

*City of San Pablo
Annual Budget
2007-2008*

Mayor Paul V. Morris

Vice Mayor Sharon J. Brown

Council Members:

Genoveva Garcia Calloway

Joseph M. Gomes

Leonard R. McNeil

*Respectfully submitted by
Brock Arner, City Manager*

City of San Pablo
Annual Budget
Fiscal Year 2007-2008
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Memorandum



TO: MAYOR MORRIS AND MEMBERS OF THE CITY COUNCIL

CC: CITY TREASURER, CITY CLERK

FROM: BROCK T. ARNER, CITY MANAGER

RE: MUNICIPAL BUDGET FISCAL YEAR 2007-2008

DATE: MAY 3, 2007

Dear Mayor and City Council:

This is the cover memorandum that highlights significant items contained in the draft 2007-08 Budget. The Budget serves a multitude of purposes: (1) It is a policy statement as to the Council's priorities for the coming fiscal year; (2) it is a tool for communicating to all stakeholders the Council's goals and objectives for the coming fiscal year; (3) it is a spending plan that allocates funds for personnel and for specific projects and programs; and (4) it is the document that auditors and bankers use to determine if the City is being managed in a prudent manner so as to be creditworthy.

FINANCES

There are two major divisions in the annual budget. The first are the operating funds and the second contains the capital projects. Staff anticipates that there will be a slight surplus in the operating funds if all of its recommendations are accepted. The surplus for 2007-08 is forecast to be \$183,492. The reserves for the operating funds will increase from \$13,606,245 to \$13,890,187. The Capital Funds will be slightly (\$1,432,510) reduced due to the number of projects that are envisioned for next fiscal year. But at the end of the year, the City and the Agency will have \$56,019,013 for debt service and for future projects. Total estimated year-end cash reserves for all funds amount to \$68,476,690.

San Pablo is far ahead of its neighboring cities in meeting its required funding of its retiree health care benefits. To date, the City has deposited \$1.5 million in this fund and has earned \$209,000 in interest for a total of \$1.709 million. Another \$500,000 is included in this year's budget with the actuarial goal being \$5.3 million. (Kudos and accolades to San Pablo.)

ORGANIZATION (Human Resources)

Staff is requesting the following organizational changes to better meet the service demands of the community as defined by the Council:

- **Gang Interdiction Officer:** The Chief has requested an additional officer to enhance the Department's ability to gather information on gang activities and, if necessary, to increase our investigatory abilities in cases of major crimes.
- **Police Services Technician:** The Chief has requested this position so that multiple arrestees can be transported to the County Jail in a single trip allowing officers to return more quickly to patrol duties.
- **Police Administrative Clerk in Code Enforcement:** Code Enforcement works to eliminate unsafe living and working conditions which also impacts criminal activity. Their workload has increased over time necessitating the need for an additional clerk position.
- **Elimination of a Fiscal Clerk position:** Staff has implemented pay stations in Buildings 3 and 5, as well as the Police Department, eliminating walk-up traffic in Finance. Building permit fees, recreation fees and police fees, as well as business licenses, will be issued at these different locations, greatly reducing counter traffic in the Finance Department. The public will be better served by these changes since they will be open during lunch and before 8:00 a.m., and staffed by Spanish-speaking personnel. (Finance does not have this bi-lingual capability.)
- **Elimination of an Administrative Aide position (Engineering Department)** (a vacant but previously budgeted position): Staff feels that we can better use the City's limited resources by eliminating this personnel expense from the budget.

PROJECTS

- **Circle S:** The Agency should complete the acquisition of the Circle S Mobile Home Park and the Salvation Army property by June 30 and will then begin relocation assistance to those current tenants that do not desire to purchase a future modular home at this location.
- **Helms Community Center:** The Agency should retain complete its visioning process with stakeholders and commence design during the ensuing twelve months.
- **Wanlass Park:** Most of the design and permit work is completed and construction should begin late this summer or in the early fall.
- **Davis Park Redesign:** A stakeholders' meeting was held early this spring and follow-up meetings are being scheduled. This, currently the City's largest park, can be better utilized by the community once the public works maintenance yard is relocated and better recreational facilities are developed.

- **Powell Place:** The Agency bought this vacant property at the corner of 23rd Street and Market Avenue as an opportunity purchase and then also purchased the for-sale home adjoining the property. The three-quarter acre site is envisioned as a mixed-use development with retail or office on the ground floor and residential units on the upper floors. The entitlement process for this development is almost complete.
- **Mission Plaza Project:** This was another opportunity purchase by the Agency and is also envisioned as a mixed-use development with retail commercial on the ground floor and up to 60 units above. The entitlement process for this project should be completed by December of 2007.
- **Maple Hall Upgrade:** The Council has directed staff to work with an architectural firm to develop concept drawings for possible earthquake upgrades to the existing structure and to develop concept drawings for a replacement building which would retain the existing kitchen, while recognizing the partnership with the Holy Ghost Association for joint use of a portion of the facility. The concept drawings should be completed by the fall of 2007.
- **San Pablo Dam Road/I-80 Interchange:** The Contra Costa County Transportation Authority has taken the lead in processing the necessary Environmental Impact Report for this project that is long overdue. At a minimum, the EIR should take the remainder of this year and design work may begin in late 2008 or early 2009.
- **Corporation Yard:** The Council has initiated concept drawings for a new Corporation Yard to be located on Rumrill. Initial cost estimates are in the \$16 million range and staff is going back to see how that number may be reduced. We believe that the Council rates other projects as greater community needs than this one, but it is obviously critical to any re-development that could occur at Davis Park.
- **Expanded Police Facility:** The Police Department has grown in the past few years and is now encountering some space issues. Funding for an expanded facility could be considered by the Agency for funding in 2009 or 2010.

ECONOMIC/REDEVELOPMENT

We have mentioned the Powell Place and Mission Plaza Project in the previous section. Pursuant to Council direction we have retained The Buxton Company to identify retailers that would be interested in the area's psychographics. Staff will begin the recruitment process during the first week in May by calling these targeted retailers and scheduling appointments to meet with them at the May International Shopping Centers Conference. We have also been able to fill our vacant Administrative Analyst position which will increase our capacity to market to new businesses and to work with the Business Development Corporation in assisting existing businesses with their expansions and upgrades.

MISCELLANEOUS

The City Council reduced the Utility Users Tax last year from 7% to 5%. Since that time, Comcast has been able to opt out of paying the franchise fee due to the DISH Network garnering 20% of the San Pablo market (this is a federal regulation). This is a significant reduction in revenue and when combined with our contributions to future retiree health benefits, the cost of fuel increased utility costs, and the downturn in the housing market makes for a combination that militates against a further reduction in the Utility Users Tax.

SUMMARY

Our finances are in order, the organization is probably more competent than ever, and there has been an increase in programs and public safety. San Pablo continues its renaissance and is poised to create positive changes for its residents, its businesses, and its property owners. Issues remain with our schools and our health care delivery system, but the community's future has never been brighter.

**CITY OF SAN PABLO
FISCAL YEAR 2007-2008**

SCHEDULE 1 Estimated Fund Balance by Fund and Division									
	2006/07						2007/08		
	Estimated Fund Balance	Estimated Revenue 07-08		Transfers In	Total Available	Budget 07-08	Transfers Out	Estimated Available Fund Balance	
General Operating									
General Fund(100)	10,606,245	18,838,200	(a)	100,000	29,544,445	16,406,985	2,247,273	(c)	10,890,187
General Reserve (150)	3,000,000				3,000,000				3,000,000
Gas Tax (200)		644,500	(c)	724,389	1,368,889	1,368,889			
Street Lighting and Landscaping (205)		850,000	(c)	752,752	1,602,752	1,602,752			
Neighborhood Services (212)		762,500	(c)	770,132	1,532,632	1,532,632			
Total General Operating Funds	13,606,245	21,095,200		2,347,273	37,048,718	20,911,258	2,247,273		13,890,187
Special Revenue Funds									
Police Grants (202) (208) (211)	412,857	565,000			977,857	663,616			314,241
Public Safety Augmentation (203)	83,549	100,000			183,549		100,000	(a)	83,549
N.P.D.E.S. (207)	59,480	348,000			407,480	355,249			52,231
Measure C (215)	61,991	352,000			413,991				413,991
Traffic Congestion Relief (213)	251,242				251,242				251,242
Para Transit (216)	242,742	169,108			411,850	144,342			267,508
Oak Park Maintenance (235)	13,386	4,200			17,586	6,402			11,184
HCD Grant (245)	(219,997)	500,000			280,003	465,000			(184,997)
Total Special Revenue Funds	905,250	2,038,308			2,943,558	1,634,609	100,000		1,208,949
Capital Funds									
Housing Set Aside - Tenth TWP (250)	10,052,766	210,000	(b)	2,622,000	12,884,766	620,000			12,264,766
Housing Set Aside - Legacy (280)	1,275,880	35,000	(b)	336,000	1,646,880				1,646,880
Redevelopment Agency - Tenth TWP (350)	21,033,127	16,472,500			37,505,627	4,923,817	7,254,892	(b)	25,326,918
Redevelopment Property Acquisition (340)	(2,490,388)				-2,490,388	9,760,000			(12,250,388)
Small Business Assistance Loan Program (360)	74,007	25,000			99,007	605,000			(505,993)
Redevelopment Agency - Legacy (380)	3,325,670	1,526,000			4,851,670		336,000	(b)	4,515,670
2006 Bond Proceeds/Tenth Township(361)	11,802,715	500,000			12,302,715				12,302,715
2004 Bond Proceeds/Tenth Township(359)	69,662				69,662				69,662
Total Capital Funds	45,143,439	18,768,500		2,958,000	66,869,939	15,908,817	7,590,892		43,370,230
Debt Service Funds									
1997 Town Center Assessment Bonds (405)	738,607	384,700			1,123,307	371,700			751,607
1998 Oak Park Assessment Fund (410)	973,726	472,768			1,446,494	448,768			997,726
2001 Tenth TWP Tax Allocation Bonds (456)	1,431		(b)	782,245	783,676	782,245			1,431
2004 JPFA Tax Allocation Bonds (459)	4,705,990		(b)	2,409,197	7,115,187	2,409,197			4,705,990
2006 Tenth TWP Tax Allocation Bonds(461)	3,550,524		(b)	545,012	4,095,536	545,012			3,550,524
1999 Tenth TWP Tax Allocation Bonds(490)	46		(b)	896,438	896,484	896,438			46
1993 Tenth TWP Tax Allocation Bonds(495)									
Total Debt Service Funds	9,970,324	857,468		4,632,892	15,460,684	5,453,360			10,007,324
GRAND TOTAL ALL FUNDS	69,625,258	42,759,476		9,938,165	122,322,899	43,908,044	9,938,165		68,476,690
PW	7,984,119				7,984,119				7,984,119
MB	(408,483)				(408,483)				(408,483)
	77,200,894	42,759,476		9,938,165	129,898,535	43,908,044	9,938,165		76,052,326

- (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

City of San Pablo
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Schedule 2 Revenue within Fund					
	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
General Fund (100)					
Property Taxes - Secured	171,368	178,823	199,033	205,000	209,000
Property Taxes - Unsecured	40,662	45,381	48,834	45,218	45,000
Supplemental Property Tax	49,845	139,810	133,315	89,422	40,000
Utility Roll Property Tax	4,233	3,936	4,921	4,894	5,000
Homeowner's Tax Relief	16,785	17,680	17,991	17,000	17,000
Prior Secured Property Tax					
ERAF Shift		(196,923)	(196,923)		
Sales Tax	1,714,016	1,346,677	1,313,161	1,100,000	1,350,000
Sales Tax In Lieu - Triple Flip		402,175	367,239	367,000	367,000
Motel Tax	133,629	199,036	297,710	300,000	300,000
Utility Users Tax - CATV	223,691	233,081	218,022	170,000	170,000
Utility Users Tax - P.G.& E.	1,163,449	1,140,546	1,151,968	821,000	825,000
Utility Users Tax - Telephone	602,678	679,620	788,873	633,000	600,000
Trailer Space Fees	56,094	47,610	46,695	50,000	35,000
Real Property Transfer Tax	603,220	165,196	141,625	100,000	100,000
Real Property Transfer Tax Refunds	(201,813)				
Casino Business License	1,570,870	2,962,895	7,418,852	9,077,000	9,300,000
Casino PILOT	1,000,000		1,500,000	2,182,000	1,620,000
Franchise Fees	429,500	445,677	462,063	485,000	350,000
Business Licenses	294,588	275,448	286,828	300,000	300,000
Business License Penalty	5,126	5,070	4,107	5,000	5,000
Post Reimbursements					
Grant	7,326	46,713	30,381	75,000	
Abandoned Vehicle AB 4114					
Motor Vehicle In lieu	1,374,234	855,754	186,323	183,000	200,000
Property Tax in Lieu of VLF		1,655,078	2,088,801	1,700,000	1,802,000
Off-Highway Vehicle Fees	901	1,067	1,178	1,000	1,000
Vehicle License Collection	4,564	4,040		25,000	
Mandated Cost Reimbursement	1			78,000	50,000
WCCTAC Reimbursement	16,800	7,200	7,200	7,200	7,200
Property tax admin costs				(21,996)	(22,000)
JPA II Reimbursement	1,500	1,950	600	12,050	
Police Service Fees	98,896	149,007	143,546	110,000	125,000
Casino Police Services		61,334	95,300	60,000	60,000
Sale of Police Reports/Life-Scan/Vehicle Release	11,425	26,193	35,103	20,000	20,000
False Alarm Fees	17,261	25,300	27,854	20,000	20,000
Police Booking Fees Reimbursement		66,700		135,000	67,500
Recreation Program Fees	16,141	17,360	12,024	15,000	15,000
Senior Program Costs Reimbursement	53,000	53,000	40,500	53,000	53,000
Court Fines	90,519	170,180	144,500	150,000	140,000
Vehicle Fines	109,844	124,051	***	***	
Interest on Savings/Checking	613	13,914	14,075	1,000	1,000
LAIF Interest	204,508	307,386	450,723	600,000	550,000
Maple Hall Rents	35,957	40,016	56,221	35,000	40,000
Maple Hall Fees	1,942	1,520	1,420	1,500	1,500
Rental Income	28,616	44,211	40,724	45,000	45,000
Delinquent Garbage Collection Fees	22,420	11,863	23,111	15,000	15,000
Donations	13		4		
Law Suit Proceeds	52,158	50,000	27,201		
Sale of Surplus Property	645	855	296,762	1,500	1,000
Sale of Surplus Vehicles	1,978	29,398	18,237	16,500	5,000
Sale of copies	2,162	1,215	2,896	1,000	1,000
Other Miscellaneous	39,288	2,041	28,476	2,000	2,000
Election Printing Costs		1,644		1,000	
Transfers	(252,068)	(520,536)	(917,338)	(4,057,350)	(2,684,441)
Total General Fund	9,833,447	11,340,192	17,060,136	15,235,938	16,153,759

*** Transferred to Fund 208 - Traffic Safety Fund

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	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
Gas Tax Fund (200)					
Grading Permits	1,950	1,500	525	1,500	1,500
Paving Permits	1,880	250		2,000	1,000
Encroachment Permits	18,996	19,586	20,577	20,000	20,000
Transportation Permit	847	736	591	2,000	1,000
Other Grants	625				
Gas Tax 2107	256,116	256,649	255,011	260,000	265,000
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000
Gas Tax 2106	129,787	130,171	127,180	130,000	133,000
Gas Tax 2105	192,140	193,173	191,206	195,000	199,000
Engineering Inspection Fees	324	3,995	2,285	2,500	2,000
Sidewalk, Curb & Gutter Fees	7,800	6,775	8,994	7,500	8,000
Plan Review		690	29,839	12,500	
Street Cut Permits	6,750	4,460	52,788	7,000	7,000
Map Review	5,762	3,530	2,015	1,000	1,000
Interest - LAIF	5,095	3,251	416		
Other / Damage to City Property	8,250	50	7,275	1,000	
Transfers	(38,000)	186,936	293,131	770,176	927,865
Total Gas Tax	604,322	817,752	997,833	1,418,176	1,572,365
Supplemental Law Enforcement Fund (202)					
Grants	166,817	36,796	127,027	136,000	100,000
LAIF Interest	1,427	1,384	1,840	1,500	
Total Supplemental Law Enforcement	168,244	38,180	128,867	137,500	100,000
Public Safety Augmentation Fund (203)					
Sales Tax	91,804	96,280	100,915	100,000	100,000
Transfers	(75,000)	(80,000)	(80,000)	(100,000)	(100,000)
Total Public Safety Augmentation	16,804	16,280	20,915		
Street Lighting and Landscaping Fund (205)					
Street Lighting/Landscaping Assessments	857,368	848,922	839,000	848,000	850,000
Other Grants					
Interest - LAIF					
Donations / Other	97,028			1,000	
Transfers In	330,000	504,200	375,476	676,776	824,334
Total Street Lighting & Landscaping	1,284,396	1,353,122	1,214,476	1,525,776	1,674,334
Police Grants (NC3TF/West-Net) (211)					
Grants			135,000	107,000	65,000
Transfers					
Total Police Grants			135,000	107,000	65,000
NPDES Storm Drain Assessment Fund (207)					
Other Grants		8,536	13,913	15,000	15,000
NPDES Assessment	303,417	343,266	337,646	310,000	330,000
Interest/other	2,395	2,685	1,089	15,000	3,000
Transfers		(7,046)	4,347		
Total NPDES Storm Drain Assessment	305,812	347,441	356,995	340,000	348,000
Traffic Safety Fund (208)					
Grants			104,186	65,000	200,000
Vehicle Fines			258,039	200,000	200,000
Transfers					
Total Traffic Safety			362,225	265,000	400,000

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	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
Neighborhood Services Fund (212)					
Building Permits	286,726	250,215	400,556	250,000	404,000
Electrical Permits	33,732	33,116	48,312	30,000	30,000
Plumbing Permits	31,866	33,152	48,664	30,000	30,000
Mechanical Permits	26,843	25,087	39,377	23,000	23,000
Zoning Fees	25,067	25,697	19,811	19,000	19,000
Boarding Permits	96	1,272	1,248		
Single Family Residential Inspection	70,835	62,038	11,148	20,000	20,000
Multiple Unit Inspections	67,365	77,993	24,600	15,000	15,000
Resale Unit Inspections	50,480	55,030	46,249	30,000	30,000
Plan Review Fees	80,719	90,966	242,393	171,000	171,000
Design Review	26,015	36,132	38,455	20,000	20,000
Sale of Copies	250				
Interest		1,234	3,842	500	500
Other Grants		25,000	10,000		
Transfers				923,398	1,032,242
Total Neighborhood Services	699,994	716,932	934,655	1,531,898	1,794,742
Traffic Congestion Relief (213)					
Grants			139,742	230,000	
Interest	768	343		6,000	
Transfers	(6,000)	(50,936)	(99,500)	(25,000)	
Total Traffic Congestion Relief	(5,232)	(50,593)	40,242	211,000	
Measure C Fund (215)					
Measure C Allocation	305,842	303,791	326,301	339,257	340,000
LAIF Interest	4,950	6,371	1,929	12,000	12,000
Transfers	(157,996)	(521,284)	(507,726)	(309,138)	
Total Measure C	152,796	(211,122)	(179,496)	42,119	352,000
ParaTransit (216)					
Para Transit Measure C Allocation	127,550	126,137	129,643	140,866	147,108
Fare Box	13,885	15,683	15,232	10,000	10,000
LAIF Interest	2,705	3,708	6,682	12,000	12,000
Total Para Transit Fund	144,140	145,528	151,557	162,866	169,108
Oak Park Assessment District Fund (235)					
Tax Roll Assessments	3,692	3,692	3,691	3,692	3,700
LAIF Interest	166	272	460	750	500
Total Oak Park Assessment District	3,858	3,964	4,151	4,442	4,200
HCD Grant (245)					
Grants	540,000	50,000			500,000
Loan Repayments		60,000	155,000	65,000	
Total HCD Grants Fund	540,000	110,000	155,000	65,000	500,000
Public Works Projects (320)					
Grants	795,334	445,776	549,405		
Transfers	3,717,173	2,477,205	5,041,719	4,321,138	
Total Public Works Projects Fund	4,512,507	2,922,981	5,591,124	4,321,138	
Municipal Buildings Projects (330)					
Grants	56,092			70,000	
Transfers	84,500	418,015	304,043		
Total Municipal Buildings Projects Fund	140,592	418,015	304,043	70,000	

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	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
Town Center Assessment Bond Fund (405)					
Tax Roll Assessments	388,940	392,810	389,575	390,625	369,700
LAIF Interest	2,999	1,889			
Interest/Fiscal Agent	2,993	6,819	19,554	15,000	15,000
Other		63,469	1,561		
Total Town Center Assessment Bond	394,932	464,987	410,690	405,625	384,700
Oak Park Assessment Bond Fund (410)					
Assessments	455,245	452,880	449,910	455,335	446,768
LAIF Interest	3,280	1,555			
Interest/Savings	3,014				
Interest/Fiscal Agent		8,075	31,095	26,000	26,000
Transfers		54,134	(1,561)		
Total Oak Park Assessment Fund	461,539	516,644	479,444	481,335	472,768
Grand Total All City Revenues	19,260,465	18,950,303	28,167,857	26,324,813	23,990,976

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	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
RDA Housing Set-Aside (Tenth Twp.) Fund (250)					
Grants	1,797				
Interest Savings	12,639	38,223	117,873	160,000	150,000
LAIF Interest	47,254				
Loan Repayment	85,545	59,664	20	35,000	
Interest Notes	44,299	52,277	76,846	100,000	10,000
Payoff of Deferred Loans	197,832	255,910	177,918	260,000	50,000
Sale of Property			2,405,464		
Other	2,250	1,821	18	19,500	
Transfers	1,282,860	1,737,610	1,678,088	2,455,000	2,622,000
Transfers					
Total Housing Set-Aside (Tenth TWP)	1,674,476	2,145,505	4,456,227	3,029,500	2,832,000
RDA Housing Set-Aside (Legacy) Fund (280)					
LAIF Interest	4,690	1,558	10,159	40,000	35,000
Transfers	160,195	226,420	772,193	315,000	336,000
Total Housing Set-Aside (Legacy)	164,885	227,978	782,352	355,000	371,000
Redevelopment Property Acquisition (340)					
LAIF Interest			156,390		
Transfers In		3,000,000	16,745,025	2,800,000	16,610,000
Total Property Acquisition Project Fund		3,000,000	16,901,415	2,800,000	16,610,000
Tenth Twp. RDA (350)					
Current Secured Property Tax	7,548,707	8,756,186	10,033,544	11,644,042	12,500,000
Supplemental Property Tax	527,713	1,585,768	751,215	538,114	500,000
Unitary Property Tax	110,573	103,207	105,678	106,344	110,000
Revenue sharing to Contra Costa Co.	(147,778)	(157,894)	(166,952)	(175,000)	(200,000)
ERAF Shift	(393,174)	(728,151)	(737,486)		
Abatement Received	110,033	12,538	15,632	55,000	50,000
Abandoned Vehicle - AB 4114	50,734	54,115	56,824	50,000	50,000
Administrative Costs to CCC	7,400	(95,394)	(99,006)	(100,000)	(100,000)
LAIF Interest	158,540	258,026	633,959	750,000	600,000
Interest Fiscal Agent	459	3,837	181,477	140,000	140,000
Loan Repayment	23,028	36,692	45,793	60,000	40,000
Interest - Notes	10,249	9,078	9,485	7,000	7,000
Interest - Savings				175,000	
CRC Fees	54,999	51,689	51,936	40,000	
CRC Rent	192,475	204,406	188,754	90,000	
Rental Income		84,119	88,675	105,000	1,290,000
Sale of Property	273,045	74,196	(15,510)	2,350,000	1,435,500
Other	5,356	30,425	58,092	60,000	50,000
Transfers	(4,713,573)	(6,078,683)	(6,966,619)	(6,544,882)	(7,254,892)
Total Tenth TWP Project Fund	3,818,786	4,204,160	4,235,491	9,350,618	9,217,608
2004 Legacy Bond Proceeds (357)					
Interest Fiscal	17,038	91,267	186,806		
Bond Proceeds	5,799,795				
LAIF Interest					
Transfers	(579,690)	123,815	(5,292,650)		
Total 2004 Legacy Bond Proceeds	5,237,143	215,082	(5,105,844)		
2004 Tenth Township Bond Proceeds (359)					
Interest Fiscal	53,994	296,525	44,640		
Bond Proceeds	32,645,421				
LAIF Interest		52,731	321,867		
Transfers	(15,754,613)	(1,417,956)	(15,288,494)		
Total 2004 Tenth Township Bond Proceeds	16,944,802	(1,068,700)	(14,921,987)		

City of San Pablo
Fiscal Year 2007-2008

	2003-04 Actual	2004-05 Actual	2005-06 Actual	2006-07 Estimate	2007-08 Estimate
2006 Tenth Township Bond Proceeds (361)					
Interest Fiscal				300,000	500,000
Bond Proceeds				20,053,239	
LAIIF Interest					
Transfers				(8,550,524)	(16,610,000)
Total 2006 Tenth Township Bond Proceeds				11,802,715	(16,110,000)
Small Business Loans (360)					
Loan Repayment	9,915	73,397	71,116	11,000	20,000
Interest on Notes	1,485	3,745	2,707	3,000	5,000
Transfers In					
Total Small Business Loans	11,400	77,142	73,823	14,000	25,000
Legacy RDA (380)					
Current Secured Property Tax	642,934	896,007	1,182,000	1,556,108	1,680,000
Supplemental Property Tax	151,020	235,682	35,000	35,420	35,000
Unitary Property Tax	367	411	1,000	1,105	1,000
ERAF shift	(21,000)	(52,176)	(52,000)		
Revenue sharing to Contra Costa Co.	(159,385)	(225,324)	(235,000)	(245,000)	(250,000)
LAIIF Interest	12,453	28,214	50,000	100,000	75,000
Administrative Cost		(9,654)	(12,000)	(13,000)	(15,000)
Transfers In	(214,159)	(345,664)	(245,889)	(315,000)	(336,000)
Total Legacy RDA Project Fund	412,230	527,496	723,111	1,119,633	1,190,000
2001 Tenth TWP Bond Debt Service (456)					
Interest	(119)				
Interest Fiscal Agent	712	142			
Transfers	795,743	806,283	778,197	783,252	782,245
Total 2001 Tenth TWP Bond Debt Service	796,336	806,425	778,197	783,252	782,245
2004 JPFA Bond Debt Service (457/459)					
Interest Fiscal Agent					
Transfers	455,200	793,098	1,689,816	2,411,047	2,409,197
Total 2004 JPFA Bond Debt Service	455,200	793,098	1,689,816	2,411,047	2,409,197
2006 JPFA Bond Debt Service (461)					
Interest Fiscal Agent					
Transfers				3,550,524	545,012
Total 2006 JPFA Bond Debt Service				3,550,524	545,012
1999 Tenth Township Bond Debt Service (490)					
Interest	1,828				
Interest Fiscal Agent	6	109			
Transfers	463,776	903,626	902,914	895,583	896,438
Total 1999 Tenth TWP Bond Debt Service Fund	465,610	903,735	902,914	895,583	896,438
1993 Tenth Township Bond Debt Service (495)					
Interest	(4,123)				
Interest Fiscal Agent	83,231	174,836	80,000		
Transfers	17,644,099	1,109,470	1,253,465		
Total 1993 Tenth TWP Bond Debt Service Fund	17,723,207	1,284,306	1,333,465		
Grand Total Redevelopment Funds	48,087,904	13,116,227	11,848,980	36,111,872	18,768,500
GRAND TOTAL ALL FUNDS	67,348,369	32,066,530	40,016,837	62,436,685	42,759,476

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 2007-2008**

Schedule 3 Budget and Expenditures by Fund and Division

Fund and Division	2003-04 Actual Expended	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Estimated Expenditures	2007-08 Approved Budget
General - Fund 100					
1110 City Council	95,428	134,025	211,342	424,114	434,132
1210 City Attorney	219,270	281,272	237,141	402,949	429,160
1310 City Manager / City Clerk/HR	543,990	896,989	615,096	934,539	911,755
1330 Information Technology		0	235,288	628,316	622,189
1420 Finance/City Treasurer	297,938	485,207	416,510	746,789	588,095
1440 Recreation	554,022	653,744	716,928	1,156,210	1,445,786
1610 Employee Benefits/Insurance	(22,555)	(57,878)	0	0	0
1780 Building Maintenance	5,641	0	0	0	0
1810 Police	7,681,888	9,362,545	15,267,684	10,731,190	11,975,868
8000 Multi-Departmental Programs	107,900	98,983	0	0	0
Total General Fund Budget	9,483,522	11,854,887	17,699,989	15,024,107	16,406,985
Gas Tax - Fund 200					
1730 Engineering	464,373	763,916	710,261	764,871	788,451
3110 Street Maintenance	269,456	383,647	310,009	652,087	580,438
Total Gas Tax Budget	733,829	1,147,563	1,020,270	1,416,958	1,368,889
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape	1,116,159	1,495,303	1,115,863	1,576,268	1,602,752
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.	316,412	520,427	357,665	340,007	355,249
Neighborhood Services - Fund 212 (215)					
1755 Development Services	554,080	962,983	932,750	1,397,860	1,532,632
Police Grants - Funds 202, 208, 211					
1830 Police	355,588	235,640	493,668	366,244	663,616
Para Transit - Fund 216					
1444 Para Transit	138,313	159,597	76,253	140,980	144,342
Oak Park Storm Drain Maintenance - Fund 235					
2210 Oak Park Storm Drain Maintenance	3,366	1,759	4,649	4,766	6,402
HCD Grant - Fund 245					
1743 HCD/CalHome Grant	435,000	155,000	0	500,000	465,000
Housing Set-Aside(Low-Mod.) Tenth Twp. Fund 250					
1741 Housing Administration	1,737,306	1,114,495	1,320,058	740,000	620,000
Housing Set-Aside(Low-Mod.) Legacy Fund 280					
1741 Housing Administration	0	500,000	0	0	0
Public Works Projects - Fund 320					
3200 Street Projects **	2,228,866	2,980,342	5,805,726	5,357,938	
Municipal Buildings Projects - Fund 330					
3300 Municipal Buildings **	259,637	490,100	135,000	678,000	

CITY OF SAN PABLO
FISCAL YEAR 2007-2008

Fund and Division	2003-04 Actual Expended	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Estimated Expenditures	2007-08 Approved Budget
Redevelopment Projects - Property Acquisition - Fund 340					
3400 Property Acquisition	0	707,128	51,935	11,500,000	9,760,000
Redevelopment - Tenth Twp. - Fund 350					
1735 Graffiti and Litter Abatement	154,322	331,026	233,897	359,288	350,887
1790 Community Resource Center	238,964	392,096	354,382	0	0
1820 Code Enforcement	555,103	1,227,661	993,104	1,201,859	1,325,393
6110 Redevelopment Implementation	1,219,905	2,312,959	1,771,507	1,786,958	3,247,537
Total Redevelopment - Tenth Twp.	2,168,294	4,263,742	3,352,890	3,348,105	4,923,817
Small Business Assistance Loan Pgm - Fund 360					
2300 Small Business Assist Loan Program	81,253	71,210	58,794	142,000	605,000
El Portal Assessment Bond - Fund 400					
7000 Debt Service	27,927	85,170	0	0	0
Town Center Bond - Fund 405					
7000 Debt Service	387,995	596,300	374,416	371,074	371,700
Oak Park Bond - Fund 410					
7000 Debt Service	454,423	449,997	447,134	443,488	448,768
2001 Tenth Township Tax Allocation Bonds - Fund 456					
7250 Tax Allocation Redevelopment Bonds	960,136	748,429	778,197	783,252	782,245
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
7250 Tax Allocation Redevelopment Bonds	479,223	1,853,897	1,670,347	2,411,047	2,409,197
2006 JPFA Tax Allocation Bonds - Fund 461					
7250 Tax Allocation Redevelopment Bonds	0	0	0	0	545,012
1999 Tenth Township Tax Allocation Bonds - Fund 490					
7250 Tax Allocation Redevelopment Bonds	733,987	903,738	902,914	895,583	896,438
1993 Tenth Township Tax Allocation Bonds - Fund 495					
7250 Tax Allocation Redevelopment Bonds	16,463,617	1,255,510	1,253,465	947,375	0
GRAND TOTALS	41,333,873	32,616,467	37,851,983	48,385,053	43,908,044

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

**CITY OF SAN PABLO
FISCAL YEAR 2007-2008**

SCHEDULE 4 Expenditures by Category

Fund	2003-04 Actual Expended	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Estimated Expenditures	2007-08 Approved Budget
General - Fund 100					
Salaries	5,935,560	6,286,649	6,881,702	7,713,953	8,596,442
Service and Supplies	2,079,349	6,612,313	2,441,063	3,419,505	3,577,710
Fixed Assets	62,058	0	281,697	456,800	312,100
Employee Benefits	3,144,754	2,918,574	8,954,116	3,605,703	3,684,994
Expenditure Transfers	(1,738,199)	(3,962,649)	(858,589)	(171,854)	235,739
Total General Fund	9,483,522	11,854,887	17,699,989	15,024,107	16,406,985
Gas Tax - Fund 200					
Salaries	426,640	447,461	476,304	501,813	508,857
Service and Supplies	185,609	203,798	333,110	496,367	512,199
Fixed Assets	11,934	2,314	9,357	173,000	86,661
Employee Benefits	131,411	505,990	224,493	223,767	217,416
Expenditure Transfers	(21,765)	(12,000)	(22,994)	22,011	43,756
Total Gas Tax	733,829	1,147,563	1,020,270	1,416,958	1,368,889
Street Lighting and Landscaping - Fund 205					
Salaries	428,398	433,609	422,057	445,994	493,039
Service and Supplies	541,833	563,487	489,333	638,236	700,346
Fixed Assets	48,008	76,461	0	200,500	69,993
Employee Benefits	188,837	529,997	279,426	269,611	279,794
Expenditure Transfers	(90,917)	(108,251)	(74,953)	21,927	59,580
Total Street Lighting & Landscaping	1,116,159	1,495,303	1,115,863	1,576,268	1,602,752
N.P.D.E.S. - Fund 207					
Salaries	92,321	99,295	100,349	201,320	188,974
Service and Supplies	90,363	114,077	103,535	55,320	58,975
Fixed Assets	10,000	32,506	0	0	23,695
Employee Benefits	17,163	149,219	38,747	74,679	71,270
Expenditure Transfers	106,565	125,330	115,034	8,688	12,335
Total NPDES	316,412	520,427	357,665	340,007	355,249
Neighborhood Services - Fund 212 (215)					
Salaries	302,309	328,629	403,678	617,900	574,088
Service and Supplies	217,440	315,405	425,349	423,650	650,000
Fixed Assets	0	0	0	27,195	6,250
Employee Benefits	111,723	407,629	226,581	294,938	249,076
Expenditure Transfers	(77,392)	(88,680)	(122,858)	34,176	53,218
Total Neighborhood Services	554,080	962,983	932,750	1,397,860	1,532,632
Police Grants - Funds 202,208,214,218					
Salaries	154,358	141,141	340,126	258,888	464,139
Service and Supplies	39,995	14,837	21,506	1,500	51,825
Fixed Assets	113,518	0	31,484	0	0
Employee Benefits	47,717	79,662	100,552	105,856	147,652
Total Police Grants	355,588	235,640	493,668	366,244	663,616

**CITY OF SAN PABLO
FISCAL YEAR 2007-2008**

Fund	2003-04 Actual Expended	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Estimated Expenditures	2007-08 Approved Budget
Para Transit - Fund 216					
Salaries	35,953	34,360	42,478	57,443	64,544
Service and Supplies	18,145	32,961	20,652	62,440	55,440
Fixed Assets	0	0	0	0	0
Employee Benefits	6,942	38,253	11,314	19,179	21,891
Expenditure Transfers	77,273	54,023	1,809	1,919	2,467
Total Para Transit	138,313	159,597	76,253	140,980	144,342
Oak Park Storm Drain Maintenance - Fund 235					
Salaries	2,741	215	2,492	1,930	1,930
Service and Supplies	442	1,350	2,000	2,600	4,210
Employee Benefits	183	194	157	236	262
Total Oak Park	3,366	1,759	4,649	4,766	6,402
HCD Grant - Fund 245					
Loans	435,000	155,000	0	500,000	465,000
Housing Set-Aside(Low-Mod.) Tenth Twp. - Fund 250					
Salaries	182,829	50,537	15,936	0	0
Service and Supplies	78,177	477,501	45,178	60,000	70,000
Loans/Grants	1,385,482	533,224	1,239,074	680,000	550,000
Fixed Assets	0	0	0	0	0
Employee Benefits	59,791	24,513	8,151	0	0
Expenditure Transfers	31,027	28,720	11,719	0	0
Total Housing Set-Aside	1,737,306	1,114,495	1,320,058	740,000	620,000
Housing Set-Aside(Low-Mod.) Legacy Fund 280					
Loans/Grants	0	500,000	0	0	0
Public Works Projects - Fund 320					
Salaries	66,012				
Service and Supplies	527,535	519,998			
Loans/Grants	52,923				
Fixed Assets/Land Purchases	1,561,140	2,460,344			
Employee Benefits	21,256				
Total Public Works Projects	2,228,866	2,980,342	5,805,726	5,357,938	
Municipal Buildings Projects - Fund 330					
Service and Supplies	24,974	50,000			
Fixed Assets	234,663	440,100			
Total Municipal Building Projects	259,637	490,100	135,000	678,000	
Redevelopment Projects - Property Acquisition - Fund 340					
Service and Supplies	0	432,775	52,205	2,000,000	4,760,000
Loans/Grants	0	0	(270)	2,000,000	1,000,000
Land Purchase	0	274,353	0	7,500,000	4,000,000
Total RDA Property Acquisition	0	707,128	51,935	11,500,000	9,760,000
Redevelopment - Tenth Twp. - Fund 350					
Salaries	746,825	891,947	990,161	1,031,342	1,215,149
Service and Supplies	469,963	693,492	677,099	1,665,968	3,046,005
Fixed Assets	0	15,655	75,000	124,500	26,500
Employee Benefits	247,844	1,735,205	942,490	479,748	551,081
Expenditure Transfers	703,662	927,443	668,140	46,547	85,082
Total Redevelopment - Tenth Twp.	2,168,294	4,263,742	3,352,890	3,348,105	4,923,817

**CITY OF SAN PABLO
FISCAL YEAR 2007-2008**

Fund	2003-04 Actual Expended	2004-05 Actual Expended	2005-06 Actual Expended	2006-07 Estimated Expenditures	2007-08 Approved Budget
Small Business Assistance Loan Pgm - Fund 360					
Services and Supplies	16,253	11,210	8,794	42,000	55,000
Loans/Grants	65,000	60,000	50,000	100,000	550,000
	81,253	71,210	58,794	142,000	605,000
El Portal Assessment Bond - Fund 400					
Service and Supplies	687	0	0	0	0
Debt Service	27,240	85,170	0	0	0
Total El Portal Assessment Bonds	27,927	85,170	0	0	0
Town Center Bond - Fund 405					
Service and Supplies	3,628	2,152	2,000	2,000	2,000
Debt Service	384,367	594,148	372,416	369,074	369,700
Total Town Center Bonds	387,995	596,300	374,416	371,074	371,700
Oak Park Bond - Fund 410					
Service and Supplies	4,378	2,000	2,000	2,000	2,000
Debt Service	450,045	447,997	445,134	441,488	446,768
Total Oak Park Bonds	454,423	449,997	447,134	443,488	448,768
2001 Tenth Township Tax Allocation Bonds - Fund 456					
Service and Supplies	2,000	0	0	0	0
Debt Service	958,136	748,429	778,197	783,252	782,245
Total 2001 Tenth Township Bonds	960,136	748,429	778,197	783,252	782,245
2006 JPFA Tax Allocation Bonds - Fund 461					
Debt Service					545,012
Total 2006 JPFA Bonds					545,012
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
Service and Supplies	156,503	0	0	0	0
Debt Service	322,720	1,853,897	1,670,347	2,411,047	2,409,197
Total 2004 JPFA Bonds	479,223	1,853,897	1,670,347	2,411,047	2,409,197
1999 Tenth Township Tax Allocation Bonds - Fund 490					
Service and Supplies	4,500	0	0	0	0
Debt Service	729,487	903,738	902,914	895,583	896,438
Total 1999 Tenth Township Bonds	733,987	903,738	902,914	895,583	896,438
1993 Tenth Township Tax Allocation Bonds - Fund 495					
Service and Supplies	2,625	0	0	0	0
Debt Service	16,460,992	1,255,510	1,253,465	947,375	0
Total 1993 Tenth Township Bonds	16,463,617	1,255,510	1,253,465	947,375	0
GRAND TOTALS	41,333,873	32,616,467	37,851,983	48,385,053	43,908,044

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

**City of San Pablo
Fiscal Year 2007-2008**

Division 1110	City Council	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	35,760	35,250	36,000	36,000	36,000	36,000
411xx-419xx Benefits	41,728	51,708	57,767	63,985	63,985	63,985
Total Salaries and Benefits	77,488	86,958	93,767	99,985	99,985	99,985
SERVICE AND SUPPLIES						
42001 Communications	948	632	600	600	600	600
43000 Equipment Maintenance	0	0	300	300	300	300
43300 Memberships	18,944	17,875	21,800	22,600	22,600	22,600
43500 Office Expense	481	276	750	750	750	750
44000 Special Departmental Expense	26,696	57,454	254,325	257,325	257,325	257,325
44320 Training and Travel	1,544	2,828	3,400	3,400	3,400	3,400
44325 Training and Travel/Elected Official	4,673	10,767	20,600	20,600	20,600	20,600
Total Service and Supplies	53,286	89,832	301,775	305,575	305,575	305,575
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49005 PERS Side Fund/OPEB GASB45	26,730	64,342	32,172	32,172	32,172	32,172
49503 Salary/benefits trnsfr. to other div.	(23,479)	(29,790)	(3,600)	(3,600)	(3,600)	(3,600)
Total Expenditure Transfers	3,251	34,552	28,572	28,572	28,572	28,572
TOTAL CITY MANAGER BUDGET	134,025	211,342	424,114	434,132	434,132	434,132
% increase (dec.) over prior year (excluding PERS Side Fund)	40.45%	96.97%	100.68%	2.36%	2.36%	2.36%

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*

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.

411-419xx *Benefits*

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*

Pagers, fax lines and telephone call reimbursement to Councilmembers. **\$600**

43000 *Equipment Maintenance*
 Fax machines and computer maintenance. **\$300**

43300 *Memberships*
 League of California Cities \$11,500
 Association of Bay Area Governments 5,300
 Sister Cities International 465
 Mayors' Conference dues 1,400
 US/Manzanillo Sister Cities 465
 Capitol Enquiry-Pocket Directories 350
 East Bay Division dues 300
 LCC Grassroots 1,300
 Other memberships and publications 1,520
\$22,600

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 \$42,400
 WCCUSD Board meetings broadcast 4,300
 Contra Costa County Fire Protection District aid 180,000
 City Council reorganization refreshments 800
 Flowers for Council reorganization event 250
 CCC Mayors Conference dinners 2,500
 Boards and Commissions receptions 3,000
 Closed session refreshments 500
 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) 425
 Annual West County Public Education Fund Dinner 500
 Council document/ proclamation frames 600
 Gift for outgoing Mayor 200
 Special events 10,000
 Holiday employee appreciation luncheon 5,000
 Other miscellaneous expenses 3,000
\$257,325

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>
	\$3,400

44325 Training and Travel / Elected Officials

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

46100 Improvements

None budgeted.

46300 Equipment

None budgeted.

49503 Salary/Benefits Transferred to Other Divisions

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

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

**City of San Pablo
Fiscal Year 2007-2008**

Division 1210	City Attorney	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Amended Budget	2007/2008 Estimated Expenditures	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	206,674	222,640	220,118	236,302	236,302	236,302
41001 Part-time	0	0	0	0	0	0
411xx-419xx Benefits	67,611	74,149	100,149	115,943	115,943	115,943
Total Salaries and Benefits	274,285	296,789	320,267	352,245	352,245	352,245
SERVICE AND SUPPLIES						
42001 Communications	634	631	630	660	660	660
43300 Memberships	515	515	530	530	530	530
43500 Office Expense	1,195	14,243	8,700	1,195	1,195	1,195
43600 Professional Services	30,984	25,227	40,000	40,000	40,000	40,000
44000 Special Department Expense	6,905	10,647	9,800	10,000	10,000	10,000
44320 Training and Travel	6,552	4,103	6,900	7,000	7,000	7,000
Total Service and Supplies	46,785	55,366	66,560	59,385	59,385	59,385
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	1,359	1,963	2,808	2,808	2,808
49004 Communications/Utilities	6,259	1,902	2,971	3,534	3,534	3,534
49005 PERS Side Fund/OPEB GASB45	78,660	22,376	11,188	11,188	11,188	11,188
49503 Salary/Ben.transf. to other divisions	(124,717)	(140,651)	0	0	0	0
Total Expenditure Transfers	(39,798)	(115,014)	16,122	17,530	17,530	17,530
TOTAL CITY ATTORNEY BUDGET	281,272	237,141	402,949	429,160	429,160	429,160
% increase (dec.) over prior year (excluding PERS Side Fund)	-7.60%	6.00%	69.92%	6.50%	6.50%	6.50%

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*

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

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42001	<i>Communications</i>	
	Cellular phone monthly fee	\$660
43300	<i>Memberships/Publications</i>	
	Membership in California State Bar Association	\$530
43500	<i>Office Expense</i>	
	Provides for general office supplies, City seal envelopes, computer software, Federal Express and overnight mail	\$1,195
43600	<i>Professional Services</i>	
	Outside legal and professional services in cases where such specialized counsel would serve the best interests of the City	\$40,000
44000	<i>Special Departmental Expense</i>	
	Law library maintenance, court reporter costs, witness fees, arbitration fees, service of process fees, deposition expenses and other departmental expenses not chargeable to a specific project or case handled by the JPA are appropriated in this line item	\$10,000
44320	<i>Training and Travel</i>	
	Training in word processing, legal secretarial and paralegal skills; League of California Cities seminars, including the Annual Conference; City Attorney Dept. Spring Conference; Election Law /Employee Relations or Risk Management Seminars; miscellaneous and Continuing Education of the Bar (CEB); monthly meetings for Bay Area and Contra Costa County City Attorneys Association	\$7,000
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	
	Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.	
49004	<i>Communications/Utilities</i>	
	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 2007-2008**

Division 1310	City Manager	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended ⁽¹⁾	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	549,377	420,655	463,530	461,620	461,620	461,620
41001 Part Time	11,320	12,000	12,000	38,000	38,000	38,000
41002 Overtime	1,428	0	1,000	2,000	2,000	2,000
411xx-419xx Benefits	242,104	210,086	201,259	210,508	209,891	209,891
Total Salaries and Benefits	804,229	642,741	677,789	712,128	711,511	711,511
SERVICE AND SUPPLIES						
42001 Communications	3,041	2,000	2,000	2,000	2,000	2,000
43000 Equipment Maintenance	0	1,000	1,000	1,000	1,000	1,000
43300 Memberships	1,394	2,060	2,060	2,060	2,060	2,060
43500 Office Expense	16,892	13,000	13,000	13,000	13,000	13,000
43600 Professional Services	22,203	15,000	32,000	15,000	15,000	15,000
43700 Publications/Legal Notices	6,926	6,500	6,500	6,500	6,500	6,500
43800 Equipment Rental	8,682	8,100	8,100	8,100	8,100	8,100
44000 Special Departmental Expense	5,231	5,120	29,120	14,200	12,200	12,200
44050 Community Affairs	11,489	17,250	17,250	17,750	17,750	17,750
44100 Pre Employment Expense	29,668	50,000	50,000	50,000	50,000	50,000
44320 Training and Travel	27,641	20,400	20,400	20,400	18,400	18,400
44325 Training and Travel/Elected Official	0	2,000	2,000	2,000	2,000	2,000
Total Service and Supplies	133,167	142,430	183,430	152,010	148,010	148,010
FIXED ASSETS						
46100 Improvements	0	0	0	20,000	0	0
46300 Equipment	0	0	25,000	0	0	0
Total Fixed Assets	0	0	25,000	20,000	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	3,772	5,451	11,251	7,800	7,800
49004 Communications/Utilities	24,313	6,615	8,253	9,818	9,818	9,818
49005 PERS Side Fund/OPEB GASB45	251,164	69,233	34,616	34,616	34,616	34,616
49503 Salary/benefits trnsfr. to other div.	(315,884)	(249,695)	0	0	0	0
Total Expenditure Transfers	(40,407)	(170,075)	48,320	55,685	52,234	52,234
TOTAL CITY MANAGER BUDGET	896,989	615,096	934,539	939,823	911,755	911,755

% increase (dec.) over prior year (excluding PERS Side Fund)	18.72%	-4.76%	51.93%	0.57%	-2.44%	-2.44%
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(1) Management Information Systems was budgeted with the City Manager for this year.

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

The City Manager's Department is staffed as follows:

- 1 City Manager (9 months)
- 1 City Clerk (Elected Official) The City Clerk is paid \$100 per month
- 1 Secretary/Deputy City Clerk
- 1 Human Resources Manager
- 2 Administrative Secretary

41001 Part Time

- 1 City Manager (consultant – 3 months) \$25,000
- 1 Part-time staff to assist in scanning of current and historical records. 13,000
- \$38,000**

411-419xx Benefits

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, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42001 Communications

Cellular phones and land lines. **\$2,000**

43000 Equipment Maintenance

Maintenance agreement for Sharp FO-4700 fax machine, maintenance on PC's, scanner, printers, typewriters, etc. **\$1,000**

43300 Memberships & Publications

- Various one time publications: miscellaneous newspaper subscriptions, magazines, books and management journals \$ 200
- CCC Public Manager's Association 160
- California Public Employers Labor Relations Association (CALPELRA) 230
- CMRTA 50
- ICMA Publications 115
- Chamber of Commerce 250
- International Institute of Municipal Clerks 300
- City Clerks Association of California (CCAC) 255
- 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
- \$2,060**

43500 Office Expense

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

43600 Professional Services

Special professional and legal services **\$15,000**

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. **\$8,100**

44000 Special Departmental Expense

Safety Committee expenses \$ 1,000
Election expenditures 1,000
Emergency Preparedness Notification System (PA System); Coffee/Water,
monthly employees' birthday celebration & miscellaneous expenses
unique to the City Manager's office 3,500
Annual maintenance for Lexis-Nexis 6,000
Expenses unique to the City Clerk's office 500
Vehicle insurance 200
\$12,200

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 4,000
\$17,750

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. **\$50,000**

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
Staff Training and Travel

\$12,400
6,000
\$18,400

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*

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*

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.

**City of San Pablo
Fiscal Year 2007-2008**

Division 1330	Information Technology	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended ⁽¹⁾	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries		152,588	162,671	249,001	249,001	249,001
41001 Part Time		0	7,500	14,000	14,000	14,000
41002 Overtime		0	0	0	0	0
411xx-419xx Benefits		59,917	65,506	108,071	107,529	107,529
Total Salaries and Benefits	0	212,505	235,676	371,072	370,530	370,530
SERVICE AND SUPPLIES						
42001 Communications		1,853	1,700	1,700	1,700	1,700
42005 Network Applications/Maintenance		30,339	96,700	183,700	158,700	158,700
43300 Memberships		455	710	840	840	840
43500 Office Expense		6,982	7,000	7,000	7,000	7,000
43600 Professional Services		0	5,000	5,000	5,000	5,000
44320 Training and Travel		7,196	6,500	24,300	24,300	24,300
Total Service and Supplies	0	46,825	117,610	222,540	197,540	197,540
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	52,750	260,000	234,000	34,000	34,000
Total Fixed Assets	0	52,750	260,000	234,000	34,000	34,000
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost		1,510	2,181	4,680	4,680	4,680
49004 Communications/Utilities		1,075	3,301	5,891	5,891	5,891
49005 PERS Side Fund/OPEB GASB45		19,096	9,548	9,548	9,548	9,548
49503 Salary/benefits trnsfr. to other div.		(98,473)	0	0	0	0
Total Expenditure Transfers	0	(76,792)	15,030	20,119	20,119	20,119
TOTAL IT BUDGET	0	235,288	628,316	847,731	622,189	622,189
% increase (dec.) over prior year (excluding PERS Side Fund)			190.63%	34.92%	-0.98%	-0.98%

(1) Management Information Systems was budgeted with the City Manager for these years.

INFORMATION TECHNOLOGY

Division 1330

Division's Responsibilities

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

Budget Line Item Descriptions

41000 Salaries

- 1 Information Technology Manager
- 1 Systems Administrator
- 1 Information Technology Technician - new
- 1 Information Technology Intern

411-419xx Benefits

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

42001 Communications

Cellular phones and land lines. **\$1,700**

42005 Network Applications / Maintenance

Annual maintenance costs for network server and software (Extra Team)	\$17,000
RealQuest fees	3,600
Annual maintenance for LaserFiche	7,000
Symantec AntiVirus maintenance/upgrade	3,600
Six (6) ARCVIEW licenses	6,000
Veritas backup maintenance/upgrade	4,000
Crystal Reports	5,000
Adobe Acrobat	2,000
Microsoft Vista Operating System	13,000
Microsoft Office 2007	31,000
Microsoft Exchange 2007	20,000
Microsoft SQL 2007	20,000
Microsoft Longhorn Operating System	3,000
MS Project	3,000
MS Visio	1,500
Licenses (25) for phone voice mail	2,500
Collocation for disaster recovery	6,000
Cable connections, misc. hardware upgrades/replacements, and license fees	<u>10,500</u>
	\$158,700

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

43500 *Office Expense*
Provides for purchase of various office supplies, toner cartridges,
Backup tapes, software programs, equipment \$2,000
New computers; peripherals, upgrades and unforeseen needs 5,000
\$7,000

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

44320 *Training and Travel*
MISAC conference \$1,500
GTC Conference 2,800
Network Training 10,000
Storage Access Network Training 10,000
\$24,300

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 9,000
\$34,000

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.

49004 *Communications/Utilities*
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 2007-2008

Division 1420	Financial Services	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	295,770	321,132	324,355	340,965	309,650	309,650
41001 Part Time	0		0	0	0	0
41002 Overtime	159	859	5,000	1,000	1,000	1,000
411xx-419xx Benefits	115,771	132,817	130,645	137,399	126,288	126,288
Total Salaries and Benefits	411,700	454,808	460,000	479,364	436,938	436,938
SERVICE AND SUPPLIES						
42001 Communications	421	395	500	500	500	500
43000 Equipment Maintenance	2,858	1,171	2,500	14,000	14,000	14,000
43300 Memberships	1,999	1,603	2,150	2,300	2,300	2,300
43500 Office Expense	8,058	15,259	15,000	15,000	15,000	15,000
43600 Professional Services	84,362	60,766	220,200	70,000	70,000	70,000
44000 Special Department Expense	794	1,089	4,000	4,000	4,000	4,000
44320 Training and Travel	4,855	6,013	3,000	3,000	3,000	3,000
44325 Training and Travel/Elected Official	3,636	3,407	3,800	3,900	3,900	3,900
Total Service and Supplies	106,983	89,703	251,150	112,700	112,700	112,700
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	3,323	3,925	5,616	5,616	5,616
49004 Communication/Utilities	14,294	7,028	5,942	7,069	7,069	7,069
49005 PERS Side Fund/OPEB GASB45	138,229	48,126	25,772	25,772	25,772	25,772
49503 Salary/benefits transfer. to other div.	(185,999)	(186,478)	0	0	0	0
Total Expenditure Transfers	(33,476)	(128,001)	35,639	38,457	38,457	38,457
TOTAL FINANCIAL SERVICES BUDGET	485,207	416,510	746,789	630,521	588,095	588,095
% increase (dec.) over prior year (excluding PERS Side Fund)	16.46%	20.04%	79.30%	-15.57%	-21.25%	-21.25%

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, business licenses, 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*

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

411-419xx Benefits

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, social security, 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 **\$14,000**

43300 Memberships & Publications

California Municipal Treasurer's Association	\$ 220
Association of Public Treasurers	165
GFOA	235
CA State Board of Accountancy	200
California Society of Municipal Finance Officers	150
AICPA	185
California Society of CPAs	300
National Notary Association	100
Various professional publications and guidelines	<u>745</u>
	\$2,300

43500 Office Expense

Various office supplies, toner cartridges, printers; notary expenses; forms such as business licenses, W-2's, 1099's, checks, etc.; printing of the annual budget and the CAFR. **\$15,000**

43600 Professional Services

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

44000 Special Department Expense

Bank analysis charges & 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 **\$3,000**

44325 *Training and Travel – Elected Official*

Attendance at CMTA Annual Meeting, National Treasurer's Annual Meeting, League of California Cities Financial Management Seminar, local CMTA meetings held six times per year	\$3,600
Mileage reimbursement incurred by the City Treasurer for taking bank deposits to the bank	<u>300</u>
	\$3,900

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.

49004 *Communications/Utilities*

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 2007-2008**

Division 1610	Employee Benefits	Fund 100 General Fund
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Account and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
41105 Workers' Compensation / Wellness	371,742	408,102	311,909	WILL BE CHARGED DIRECTLY TO		
41200 PERS Retirement	2,035,738	2,261,999	2,053,422	DEPARTMENTS IN 2007/2008		
41310 Health Insurance	825,399	901,916	1,142,890			
41311 Health/Dental Insurance - Retirees	176,899	189,011	206,041			
41313 OPEB - GASB 45		1,000,000	500,000			
41400 Dental Insurance	137,932	131,153	163,551			
41500 Vision Care	41,063	45,937	50,250			
41800 Disability Insurance	106,260	47,636	124,041			
41900 Medicare Tax	112,132	124,080	161,315			
41902 Social Security Tax	17,136	21,120	31,761			
41903 Employee Assistance Program	4,615	6,038	6,072			
41904 Life Insurance	22,944	23,272	30,570			
41905 Benefits In Lieu	105,132	128,399	169,897			
41906 Bonds	602	0	1,083			
41907 Cafeteria Plan Fees	0	0	0			
41911 Liability Insurance / ERMA	223,790	175,137	214,726			
41912 Unemployment Insurance	47,501	26,046	39,000			
41915 Educational Incentive	10,375	30,821	40,500			
Total Service and Supplies	4,239,260	5,520,667	5,247,028	0	0	0
EXPENDITURE TRANSFERS						
49900 Transfers Out	(4,297,138)	(5,539,828)	(5,247,028)	0	0	0
Total Expenditure Transfers	(4,297,138)	(5,539,828)	(5,247,028)	0	0	0
TOTAL EMPLOYEE BENEFITS BUDGET	(57,878)	(19,161)	0	0	0	0
% increase (dec.) over previous year	156.61%	-66.89%	0%	0%	0%	0%

EMPLOYEE BENEFITS & INSURANCE

Division 1610

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. Beginning in fiscal year 2007/2008, all employee benefit costs/insurance will be charged directly to the benefiting department/division based upon the budget unit the employee is assigned to, and this department will not be used.

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. For 2006-07, PERS includes Employer Paid Member Contributions (EPMC) for Police Department employees. 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.

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. 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.

OP&B - 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 fiscal year 2005-06 and for \$500,000 for fiscal year 2006-07.

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.

Social Security Tax

Federal statute requires all employees not covered by a qualifying retirement system to be covered by Social Security. Therefore, all part-time and seasonal employees, are covered at a cost of 6.2% of gross salaries, with both employer and employee contributing this rate.

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 \$3.38 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 \$50,000 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	\$ 1,500
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 2007-2008**

Division 8000	Multi-Department Programs	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
41910 Property/Fire/Dishonesty Insurance	19,548	18,494	21,600	24,000	24,000	24,000
41913 Vehicle Insurance	7,783	0	0	0	0	0
42001 Communications	238,740	56,663	48,000	28,000	28,000	28,000
42005 Network Applications/Maint.	31,900	0	0	0	0	0
43500 Office Supplies	60,094	51,824	78,000	20,000	20,000	20,000
44000 Special Department Expense	82,352	0	0	0	0	0
44400 Utilities	86,261	81,369	100,000	62,000	62,000	62,000
Total Service and Supplies	526,678	208,350	247,600	134,000	134,000	134,000
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFER						
49502 Transfer admin. costs to Benefiting Departments / Divisions	(427,695)	(193,473)	(247,600)	(134,000)	(134,000)	(134,000)
Total Expenditure Transfers	(427,695)	(193,473)	(247,600)	(134,000)	(134,000)	(134,000)
TOTAL MULTI-DEPT. BUDGET	98,983	14,877	0	0	0	0
% increase (decrease) over previous year	-8.26%	-84.97%	0.00%	0.00%	0.00%	0.00%

MULTI-DEPARTMENT EXPENSES

Division 8000

Departments Responsibilities

To provide internal services to all City departments/divisions allocating the indirect costs necessary for the functioning of the City as a whole, but which cannot be directly assigned to one department/division. The functions are communications, utilities, postage, copy paper and insurance. Beginning in fiscal year 2007/2008, the Police Department 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 \$40,084,290. 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 .040 per \$100 and flood insurance is .013 per \$100 of total value. **\$24,000**

42001 Communications

Recurring telephone and long distance; frame relay transport loops; fax lines; T-1 circuit fee; maintenance & supplies; alarm and computer lines. **\$28,000**

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. 10,000
\$20,000

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). **\$62,000**

49502 Administrative Costs Transferred to Other Divisions

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

The Community Services Department is committed to quality programs, service and development for the benefit of San Pablo residents. The Department is comprised of Recreation, Building, Planning and Redevelopment divisions. Working together and with other City Departments, we will strive to implement the goals of the City Council. The 2007-08 Community Services budget totals \$17,820,297. Great appreciation must be given to the vision and support of the City Council for their renewed focus on recreation and bringing the community to City Hall through new facilities, special events and community meetings.

This budget expresses the commitment to expanding the quality of life programs to which the residents have benefited from. The Community Services Department will also focus on addressing the needs of the community based on demand and opportunities. To meet this increasing demand and to continue the availability of services, the Community Services Department has requested additional training and personnel in Recreation, Neighborhood Services and Redevelopment. In an effort to be ecologically responsible, there is also a request for additional hybrid vehicles to replace the former police vehicles inherited from the San Pablo Police Department.

The Community Services Department will also continue to seek out partnerships to share resources and maximize the benefits for San Pablo residents and West County as a whole. At the end of this fiscal year, it is the sincere desire of staff to have made a distinct and definite positive impact on the City of San Pablo and its residents.

City of San Pablo
Fiscal Year 2007-2008

Division 1440	Recreation (Excludes Para Transit)				Fund 100 General Fund	
Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	173,465	203,415	279,524	388,954	368,818	368,818
41001 Part Time	158,413	176,468	357,016	324,067	324,067	324,067
411xx-419xx Benefits	94,003	87,917	140,905	190,952	184,378	184,378
Total Salaries and Benefits	425,881	467,800	777,444	903,973	877,263	877,263
SERVICE AND SUPPLIES						
42000 Uniform / Safety	958	0	2,560	2,850	2,850	2,850
42001 Communications	3,778	3,376	6,480	6,160	6,160	6,160
43000 Equipment Maintenance	1,254	2,123	5,700	7,700	7,700	7,700
43300 Memberships	145	290	490	1,035	1,035	1,035
43500 Office Expense	2,581	9,588	16,000	7,500	7,500	7,500
43600 Professional Services	11,076	84,434	67,500	94,475	94,475	94,475
43800 Equipment Rental	10,831	2,348	5,980	9,660	9,660	9,660
44000 Special Department Expense	71,716	97,919	193,210	367,620	367,620	367,620
44320 Training and Travel	1,707	5,460	7,365	16,215	16,215	16,215
44400 Utilities	0	0	0	0	0	0
Total Service and Supplies	104,046	205,538	305,285	513,215	513,215	513,215
FIXED ASSETS						
46100 Improvements	0	0	6,500	0	0	0
46300 Equipment	0	0	30,500	20,250	20,250	20,250
Total Fixed Assets	0	0	37,000	20,250	20,250	20,250
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	3,625	4,252	11,026	7,644	7,644
49004 Communications/Utilities	14,953	4,383	14,437	9,622	9,622	9,622
49005 PERS Side Fund/OPEB GASB45	118,864	35,582	17,792	17,792	17,792	17,792
49503 Salary/benefits transfer to other divisions	(10,000)	0	0	0	0	0
Total Expenditure Transfers	123,817	43,590	36,481	38,440	35,058	35,058
TOTAL RECREATION BUDGET	653,744	716,928	1,156,210	1,475,878	1,445,786	1,445,786
% increase (dec.) over prior year (excluding PERS Side Fund)	-3.46%	34.04%	69.70%	29.64%	25.05%	25.05%

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 Latino Heritage Day, Tree Lighting, Youth Skateboard Event, & 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 two 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 C 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

Staffing for this division includes:

- 1 Community Services Director 25%
- 1 Recreation Division Manager
- 1 Recreation Supervisor
- 1 Recreation Supervisor 90%
- 1 Administrative Aide 50%
- 1 Building and Maintenance Attendant
- 1 Recreation Coordinator (new)

41001 Part-Time

18 Recreation Staff (range from Recreation Aides to Senior Recreation Specialists) from September until June.

28 Recreation Staff (range from Recreation Aides to Senior Recreation Specialists) for Summer Programming.

Oversee 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. \$228,374

- 1 Art Gallery Coordinator 15,098
- 7 Recreation Building Attendants 80,595

TOTAL \$324,067

411-419xx Benefits

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

42000 Uniforms
 Recreation uniforms (t-shirts, polo shirts, hats, sweatshirts, etc.) **\$2,850**

42001 Communications
 1 Cisco Phone \$ 400
 8 Cell phones and charges for the Recreation Division Manager,
 Supervisors and part-time staff. 5,760
TOTAL \$6,160

43000 Equipment Maintenance
 Regular maintenance Explorer and Cargo Van \$1,200
 Maintenance on Maple Hall and Senior Centers' equipment 4,000
 Maintenance for FUNmobile and playground equipment 2,500
\$7,700

43300 Memberships
 California Parks and Recreation Society, CalSac, American Society for
 Aging and Municipal Manager's of N. CA **\$1,035**

43500 Office Expense
 Office supplies for Youth, Seniors, Art Gallery and Historical Society
 i.e. Cartridges, colored flyer paper, envelopes **\$7,500**

43600 Professional Services
 San Pablo Baseball Association Security \$ 7,500
 RecTrac Upgrades 4,575
 ECivis Grant Locator 2,400
 WCCUSD After School Program Contracts 80,000
\$94,475

43800 Equipment Rental
 Rental Storage Units \$2,160
 Davis Park Fencing for Baseball 7,500
\$9,660

44000 Special Departmental Expense
 This line item is broken down into nine sections: Camp and Gap Programs; After
 School Programming; Fee Classes; Youth Committee; Community & Special Events;
 Wanlass Park Outdoor Educational Center; Senior Programming; San Pablo Newsletter
 & Bulk Mailings; and General Programming which also includes programming for the
 Historical Society.

A Camp and Gap Programs	\$ 49,550
B After School Programming	33,900
C Fee Classes	12,000
D Youth Committee	10,000
E Community & Special Events	46,400
F Wanlass Park Outdoor Educational Center	10,000

G Senior Programming	4,200
H San Pablo Newsletter & Bulk Mailings	60,070
I General Programming	<u>141,500</u>
	\$367,620

44320 Training and Travel

Training and travel for the Recreation Division Manager, Supervisor's, and part-time staff. **\$16,215**

46300 Equipment

Hybrid Civic (25%) shared with RDA and Neighborhood Services	\$ 6,250
Hybrid Escape (50%) ½ shared with RDA	<u>14,000</u>
	\$20,250

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.

49004 Communications/Utilities

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 2007-2008**

Division 1444	Para Transit	Fund 216
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	20,644	30,728	35,443	38,544	38,544	38,544
41001 Part Time	13,716	11,750	22,000	26,000	26,000	26,000
411xx-419xx Benefits	10,857	11,314	19,179	21,891	21,891	21,891
Total Salaries and Benefits	45,217	53,792	76,621	86,435	86,435	86,435
SERVICE AND SUPPLIES						
42001 Communications	840	559	1,440	1,440	1,440	1,440
43000 Equipment Maintenance	3,970	1,641	6,000	4,000	4,000	4,000
43600 Professional Services	0	0	0	0	0	0
44000 Special Departmental Expense	28,151	18,452	55,000	50,000	50,000	50,000
44320 Training and Travel	0	0	0	0	0	0
Total Service and Supplies	32,961	20,652	62,440	55,440	55,440	55,440
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	1,057	763	1,092	1,092	1,092
49003 Salary/benefits transferred in	48,330	0	0	0	0	0
49004 Communications/Utilities	5,693	752	1,156	1,375	1,375	1,375
49005 PERS Side Fund	27,396	0	0	0	0	0
Total Expenditure Transfers	81,419	1,809	1,919	2,467	2,467	2,467
TOTAL PARA TRANSIT BUDGET	159,597	76,253	140,980	144,342	144,342	144,342
% increase (dec.) over prior year (excluding PERS Side Fund)	-4.42%	-42.32%	84.88%	2.38%	2.38%	2.38%

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 C half-cent sales tax allocated annually to the City of San Pablo.

Budget Line Item Descriptions

41000	<i>Full Time</i>	
1	Administrative Aide 50%	
1	Recreation Supervisor 10%	
1	Paratransit Driver (<i>maintenance worker</i>) 10%	
41001	<i>Part Time</i>	
2	Paratransit Drivers	
	(To take seniors and people with disabilities on special trips and shuttles)	\$26,000
42001	<i>Communications</i>	
2	Cell phones for Paratransit Drivers	\$1,440
43000	<i>Equipment Maintenance</i>	
	Gasoline and vehicle maintenance.	\$4,000
44000	<i>Special Departmental Expense</i>	
	This line item accounts for Ticket sales; Vehicle Insurance; Senior Singles Trips; Rides for seniors and people with disabilities who are not eligible for Intelitrans services or who live outside a 3/4 mile radius of an AC Transit line or BART.	\$50,000
49000	<i>Employee Benefits/Insurance</i>	
	This line item represents the division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. 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.	

49001 *Building Maintenance Costs*

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*

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 2007-2008**

Division 1741/1743	Housing - Low & Moderate	RDA Set-Aside Funds 245/250/280
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	23,106	15,936	0	0	0	0
411xx-419xx Benefits	24,513	8,151	0	0	0	0
Total Salaries and Benefits	47,619	24,087	0	0	0	0
SERVICE AND SUPPLIES						
43600 Professional Services (fund 250)	43,772	45,118	60,000	70,000	70,000	70,000
43600 Professional Services (fund 220)	420,731	0	0	0	0	0
44000 Special Department Expense (fund 220)	6,422	0	0	0	0	0
44000 Special Department Expense (fund 250)	6,576	60	0	0	0	0
44320 Training and Travel	0	0	0	0	0	0
Total Service and Supplies	477,501	45,178	60,000	70,000	70,000	70,000
OTHER						
45400 CDBG Loans/Grants (fund 220)	0	0	0	0	0	0
45400 FTHB/Rehab Loans/Grants (fund 250)	0	184,238	300,000	300,000	300,000	300,000
45400 Agency Loans (fund 250)	533,224	0	250,000	250,000	250,000	250,000
45400 Low/Mod Housing Loans/Grants (fund 250)	0	1,054,836	130,000	0	0	0
45400 Low/Mod Housing Loans/Grants (fund 280)	500,000	0	0	0	0	0
45400 CalHOME Grants (fund 245)	155,000	0	500,000	465,000	465,000	465,000
Total Other	1,188,224	1,239,074	1,180,000	1,015,000	1,015,000	1,015,000
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	529	0	0	0	0
49003 Salary and Benefit Costs transferred in	26,655	10,814	0	0	0	0
49004 Communications/Utilities	2,065	376	0	0	0	0
49005 PERS Side Fund	27,431	0	0	0	0	0
Total Expenditure Transfers	56,151	11,719	0	0	0	0
TOTAL HOUSING BUDGET	1,769,495	1,320,058	1,240,000	1,085,000	1,085,000	1,085,000
% increase (dec.) over prior year (excluding PERS Side Fund)	-41.62%	-24.22%	-6.06%	-12.50%	-12.50%	-12.50%

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 State Department of Housing & Community Development and 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 funded by CDBG.

Budget Line Item Descriptions

41000 *Salaries*

None budgeted

43600 *Professional Services*

Contra Costa County for administration of the Agency's program	\$60,000
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Consultant fees, grant preparation services; legal costs associated with delinquent loans, defaults of deeds of trust, and general housing inquiries on existing loans.

	<u>10,000</u>
	\$70,000

44000 *Special Departmental Expense*

None budgeted

45400 *Loans and Grants*

The Agency's First-Time Homebuyer Program* (fund 250)	\$300,000
The Agency's Residential Rehabilitation Program *(fund 250)	250,000
CalHOME program grant award* (fund 245)	<u>465,000</u>
	\$1,015,000

**The goals of this program are to place 9 families in San Pablo homes and to assist the County with rehabilitation projects*

**City of San Pablo
Fiscal Year 2007-2008**

Division 1755	Neighborhood Services	Fund 212 Development Services
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	328,299	402,366	613,400	640,491	541,088	541,088
41001 Part Time Salaries	0		4,500	33,000	33,000	33,000
41002 Overtime	330	1,312	0	0	0	0
411xx-419xx Benefits	148,801	185,680	274,487	305,363	249,076	249,076
Total Salaries and Benefits	477,430	589,358	892,388	978,854	823,164	823,164
SERVICE AND SUPPLIES						
42000 Uniforms	142	0	500	500	500	500
42001 Communications	4,124	3,188	5,400	3,500	3,500	3,500
43000 Equipment Maintenance	2,014	1,558	5,000	3,000	3,000	3,000
43300 Memberships	536	1,260	3,000	3,000	3,000	3,000
43500 Office Expense	5,965	9,883	28,000	10,000	10,000	10,000
43600 Professional Services	283,716	390,155	310,500	660,500	560,500	560,500
43700 Publications/Legal Notices	1,657	1,266	5,500	9,000	9,000	9,000
44000 Special Department Expense	8,049	11,111	23,000	23,000	23,000	23,000
44320 Training and Travel	9,202	6,928	42,750	37,500	37,500	37,500
Total Service and Supplies	315,405	425,349	423,650	750,000	650,000	650,000
FIXED ASSETS						
46300 Equipment	0	0	27,195	6,250	6,250	6,250
Total Fixed Assets	0	0	27,195	6,250	6,250	6,250
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	9,817	10,412	20,926	14,506	14,506
49004 Communications/Utilities/Network	26,901	9,264	23,764	18,261	18,261	18,261
49005 PERS Side Fund/OPEB GASB45	258,828	40,901	20,451	20,451	20,451	20,451
49503 Salary/benefits transferred (out) in	(115,581)	(141,939)	0	0	0	0
Total Expenditure Transfers	170,148	(81,957)	54,627	59,638	53,218	53,218
TOTAL NEIGHBORHOOD SVCS. BUDGET	962,983	932,750	1,397,860	1,794,742	1,532,632	1,532,632
% increase (decrease) over previous year (excluding PERS Side Fund)	27.09%	32.46%	49.86%	30.30%	9.64%	9.64%

NEIGHBORHOOD SERVICES

Division 1755

Mission Statement

The Division is responsible for:

- (1) maintaining up-to-date development policies and regulations through updates to the City's General Plan and development regulations in response to changing needs in San Pablo and changes in State legislation;
- (2) reviewing development plans for compliance with the General Plan, the Redevelopment Plan, environmental regulations, City requirements such as Zoning, Subdivision, Design Review and the Sign Ordinance, and the California Building Code;
- (3) facilitating development that reduces land use conflicts, improves safety, and enhances economic development and quality of life for our residents, businesses, and visitors;
- (4) encouraging revitalization in the City's commercial areas and neighborhoods by assisting building owners, businesses, and residents to improve the physical conditions of their property, and to increase investment in blighted areas.
- (5) helping customers to achieve their development and construction goals through excellent customer service.

In FY 2008, the Division will use the combination of staff resources, Redevelopment Agency tools, and professional contracts for specialized services to perform the following functions:

- Initiate the update of San Pablo's General Plan.
- Prepare amendments to the Zoning Ordinance to comply with changes in State law.
- Process development proposals to ensure compliance with the General Plan, Specific Plan and City regulations regarding Zoning, Subdivision, Design Review, Sign and other planning-related ordinances and programs to the community and providing timely, accurate, thorough review to provide for customer satisfaction and the overall well-being of the City.
- Provide staff support to the Planning Commission and the Beautification Board.
- Adoption and implementation of 23rd Street Specific Plan.
- Play a vital role in incorporating and promoting green building principles in new developments.
- Continue to work with neighboring cities and West Contra Costa Integrated Waste Management Authority in developing a regional approach to recycling of construction debris.
- Issue permits, plan checks and detailed inspections of electrical, mechanical, plumbing and building permits for both new construction and renovation/remodel work. Building

Inspection also investigates and responds to all citizen complaints concerning construction or safety issues of the structures throughout the City.

- Administer the Residential Health & Safety Program. This program establishes the procedures for the inspection of all single- and multiple-family residential rental units (3 years and older), and for inspection of all dwellings (10 years and older) sold within the San Pablo city limits. This program ensures that the City's residential units comply with existing state and local building, housing, mechanical, electrical, fire and plumbing codes so as to remove or mitigate potential threats to the Health and Safety of the occupants or future occupants. This program also assists the City in maintaining its housing stock.

Budget Line Item Descriptions

41000 Salaries

Staffing of this division includes:

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

Planning

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

Building

- 1 Chief Building Official (contract position)
- 1 Building Inspector
- 1 Part-time Building Inspector**
- 1.75 Building Inspectors (contract positions)
- 2 Permit Technicians
- 1 Senior Administrative Clerk

411-419xx Benefits

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

42000 Uniforms

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

42001 Communication

Services associated with pagers and cell phones for the staff:
 Planning \$1,500 Building \$2,000 **\$3,500**

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. Planning \$1,500 Building \$1,500 **\$3,000**

43300 *Memberships*

Membership and subscriptions to professional organizations related to individual disciplines:

Planning

American Planning Association (APA), American Institute of Certified Planners (AICP), California Association of Local Economic Development (CALED). **\$1,500**

Building

NFPA fire association, International Code Council (ICC), International Association of Plumbing and Mechanical Officials (IAPMO), California Building Officials (CALBO) **1,500**
\$3,000

43500 *Office Expense*

Office supplies, toner, disks, miscellaneous data processing supplies, printing of various permit forms, storage boxes for archiving out of service files, printer. Planning \$5,000 Building \$5,000. **\$10,000**

43600 *Professional Services*

Planning

Initiation of General Plan Update **\$150,000**
(overall cost over at least two years, \$550,000)
GIS contract with County **50,000**
CRW/CPTS upgrade/conversion/licenses **19,500**
ECivis Grant Locator (50%) **6,000**
Consultant services to assist with expediting development projects
or special projects **30,000**
255,500

Building

Contra Costa County Building Inspection to conduct plan checks and inspections for San Pablo projects **300,000**
Technical support for the permit tracking software (CRW) **5,000**
305,000
\$560,500

43700 Publications and Legal Notices

Planning

Publication of legal notices for Planning Commission items in newspaper, State Planning Codes and updates, APA planning documents, handouts, zoning and general plan publications and GP Newsletter/mailing \$8,000

Building

Legal notices 1,000
\$9,000

44000 Special Departmental Expenses

Planning

The City is a participant in the Contra Costa County computer mapping and geographic information system. Pursuant to the agreement between the County and City, the City pays the County \$50 for each new parcel created within San Pablo. The City collects these fees from the sub-divider. Cost of filing CEQA notices with the County; annual Planning Commission dinner, copying cost for planning documents for sale to the public; General Plan Update printing expenses; fuel and insurance for vehicles, quarterly meeting, replace Office furniture in one office. \$15,000

Building

New code books, CD ROMS and other reference materials; fuel and insurance for vehicles, quarterly meeting 8,000
\$23,000

44320 Training and Travel

Planning

Planning Commissioners' conferences and workshops; Planning staff attendance at professional conferences and workshops, ArcGIS Training \$16,000

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. 11,500

CRW Training (100%) 10,000
\$37,500

46300 Equipment

Hybrid Honda Civic (25%) shared with RDA and Recreation **\$6,250**

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.

49004 *Communications/Utilities*

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.

City of San Pablo
Fiscal Year 2007-2008

Division 2300	Small Business Assistance Loan Program	Fund 360
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
43600 Professional Services	11,205	8,805	40,000	50,000	50,000	50,000
44000 Special Department Expense	5	-11	2,000	5,000	5,000	5,000
Total Service and Supplies	11,210	8,794	42,000	55,000	55,000	55,000
OTHER						
45400 Loans/Grants	60,000	50,000	500,000	500,000	550,000	550,000
Total Other	60,000	50,000	500,000	500,000	550,000	550,000
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost		0	0	0	0	0
Total Expenditure Transfers		0	0	0	0	0
TOTAL SMALL BUSINESS LOAN BUDGET	71,210	58,794	542,000	555,000	605,000	605,000
% increase (decrease) over previous year	-12.36%	-17.44%	821.86%	2.40%	11.62%	11.62%

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.

To date, the Agency has awarded \$165,000 in loans to four small businesses. Three of the four loans were start up loans and used for capital improvements. One loan was used for capital improvements to an established local business owner.

In fiscal year 2006/2007, the Agency introduced a new program consisting of smaller loans for interior improvements.

Budget Line Item Descriptions

43600	<i>Professional Services</i>	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.	\$50,000
44000	<i>Special Department Expense</i>	Program expenses include meeting preparation materials, minor printing costs, participant incentives and other associated expenses to operate and promote the program.	\$5,000
45400	<i>Micro-Loans</i>	The City Council has approved a micro-loan fund in the amount of \$250,000 to foster local economic development. Loan funds can be used for building improvements, purchase needed equipment, and to make technology upgrades.	\$250,000
		Signage Mini-Loan – will assist small businesses to become compliant Loans will be in the amount of \$2,500 or 50%, whichever is less	100,000
		Commercial Interior Grants/Loans	<u>200,000</u> \$550,000

**City of San Pablo
Fiscal Year 2007-2008**

Division 3400	Redevelopment Projects	Fund 340 Property Acquisition
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
43600 Professional Services	450	0	0	0	0	0
44000 Special Departmental Expense	0	0	0	0	0	0
44001 Relocation Costs	432,325	52,205	2,000,000	5,260,000	4,760,000	4,760,000
44320 Training and Travel	0	0	0	0	0	0
44400 Utilities	0	0	0	0	0	0
Total Services and Supplies	432,775	52,205	2,000,000	5,260,000	4,760,000	4,760,000
OTHER						
45400 Loans/Grants	0	(270)	2,000,000	1,000,000	1,000,000	1,000,000
Total Other	0	(270)	2,000,000	1,000,000	1,000,000	1,000,000
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	0	0	0
47150 Land Purchase	274,353	0	7,500,000	4,000,000	4,000,000	4,000,000
48004 Land Write Down	0	0	0	0	0	0
Total Fixed Assets	274,353	0	7,500,000	4,000,000	4,000,000	4,000,000
TOTAL RDA PROJECTS BUDGET	707,128	51,935	11,500,000	10,260,000	9,760,000	9,760,000
% increase (decrease) over previous year		-92.66%	22043.06%	-10.78%	-15.13%	-15.13%

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, acquisition of the Circle S Mobilehome Park and Salvation Army sites should be finalized.

Redevelopment of 23rd Street and Western San Pablo Avenue will also continue, lead by landmark projects at 23rd Street and Market Avenue and the "Mission Plaza Project" on San Pablo Avenue. The Agency has acquired 1821 Powell Street, 14559 San Pablo Avenue and 1800 23rd Street to expedite development in these two areas. This years' budget calls for more property acquisitions along 23rd Street and San Pablo Avenue. 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, Salvation Army	\$4,760,000
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45400 *Loans/Grants*

Development Loans or Grants	\$1,000,000
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47150 *Land Purchase*

Solar Carwash	\$1,000,000
Opportunity purchases	<u>3,000,000</u>
	\$4,000,000

(Prior opportunity purchases include 23rd and Market, 1821 Powell, Mission Plaza, Pittman's Bar-b-que)

**City of San Pablo
Fiscal Year 2007-2008**

Division 6110	10th Township Redevelopment Project Area	Fund 350 RDA
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	202,498	245,787	140,929	169,378	221,923	221,923
41001 Part Time Salaries	646	3,762	20,000	6,000	6,000	6,000
411xx-419xx Benefits	78,213	89,440	65,976	81,434	104,088	104,088
Total Salaries and Benefits	281,357	338,989	226,905	256,812	332,011	332,011
SERVICE AND SUPPLIES						
43000 Equipment Maintenance	322	1,432	2,800	6,000	6,000	6,000
43300 Memberships	4,186	225	5,000	4,500	4,500	4,500
43500 Office Expense	9,563	6,762	30,500	9,000	9,000	9,000
43600 Professional Services	307,064	378,015	881,148	1,147,750	1,167,750	1,167,750
44000 Special Departmental Expense	100,444	34,107	575,300	1,146,600	1,146,600	1,146,600
44001 Relocation Costs	fund 340	fund 340	fund 340	fund 340	500,000	500,000
44320 Training and Travel	4,634	7,534	18,750	20,000	20,000	20,000
44400 Utilities	2,106	344	4,000	4,000	4,000	4,000
Total Services and Supplies	428,319	428,419	1,517,498	2,337,850	2,857,850	2,857,850
OTHER						
45400 Loans/Grants	55,171	fund 340	fund 340	fund 340	fund 340	fund 340
Total Other	55,171	0	0	0	0	0
FIXED ASSETS						
46100 Improvements	0	0	0			
46300 Equipment	0	75,000	7,000	26,500	26,500	26,500
47150 Land Purchase	15,655	fund 340	fund 340	fund 340	fund 340	fund 340
48004 Land Write Down	0	0	0	0	0	0
Total Fixed Assets	15,655	75,000	7,000	26,500	26,500	26,500
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	15,028	1,363	4,500	3,120	3,120
49003 Salary/benefits transferred in	810,442	854,511	3,600	3,600	3,600	3,600
49004 Communications/Utilities	58,725	18,502	10,063	3,927	3,927	3,927
49005 PERS Side Fund/OPEB GASB45	663,290	41,058	20,529	20,529	20,529	20,529
Total Expenditure Transfers	1,532,457	929,099	35,555	32,556	31,176	31,176
TOTAL TENTH TOWNSHIP BUDGET	2,312,959	1,771,507	1,786,958	2,653,718	3,247,537	3,247,537
% increase (dec.) over prior year (excluding PERS Side Fund)	35.23%	7.39%	0.87%	48.50%	81.74%	81.74%

REDEVELOPMENT IMPLEMENTATION

Tenth Township Redevelopment Project Area 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 2006, the RDA acquired 137,050 square feet of land for economic development opportunities, to eliminate blight and to increase much needed open space. These properties include the Alvarado Mobile Home Park, a vacant commercial site, the income-producing Mission Plaza Shopping Center, three unbuildable hill-side properties, and a long-time vacant commercial lot at a major intersection of the Old Town/23rd Street project area. These acquisitions create opportunities for development partnerships and will bring new construction types to the City's lagging commercial areas. These acquisitions not only bring housing and commercial opportunities, they are in close proximity to mass transit.

The Agency will take a more active approach in marketing these developments and bringing more focus to the City. By setting the developments in place and creating additional commercial space, the Agency contracted with a retail broker to solicit much needed retailers to San Pablo. The Agency also continues to support its local businesses by offering small business loans and mini-loans.

The Agency will continue the following projects:

Homeownership

- Promoting the First-time Homebuyer Program. RDA increased First-time Homebuyer loan amounts to \$75,000 the previous fiscal year
- Continue marketing and heavily promoted 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 for small businesses for capital improvements and equipment. Two small business loans were funded in the previous fiscal year.

Circle S Project

- The Agency's focus will continue to be on relocation the Circle S Project residents during the 2006/2007 fiscal year. Nineteen million two hundred thousand dollars

(\$19.2 million) was expended for eminent domain activities related to this project in FY 2006.

Commercial Districts

- Work closely with the Planning Division to develop and implement the 23rd Street Specific 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 23rd Street and Western San Pablo Avenue will continue
- Implement the development of 23rd Street and Market Avenue
- Identify additional resources for our local businesses

Budget Line Item Descriptions

41000 Full-Time Salaries

- 1 Community Services Director 50%
- 1 Redevelopment Analyst/Special Events Coordinator
- 1 Community Services Analyst
- 1 Senior Administrative Secretary 25%

41001 Part-Time Salaries

- 1 Summer intern **\$6,000**

411-419xx Benefits

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

42001 Communications

None budgeted.

43000 Equipment Maintenance

Shared expenses for Xerox Copier \$5,000
Shared expenses for vehicle \$1,000 **\$6,000**

43300 Memberships

Memberships in the California Redevelopment Association (CRA) \$4,000;
ICMA; MMANC \$400; ICSC \$100; etc. **\$4,500**

43500 Office Expense

Advertising and printing costs (\$2,500), software programs (\$3,000); reproduction of plans, laminations, aerial photos and mounting supplies, office and computer supplies, express delivery charges, department quarterly meetings (\$3,500). **\$9,000**

43600 Professional Services

Circle S – Mobile Home Property Manager	\$100,000
Demolition – Powell and Pittman’s	40,000
Redevelopment consultants and legal fees, including financial and land development assistance and potential legal fees for condemnation activities	500,000
GIS contract with County	50,000
Quarterly sales tax data and financial audit	10,000
Dump Voucher Program	50,000
Unanticipated repairs and maintenance of Agency owned property	50,000
Unanticipated repairs and maintenance of Agency Mobilehome Parks	200,000
Hillside property instrumentation	75,000
Hillside property monitoring	25,000
Newspaper ads, notices, mailings	35,000
GIS/CPTS upgrade and license	15,000
Miscellaneous cabling and wiring to support department activities	2,000
eCivis Grant Locator (25%)	2,750
Translation Services – Meetings	1,000
Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintaining bondholder records plus payment of principal and interest	<u>12,000</u>
	\$1,167,750

44000 Special Departmental Expense

BNSF Clean Up (will apply for Federal grants to offset costs)	\$600,000
Additional unknown redevelopment projects initiated during the year	500,000
Property taxes for Willow Mobile Home Park	20,000
West Contra Costa Sanitary District sewer use fees	2,000
Economic Development Marketing	10,000
Banners	10,000
Unanticipated Contra Costa County fees	2,000
Translation Equipment (50%)	1,000
Property taxes for various Agency-owned properties	1,000
Vehicle insurance	<u>600</u>
	\$1,146,600

44001 Relocation Costs

Various relocation projects	\$500,000
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44320 Training and Travel

Conferences, mileage, per diem and training through the California Redevelopment Association (CRA); management, International Council of Shopping Centers (ICSC), supervisory and computer related classes, consultants, and developers associated with redevelopment projects; International City Manager Association (ICMA) annual conference; State League annual conference, workshops, mileages for meetings.	\$16,250
ArcGIS Training (25%)	<u>3,750</u>
	\$20,000

44400 Utilities

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

46100 Improvements

None budgeted.

46300 Equipment

Hybrid Civic (50%) shared with Recreation and Neighborhood Services **\$12,500**
Hybrid Escape (50%) shared with Recreation **14,000**
\$26,500

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.

49003 Salary/benefits transferred in

Staff members perform functions that benefit the RDA. These employees are budgeted in their respective divisions and expenditure transfers then effect the transfer of costs between their divisions and the RDA.

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

49004 Communications/Utilities

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 2007-2008

Division 1730	Engineering	Fund 200 Gas Tax
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	333,428	352,362	328,724	345,144	321,528	321,528
41001 Part Time	3,906	15,234	0	8,000	8,000	8,000
41002 Overtime	467	185	0	0	0	0
411xx-419xx Benefits	131,055	139,572	118,633	132,666	122,987	122,987
Total Salaries and Benefits	468,856	507,353	447,357	485,810	452,515	452,515
SERVICE AND SUPPLIES						
42000 Uniforms	257	109	500	500	500	500
42001 Communications	5,938	4,844	6,330	6,330	6,330	6,330
43000 Equipment Maintenance	2,992	2,940	3,500	7,100	7,100	7,100
43300 Memberships	1,218	1,109	1,550	1,550	1,550	1,550
43500 Office Expense	3,389	14,617	24,100	10,000	10,000	10,000
43600 Professional Services	60,080	144,698	173,489	269,562	169,562	169,562
43700 Legal Notices	(22)	0	200	200	200	200
44000 Special Department Expense	16,760	38,974	44,570	53,030	53,030	53,030
44320 Training and Travel	4,090	8,092	6,500	6,500	6,500	6,500
44400 Utilities	21,988	19,495	26,000	26,000	26,000	26,000
Total Service and Supplies	116,690	234,878	286,739	380,772	280,772	280,772
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	23,695	23,695	23,695
Total Fixed Assets	0	0	0	23,695	23,695	23,695
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	7,099	5,484	9,248	6,411	6,411
49004 Communications/Utilities	23,115	6,156	8,303	8,070	8,070	8,070
49005 PERS Side Fund/OPEB GASB45	236,449	33,974	16,988	16,988	16,988	16,988
49503 Salary/benefits transferred to other div.	(81,194)	(79,199)	0	0	0	0
Total Expenditure Transfers	178,370	(31,970)	30,775	34,306	31,469	31,469
TOTAL ENGINEERING BUDGET	763,916	710,261	764,871	924,583	788,451	788,451
% increase (dec.) over prior year (excluding PERS Side Fund)	13.59%	34.66%	7.69%	20.88%	3.08%	3.08%

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. Major developments for which the Division is providing plan review and construction inspections include: Abella Paseo by Signature Properties, Abella Commercial by Signature Properties, El Paseo by Simpson Housing, Devon Square by Pulte Homes, and the EBALDC housing project on Giant Road. 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, 23rd Street streetscape improvements, Wanlass Park, the annual Slurry Seal contract, and the I-80 / San Pablo Dam Road Interchange Reconstruction project.

Budget Line Item Descriptions

41000 *Salaries*

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 Aide 60%
- 1 Senior Administrative Secretary 50%

41001 *Part-Time Salaries*

- 1 Summer intern **\$8,000**

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*
 Safety boots, vests, hardhats, reflective jackets for engineering personnel. **\$500**

42001 *Communications*
 Cellular phone service \$1,660; maintenance for 5 portable radios \$4,670. **\$6,330**

43000 *Equipment Maintenance*
 One half of the cost for plan size copy machine annual preventative maintenance and repair (cost shared with Development Services) **\$ 350**
 Vehicle repair and maintenance **1,250**
 Engineering's share of the Community Development copier **4,200**
 Miscellaneous unanticipated repairs **1,300**
\$7,100

43300 *Membership/Publications*
 American Public Works Association (2), American Society of Civil Engineers (2), American Construction Inspectors Association memberships, professional Engineer registration fees (2), technical publications. **\$1,550**

43500 *Office Expense*
 Printer paper, toner, file cabinet, hanging files, computer programs and updates, planners, computer diskettes, miscellaneous data processing supplies and printing costs, archive storage boxes, 1 new digital camera, camera supplies, photo processing, computer upgrades, and miscellaneous small equipment. **\$10,000**

43600 *Professional Services*
 Contra Costa County traffic signal maintenance **\$ 45,000**
 Traffic accident signal repair contract **20,000**
 SMART Corridor operations and maintenance contract **27,062**
 Repairs to city-owned street lights **5,000**
 Auditor's fee for Single Audit for Federally funded projects **6,000**
 County drafting services **1,000**
 Traffic counts **5,000**
 GIS database for soils reports (carryover from 06/07) **23,500**
 Annual update of GIS database for soils reports **2,000**
 Vale Road stream gauge monitoring & reporting **15,000**
 Other contract services i.e. soil testing, property surveys, special studies **20,000**
\$169,562

43700 *Legal Notices*
 Public notice publications. **\$200**

44000 *Special Departmental Expense*

Gasoline	\$ 3,750
Grant applications	500
West Contra Costa Transportation Advisory Committee (WCCTAC) dues	33,000
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>
	\$53,030

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.

	\$ 6,500
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44400 *Utilities*

Annual electric cost for traffic signals.	\$26,000
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46100 *Improvements*

None budgeted.

46300 *Equipment*

Replacement of old Cutlass Ciera with new hybrid vehicle	\$23,695
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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.

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.

**City of San Pablo
Fiscal Year 2007-2008**

Division 1735	Graffiti and Litter Abatement	Fund 350 Redevelopment
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	93,228	100,300	110,449	115,958	115,958	115,958
41001 Part Time	53,494	51,282	77,000	77,000	77,000	77,000
41002 Overtime	1,122	930	2,000	2,000	17,000	17,000
411xx-419xx Benefits	55,410	56,093	66,421	79,862	80,711	80,711
Total Salaries and Benefits	203,254	208,605	255,870	274,820	290,669	290,669
SERVICE AND SUPPLIES						
42000 Uniforms/Safety Equipment	2,120	3,086	3,400	3,570	3,570	3,570
42001 Communications	1,818	924	4,070	4,685	4,685	4,685
43000 Equipment Maintenance	8,403	2,303	10,000	10,500	10,500	10,500
43500 Office Expense	337	487	750	4,000	4,000	4,000
44000 Special Department Expense	11,074	8,812	12,500	13,200	28,200	28,200
44320 Training and Travel	115	1,078	500	500	500	500
Total Service and Supplies	23,867	16,690	31,220	36,455	51,455	51,455
FIXED ASSETS						
46300 Equipment	0	0	65,000	65,000	0	0
Total Fixed Assets	0	0	65,000	65,000	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	3,021	2,181	4,500	3,120	3,120
49004 Communications/Utilities	15,270	2,149	3,301	3,927	3,927	3,927
49005 PERS Side Fund/OPEB GASB45	88,635	3,432	1,716	1,716	1,716	1,716
Total Expenditure Transfers	103,905	8,602	7,198	10,143	8,763	8,763
TOTAL GRAFFITI ABATEMENT BUDGET	331,026	233,897	359,288	386,418	350,887	350,887
% increase (dec.) over prior year (excluding PERS Side Fund)	57.07%	-3.50%	53.61%	7.55%	-2.34%	-2.34%

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 all public and private property along main thoroughfares, and to remove litter and debris from public areas.

Budget Line Item Descriptions

41000 *Salaries*

Staffing for this division includes:

2 Maintenance Workers

41001 *Part Time*

4 Maintenance Workers

\$77,000

41002 *Overtime*

Labor needed at times other than normal work hours to perform various services in connection with citywide cleanup and days and unforeseen emergencies.

\$17,000

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*

Uniforms and safety boots.

\$3,570

42001 *Communications*

Cellular phone service

\$ 350

T1 monthly service Corporation Yard network

1,515

Maintenance for 3 radios

2,820

\$4,685

43000 *Equipment Maintenance*

Maintenance, repairs and smog certification for the vehicle used in the abatement of graffiti

\$ 5,250

Spray equipment maintenance

2,100

Other equipment maintenance

3,150

\$10,500

43500 Office Expense

Paper, clipboards, network printer, pens, business cards, computer diskettes.	\$1,475
1/3 for cost Copier, network hardware	<u>2,525</u>
(cost split with Street Lighting & Landscaping & Street Maintenance)	\$4,000

44000 Special Department Expense

Community cleanup	\$15,000
Paint	6,300
Graffiti removal chemicals	2,100
New paint guns and equipment	2,500
Gasoline	1,250
Miscellaneous items i.e. paintbrushes, paint rollers, ladders, paint scrapers, and other materials related to graffiti abatement	<u>1,050</u>
	\$28,200

44320 Training and Travel

Technical and safety training.	\$500
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46300 Equipment

None budgeted.

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.

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.

City of San Pablo
Fiscal Year 2007-2008

Division 1740	National Pollution Discharge Elimination System	Fund 207
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	77,097	74,218	176,211	190,268	166,653	166,653
41001 Part-Time Salaries	22,090	26,131	25,109	22,321	22,321	22,321
41002 Overtime	108	0	0	0	0	0
411xx-419xx Benefits	27,488	34,655	72,633	80,729	71,270	71,270
Total Salaries and Benefits	126,783	135,004	273,953	293,318	260,244	260,244
SERVICE AND SUPPLIES						
42000 Uniforms/Safety Equipment	0	49	300	300	300	300
42001 Communications	3,200	1,935	2,220	2,220	2,220	2,220
43000 Equipment Maintenance	2,158	403	1,700	1,500	1,500	1,500
43300 Memberships	0	240	500	500	500	500
43500 Office Expense	769	605	5,500	3,000	3,000	3,000
43600 Professional Services	81,307	65,541	7,500	7,500	7,500	7,500
44000 Special Department Expense	25,365	33,757	36,100	42,455	42,455	42,455
44320 Training and Travel	1,278	1,005	1,500	1,500	1,500	1,500
Total Service and Supplies	114,077	103,535	55,320	58,975	58,975	58,975
FIXED ASSETS						
46300 Equipment	32,506	0	0	23,695	23,695	23,695
Total Fixed Assets	32,506	0	0	23,695	23,695	23,695
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	3,172	3,456	6,570	4,555	4,555
49003 Salary/benefit costs transferred in	116,427	109,604	0	0	0	0
49004 Communications/Utilities	8,903	2,258	5,232	5,734	5,734	5,734
49005 PERS Side Fund/OPEB GASB45	121,731	4,092	2,046	2,046	2,046	2,046
Total Expenditure Transfers	247,061	119,126	10,734	14,350	12,335	12,335
TOTAL NPDES BUDGET	520,427	357,665	340,007	390,338	355,249	355,249
% increase (dec.) over prior year (excluding PERS Side Fund)	26.01%	-10.29%	-3.84%	15.50%	5.12%	5.12%

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.

Mission Statement

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

Budget Line Item Descriptions

41000 *Salaries*

Staffing for this project includes:

- 1 NPDES Coordinator
- 1 Public Works Director 25%
- 1 Finance Director 10%
- 1 Associate Civil Engineer 7%
- 2 Maintenance Worker (50% each)

41001 *Part-Time*

Temporary workers for storm drain cleaning and cleanups of publicly owned or maintained sections of creeks and drainage easements. **\$22,321**

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*

Uniforms and safety equipment. **\$300**

42001 *Communications*

Cellular phone service (1 phone) \$ 400
 Maintenance for 2 portable radios 1,820
\$2,220

43000 *Equipment Maintenance*

Vehicle maintenance, minimize vehicle leaks \$ 800
 General equipment maintenance 200
 Storm drain and creek maintenance equipment 500
\$1,500

43300 *Memberships*
National Association of Environmental Professionals, American
Public Works Association, technical publications. **\$500**

43500 *Office Expense*
Miscellaneous office supplies, computer updates. **\$3,000**

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 1,500
2007 watershed calendar 300
Developer guides 100
Educational materials publishing and distribution 1,500
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 20,655
Regional Board Creek Permit 500
Unanticipated expenses 1,500
\$42,455

44320 *Training and Travel*
Training programs (water quality and monitoring techniques, GIS,
inspector training) and related travel expenses. **\$1,500**

46300 *Equipment*
Replacement of 1997 Dodge Intrepid with new hybrid vehicle **\$23,695**

49001 *Building Maintenance Costs*

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*

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 2007-2008**

Division 1780	Building Maintenance	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
43000 Equipment Maintenance	981	0	0	0	0	0
43600 Professional Services	82,687	115,356	102,507	106,500	65,550	65,550
44000 Special Department Expense	14,761	17,216	17,978	16,500	16,500	16,500
Total Service and Supplies	98,429	132,572	120,485	123,000	82,050	82,050
FIXED ASSETS						
46100 Improvements	0	0	12,300	10,500	10,500	10,500
46300 Equipment	0	0	5,000	0	0	0
Total Fixed Assets	0	0	17,300	10,500	10,500	10,500
EXPENDITURE TRANSFERS						
49501 Dept. Costs Transferred Out	(98,429)	(132,572)	(137,785)	(133,500)	(92,550)	(92,550)
Total Expenditure Transfers	(98,429)	(132,572)	(137,785)	(133,500)	(92,550)	(92,550)
TOTAL BUILDING MAINTENANCE BUDGET	0	0	0	0	0	0
% increase (decrease) over previous year	-100.00%	0.00%	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: starting with this fiscal year, 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	2,500
Annual monitoring costs for the City's fire and burglar alarm systems	21,000
Emergency generator in Building 5	2,000
Service contract for heater/air conditioning units	3,600
Elevator service agreement	550
Fire extinguisher servicing	1,700
Contractors for maintenance services (i.e. lock smith, sewer service, electrician)	<u>3,200</u>
	\$65,550

44000 Special Departmental Expense

Materials required to maintain the municipal buildings such as paint, hardware, building materials and other miscellaneous or unexpected expenses. (Increase cost in raw materials)

\$16,500

46100 Improvements

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

\$10,500

49501 Building Maintenance Division Costs Transferred Out

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 2007-2008**

Division 2110	Street Lighting and Landscaping	Fund 205
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	418,872	405,444	437,994	485,039	485,039	485,039
41001 Part-Time Salaries	9,951	12,904	0	0	0	0
41002 Overtime	4,786	3,709	8,000	8,000	8,000	8,000
411xx-419xx Benefits	218,055	216,646	238,219	279,794	279,794	279,794
Total Salaries and Benefits	651,664	638,703	684,213	772,833	772,833	772,833
SERVICE AND SUPPLIES						
42000 Uniforms	5,184	4,577	8,000	8,400	8,400	8,400
42001 Communications	10,561	7,889	14,290	14,650	14,650	14,650
43000 Equipment Maintenance	13,310	8,690	35,000	36,750	36,750	36,750
43300 Memberships	430	497	600	1,250	1,250	1,250
43500 Office Expense	592	794	2,825	5,935	5,935	5,935
43600 Professional Services	137,816	103,883	178,845	163,075	163,075	163,075
43800 Equipment Rental	553	130	11,464	5,000	5,000	5,000
44000 Special Department Expense	83,017	79,763	83,012	118,172	120,336	120,336
44320 Training and Travel	2,915	5,508	3,000	3,750	3,750	3,750
44400 Utilities	309,109	277,602	301,200	341,200	341,200	341,200
Total Service and Supplies	563,487	489,333	638,236	698,182	700,346	700,346
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	76,461	0	200,500	137,157	69,993	69,993
Total Fixed Assets	76,461	0	200,500	137,157	69,993	69,993
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	9,666	8,722	12,479	12,479	12,479
49004 Communications/Utilities	23,081	7,031	13,205	15,709	15,709	15,709
49005 PERS Side Fund/OPEB GASB45	311,942	62,780	31,392	31,392	31,392	31,392
49503 Salary/benefits Transfer to Other Div.	(131,332)	(91,650)	0	0	0	0
Total Expenditure Transfers	203,691	(12,173)	53,319	59,580	59,580	59,580
TOTAL STREET LIGHTING BUDGET	1,495,303	1,115,863	1,576,268	1,667,752	1,602,752	1,602,752
% increase (dec.) over prior year (excluding PERS Side Fund)	6.02%	-5.70%	49.68%	5.80%	1.68%	1.68%

STREET LIGHTING & LANDSCAPING

Division 2110

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

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

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

Mission Statement

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

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

Budget Line Item Descriptions

41000 *Salaries*

Staffing for this division includes:

- 1 Maintenance and Operations Manager
- 2 Lead Workers
- 4 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*

Overtime is based on emergency call out. **\$8,000**

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*

Safety equipment, jackets and uniforms. **\$8,400**

42001 *Communications*

Cellular phone service for 3 phones \$ 1,260
T1 Line for Corporation Yard Networking service 2,100
Maintenance for 12 radios 11,290
\$14,650

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, network printer and miscellaneous office supplies. \$3,410
1/3 cost Copier and network hardware 2,525
(cost split with Street Maintenance and Graffiti & Litter Abatement) **\$5,935**

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	525
Alarm system checks	1,500
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	4,000
Alarm system monitoring	7,000
Elevator service contract	2,730
Furnace service contract	2,650
Fire extinguisher service contract	1,800
Youth Soccer Field over seeding and fertilizing	6,500
Underground Storage Tank Operator Services	1,320
Underground Storage Tank Testing	7,500
10 thousand gallon Poly holding tank for youth soccer field (replacement)	10,000
Unanticipated expenses	<u>21,000</u>
	\$163,075

43800 Equipment Rental

Occasional rental of special equipment needed for landscape maintenance.	\$5,000
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44000 Special Department Expense

Lighting and landscape repair materials (Increase cost in raw materials)	\$44,400
Janitorial supplies	550
½ cost of Arrow Board (solar) (cost split with Street Maintenance)	2,164
Small tools (replacement of handtools)	2,500
Vandalism and damage to City property repairs	3,600
Gasoline (Anticipated increase in fuel cost)	17,250
Replacement street trees and plants (replacement of aging plants)	7,250
Herbicides	3,000
Traffic Cones	2,000
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 (15 cans)	15,600
Hydrostatic Walk behind mower 20"	1,137
Unanticipated expenses	<u>6,050</u>
	\$120,336

44320 *Training and Travel*

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

\$3,750

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 5 Yard Dump Truck (cost split with Street Maintenance)

\$35,000

½ cost of Water Wagon System (cost split with Street Maintenance)

3,000

½ cost of Pick Up Truck (cost split with Street Maintenance)

11,500

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

13,466

Hydrostatic 64" commercial walk behind mower

7,027

\$69,993

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.

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.

**City of San Pablo
Fiscal Year 2007-2008**

Division 2210	Oak Park Storm Drain Maintenance	Fund 235
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41001 Part-Time Salaries	215	2,492	1,930	1,930	1,930	1,930
411xx-419xx Benefits	194	157	236	262	262	262
Total Salaries and Benefits	409	2,649	2,166	2,192	2,192	2,192
SERVICE AND SUPPLIES						
43600 Professional Services	1,350	2,000	2,200	2,310	2,310	2,310
44000 Special Department Expense	0	0	400	1,900	1,900	1,900
Total Service and Supplies	1,350	2,000	2,600	4,210	4,210	4,210
TOTAL OAK PARK STORM DRAIN BUDGET	1,759	4,649	4,766	6,402	6,402	6,402
% increase (decrease) over previous year	-47.74%	164.30%	2.53%	34.31%	34.31%	34.31%

OAK PARK STORM DRAIN MAINTENANCE

Division 2210

Mission Statement

To maintain the storm drains in the Oak Park Assessment District.

In December of 1989, the City Council adopted Resolution No. 89-127, forming the Oak Park Assessment District, located in the vicinity of Princeton Plaza and the Sprincin Company proposed housing site. The annual cost of maintenance for hillside landslide repairs such as surface improvements, sub drains, horizontal drains and storm drainage collection system is assessed to individual parcels annually on their property tax bills. The annual process for levying these assessments involves

- (1) Council directs the preparation of the annual report
- (2) Report is prepared and filed with the City Clerk by the Community Development staff
- (3) Council adopts a resolution of intention to levy assessments and sets a public hearing;
- (4) Council holds a public hearing and adopts resolution confirming the assessments; and
- (5) assessments are filed with the County Auditor for inclusion on the tax rolls.

Budget Line Items Descriptions

41001 Part Time Salaries

Staffing for this division includes:

2	Part-time maintenance workers	\$1,930
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411-419xx Benefits

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

43600 Professional Services

	Flushing of drains pipes.	\$2,310
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44000 Special Department Expense

	Materials to repair catch basins, drainage channels, minor slump areas and repair of drainage ditch.	\$1,900
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**City of San Pablo
Fiscal Year 2007-2008**

Division 3110	Street Maintenance	Fund 200 Gas Tax
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	108,910	106,141	170,089	176,329	176,329	176,329
41001 Part Time Salaries	0	0	0	0	0	0
41002 Overtime	750	2,382	3,000	3,000	3,000	3,000
411xx-419xx Benefits	50,743	47,515	86,431	94,429	94,429	94,429
Total Salaries and Benefits	160,403	156,038	259,520	273,758	273,758	273,758
SERVICE AND SUPPLIES						
42000 Uniforms	2,717	2,686	3,000	3,150	3,150	3,150
42001 Communications	4,950	3,460	3,130	4,348	4,348	4,348
43000 Equipment Maintenance	14,677	17,378	21,000	15,750	15,750	15,750
43300 Memberships	120	136	150	160	160	160
43500 Office Expense	245	567	2,400	2,825	2,825	2,825
43600 Professional Services	6,947	6,976	81,400	75,404	75,404	75,404
43800 Equipment Rental	1,533	359	11,214	2,100	2,100	2,100
44000 Special Department Expense	55,064	65,305	85,834	123,951	126,115	126,115
44320 Training and Travel	855	1,365	1,500	1,575	1,575	1,575
Total Service and Supplies	87,108	98,232	209,628	229,263	231,427	231,427
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	2,314	9,357	173,000	130,130	62,966	62,966
Total Fixed Assets	2,314	9,357	173,000	130,130	62,966	62,966
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	0	3,776	3,271	4,680	4,680	4,680
49003 Salary/benefits Transferred In	35,759	36,488	0	0	0	0
49004 Communications/Utilities	10,320	2,686	4,952	5,891	5,891	5,891
49005 PERS Side Fund/OPEB GASB45	87,743	3,432	1,716	1,716	1,716	1,716
Total Expenditure Transfers	133,822	46,382	9,939	12,287	12,287	12,287
TOTAL STREET MAINTENANCE BUDGET	383,647	310,009	652,087	645,438	580,438	580,438
% increase (dec.) over prior year (excluding PERS Side Fund)	9.82%	4.77%	112.70%	-1.02%	-10.99%	-10.99%

STREET MAINTENANCE

Division 3110

Mission Statement

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

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

Budget Line Item Descriptions

41000	<i>Salaries</i>
1	Lead Worker
2	Maintenance Worker

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.

41002 *Overtime*

Labor needed at times other than normal work hours to perform various services in connection with such unforeseen emergencies such as flooding. **\$3,000**

411-419xx *Benefits*

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, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms/Safety Equipment*

Safety equipment, jackets and uniforms. **\$3,150**

42001	<i>Communications</i>	
	Cellular phone service	\$ 368
	T1 monthly service Corporation Yard network	2,100
	Maintenance for 2 radios	<u>1,880</u>
		\$4,348
43000	<i>Equipment Maintenance</i>	
	Maintenance and repairs to vehicles \$5,565; light equipment repair \$3,885; repair of heavy equipment used in patching \$6,300	\$15,750
43300	<i>Memberships</i>	
	Maintenance Supervisors Association; technical magazine subscriptions.	\$160
43500	<i>Office Expense</i>	
	Business cards and office supplies	\$ 300
	1/3 cost Copier and network hardware	<u>2,525</u>
	(cost split with Lighting & Landscaping; Graffiti & Litter Abatement)	\$2,825
43600	<i>Professional Services</i>	
	Street sweeping contract services	\$67,200
	Contra Costa County Court Assignees insurance	1,732
	Fence and gate repairs	4,500
	Corporation Yard alarm system services	450
	Other contract services	<u>1,522</u>
		\$75,404
43800	<i>Equipment Rental</i>	
	Rental of roller for street patching	\$2,100
44000	<i>Special Departmental Expense</i>	
	Street repair materials (Increase cost in raw materials)	\$41,580
	Garbage transport fees	31,790
	Janitorial supplies	500
	Small tools	2,500
	Street Signs	4,200
	Gasoline (Anticipated increase in fuel cost)	8,625
	½ cost of Arrow Board (cost split with Street Lighting & Landscape)	2,164
	Repair of damage to City property	2,100
	Traffic Cones	1,500
	Parade Barricades	3,000
	Safety Equipment for new vehicles	4,000
	Replacement Street Trash Cans (12)	14,400
	Asphalt Compactor Plate	2,154
	Rammer Jumping Jack	3,302
	Other miscellaneous expenses	<u>4,300</u>
		\$126,115

44320 *Training and Travel*

Training programs for street maintenance, pavement management, and street safety practices.

\$1,575

46100 *Improvements*

None budgeted.

46300 *Equipment*

½ cost of 5 Yard Dump Truck (cost split with Street Lighting & Landscape)	\$35,000
½ cost of Pick Up Truck (cost split with Street Lighting & Landscape)	11,500
½ cost of Water Wagon Systems (cost split with Street Lighting & Landscape)	3,000
½ cost of Utility Tractor (cost split with Street Lighting & Landscape)	<u>13,466</u>
	\$62,966

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.

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.

**City of San Pablo
Fiscal Year 2007-2008**

Division 1810	Police	Fund 100 General Fund
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	4,216,148	4,589,738	5,029,990	5,683,934	5,683,934	5,683,934
41001 Part-Time Salaries	104,638	124,173	106,000	110,000	110,000	110,000
41002 Overtime/Comp Time Paid	388,502	487,927	538,250	582,500	582,500	582,500
41003 Casino Duty	4,614	1,684	0	0	0	0
41305 Holiday Pay	140,381	133,173	171,000	179,550	179,550	179,550
411xx-419xx Benefits	2,357,357	2,654,621	2,525,565	2,884,379	2,876,980	2,876,980
Total Salaries and Benefits	7,211,640	7,991,316	8,370,805	9,440,363	9,432,964	9,432,964
SERVICE AND SUPPLIES						
42000 Uniforms, Safety Equipment	55,758	61,427	88,500	80,450	80,450	80,450
42001 Communications	13,673	8,586	26,400	50,660	50,660	50,660
43000 Equipment Maintenance	89,656	120,193	132,000	207,750	207,750	207,750
43300 Memberships	4,137	4,718	6,800	6,800	6,800	6,800
43500 Office Expense	25,572	58,036	34,200	39,200	39,200	39,200
43600 Professional/Specialized Services	838,851	863,015	1,077,810	1,124,820	1,124,820	1,124,820
43610 Casino Background Checks	28,961	50,658	72,000	72,000	72,000	72,000
43800 Equipment Rents/Leases	33,837	50,371	58,100	51,355	51,355	51,355
44000 Special Department Expense	178,978	222,307	269,000	287,400	287,400	287,400
44320 Training and Travel	34,256	31,136	60,800	60,800	60,800	60,800
44400 Utilities				44,000	44,000	44,000
Total Service and Supplies	1,303,679	1,470,447	1,825,610	2,025,235	2,025,235	2,025,235
FIXED ASSETS						
46100 Structures/Improvements	0	0	10,000	39,000	39,000	39,000
46300 Equipment	0	228,947	107,500	266,350	208,350	208,350
Total Fixed Assets	0	228,947	117,500	305,350	247,350	247,350
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	76,669	65,418	0	0	0
49004 Communications/Utilities/Property Ins.	243,398	79,576	99,038	17,500	17,500	17,500
49005 PERS Side Fund/OPEB GASB45	603,828	5,420,729	252,819	252,819	252,819	252,819
Total Expenditure Transfers	847,226	5,576,974	417,275	270,319	270,319	270,319
TOTAL POLICE BUDGET	9,362,545	15,267,684	10,731,190	12,041,267	11,975,868	11,975,868

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

% increase (dec.) over prior year (excluding PERS Side Fund)	14.02%	74.31%	8.98%	12.21%	11.60%	11.60%
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**CITY OF SAN PABLO
POLICE DEPARTMENT**

April 17, 2007

To: Brock Arner, City Manager

From: J. P. Aita, Chief of Police

Subject: Gang Interdiction and Enforcement Officer

The Police Department is requesting the addition of a Gang Interdiction and Enforcement Officer position in the 2007/2008 budget. This position is designed primarily to address the substantial increase in gang-related violence in San Pablo.

The gang population in San Pablo has risen 25% within the last two years to nearly 500 documented members, with approximately 1,000 associated members throughout the city. Three of the City's last four homicides involved gang members who took the life of their victims through close contact executions or drive-by shootings, often times striking unintended or innocent victims. On average, over 50% of the City's homicides are gang related each year.

Teamed with an assigned officer from patrol, this unit will work closely with the Juvenile/School Resource Officer and concentrate heavily on:

- Intelligence gathering and exchange with Patrol and Investigations Divisions
- Street level enforcement of identified gang members
- Implementing intervention strategies with local law enforcement agencies
- Supporting major gang related criminal investigations
- Providing gang expertise to department personnel and the community
- Enhance relationships with Parole, Probation, WestNet, local schools and community based social programs
- Provide intervention programs and support to 'at risk' youths and their families

Given the substantial increase in violent crimes throughout the entire I-80 corridor and most areas of Contra Costa County, it is the police department's intent to reduce this threat by providing additional resources and enforcement, public education of our youth, and enhanced community awareness.

**CITY OF SAN PABLO
POLICE DEPARTMENT**

April 17, 2007

To: Brock Arner, City Manager
From: J. P. Aita, Chief of Police
Subject: Police Services Technician/Jailer

The police department is requesting the addition of a second Police Services Technician (PST) position primarily assigned to the Patrol Division.

Given the recent success of our first booking technician, i.e. increased number of bookings, scheduled transportation of prisoners, etc., patrol officers have been allowed more time for proactive patrol, thus conducting more investigations and making more arrests. Staff would like to enhance these capabilities given the fact that we book an average of nearly 2,000 arrestees each year and transport over half of them to the Martinez Detention Facility.

It takes approximately one hour to book each prisoner at the police department and an additional one and one-half to two hours to transport the prisoner to MDF, complete intake, and return to San Pablo. If there is a delay at MDF, it may take as long as three to four hours before the officer returns to the street. Should this occur on days with limited staffing (3 officers and 1 supervisor), then the officer's absence significantly impacts patrol operations until they return.

With the anticipated addition of a functional gang unit and grant-funded DUI officer, we expect a significant increase in arrests. Intoxicated subjects require a higher level of supervision while in custody, and it is our hope to recruit a PST who is a qualified reserve officer, which allows them to be utilized for additional duties.

This second position will expand the hours and days of operation and provide relief to sworn officers and/or supervisors currently required to guard prisoners while in custody. The PST will further eliminate the issue of overtime for transportation by patrol personnel; allow for in-field pickup and/or transportation of multiple arrestees; and assist both Investigations and Services Division personnel.

**CITY OF SAN PABLO
POLICE DEPARTMENT**

April 23, 2007

To: Brock Arner, City Manager
From: J. P. Aita, Chief of Police
Subject: Code Enforcement Administrative Clerk (2nd Position)

In 2001, the City Council created a separate Code Enforcement Division under the direction of the Police Department. Original staffing included one sergeant, two code enforcement officers, one secretary, and one part-time building inspector. Code Enforcement recently filled two vacant positions in the unit; one sign ordinance enforcement officer and one vehicle abatement officer; both Police Services Assistants.

As a result of their past success, the unit has experienced a 30% increase in workload and assigned cases. Much of this is paper driven and requires very detailed reports and strict timelines. The clerk's current duties include:

- Processing all substandard and dangerous building reports. These reports are complex and require constant attention
- Scan all code enforcement cases and purging those that have been closed
- Process all Residential Health and Safety (RH&S) cases and update all relevant information in the code enforcement database (CRW).
- Process all administrative hearing letters; acts as the hearing stenographer, LaserFiche and CRW administration

Clerical needs have increased as the investigative staff has expanded; therefore some administrative functions have been assigned to investigators out of necessity, which in turn, impedes their effectiveness on the street. A second clerk's position will relieve investigators of their administrative responsibilities and allow them more time 'in the field'. Moreover, this second clerk will assist in purging old cases, filing current cases, and updating the code enforcement data base more efficiently, thus improving the unit's efficiency and productivity.

I am requesting the addition of a second Code Enforcement Administrative Clerk position to Code Enforcement, with funding through the Redevelopment Agency.

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 within the Department given the resources available.
- 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 awareness 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

The Police Department currently budgets seventy-four (74) full-time personnel. Fifty-five (55) are sworn officers and nineteen (19) are non-sworn employees. Sixty-three (63) are budgeted through the General Fund and eleven (11) through grants or subsidies.

This fiscal year, the Police Department wishes to increase the size of the workforce by one (1) sworn officer to supplant a comprehensive gang interdiction and enforcement program, one (1) state funded DUI enforcement officer, one (1) Code Enforcement administrative clerk, and one (1) police services technician to enhance the department's jail and patrol operations.

All Personnel

(includes externally funded positions)

	<u>Actual Staffing</u>	<u>Current Budget</u>	<u>Proposed Budget</u>
Chief of Police	1	1	1
Commanders	2	2	2
Sergeants	9	9	9
Officers	41	43	45
Police Services Technicians	7	7	8
Police Services Assistants	2	2	2
Senior Police Administrative Clerk	0	0	1
Police Administrative Clerk II	7	7	7
Administrative Secretary	1	1	1
Senior Administrative Secretary	1	1	1
Maintenance Worker II	1	1	1
	72	74	78

Externally Funded Positions

Code Enforcement

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

School Resource

1 Officer (80% funded by State)

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)

DUI Enforcement

Vacant (100% funded by Office of Traffic Safety)

41001 Part-Time Salaries

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 call backs. Compensatory time payouts are limited to forty (40) hours per pay period.

- a. Discretionary and mandatory overtime \$225,000
- b. Potential compensatory time payout liability 300,000
- d. Special events (i.e. parades, festivals & community events) 57,500
\$582,500

41305 Holiday Pay

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. **\$179,550**

411xx-419xx Employee Benefits/Insurance

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, Social Security, benefits in-lieu, medical insurance for retirees and an Employee Assistance Program.

42000 Uniforms/Safety Equipment

The City provides \$800 per-year clothing allowance to sworn Officers and Sergeants assigned to Investigations and Services. The City cleans and replaces employee uniforms and provides uniform equipment. Select employees are reimbursed for uniform shoes or boots up to \$125 maximum. Based on estimated usage, the following is budgeted:

- a. Clothing allowance (15 employees) \$12,000
- b. Uniform cleaning and repair 13,450
- c. Uniform purchases/replacement (all personnel) 25,000

d. Police safety equipment including vests*, rain gear, boots, etc	15,000
e. New personnel expenses (all safety equipment)	<u>15,000</u>
	\$80,450

*(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. Sixteen (16) cellular telephones, including service and equipment	\$10,100
b. Telephone line from our lobby to Richmond PD, elevator telephone and unexpected communication expenses	4,000
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	16,560
d. Telephone expenses associated with local, long distance, D1 lines	<u>20,000</u>
	\$50,660

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. Repair and maintenance of electronic equipment, radar guns, digital recorders, radios, fire extinguishers, flashlights, portables, batteries, chargers security doors/locks and other equipment	33,000
c. All maintenance costs associates with the facility	65,000
d. Service Maintenance Agreements (Live-Scan Fingerprint, Video Imaging Systems, Laser Scanners, Property/Evidence, etc)	<u>16,250</u>
	\$207,750

43300 *Memberships and Publications*

Memberships

California Chiefs', California Peace Officers Association (CPOA) (3), County Chiefs' Association, International Association of Chiefs of Police (IACP), 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) \$2,225

Publications

West County Times, West Publishing Penal Codes, Physician's Desk Reference, Legal Source book Updates, CPOA Training Bulletins, Haines Criss-Cross Directory, Barclay's Commercial Enforcement Bulletins, Automotive Index, Blue Book Law Enforcement Directory, Copware, etc 2,125

Annual departmental order legal review and publication 2,450
\$6,800

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 6,000
- c. Reprinting department forms, citation books, manuals, business cards, etc 6,500
- d. Replace obsolete video surveillance, scanner, and/or radio equipment 10,000
- e. Shipping and handling of large volume documents and equipment to various outside agencies 700
\$39,200

43600 Professional/Specialized Services

- a. Professional contract services for interview and examination of sexual assault victims; (Children's Interview Center: unlimited use at \$2,000, acute examinations: 8 @ \$800 per exam, and non-acute examinations: 4 @ \$365 per exam) \$ 9,860
- b. Forensic services; general criminalistics, fingerprint analysis, drug testing, toxicology, and blood withdrawal 79,000
- c. Contra Costa County Sheriff booking fees at \$170 each (state reimbursement level is uncertain) 170,000
- d. Funding for reserve officers include recruiting, medical and polygraph examination, psychological, fingerprints, background investigation, written reports, and training 2,000
- e. Fitness for Duty reports on employees injured while on/off duty which would require a medical exam & 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	520,000
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	15,000
k.	Laserfiche document imaging management software and licensing fees	7,700
l.	Participation in the Automated Latent Print System (ALPS) CAL I.D.	26,000
m.	800 Trunking maintenance fees for police department (estimated 71 radios; base, mobile and portable)	63,900
n.	Automated Regional Information Exchange System (ARIES)	5,000
o.	All County Criminal Justice Information Network (ACCJIN) fees	5,000
p.	CLETS Message Switch fees	1,100
q.	Accurint information database	1,600
r.	Website maintenance for police department	2,350
s.	Livescan fee to County \$2,000; State \$10,000	12,000
t.	Department alarms (fire and building)	6,200
u.	Interior Design Services	9,500
v.	Animal Control Services - The City pays a per capita amount factored by the CPI each year for this service	<u>131,110</u>
		\$1,124,820

43610 Casino San Pablo Background Investigations

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

\$72,000

43800 *Equipment Rents/Leases*

Rents

- a. Security Public Storage yearly fee for two lockers \$ 5,050
- b. Rental vehicles for 2 West-Net Detectives 16,100

Leases

- c. Xerox Workcenter lease and maintenance
 - Records 6,450
 - Admin 5,725
 - Patrol 1,725
 - Detectives 1,725
 - SIU 2,580
 - d. Xerox Workcenter per page copy costs and supplies 12,000
- \$51,355**

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. Purchase of one (1) police K9 that is fully trained and certified in basic search and protection, narcotics detection and tracking 18,500
- 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 and maintenance and inspection of gasoline storage facilities 100,000

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	5,000
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	35,000
m.	Vehicle insurance – each department is responsible for their premium which is based on the estimated vehicle value	<u>5,000</u>
		\$287,400

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, meetings and mileage as needed	1,800
h.	California Law Enforcement Association of Record Supervisors (CLEARS) annual conference	1,500
i.	Biennial training required by law (jail operations, Emergency Vehicle Operations (EVOC) driving, CPR, etc)	<u>7,500</u>
		\$60,800

44400 Utilities

PG&E and EBMUD charges the Police buildings **\$44,000**

46100 Structures/Improvements

- a. Periodic minor facility improvements not covered under maintenance \$10,000
- b. Replacement of the facility's worn and faulty boiler 29,000
\$39,000

46300 Equipment

- a. Purchase and installation of fifteen (15) Panasonic Computers to replace obsolete Motorola computers \$140,000
- b. Purchase of one (1) fully equipped unmarked police vehicle including the installation of emergency equipment and police radio 38,500
- c. Purchase of one (1) fully equipped prisoner transport van 29,850
\$208,350

49004 Property Insurance/Postage

This line item represents the Police Department's share of fire insurance (\$12,500) and postage usage (\$5,000). Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget. Beginning in fiscal year 2007/2008, utilities, communications and building maintenance costs are being directly charged to the Police Department.

City of San Pablo
Fiscal Year 2007-2008

Division 1820	Code Enforcement	Fund 350 - Redevelopment
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Account # and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	399,935	453,213	663,464	708,172	757,268	757,268
41002 Overtime/Comp Time Paid	8,791	11,219	12,500	12,500	12,500	12,500
41305 Holiday Pay	1,694	1,994	5,000	7,500	7,500	7,500
411xx-419xx Benefits	211,246	235,570	311,674	344,636	366,282	366,282
Total Salaries and Benefits	621,666	701,996	992,638	1,072,808	1,143,550	1,143,550
SERVICE AND SUPPLIES						
42000 Uniforms, Safety Equipment	0	622	2,700	2,700	2,700	2,700
42001 Communications	2,147	3,299	2,700	2,700	2,700	2,700
43000 Equipment Maintenance	10,356	4,471	15,400	15,400	15,400	15,400
43300 Memberships	305	50	1,000	1,000	1,000	1,000
43500 Office Expense	4,050	22,430	6,100	9,850	9,850	9,850
43600 Professional/Specialized Services	53,628	15,782	62,100	77,100	77,100	77,100
43700 Publications/Legal Notices	0	705	1,000	1,000	1,000	1,000
43800 Equipment Leases	4,764	1,130	0	0	0	0
44000 Special Department Expense	9,895	7,305	20,250	20,950	20,950	20,950
44320 Training and Travel	4,728	2,029	6,000	6,000	6,000	6,000
Total Service and Supplies	89,873	57,823	117,250	136,700	136,700	136,700
FIXED ASSETS						
46300 Equipment	0	0	52,500	0	0	0
Total Fixed Assets	0	0	52,500	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	9,062	10,358	14,039	14,039	14,039
49004 Communications/Utilities	35,464	14,609	15,681	17,672	17,672	17,672
49005 PERS Side Fund/OPEB GASB45	480,658	209,614	13,432	13,432	13,432	13,432
Total Expenditure Transfers	516,122	233,285	39,471	45,143	45,143	45,143
TOTAL CODE ENFORCEMENT BUDGET	1,227,661	993,104	1,201,859	1,254,651	1,325,393	1,325,393

% increase (dec.) over prior year (excluding PERS Side Fund)	34.57%	32.95%	53.40%	4.39%	10.28%	10.28%
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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

41000 *Salaries*

Staffing of this division includes:

- 1 Police Sergeant
- 2 Police Officers
- 1 Building Inspector
- 4 Police Service Technicians
- 2 Administrative Clerk II
- .5 Part-time Building Inspector – (budgeted in professional services)

41002 *Overtime*

Overtime is incurred due to attendance at City Council meetings regarding demolition and liens on abatement of substandard buildings, as well as emergency callouts.

\$12,500

41305 *Holiday Pay*

Officers are paid for their holidays at a rate of eight (8) hours, except when they work on a holiday, during which times officers are reimbursed at an additional one and one-half (1 ½) times their regular pay for actual hours worked.

\$7,500

411-419xx *Benefits*

This line item represents the Code Enforcement Division's share of employee benefit costs and insurance. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000 *Uniforms*

Uniforms, safety boots, jackets, and rain gear.

\$1,700

Protective clothing for entering and inspecting unsafe structures.

1,000

\$2,700

42001 *Communication*

Repairs, replacement, and monthly billing for eight (8) cellular phones. **\$2,700**

43000 *Equipment Maintenance/Leases and Rentals*

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 **3,600**
\$15,400

43300 *Memberships*

Membership and subscriptions to professional organizations including California Association of Code Enforcement Officers and International Conference of Code Enforcement Officials. **\$1,000**

43500 *Office Expense*

Office supplies, camera, computers, microphones, toner, miscellaneous data processing supplies, printing of various permit forms, updated code books, etc. **\$9,850**

43600 *Professional Services*

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. **\$40,000**

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 **8,100**
\$77,100

43700 *Publications and Legal Notices*

Publication of legal notices for lien activity. **\$1,000**

44000 Special Departmental Expenses

a. Money to be used to assist impoverished tenants in relocating to a different residence in the event 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 seven (7) vehicles	5,200
c. Vehicle insurance	750
d. Legal fees for representation, damages and judgment	<u>5,000</u>
	\$20,950

44320 Training and Travel

Code Enforcement attendance at professional conferences (CACE), local seminars, and training workshops.	\$6,000
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46300 Equipment

None Budgeted

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.

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.

**City of San Pablo
Fiscal Year 2007-2008**

Division 1830	Police Grants	Funds 202, 208, 211
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Account # and Title	(1) 2004/2005 Actual Expended	(2) 2005/2006 Actual Expended	(2) 2006/2007 Estimated Expenditures	(3) 2007/2008 Department Request	(3) 2007/2008 C.M. Recommended	(3) 2007/2008 Approved Budget
SALARIES AND BENEFITS						
41000 Salaries	134,136	278,344	210,671	289,139	289,139	289,139
41002 Overtime/Comp Time Paid	5,009	59,785	48,217	163,000	163,000	163,000
41305 Holiday Pay	1,996	1,997	0	12,000	12,000	12,000
411xx-419xx Benefits	79,662	100,552	105,856	147,652	147,652	147,652
Total Salaries and Benefits	220,803	440,678	364,744	611,791	611,791	611,791
SERVICE AND SUPPLIES						
42000 Uniform/Safety Equipment	400	1,600	0	1,200	1,200	1,200
43000 Equipment Maintenance			0			
43500 Office Expense			0			
43600 Professional/Specialized Services			0			
44000 Special Department Expense	7,807	10,594	0	48,625	48,625	48,625
44320 Training and Travel	3,361	3,509	1,500	2,000	2,000	2,000
Total Service and Supplies	11,568	15,703	1,500	51,825	51,825	51,825
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	31,484	0	0	0	0
Total Fixed Assets	0	31,484	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	1,906	0	0	0	0
49004 Communications/Utilities	3,269	3,897	0	0	0	0
Total Expenditure Transfers	3,269	5,803	0	0	0	0
TOTAL POLICE GRANTS BUDGET	235,640	493,668	366,244	663,616	663,616	663,616
% increase (decrease) over previous year	-33.73%	109.50%	-25.81%	81.19%	81.19%	81.19%

(1)Includes School Resource Officer

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

(3)Includes the following:

School Resource Officer 80% salary/benefits	112,639 SLEP grant
Drug Task Force Officer 50% salary/benefits	66,771 CCC Sheriff's Office
Traffic Safety Officer 100% salary/benefits	132,636 Traffic citation revenue
DUI Officer 100% (vacant)	126,235 OTS grant
Overtime (with benefits)	175,128 OTS/ABC grants
Equipment	48,625 OTS grant
Training	2,000 OTS grant
	664,034

**City of San Pablo
Fiscal Year 2007-2008**

Special Accessment Bonds		
Division 7000	Debt Service	Funds 400,405,410

Account and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
<i>SERVICE AND SUPPLIES</i>						
43600 Professional Service	4,152	4,000	4,000	4,000	4,000	4,000
44500 Debt Service	1,127,365	817,550	810,562	816,468	816,468	816,468
Total Service and Supplies	1,131,457	821,550	814,562	820,468	820,468	820,468
TOTAL ASSESSMENT BOND BUDGET	1,131,457	821,550	814,562	820,468	820,468	820,468
% increase (decrease) over previous year	30.00%	-27.39%	-0.85%	0.73%	0.73%	0.73%

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:

9/2/07	\$250,000	Principal
	63,600	Interest (6.00%)
3/2/08	<u>56,100</u>	Interest
Total	<u>\$369,700</u>	

Outstanding principal balance on 6/30/08 will be \$1,780,000.

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:

9/2/07	\$280,000	Principal
	87,234	Interest (5.50%)
3/2/07	<u>79,534</u>	Interest
Total	<u>\$446,768</u>	

Outstanding principal balance at 6/30/08 will be \$2,775,000.

**City of San Pablo
Fiscal Year 2007-2008**

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

Account and Title	2004/2005 Actual Expended	2005/2006 Actual Expended	2006/2007 Estimated Expenditures	2007/2008 Department Request	2007/2008 C.M. Recommended	2007/2008 Approved Budget
SERVICE AND SUPPLIES						
44500 Debt Service	4,790,231	4,609,871	5,037,257	4,632,892	4,632,892	4,632,892
Total Service and Supplies	4,790,231	4,609,871	5,037,257	4,632,892	4,632,892	4,632,892
TOTAL TAX ALLOCATION BONDS BUDGET	4,790,231	4,609,871	5,037,257	4,632,892	4,632,892	4,632,892
% increase (decrease) over previous year	-74.30%	-3.77%	9.27%	-8.03%	-8.03%	-8.03%

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:

12/1/07	\$505,000	Principal
	202,031	Interest (5.00 %)
6/1/08	<u>189,407</u>	Interest
Total	<u>\$896,438</u>	

Outstanding principal at 6/30/08 will be \$7,000,000.

2. 1993 Tenth Township Tax Allocation Bonds (Fund 495)

The Bonds were issued December 1, 1993, \$31,685,000 for the purpose of refunding the outstanding El Portal, 1987 issue, advance refunding of Bayview, 1986 issue and advance refunding of a portion (93%) of the outstanding amount of the City of San Pablo limited Obligation Refunding Bonds El Portal Area Refunding Assessment District Series 1987, and to provide new monies for construction and redevelopment activities.

On March 18, 2004, the City of San Pablo Joint Powers Financing Authority issued 2004A Tenth Township Bonds. Some of the proceeds of these 2004A bonds were used to refund and defease \$13,930,000 of the Merged Project Area Tax Allocation Bonds, Series 1993.

On October 1, 2006, the remaining principal balance of \$12,350,000 was defeased with the issuance of 2006 Tax Allocation bonds.

3. 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:

12/1/07	\$440,000	Principal
	175,248	Interest (3.75%)
6/1/08	<u>166,997</u>	Interest
Total	<u>\$782,245</u>	

Outstanding principal on 6/30/08 will be \$7,380,000.

4. **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:

12/1/07	\$850,000	Principal	\$	0	
	717,855	Interest		65,994	
06/1/08	<u>709,354</u>	Interest		<u>65,994</u>	
	<u>\$2,277,209</u>			<u>\$131,988</u>	TOTAL \$2,409,197

Outstanding principal on 6/30/08 will be \$35,715,000.

5. **2006 JPFA 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 2007-08 is **\$545,012**.

Outstanding principal on 6/30/08 will be \$36,000,000.