplies	8,794	14,235	55,000	66,000
<b>OTHER</b>				
45400 Loans/Grants	50,000	100,000	550,000	250,000
Total Other	50,000	100,000	550,000	250,000
<b>TOTAL SMALL BUSINESS LOAN BUDGET</b>	<b>58,794</b>	<b>114,235</b>	<b>605,000</b>	<b>316,000</b>
% increase (decrease) over previous year	-17.44%	94.30%	429.61%	-47.77%

# ***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. **\$60,000**

#### ***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. **\$6,000**

#### ***45400 Micro-Loans***

The City Council has approved a micro-loan fund in the amount of up to \$50,000 to foster local economic development. Loan funds can be used for building improvements, purchase needed equipment, and to make technology upgrades. **\$150,000**

Signage Mini-Grant – will assist small businesses to become compliant loans will be in the amount of \$2,500 or 50%, whichever is less. 100,000  
**\$250,000**

**City of San Pablo**  
**Fiscal Year 2008-2009**

<b>Division 3400</b>	<b>Redevelopment Projects</b>	<b>Fund 340 Property Acquisition</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICE AND SUPPLIES</b>				
44001 Relocation Costs	52,205	357,802	1,000,000	11,000,000
Total Services and Supplies	52,205	357,802	1,000,000	11,000,000
<b>OTHER</b>				
45400 Loans/Grants	(270)	0	1,000,000	0
Total Other	(270)	0	1,000,000	0
<b>FIXED ASSETS</b>				
47150 Land Purchase	0	5,140,228	20,442,369	2,550,000
Total Fixed Assets	0	5,140,228	20,442,369	2,550,000
<b>TOTAL RDA PROJECTS BUDGET</b>	<b>51,935</b>	<b>5,498,030</b>	<b>22,442,369</b>	<b>13,550,000</b>
% increase (decrease) over previous year	-92.66%	10486.37%	308.19%	-39.62%

# **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.

Redevelopment of 23<sup>rd</sup> Street and western San Pablo Avenue will also continue, lead by landmark projects at 23<sup>rd</sup> Street and Market Avenue and the "Mission Plaza Project" on San Pablo Avenue. The Agency has acquired 1820 Rumrill Blvd. for affordable housing and business incubator. This years' budget calls for more property acquisitions throughout the project area. These acquisitions will most likely occur in a property assemblage scenario.

**Budget Line Item Descriptions**

**44001      Relocation Costs**

Various relocation projects for west of San Pablo Avenue, Circle S Project and Salvation Army

**\$11,000,000**

**47150      Land Purchase**

Opportunity Purchases

\$ 1,000,000

23<sup>rd</sup> Street (mixed use)

1,250,000

San Pablo Avenue

300,000

**\$2,550,000**

(Prior opportunity purchases include 23<sup>rd</sup> and Market, 1821 Powell, Mission Plaza, Pittman's Bar-b-Que)

**City of San Pablo**  
**Fiscal Year 2008-2009**

<b>Division 6110</b>	<b>Redevelopment Administration</b>	<b>Fund 350 RDA</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	245,787	147,241	231,217	270,450
41001 Part Time Salaries	3,762	2,808	6,000	1,930
41900 Benefits	89,440	81,513	106,346	113,800
Total Salaries and Benefits	338,989	231,562	343,563	386,180
<b>SERVICE AND SUPPLIES</b>				
42001 Communication	0	17	0	0
43000 Equipment Maintenance	1,432	1,422	6,000	3,500
43300 Memberships	225	6,545	4,500	12,500
43500 Office Expense	6,762	8,825	9,000	22,000
43600 Professional Services	378,015	549,335	732,750	2,382,310
43700 Publications and Legal Notices	0	0	0	35,000
44000 Special Departmental Expense	34,107	76,856	646,600	712,500
44320 Training and Travel	7,534	8,508	20,000	20,000
44400 Utilities	344	14,683	4,000	4,000
Total Services and Supplies	428,419	666,191	1,422,850	3,191,810
<b>FIXED ASSETS</b>				
46300 Equipment	75,000	0	26,500	0
Total Fixed Assets	75,000	0	26,500	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Costs	15,028	1,477	3,137	7,360
49003 Salary/benefit transfers	854,511	660	3,600	3,600
49004 Communications/Utilities	18,502	5,937	4,736	8,080
49005 PERS Side Fund	0	0	16,931	0
49006 OPEB GASB45	41,058	20,529	134,465	0
Total Expenditure Transfers	929,099	28,603	162,869	19,040
<b>TOTAL TENTH TOWNSHIP BUDGET</b>	<b>1,771,507</b>	<b>926,356</b>	<b>1,955,782</b>	<b>3,597,030</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	4.90%	-47.65%	99.20%	97.50%

# **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 2007/08, the RDA acquired land for economic development opportunities, to eliminate blight. Development of these properties will be the focus in the 2008/09 budget cycle. These developments create opportunities for jobs and will bring new construction types to the City's lagging commercial areas. The Agency will take a more active approach in marketing these developments and bringing more focus to the City.

The Agency will continue the following projects:

### Homeownership

- Promoting the First-time Homebuyer Program. RDA increased First-time Homebuyer loan amounts to \$200,000 the previous fiscal year.
- Continue marketing and heavily promote the Rehabilitation Programs. Residents are taking pride in their properties recognizing that improved properties increase their value.

### Small Business:

- Providing Economic Development loans and grants to small businesses for capital improvements and equipment.

### Circle S Project

- The Agency will continue relocation of the Circle S Project residents. Site planning for the Project will begin this fiscal year.

### Commercial Districts

- Work closely with the Planning Division to develop the General Plan.
- Develop the former Burlington Northern Santa Fe (BNSF) railroad site for the highest and best use.
- Identify and facilitate economic development opportunities for the redevelopment of 23<sup>rd</sup> Street and Western San Pablo Avenue.
- Identify additional resources for our local businesses.

## **Budget Line Item Descriptions**

<b>41000</b>	<b>Full-Time Salaries</b>	<b>\$270,450</b>
1	Community Services Director 50%	
1	Redevelopment Analyst	
1	Community Services Analyst	
1	Senior Administrative Secretary 25%	
1	Finance Director 10%	

**41002 Part-Time Salaries**

2 Part time maintenance workers for Oak Park Assessment District **\$1,930**

**41900 Benefits \$113,800**

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 Equipment Maintenance**

Shared expenses for Xerox Copier, vehicle maintenance and fuel **\$3,500**

**43300 Memberships**

Memberships in the California Redevelopment Association (CRA), International City Manager Association (ICMA), Municipal Management Association of Northern California (MMANC), International Council of Shopping Centers (ICSC), California Association of Local Economic Development (CALED), etc. **\$12,500**

**43500 Office Expense**

Advertising and printing costs, software programs; reproduction of plans, laminations, aerial photos and mounting supplies, office and computer supplies, folding machine (34%) shared with Recreation and Neighborhood Services, other small office equipment, express delivery charges, department quarterly meetings. **\$22,000**

**43600 Professional Services**

Redevelopment consultants and legal fees: including financial and land development assistance, potential legal fees for condemnation activities	\$500,000
Initiation of General Plan Update (overall cost for two years, \$ 400,000)	250,000
Quarterly sales tax data and financial audit	10,000
Dump Voucher Program	50,000
Unanticipated repairs and maintenance of Agency owned property	25,000
Hillside property instrumentation	75,000
Hillside property monitoring	25,000
Miscellaneous cabling and wiring to support department activities	2,000
Translation Services – Meetings	1,000
Oak Park Assessment District drain pipe flushing	2,310
Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintaining bondholder records plus payment of principal and interest	12,000
RDA Plan Update	50,000
EPA Assessment/Clean Up Grant Writing	40,000
Paragon Partners – Relocation Services for: Alvarado Mobile Home Park	80,000
Circle S Mobile Home Park	1,180,000
Environmental Testing Services (i.e. Phase I)	<u>80,000</u>
	<b>\$2,382,310</b>

**43700 Publications and Legal Notices**

Newspaper ads, notices, mailings. **\$35,000**

**44000 Special Departmental Expense**

BNSF Clean Up (will apply for Federal grants to offset costs)	\$600,000
Community Branding	80,000
West Contra Costa Sanitary District sewer use fees	2,000
Economic Development/Marketing	25,000
Unanticipated Contra Costa County fees	2,000
Oak Park Assessment District repairs	1,900
Property taxes for various Agency-owned properties	1,000
Vehicle insurance	600
	<u>600</u>
	<b>\$712,500</b>

**44320 Training and Travel**

Conferences, mileage, per diem and training through the California Redevelopment Association (CRA), MMANC, CALED, ICSC, ICMA annual conference; supervisory and computer related classes, consultants, and developers associated with redevelopment projects; State League annual conference; workshops; mileages for meetings. **\$20,000**

**44400 Utilities**

Electricity, gas and water for all Agency owned property. **\$4,000**

**46100 Improvements**

None budgeted.

**46300 Equipment**

None budgeted.

**49001 Building Maintenance Costs**

**\$7,360**

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)	<b>\$ 3,600</b>

**49004      *Communications/Utilities***

**\$8,080**

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 2008-2009**

<b>Division 1730</b>	<b>Engineering</b>	<b>Fund 200 Gas Tax</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	352,362	281,445	350,072	456,740
41001 Part Time	15,234	0	9,000	0
41002 Overtime	185	40	2,051	0
41900 Benefits	139,572	159,453	125,479	192,130
Total Salaries and Benefits	507,353	440,938	486,602	648,870
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms	109	256	500	500
42001 Communications	4,844	7,798	6,330	7,000
43000 Equipment Maintenance	2,940	2,973	7,100	7,100
43300 Memberships	1,109	1,789	1,550	1,550
43500 Office Expense	14,617	18,194	10,000	10,000
43600 Professional Services	144,698	95,415	184,002	139,000
43700 Legal Notices	0	0	200	200
44000 Special Department Expense	38,974	43,014	50,530	63,300
44320 Training and Travel	8,092	6,529	6,500	7,500
44400 Utilities	19,495	24,114	26,000	26,000
Total Service and Supplies	234,878	200,082	292,712	262,150
<b>FIXED ASSETS</b>				
46100 Improvements	0	0	0	12,000
46300 Equipment	0	0	26,195	0
Total Fixed Assets	0	0	26,195	12,000
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	7,099	5,941	6,446	11,040
49004 Communications/Utilities	6,156	6,486	9,732	12,110
49005 PERS Side Fund	0	0	28,482	0
49006 OPEB GASB45	33,974	16,987	111,269	0
49503 Salary/benefit transfers to other divisions	(79,199)	0	0	0
Total Expenditure Transfers	(31,970)	29,414	155,929	23,150
<b>TOTAL ENGINEERING BUDGET</b>	<b>710,261</b>	<b>670,434</b>	<b>961,438</b>	<b>946,170</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	28.21%	-3.38%	25.75%	15.15%

# **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** **\$456,740**

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      Administrative Analyst
- 1      Senior Administrative Secretary 50%

**41900      Benefits** **\$192,130**

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.



**44000**      *Special Departmental Expense*

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>
	<b>\$63,300</b>

**44320**      *Training and Travel*

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.	<b>\$ 7,500</b>
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**44400**      *Utilities*

Annual electric cost for traffic signals.	<b>\$26,000</b>
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**46100**      *Improvements*

Traffic signal and other upgrades for ADA compliance.	<b>\$12,000</b>
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**46300**      *Equipment*

None budgeted.

**49001**      *Building Maintenance Costs*

**\$11,040**

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*

**\$12,110**

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 2008-2009**

<b>Division 1735</b>	<b>Graffiti and Litter Abatement</b>	<b>Fund 350 Redevelopment</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	100,300	121,361	115,958	118,420
41001 Part Time	51,282	46,227	77,000	77,000
41002 Overtime	930	1,396	17,000	17,000
41900 Benefits	56,093	54,045	80,711	87,880
Total Salaries and Benefits	208,605	223,029	290,669	300,300
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms/Safety Equipment	3,086	3,231	3,570	4,150
42001 Communications	924	1,434	4,685	4,700
43000 Equipment Maintenance	2,303	1,690	10,500	10,500
43500 Office Expense	487	341	4,000	7,550
44000 Special Department Expense	8,812	13,589	35,120	31,540
44320 Training and Travel	1,078	202	2,700	2,880
Total Service and Supplies	16,690	20,487	60,575	61,320
<b>FIXED ASSETS</b>				
46300 Equipment	0	0	0	58,560
Total Fixed Assets	0	0	0	58,560
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	3,021	2,319	3,137	3,680
49004 Communications/Utilities	2,149	2,426	4,736	4,040
49006 OPEB GASB45	3,432	1,716	11,241	0
Total Expenditure Transfers	8,602	6,461	19,114	7,720
<b>TOTAL GRAFFITI ABATEMENT BUDGET</b>	<b>233,897</b>	<b>249,977</b>	<b>370,358</b>	<b>427,900</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-4.92%	7.72%	44.65%	19.15%

# **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**

<b>41000</b>	<b>Salaries</b>	<b>\$118,420</b>
Staffing for this division includes:		
2	Maintenance Workers	
<b>41001</b>	<b>Part Time</b>	
4	Maintenance Workers	<b>\$77,000</b>
<b>41002</b>	<b>Overtime</b>	
Labor needed at times other than normal work hours to perform various services in connection with citywide cleanup and days and unforeseen emergencies.		
		<b>\$17,000</b>
<b>41900</b>	<b>Benefits</b>	<b>\$87,880</b>
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.		
<b>42000</b>	<b>Uniforms</b>	
Uniforms and safety boots.		
		<b>\$3,570</b>
New City Logo		
		<u>580</u>
		<b>\$4,150</b>
<b>42001</b>	<b>Communications</b>	
Cellular phone service		
		<b>\$ 350</b>
T1 Line for Corporation Yard Networking service		
		1,520
(1/3 cost split with Street Maintenance and Street Lighting)		
Maintenance for 3 radios		
		<u>2,830</u>
		<b>\$4,700</b>
<b>43000</b>	<b>Equipment Maintenance</b>	
Maintenance, repairs and smog certification for the vehicle used in the abatement of graffiti		
		<b>\$ 5,250</b>
Spray equipment maintenance		
		2,100
Other equipment maintenance		
		<u>3,150</u>
		<b>\$10,500</b>

**43500 Office Expense**

Paper, clipboards, network printer, pens, business cards, computer disks	\$1,480
1 Computer	2,273
FlashCam Dummy System	647
Digital GPS Camera	1,650
Network hardware (1/3 cost split with Street Maintenance and Street Lighting)	<u>1,500</u>
	<b>\$7,550</b>

**44000 Special Department Expense**

Community cleanup	\$15,000
Paint	6,820
Graffiti removal chemicals	2,170
New paint guns and equipment	2,500
Gasoline	1,300
FlashCam Upgrade	1,077
City logo change (vehicle decals)	330
Vehicle insurance	500
1/3 cost of Pipe and Cable locator (cost split with Street Maintenance and Street Lighting)	793
Miscellaneous items i.e. paintbrushes, paint rollers, ladders, paint scrapers, and other materials related to graffiti abatement	<u>1,050</u>
	<b>\$31,540</b>

**44320 Training and Travel**

Technical and safety training.	\$ 500
Teambuilding Training (1/3cost split with Street Maintenance and Street Lighting)	<u>2,380</u>
	<b>\$2,880</b>

**46300 Equipment**

New Graffiti Van	\$48,720
Cold Laminator (1/2 cost split with Street Maintenance)	3,350
FlashCam System	<u>6,490</u>
	<b>\$58,560</b>

**49001 Building Maintenance Costs**

**\$3,680**

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**

**\$4,040**

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 2008-2009**

<b>Division 1740</b>	<b>National Pollution Discharge Elimination System</b>	<b>Fund 207</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	74,218	182,344	173,875	172,040
41001 Part-Time Salaries	26,131	15,016	22,321	22,220
41002 Overtime	0	86	0	0
41900 Benefits	34,655	74,267	72,101	70,300
Total Salaries and Benefits	135,004	271,713	268,297	264,560
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms/Safety Equipment	49	(49)	300	300
42001 Communications	1,935	4,179	2,220	2,620
43000 Equipment Maintenance	403	1,013	1,500	1,000
43300 Memberships	240	0	500	300
43500 Office Expense	605	4,656	3,000	2,000
43600 Professional Services	65,541	12,414	7,500	7,500
44000 Special Department Expense	33,757	25,203	46,451	39,920
44320 Training and Travel	1,005	730	1,500	1,500
Total Service and Supplies	103,535	48,146	62,971	55,140
<b>FIXED ASSETS</b>				
46300 Equipment	0	0	26,195	0
Total Fixed Assets	0	0	26,195	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	3,172	3,780	4,580	5,520
49003 Salary/benefit costs transferred in	109,604	0	0	0
49004 Communications/Utilities	2,258	3,846	6,915	6,060
49005 PERS Side Fund	0	0	14,312	0
49006 OPEB GASB45	4,092	2,046	13,402	0
Total Expenditure Transfers	119,126	9,672	39,209	11,580
<b>TOTAL NPDES BUDGET</b>	<b>357,665</b>	<b>329,531</b>	<b>396,672</b>	<b>331,280</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-11.32%	-7.38%	12.66%	-10.21%

# ***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**

<b>41000</b>	<b><i>Salaries</i></b>	<b>\$172,040</b>
Staffing for this project includes:		
1	Public Works Director 25%	
1	Environmental Programs Analyst	
1	Associate Civil Engineer 7%	
2	Maintenance Worker (50% each)	
<b>41001</b>	<b><i>Part-Time</i></b>	<b>\$22,220</b>
Temporary workers for storm drain cleaning and cleanups of publicly owned or maintained sections of creeks and drainage easements.		
<b>41900</b>	<b><i>Benefits</i></b>	<b>\$70,300</b>
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.		
<b>42000</b>	<b><i>Uniforms</i></b>	<b>\$300</b>
Uniforms and safety equipment.		
<b>42001</b>	<b><i>Communications</i></b>	
Cellular phone service (1 phone)		\$ 400
Replacement phone		400
Maintenance for 2 portable radios		<u>1,820</u>
		<b>\$2,620</b>
<b>43000</b>	<b><i>Equipment Maintenance</i></b>	
Vehicle maintenance, minimize vehicle leaks		\$ 200
General equipment maintenance		<u>800</u>
		<b>\$1,000</b>

**43300**      *Memberships*

National Association of Environmental Professionals, American  
Public Works Association, technical publications. **\$300**

**43500**      *Office Expense*

Miscellaneous office supplies, computer updates. **\$2,000**

**43600**      *Professional Services*

Community Cleanup Program \$2,000  
Wildcat Creek Cleanup 2,000  
SPAWNERS GPS Surveys 2,000  
Miscellaneous and unanticipated expenses 1,500  
**\$7,500**

**44000**      *Special Departmental Expense*

Street sweeping sign installation \$ 2,000  
Minor repairs of storm drain facilities 1,000  
Minor repairs to damaged creek banks 1,000  
Truck rental 2,000  
Community newsletter insert 2,000  
2007 watershed calendar 300  
Developer guides 100  
Educational materials publishing and distribution 1,000  
Regional Board Fee 7,500  
Fish and Game Fee 600  
Total Maximum Daily Load (TMDL) Related Reporting/Monitoring 500  
Inspection Forms 300  
Earth Day Festival 500  
Gasoline 1,000  
Creek Restoration Manual 10,000  
Regional Board Creek Permit 500  
Recycling Grant "front money" 8,120  
Unanticipated expenses 1,500  
**\$39,920**

**44320**      *Training and Travel*

Training programs (water quality and monitoring techniques, GIS,  
inspector training) and related travel expenses. **\$1,500**

**46300**      *Equipment*

None budgeted

**49001      *Building Maintenance Costs*      \$5,520**

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*      \$6,060**

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 2008-2009**

<b>Division 1780</b>	<b>Building Maintenance</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICE AND SUPPLIES</b>				
43600 Professional Services	115,356	119,124	65,550	78,500
44000 Special Department Expense	17,216	21,273	17,006	17,300
Total Service and Supplies	132,572	140,397	82,556	95,800
<b>FIXED ASSETS</b>				
46100 Improvements	0	0	10,500	18,500
Total Fixed Assets	0	0	10,500	18,500
<b>EXPENDITURE TRANSFERS</b>				
49501 Dept. Costs Transferred Out	(132,572)	(140,397)	(93,056)	(114,300)
Total Expenditure Transfers	(132,572)	(140,397)	(93,056)	(114,300)
<b>TOTAL BUILDING MAINTENANCE BUDGET</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
% 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	\$ 31,000
Pest control services	4,200
Annual monitoring costs for the City's fire and burglar alarm systems	22,000
Emergency generator in Building 5	2,200
Service contract for heater/air conditioning units	4,000
Elevator service agreement	1,000
Fire extinguisher servicing	1,900
Contractors for maintenance services (i.e. lock smith, sewer service, electrician)	<u>12,200</u>
	<b>\$78,500</b>

#### ***44000 Special Departmental Expense***

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

**\$17,300**

#### ***46100 Improvements***

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

Fountain Repair Building #2	\$11,300
	<u>7,200</u>
	<b>\$18,500</b>

#### ***46300 Equipment***

None budgeted

#### ***49501 Building Maintenance Division Costs Transferred Out (\$114,300)***

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 2008-2009**

<b>Division 2110</b>	<b>Street Lighting and Landscaping</b>	<b>Fund 205</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	405,444	486,219	488,407	522,440
41001 Part-Time Salaries	12,904	0	0	0
41002 Overtime	3,709	4,829	8,000	8,000
41900 Benefits	216,646	273,976	280,604	256,830
Total Salaries and Benefits	638,703	765,024	777,011	787,270
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms	4,577	5,858	8,400	9,680
42001 Communications	7,889	6,706	14,650	14,460
43000 Equipment Maintenance	8,690	20,991	36,750	36,750
43300 Memberships	497	120	1,250	1,250
43500 Office Expense	794	2,909	5,935	7,180
43600 Professional Services	103,883	90,980	163,075	147,100
43800 Equipment Rental	130	2,090	5,000	5,000
44000 Special Department Expense	79,763	84,191	120,336	119,470
44320 Training and Travel	5,508	2,845	5,950	6,950
44400 Utilities	277,602	332,412	341,200	341,200
Total Service and Supplies	489,333	549,102	702,546	689,040
<b>FIXED ASSETS</b>				
46300 Equipment	0	139,644	74,053	18,944
Total Fixed Assets	0	139,644	74,053	18,944
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Cost	9,666	9,497	12,547	18,410
49004 Communications/Utilities	7,031	9,785	18,945	20,190
49006 OPEB GASB45	62,780	31,392	205,617	0
49503 Salary/benefit Transfers to Other Divisions	(91,650)	0	0	0
Total Expenditure Transfers	(12,173)	50,674	237,109	38,600
<b>TOTAL STREET LIGHTING BUDGET</b>	<b>1,115,863</b>	<b>1,504,444</b>	<b>1,790,719</b>	<b>1,533,854</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-11.01%	39.88%	7.61%	-3.23%

# ***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, 17<sup>th</sup> & Broadway, and 14<sup>th</sup> & 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*      **\$522,440****

Staffing for this division includes:

- 1      Maintenance and Operations Manager
- 2      Lead Workers
- 6      Maintenance Workers
- 2      Maintenance Workers (50%)

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*      **\$256,830****

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.  
New City Logo

\$ 9,093  
   587  
**\$9,680**

**42001      *Communications***

Cellular phone service for 3 phones  
Replacement phone  
T1 Line for Corporation Yard Networking service  
(1/3 cost split with Street Maintenance and Graffiti Abatement)  
Maintenance for 12 radios

\$ 1,260  
400  
1,510  
11,290  
**\$14,460**

**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
Network hardware (1/3 cost split with Street Maintenance and Graffiti Abatement)	1,500
1 Computer	<u>2,270</u>
	<b>\$7,180</b>

**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	9,000
Electrical repairs	1,200
Tree service (Prune City Hall Trees and Davis Park)	7,500
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
Furnace service contract	2,759
Fire extinguisher service contract	1,872
Underground Storage Tank Operator Services	1,320
Underground Storage Tank Testing	7,500
Unanticipated expenses	<u>21,000</u>
	<b>\$147,100</b>

**43800 Equipment Rental**

Occasional rental of special equipment needed for landscape maintenance.	<b>\$5,000</b>
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**44000 Special Department Expense**

Lighting and landscape repair materials (Increase cost in raw materials)	\$44,400
Janitorial supplies	595
Small tools (replacement of handtools)	2,706
Vandalism and damage to City property repairs	3,600
Gasoline (Anticipated increase in fuel cost)	17,940
Replacement street trees and plants (replacement of aging plants)	7,250
Herbicides	3,120
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	6,000
1/3 cost of Pipe and Cable locator (cost split with Street Maintenance & Graffiti Abatement)	793
City logo change / vehicles & equipment	1,335
Vehicle insurance	750
Unanticipated expenses	<u>6,050</u>
	<b>\$119,470</b>

**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.

Teambuilding Training (1/3 cost split with Street Maintenance and Graffiti Abatement )  
Lead Worker Training

\$3,750  
2,200  
1,000  
**\$6,950**

**44400      *Utilities***

Water, gas, electric for streetlights and recreation buildings  
Sewer use charges

\$340,000  
1,200  
**\$341,200**

**46100      *Improvements***

None budgeted

**46300      *Equipment***

½ cost of Utility Tractor (cost split with Street Maintenance)

**\$18,944**

**49001      *Building Maintenance Costs***

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.

**\$18,410**

**49004      *Communications/Utilities***

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.

**\$20,190**

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 3110</b>		<b>Street Maintenance</b>			<b>Fund 200 Gas Tax</b>
Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget	
<b>SALARIES AND BENEFITS</b>					
41000 Salaries	106,141	28,519	176,329	258,410	
41002 Overtime	2,382	28	3,000	8,200	
41900 Benefits	47,515	58,680	94,429	129,280	
<b>Total Salaries and Benefits</b>	<b>156,038</b>	<b>87,227</b>	<b>273,758</b>	<b>395,890</b>	
<b>SERVICE AND SUPPLIES</b>					
42000 Uniforms	2,686	3,449	3,150	6,000	
42001 Communications	3,460	12,160	4,348	3,760	
43000 Equipment Maintenance	17,378	15,032	15,750	15,750	
43300 Memberships	136	50	160	200	
43500 Office Expense	567	1,984	2,825	6,350	
43600 Professional Services	6,976	76,527	75,404	86,920	
43800 Equipment Rental	359	3,899	2,100	12,660	
44000 Special Department Expense	65,305	89,893	130,876	143,580	
44320 Training and Travel	1,365	445	3,775	5,040	
<b>Total Service and Supplies</b>	<b>98,232</b>	<b>203,439</b>	<b>238,388</b>	<b>280,260</b>	
<b>FIXED ASSETS</b>					
46300 Equipment	9,357	121,742	193,914	70,080	
<b>Total Fixed Assets</b>	<b>9,357</b>	<b>121,742</b>	<b>193,914</b>	<b>70,080</b>	
<b>EXPENDITURE TRANSFERS</b>					
49001 Building Maintenance Cost	3,776	3,515	4,706	7,360	
49003 Salary/benefits Transferred In	36,488	0	0	0	
49004 Communications/Utilities	2,686	3,720	7,105	8,070	
49005 PERS Side Fund	0	0	15,410	0	
49006 OPEB GASB45	3,432	1,716	11,241	0	
<b>Total Expenditure Transfers</b>	<b>46,382</b>	<b>8,951</b>	<b>38,462</b>	<b>15,430</b>	
<b>TOTAL STREET MAINTENANCE BUDGET</b>	<b>310,009</b>	<b>421,359</b>	<b>744,522</b>	<b>761,660</b>	
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	3.61%	36.88%	71.07%	6.10%	

# ***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***

<b>41000</b>	<b><i>Salaries</i></b>	<b>\$258,410</b>
1	Lead Worker	
1	Maintenance Supervisor	
2	Maintenance Workers	

The City makes use of the Contra Costa County Court Assignees program to assist in routine street maintenance and cleanup. The City pays for Workers Compensation Insurance for these temporary county workers. Supervision and some clerical support are provided by the Public Works Division.

<b>41002</b>	<b><i>Overtime</i></b>	<b>\$8,200</b>
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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.

<b>41900</b>	<b><i>Benefits</i></b>	<b>\$129,280</b>
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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.

<b>42000</b>	<b><i>Uniforms/Safety Equipment</i></b>	
	Safety equipment, jackets, and uniforms	\$5,413
	City Logo change	<u>587</u>
		<b>\$6,000</b>

**42001      *Communications***

Cellular phone service	\$ 365
T1 monthly service Corporation Yard network (1/3 cost split with Lighting & Landscape and Graffiti & Litter Abatement)	1,515
Maintenance for 2 radios	<u>1,880</u>
	<b>\$3,760</b>

**43000      *Equipment Maintenance***

Maintenance and repairs to vehicles \$5,565; light equipment repair \$3,885; repair of heavy equipment used in patching \$6,300	<b>\$15,750</b>
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**43300      *Memberships***

Maintenance Supervisors Association; technical magazine subscriptions.	<b>\$200</b>
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**43500      *Office Expense***

Business cards and office supplies	\$ 300
Network hardware (1/3 cost split with Street Lighting and Graffiti Abatement)	1,500
2 Computers (for office use and sign graph plotter system)	<u>4,550</u>
	<b>\$6,350</b>

**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
Other contract services	<u>1,528</u>
	<b>\$86,920</b>

**43800      *Equipment Rental***

Miscellaneous equipment rentals	\$ 4,000
Rental of Stormdrain cleaning equipment	<u>8,660</u>
	<b>\$12,660</b>

**44000      *Special Departmental Expense***

Street repair materials (Increase cost in raw materials)	\$41,580
Garbage transport fees	33,062
Janitorial supplies	541
Small tools	2,500
Street Signs	4,547
Sign Materials MUTCD Reflectivity Guidelines	8,660
Gasoline (Anticipated increase in fuel cost)	8,970
Repair of damage to City property	2,100
Traffic Cones	1,624
Parade Barricades	<u>4,330</u>

Safety Equipment for new vehicles	5,415
Replacement Street Trash Cans (12)	7,931
Weed Control Chemicals	3,248
Monument Signs (5)	9,472
City Logo change/vehicle decals	1,005
City Logo for Monuments signs	812
1/3 cost of Pipe and Cable locator (cost split with Street Lighting and Graffiti Abatement)	793
Vehicle insurance	750
Other miscellaneous expenses	<u>6,240</u>
	<b>\$143,580</b>

**44320      *Training and Travel***

Training programs for street maintenance, pavement management, and street safety practices.	\$1,575
Teambuilding Training (1/3 cost split with Street Lighting and Graffiti Abatement)	2,382
Lead Worker Leaders Training	<u>1,083</u>
	<b>\$5,040</b>

**46100      *Improvements***

None budgeted.

**46300      *Equipment***

1/2 cost of Cold Laminator (cost split with Graffiti and Litter Abatement)	\$ 3,353
Riding Tandem Asphalt Roller	29,228
Remote Control unit for Crane Truck	7,730
Graphtec Cutter/Plotter	10,825
1/2 cost of Utility Tractor (cost split with Street Lighting and Landscaping)	<u>18,944</u>
	<b>\$70,080</b>

**49001      *Building Maintenance Costs***

**\$7,360**

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***

**\$8,070**

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 2008-2009**

<b>Division 1810</b>	<b>Police</b>	<b>Fund 100 General Fund</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	4,589,738	5,033,493	5,683,934	6,446,960
41001 Part-Time Salaries	124,173	116,506	110,000	75,000
41002 Overtime/Comp Time Paid	487,927	551,312	582,500	603,200
41003 Casino Duty	1,684	289	0	0
41305 Holiday Pay	133,173	144,173	179,550	193,000
41900 Benefits	2,654,621	2,496,178	2,876,980	3,411,360
<b>Total Salaries and Benefits</b>	<b>7,991,316</b>	<b>8,341,951</b>	<b>9,432,964</b>	<b>10,729,520</b>
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms, Safety Equipment	61,427	63,219	80,450	74,000
42001 Communications	8,586	12,612	50,660	37,850
43000 Equipment Maintenance	120,193	121,303	207,750	158,500
43300 Memberships	4,718	4,817	6,800	7,350
43500 Office Expense	58,036	31,292	39,200	41,200
43600 Professional/Specialized Services	863,015	907,853	1,124,820	1,258,800
43610 Casino Background Checks	50,658	19,935	10,000	72,000
43800 Equipment Rents/Leases	50,371	44,446	51,355	50,000
44000 Special Department Expense	222,307	243,474	287,400	322,400
44320 Training and Travel	31,136	47,851	60,800	82,000
44400 Utilities			44,000	52,000
<b>Total Service and Supplies</b>	<b>1,470,447</b>	<b>1,496,802</b>	<b>1,963,235</b>	<b>2,156,100</b>
<b>FIXED ASSETS</b>				
46100 Structures/Improvements	0	0	39,000	10,000
46300 Equipment	228,947	119,502	232,468	148,000
<b>Total Fixed Assets</b>	<b>228,947</b>	<b>119,502</b>	<b>271,468</b>	<b>158,000</b>
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Costs	76,669	71,156	0	0
49004 Communications/Utilities	79,576	112,542	17,500	58,630
49005 PERS Side Fund	4,915,082	0	2,384,200	0
49006 OPEB GASB45	505,647	252,820	1,655,967	0
<b>Total Expenditure Transfers</b>	<b>5,576,974</b>	<b>436,518</b>	<b>4,057,667</b>	<b>58,630</b>
<b>TOTAL POLICE BUDGET</b>	<b>15,267,684</b>	<b>10,394,773</b>	<b>15,725,334</b>	<b>13,102,250</b>

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

% increase (dec.) over prior year excluding PERS Side Fund and OPEB	12.42%	3.00%	15.22%	12.13%
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# ***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**

**\$6,446,960**

The Police Department currently budgets seventy-nine (79) full-time personnel. Fifty-seven (57) are sworn officers and twenty-two (22) are non-sworn employees. Sixty-six (66) are budgeted through the General Fund and thirteen (13) are offset by grants or subsidies. This fiscal year, the Police Department wishes to restructure the organization to provide a greater level of accountability, service and protection to the community. This reorganization eliminates two current Police Commander positions and replaces one with a newly established Captain's position; with the second Commander's position assuming the 'senior' of three newly established Lieutenant's positions within the organization.

**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	0	0	1
Commanders	2	2	0
Lieutenants	0	0	3
Sergeants	9	9	8
Officers	45	45	42
Police Services Technicians	8	8	8
Police Services Assistants	2	2	2
Senior Police Administrative Clerk	1	1	1
Police Administrative Clerk II	7	7	7
Administrative Secretary	1	1	1
Senior Administrative Secretary	1	1	1
Administrative Analyst	1	1	1
Maintenance Worker II	<u>1</u>	<u>1</u>	<u>1</u>
	79	79	77

**Externally Funded Positions**

**Code Enforcement**

*1 Sergeant, 2 Officers, 4 Police Services Technicians, 2 Police Administrative Clerk (100% funded by Redevelopment Agency)*

**School Resource**

*1 Officer (Anticipated: 75% funded by State and Federal Grants)*

**West-Net Drug Task Force**

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

**Traffic Safety**

*1 Officer (100% funded by Traffic Safety Fund in 07/08. Beginning in 08/09 will be transferred to general fund along with vehicle fine revenue)*

**DUI Enforcement**

*1 Officer (50% funded by Office of Traffic Safety)*

**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 \$241,900
  - b. Potential compensatory time payout liability 322,500
  - c. Special events (i.e. parades, festivals & community events) 38,800
- \$603,200**

**41305 Holiday Pay \$193,000**

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 1/2) times their regular pay.

**41900 Employee Benefits \$3,411,360**

This line item represents the police department's employee benefit costs and insurance. Costs included here are 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.

**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) 20,000
  - d. Police safety equipment including vests\*, rain gear, boots, etc 20,000
- \$74,000**

\*(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. Eighteen (18) cellular telephones, including service and equipment      \$11,350
  - 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 (*This is a carryover from last year as this service has not yet come to fruition*)      16,500
- \$37,850**

**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      \$ 93,500
  - b. All maintenance costs associates with the facility including janitorial and pest control services, HVAC repair, gasoline storage, paint, etc      65,000
- \$158,500**

**43300      *Memberships and Publications***

- a. Memberships: 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)      \$2,800
  - b. 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      1,700
  - c. Annual departmental order legal review and publication      2,850
- \$7,350**

**43500 Office Expense**

a.	Small office supplies, juvenile and adult arrest books, warrant forms, ink cartridges, identification blanks, etc	\$16,000
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>
		<b>\$41,200</b>

**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	106,750
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	575,000

i.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Records Management	45,000
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 79 radios; base, mobile and portable)	69,250
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 for police department	2,550
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	<u>147,400</u>
		<b>\$1,258,800</b>

**43610 Casino San Pablo Background Investigations**

Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment and supplies. These costs are reimbursed by Casino.

**\$72,000**

**43800 Equipment Rents/Leases**

Rents

a.	Security Public Storage yearly fee for two lockers	\$ 6,100
b.	Rental vehicles for 2 West-Net Detectives	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>
		<b>\$50,000</b>

**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.	Two (2) LCD televisions with digital tuners for broadcast signal compliance for use in the Emergency Operations Center	3,500
e.	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
f.	Expenses for prisoner care including hospital and medical care, food, prisoner bed and blanket cleaning, miscellaneous equipment and repairs, interstate prisoner transportation	5,000
g.	Purchase of gasoline (37,000 gallons @ \$3.50 a gallon)	129,500
h.	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
i.	Kids to Camp Program	4,000
j.	Police in Schools to Offer Life (PISTOL) Program	6,000

k.	Disaster Preparation including citizen and in-house response training materials, public awareness lectures, safety day event, etc	7,500
l.	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	30,000
m.	Repair and maintenance of electronic equipment, vehicle laptops, radar guns, digital recorders, fire extinguishers, flashlights and other equipment	23,000
n.	Vehicle insurance – each department is responsible for their premium which is based on the estimated vehicle value	<u>5,000</u>
		<b>\$322,400</b>

**44320      *Training and Travel***

a.	Training courses (Partially POST reimbursable)	\$40,000
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.	Narcotics detection training for two K-9s	16,000
i.	Biennial training required by law (jail operations, Emergency Vehicle Operations (EVOC) driving, CPR, etc)	<u>7,500</u>
		<b>\$82,000</b>

**44400      *Utilities***

PG&E and EBMUD charges	<b>\$52,000</b>
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**46100 Structures/Improvements**

a. Periodic minor facility improvements not covered under maintenance \$10,000

**46300 Equipment**

a. Purchase of one (1) supervisor police vehicle including interior electronics, equipment, modifications and installation fees \$ 58,000

b. Purchase of two marked police vehicles including the installation of emergency equipment and police radio 90,000  
**\$148,000**

**49004 Insurance, Communications and Postage**

Amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

a. Fire insurance \$ 9,520

b. Telephone Communications 43,110

c. Postage 6,000  
**\$58,630**

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 1820</b>	<b>Code Enforcement</b>	<b>Fund 350 - Redevelopment</b>
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Account # and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	453,213	533,307	757,268	787,780
41002 Overtime/Comp Time Paid	11,219	7,804	12,500	16,500
41305 Holiday Pay	1,994	5,782	7,500	7,500
41900 Benefits	235,570	259,736	366,282	377,400
Total Salaries and Benefits	701,996	806,629	1,143,550	1,189,180
<b>SERVICE AND SUPPLIES</b>				
42000 Uniforms, Safety Equipment	622	2,197	2,700	2,700
42001 Communications	3,299	3,124	2,700	4,800
43000 Equipment Maintenance	4,471	12,764	15,400	15,400
43300 Memberships	50	756	1,000	1,000
43500 Office Expense	22,430	5,698	9,850	12,000
43600 Professional/Specialized Services	15,782	20,825	68,100	67,100
43700 Publications/Legal Notices	705	218	1,000	1,000
43800 Equipment Leases	1,130	0	0	0
44000 Special Department Expense	7,305	7,774	20,950	20,950
44320 Training and Travel	2,029	6,001	6,000	6,000
Total Service and Supplies	57,823	59,357	127,700	130,950
<b>FIXED ASSETS</b>				
46300 Equipment	0	31,655	9,000	0
Total Fixed Assets	0	31,655	9,000	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Costs	9,062	11,254	14,116	16,570
49004 Communications/Utilities	14,609	18,400	21,314	18,170
49005 PERS Side Fund	0	0	246,429	0
49006 OPEB GASB45	209,614	13,432	87,979	0
Total Expenditure Transfers	233,285	43,086	369,838	34,740
<b>TOTAL CODE ENFORCEMENT BUDGET</b>	<b>993,104</b>	<b>940,727</b>	<b>1,650,088</b>	<b>1,354,870</b>
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	4.88%	18.35%	41.88%	2.98%

# CODE ENFORCEMENT

## Division 1820

### Mission Statement

Code Enforcement is responsible for aggressively enforcing state laws and local codes intended to reduce public hazards that create blight and adversely affect the quality of life of residents within the City.

### Budget Line Item Descriptions

<b>41000</b>	<b>Salaries</b>			<b>\$787,780</b>
		<u>Actual</u>	<u>Current</u>	<u>Proposed</u>
		<u>Staffing</u>	<u>Budget</u>	<u>Budget</u>
Sergeants		1	1	1
Officers		1	2	2
Building Inspector		1	1	1
Police Services Technicians		4	4	4
Police Administrative Clerk II		2	2	2
Part-time Building Inspector (budgeted in professional services)		0	.5	.5
<b>41002</b>	<b>Overtime</b>			<b>\$16,500</b>
Overtime is incurred due to attendance at City Council meetings regarding demolition and liens on abatement of substandard buildings, as well as emergency callouts.				
<b>41305</b>	<b>Holiday Pay</b>			<b>\$7,500</b>
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.				
<b>41900</b>	<b>Employee Benefits</b>			<b>\$377,400</b>
This line item represents the police department's employee benefit costs and insurance. Costs included here are 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 and cafeteria plan fees.				
<b>42000</b>	<b>Uniforms/Safety Equipment</b>			
a.	Uniforms, safety boots, jackets and rain gear			\$1,700
b.	Protective clothing for entering and inspecting unsafe structures			<u>1,000</u>
				<b>\$2,700</b>

<b>42001</b>	<b><i>Communications</i></b>	
	Repairs, replacement and monthly billing for eight (8) cellular telephones.	<b>\$4,800</b>
<b>43000</b>	<b><i>Equipment Maintenance/Leases and Rentals</i></b>	
a.	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 with computer and vehicle maintenance.	\$ 9,000
b.	Shared rental of Building 5 Xerox copier	2,800
c.	Clancy Electronic Citation System	<u>3,600</u>
		<b>\$15,400</b>
<b>43300</b>	<b><i>Memberships and Publications</i></b>	
	Membership and subscription to professional organizations including the California Association of Code Enforcement Officers and the International Conference of Code Enforcement Officials.	<b>\$1,000</b>
<b>43500</b>	<b><i>Office Expense</i></b>	
	Office supplies, camera, computers, microphones, toner, miscellaneous data processing supplies, printing of various permit forms, updated codebooks, etc.	<b>\$12,000</b>
<b>43600</b>	<b><i>Professional/Specialized Services</i></b>	
a.	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.	\$30,000
b.	Part-time Building Inspector (approximately 20 hours a week) 980 hrs @ \$30.00 per hr. – no benefits	29,000
c.	800 Trunking maintenance fees for Code Enforcement	<u>8,100</u>
		<b>\$67,100</b>
<b>43700</b>	<b><i>Publications and Legal Notices</i></b>	
	Publication of legal notices for lien activity.	<b>\$1,000</b>

**44000      *Special Department Expense***

- a. 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. \$ 10,000
  - b. Fuel for six (6) vehicles 5,200
  - c. Vehicle Insurance 750
  - d. Legal fees for representation, damages and judgment 5,000
- \$20,950**

**44320      *Training and Travel***

Professional conferences (CACE), local seminars, and training workshops. **\$6,000**

**46300      *Equipment***

None requested.

**49001      *Building Maintenance Costs***

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. **\$16,570**

**49004      *Communications/Utilities***

This line item represents this 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-Department Programs (8000) budget. **\$18,170**

**City of San Pablo**  
**Fiscal Year 2008-2009**

<b>Division 1830</b>	<b>Police Grants</b>		<b>Funds 202, 206, 208, 209, 211</b>	
Account # and Title	(1) 2005/2006 Actual Expended	(1) 2006/2007 Actual Expended	(2) 2007/2008 Estimated Expenditures	(2) 2008/2009 Adopted Budget
<b>SALARIES AND BENEFITS</b>				
41000 Salaries	278,344	186,466	304,754	174,120
41002 Overtime/Comp Time Paid	59,785	77,999	163,000	163,000
41305 Holiday Pay	1,997	3,775	12,000	12,000
41900 Benefits	100,552	48,347	175,761	104,650
Total Salaries and Benefits	440,678	316,587	655,515	453,770
<b>SERVICE AND SUPPLIES</b>				
42000 Uniform/Safety Equipment	1,600	400	1,200	0
44000 Special Department Expense	10,594	526	48,625	0
44320 Training and Travel	3,509	1,500	2,000	2,000
Total Service and Supplies	15,703	2,426	51,825	2,000
<b>FIXED ASSETS</b>				
46300 Equipment	31,484	115,038	0	0
Total Fixed Assets	31,484	115,038	0	0
<b>EXPENDITURE TRANSFERS</b>				
49001 Building Maintenance Costs	1,906	0	0	0
49004 Communications/Utilities	3,897	0	0	0
Total Expenditure Transfers	5,803	0	0	0
<b>TOTAL POLICE GRANTS BUDGET</b>	<b>493,668</b>	<b>434,051</b>	<b>707,340</b>	<b>455,770</b>
% increase (decrease) over previous year	109.50%	-12.08%	62.96%	-35.57%

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

(2)Includes the following:

SLEP grant	112,172	112,167
JAG grant	43,724	
CCC Sheriff's Office	66,729	74,450
Traffic citation revenue	132,727	to general fund
OTS grant	126,235	79,436
OTS/ABC grants	175,128	172,210
OTS grant	48,625	15,507
OTS grant	2,000	2,000
	707,340	455,770

**City of San Pablo  
Fiscal Year 2008-2009**

<b>Division 7000</b>	<b>Special Accessment Bonds Debt Service</b>	<b>Funds 400,405,410</b>
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Account and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>SERVICES</b>				
43600 Professional Services	4,000	7,720	4,000	4,000
44500 Debt Service	817,550	810,561	816,468	824,710
Total Services	821,550	818,281	820,468	828,710
<b>TOTAL ASSESSMENT BOND BUDGET</b>	<b>821,550</b>	<b>818,281</b>	<b>820,468</b>	<b>828,710</b>
% increase (decrease) over previous year	-27.39%	-0.40%	0.27%	1.27%

# ***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:

9/2/08	\$270,000	Principal
	56,100	Interest (6.10%)
3/2/09	<u>47,870</u>	Interest
Total	<u>\$373,970</u>	

Outstanding principal balance on 6/30/09 will be \$1,510,000.

**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:

9/2/08	\$300,000	Principal
	79,534	Interest (5.55%)
3/2/09	<u>71,206</u>	Interest
Total	<u>\$450,740</u>	

Outstanding principal balance at 6/30/09 will be \$2,475,000.

**City of San Pablo**  
**Fiscal Year 2008-2009**

<b>Division 7250</b>	<b>Tax Allocation (Redevelopment) Bonds</b>	
	<b>Debt Service</b>	<b>Funds 455,456,457,459,490,495</b>

Account and Title	2005/2006 Actual Expended	2006/2007 Actual Expended	2007/2008 Estimated Expenditures	2008/2009 Adopted Budget
<b>DEBT SERVICE</b>				
44500 Debt Service	4,609,871	3,147,436	4,632,892	5,358,790
Total Debt Service	4,609,871	3,147,436	4,632,892	5,358,790
<b>TOTAL TAX ALLOCATION BONDS BUDGET</b>	<b>4,609,871</b>	<b>3,147,436</b>	<b>4,632,892</b>	<b>5,358,790</b>
% increase (decrease) over previous year	-3.77%	-31.72%	47.20%	70.26%

# **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:

12/1/08	\$535,000	Principal
	189,407	Interest (5.00 %)
6/1/09	176,033	Interest
Total	<u>\$900,440</u>	

Outstanding principal at 6/30/09 will be \$6,465,000.

**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:

12/1/08	\$455,000	Principal	
	166,998	Interest (3.75%)	
6/1/09	<u>158,242</u>	Interest	
Total	<u>\$780,240</u>		

Outstanding principal on 6/30/09 will be \$6,925,000.

**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:

12/1/08	\$875,000	Principal	\$	0	
	709,354	Interest		65,994	
06/1/09	<u>700,608</u>	Interest		<u>65,994</u>	
	<u>\$2,284,962</u>		<u>\$131,988</u>		<b>TOTAL \$2,416,950</b>

Outstanding principal on 6/30/09 will be \$34,840,000.

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 2008-09 is **\$1,261,160**  
(Interest \$961,160, Letter of credit \$300,000).

Outstanding principal on 6/30/09 will be \$36,000,000.