



CITY OF **SAN PABLO**

City of New Directions

Annual Budget

2010—2011

Mayor Leonard R. McNeil
Vice Mayor Genoveva Garcia Calloway
Councilmember Paul Morris
Councilmember Cecilia Valdez
Councilmember Arturo Cruz

Respectfully submitted by
Matt Rodriguez, City Manager

City of San Pablo

Annual Budget

Fiscal Year 2010-2011

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Budget Message



CITY OF SAN PABLO

City of New Directions

**FY 2010/11
CITY MANAGER BUDGET
MESSAGE**

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CITY OF SAN PABLO ELECTED OFFICIALS

City Council Leonard McNeil, Mayor
Genoveva G. Calloway, Vice-Mayor
Paul V. Morris, Councilmember
Cecilia Valdez, Councilmember
Arturo M. Cruz, Councilmember

City Clerk Ted J. Denney

City Treasurer Charles A. Nicholas

APPOINTIVE CITY OFFICIALS

Executive Management Staff

Matt Rodriguez City Manager
Brian Libow City Attorney
Kelsey Worthy Assistant City Manager/
Community Services Director
Walt Schuld Chief of Police
Bradley Ward Director of Finance
Adèle Ho Director of Public Works



Wanlass Bridge Construction & Placement

**FY 2010/11 City Manager's
Budget Message**

Introduction



City Manager Matt Rodriguez

Greetings!

City staff has been working diligently to create tangible results in our community with our long-term economic development and redevelopment planning efforts. This plan focuses on implementation of our City Council's long-term vision for community reinvestment, job generation and financial success. Using the strengths in our community, and existing and new potential partnerships, we are all helping shape the City of San Pablo into the kind of place we all treasure.

With a resurgence and resilience of City staff, we have embarked on a FY 2010/11 operating and spending plan to ensure ongoing revitalization in our community. The story of our ongoing budget and revitalization efforts can be found in our current General Fund and Redevelopment Operating Budget. Each year, the City has been faced with the daunting task of finding new financial methods and techniques to increase the budgetary resources in our City to ensure that high-quality municipal

service levels and capital improvements are maintained in our community.

Use of One-Time General Fund Reserves

During FY 2009/10, a projected operating deficit of (\$217,217) was forecasted based on a FY 2009/10 General Fund Operating Budget of \$23.2M, and handled with a small amount of one-time general fund reserves (i.e. savings).

Historically, we continue to use budgetary tools that involve one-time general fund revenue enhancement to maintain a budget that has faced an increase in community funding requests, and program support to local schools following budget adoption. This one-time revenue enhancement has been coming from our General Fund reserves, and is a very unsettling practice that needs to be curtailed in the coming budget years.

Additionally, we can no longer delay facing the inevitable fact that drastic financial decisions could greatly hinder our ability to continue to provide high-level of services to our community. As many other municipalities have learned to scale-back spending dramatically, implement layoffs, and revise labor and CalPERS pension employee contribution rate costs, the City of San Pablo has been resilient to significant cutbacks experienced by other municipalities until this fiscal year 2010/11 period.

Doing more, with Less Resources

Beginning in FY 2009/10, a hiring freeze was instituted following employee attrition, and the City began to reduce spending in several City Departments. We have been "doing more, with less resources" while we continue to provide the same level of services to the community. We have yet to

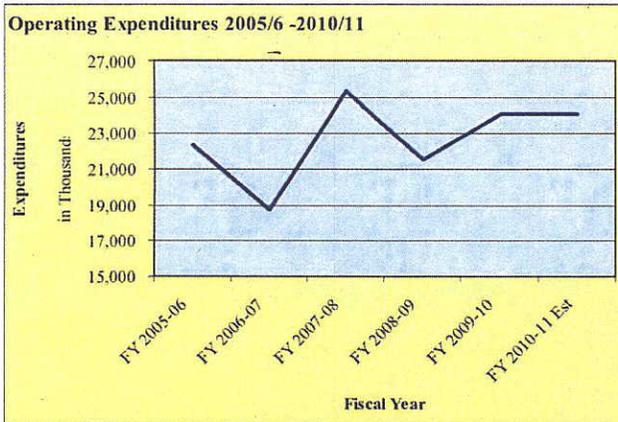
reduce costs dramatically to a more "core level of services" as many municipalities are doing to survive the nation-wide economic recession, and its associated impacts on the private and public sectors.

As your new City Manager, your City staff and I will continue to work with all community groups and organizations, other public agencies and our local school district, to stabilize funding requests each year, and curtail spending programs which use the General Fund, and its one-time operating reserves as an alternative funding source. Community relationships are essential and important, but we are in the midst of a severe economic recession, and we must balance between funding competing priorities each year while continuing to focus on our **core service levels** to the community. In order to do this, a new overall budget and cost-reduction strategy will be implemented next fiscal year to construct a new base-year operating budget model that is more cost-effective, operationally efficient and productive in meeting our internal and external goals and objectives, especially in surviving a budget climate of declining revenues resulting from the economic recession which is likely not to rebound until FY 2013/2014.

Five-Year Financial Forecast Analysis - New!

Upon closure of the FY 2009/10 budget, we will develop a new financial forecast model which will illustrate our expense and revenue trends for the next five operating years. Our review of our spending patterns and declining revenues trends will lead to additional budget reforms needed for future fiscal sustainability, and curtail any excessive spending by City Departments for subsequent budget planning for FY 2010/11, and operating

years beyond until the economy resurges. Stay tuned in September 2010 for this forthcoming information.



5-year General Fund Operating Expense Trend

New Budget Stabilization Fund - New!

Each year, City Departments have reduced non-essential General Fund spending, and we have not yet implemented universal fiscally-conservative budgetary controls. However, the City continues to maintain a General Fund reserve policy of 50% of the annual budgeted expenditures in the operating funds, as reserve that continues to exist today at \$9M. We must continue to protect this operating reserve and resist using one-time funding as an operating revenue source. Once these funds are used, they cannot be replenished – it is one-time funding!

As part of the recommended FY 2010/11 Budget, City staff will implement a new Budget Stabilization Fund beginning with the year-end projected funds. The Budget Stabilization Fund or “rainy day” fund will handle any unforeseen contingencies in the future, rather than continued reliance on the City’s operating General Fund reserves.

We will begin this prudent budget practice in FY 2010/11 by keeping our budget cost savings for

potential use in unforeseen emergencies, or other financial impacts not anticipated during the regular budget cycle (i.e. State takeaways, litigation, catastrophic events, etc.).

The Budget Stabilization Fund will acquire funds from any budget savings from preceding years, which gets transferred by the City Council into the Budget Stabilization Fund, and will not be re-programmed for City spending. Thereby, we assure we have a savings account for any “rainy days” associated with unforeseen emergencies.

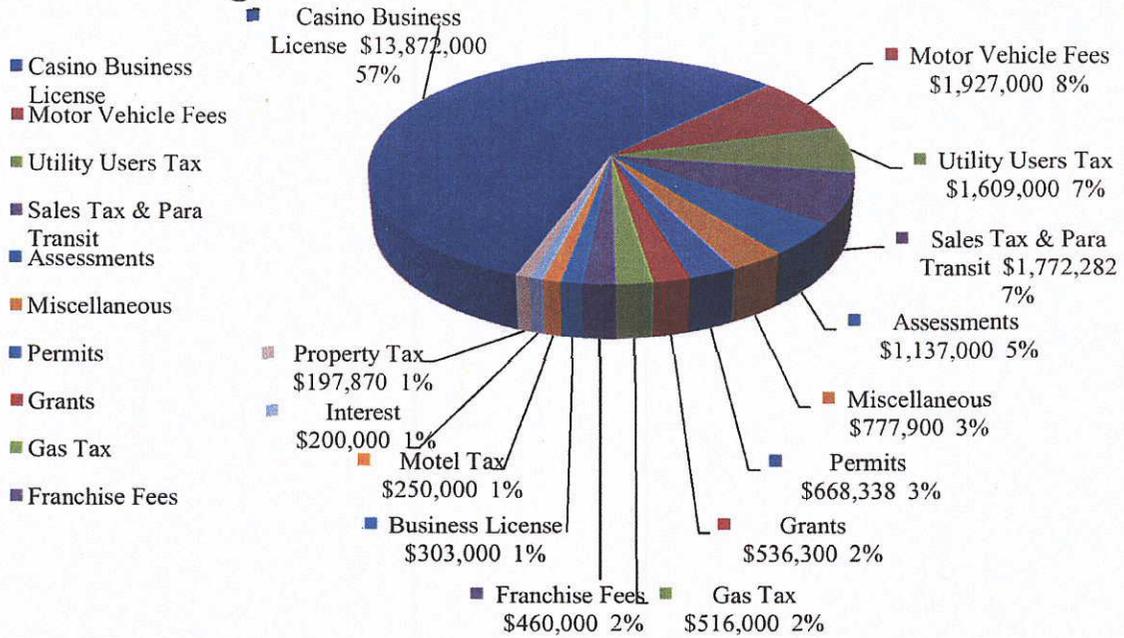
As of today, the City’s Budget Stabilization Fund for year ending FY 2010/11 will potentially generate \$136,510 at year-end. If any additional cost savings is determined at the end of FY 2009/10, these funds will be earmarked for transfer into the Budget Stabilization Fund at mid-year.

As we all must deal with the unprecedented economic recession, your local government is poised with making City operations and service levels work with substantially less and less resources. In San Pablo, we now must become more “fiscally conservative” in our budget planning by controlling growth in our General Fund Operating Budget. The new budget strategy is simple: *“Live within your means, and provide a core level of City services.”*

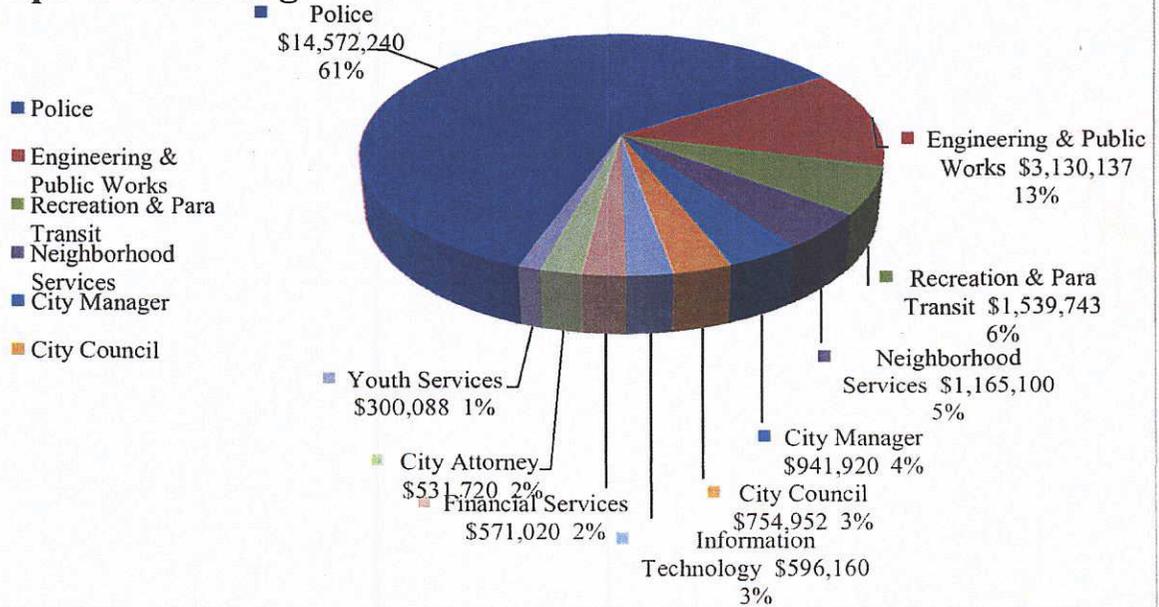


El Portal Gateway Grand Opening

Revenue Budget 2010/11



Expenditure Budget 2010/11



Preliminary Annual FY 2010/11 Operating Budget

On behalf of the entire City Budget Team and City staff, I am pleased to submit the City Manager recommended Preliminary Annual Fiscal Year 2010/11 Operating Budget. The proposed one-year balanced budget plan is being presented to meet community needs through Fiscal Year 2010/11 using the City's available resources. Due to the many financial uncertainties, the City cannot present a multi-year spending plan for City Council adoption until the turbulence with the economic recession stabilizes.

In presenting a commitment to fiscal responsibility and sustainability, the preparation of the proposed operating budget plan was developed using fiscal constraints implemented upon appointment of the new City Manager in May 2010.

Initially, a projected (\$1.3M) operating budget deficit was reported in March/April 2010 with City spending outpacing declining revenue estimates. This meant City-wide cuts in departmental spending, voluntary retirements and revenue adjustments to minimize the operating deficit. Following these initial cost reductions and revenue adjustments made by the former City Manager which totaled approximately \$1.1M, this operating deficit was further reduced to (\$204,852), and included a planned elimination of a 4.0% cost of living adjustment (C.O.L.A.) for all represented and unrepresented employee labor groups, effective July 1, 2010, per existing employee labor MOUs. However, no tentative agreements could be reached before May 1, 2010.

Upon appointment of the new City Manager on May 3, 2010, additional cuts were made which total \$588,387 in non-essential spending, and included one FTE (full-time employee) layoff, position reduction and retirements being implemented by new

management directives. Collective bargaining was immediately re-initiated on May 17, 2010 with all employee labor groups, with a 2.0% C.O.L.A. incorporated into the budget plan for FY 2010/11 which represents a (\$247,025) cost factor for Confidential and Exempt and three (3) represented employee labor groups (i.e. SPPEA, AIE, Local One), including one-year realignment of all represented labor group MOUs for budget and operational necessity. Employee labor issues should be resolved prior to scheduled budget adoption by the City Council in June 2010, with all Management employees (i.e. City Manager, City Attorney, Executive Management and Division Managers) foregoing their 2.0% C.O.L.A. to save the City approximately \$34,000 in salary costs for FY 2010/11. We will continue to work with all of our represented employee labor groups in preparation of developing a Base-Year Operating Plan for FY 2010/11.

For FY 2010/11, our greatest budgetary challenge is to maintain conservative fiscal policy controls while we continue to implement long-term economic and redevelopment strategies. This includes modification of our represented labor agreements to a one-year MOU period, delaying certain expenditures or making adjustments at the mid-year budget cycle, including careful scrutiny of increased energy, fuel and utility costs on City operations.



New Business Grand Opening

Major Budget Cost Factors

For Council review and adoption, the City Manager has recommended a balanced one-year budget, with estimated General Fund expenditures and revenues of \$24M for Fiscal Year 2010/11. Due to increased costs of providing basic City services, City expenditures increased a net +4.5% from last fiscal year due to the following major cost factors:

- Rising 14% increase in health care premiums both for current employees and retirees
- Employee contract salary and benefit costs (i.e. 2.0% C.O.L.A. – July 1, 2010)
- Deferred infrastructure/capital maintenance costs
- Increased operations and maintenance costs
- Increased general liability/insurance and workers' compensation annual costs
- Increased energy, fuel and utility costs



Public Safety Day

Staffing and Service Cuts Balance

As part of the proposed one-year budget plan, we will not realize any significant cuts to service levels. However, we will have staffing reductions resulting from layoff and retirements in Finance, Planning and Public Works Departments. In FY 2009/10, we were

staffed at 121.0 FTEs. This budget year, our total FTEs funded are 118.0 FTEs, corresponding to a 2.5% reduction in the City's FTE workforce.

Since FY 2004/05, over the last 5 years, unlike other cities, the City of San Pablo has had a +7% increase to its City workforce while the community has experience an 22% unemployment rate which is unprecedented in our community, and the highest rate among Contra Costa County communities.

Budget Facts & Strategies

The following is a list of Budget Facts and Strategies which have culminated into significant City Council policy issues for consideration beginning after budget adoption to address the City's ongoing financial condition, as follows:

- Each year, the City's operating revenues are **significantly declining** behind the City's growing operating expenses
- We now are experiencing larger annual operating deficit shortfalls (i.e. \$217K in FY 2009/10 to \$1.3M deficit for FY 2010/11)



City Dumpster Days

- Additional financial tools or revenue enhancements must be identified to fund basic operating expenses rather than

continued use of one-time reserves to balance the City's operating budget.

- We will continue with a conservative labor negotiations policy when labor contracts expire in FY 2010/11 (June 30, 2011). Partnering with our labor groups is **essential** in sustaining trust and building budget solutions.
- Zero-based budgeting and internal cost methodologies are sound financial practices to be implemented during 2nd Quarter of FY 2010/11.
- Any realized budget savings must be transferred to the City's new Budget Stabilization Fund, and must be **restricted** to address non-projected shortfalls

Employee Labor Issues

In the wake of maintaining status quo and being fiscally resourceful, the City has realized increased expenses regarding City employee salaries and benefit costs. This is the main significant cost factor of the budget. Working with employee labor groups, the City has embarked on a conservative labor negotiations approach and partnership to plan on minimizing budget impacts to the City's operating budget, especially during FY 2010/11 when many multi-year labor agreements expire. This is not a popular issue with staff, and does affect employee morale and productivity. Increased sensitivity to these financial issues must be addressed with employee labor groups to inform all City employees of the City's financial condition.

As previously mentioned, during FY 2010/11, the City will be developing a Five-Year Financial Forecast to better illustrate the City's financial condition affected from declining revenues to keep employee

labor groups well informed. The City will continue to forecast, monitor and track the trend of City expenses and revenues, including the ongoing impact of the State Budget, economic recession, and other unforeseen contingencies. However, future spending plans developed by the City will likely be at the opportunity cost of non-essential service cuts to City activities, programs and staffing projected for FY 2011/12 as ongoing reliance on one-time reserves to balance the budget is **NOT** a sound, long-term financial practice.

Economic & Redevelopment Strategies

We are working in a market economy that is significantly depressed with limited redevelopment agency funds available for capital improvement funding, and new projects. Beginning in FY 2008/09, a total of 11 planned projects to date with a projected total of over \$74M have been eliminated as a result of the economic recession, with a combination failure of the subprime mortgage/bond insurance markets, economic recession, and State takeaways from local redevelopment agencies.

Aggressive promotion of the redevelopment agency with effective marketing of the City to encourage business investment in the City's redevelopment project areas are necessary during FY 2010/11 to be competitive in an increasingly competitive market environment of the SF Bay Area/Contra Costa County region as each city/county competes for new economic projects that will produce much needed tax increment, job creation, and sales tax generation.

During FY 2009/10, the Redevelopment Agency was faced with having to transfer \$6M to the State of California under the SERAF court ruling in May 2010, with another payment due of \$1.2M in

FY 2010/11. Additionally, the Agency will need to restructure its ongoing debt service to alleviate future financial fees and high interest costs associated with future expiration of a Letter of Credit in June 2011. This will be a main priority for the Agency in the next 12 months.



Senior Day Trip to Academy of Sciences

City and Agency staff will re-prioritize essential redevelopment funds for community reinvestment purposes beginning in July 2010. We remain focused on results regarding the economic synergy resulting from a number of key projects underway to greatly enhance business activity coupled with an anticipated Circle S project development, and smart growth concepts for transportation, jobs and residential opportunities, linked with San Pablo Avenue Specific Plan which is an ongoing collaborative community process.

Budget Considerations – FY 2010/11

The City Manager recommendations for the Preliminary FY 2010/11 Annual Fund Operating Budget will continue to provide a vital level of municipal services to the community, without major reductions to City activities, programs, and staffing. The proposed \$46M spending plan provides funding to ensure that our Police Department continues to be fully staffed at 56 sworn officers to combat crime, and

keep the violent crimes rates low in San Pablo in comparison to surrounding cities. Thanks in large part to a COPS funding grant that will enable us to fund three (3) police officers thru FY 2010/11.

We are also staffed properly to maintain a quality level of maintenance in our City facilities and parks, and ensure ongoing construction of limited capital and redevelopment improvement projects. We continue the City's policy of maintaining landscaped medians, streets, roads, and other facilities on a regular basis, and not deferring maintenance for extended periods. A proposed CIP Budget for FY 2010/11 will trail budget adoption after Planning Commission review during June 2010.

The proposed one-year spending plan has been prepared by staff using a cost-reduction approach as recommended by the City Manager culminating with other recommendations made by the City Council Budget Services Ad-Hoc Subcommittee which met to review the proposed budget plan with the City Manager and City Budget Team on June 2, 2010. A summary of these City Manager recommended budget changes is attached for review (See Attachment #1).

State Budget Impacts

In the May 2010 release of the Governor's proposed budget for FY 2010/11, the Governor declared a fiscal emergency and outlined measures to deal with both the projected State budget deficit for the current Fiscal Year 2009/10, and the \$22B State operating deficit going forward into FY 2010/11. Efforts to tighten the State's budget have in the past resulted in reduction, or redirection of local City revenues. To date, as a cash flow measure, the State has not approved suspending

the payment of gas tax revenues to cities as in years past.

With California's fiscal crisis, the FY 2010/11 state budget negotiations are predicted to be extremely difficult. The Governor's 2010 May Revise budget included minimal impacts to local government because both counties and cities are also experiencing the pain of reduced revenues which is due to the recent redevelopment takeaways and overall economic recession.



Public Works Maintenance Crew In Action

The Governor's 2010 May Revise Budget may include a proposal to reduce COPS grant funding and the reimbursement of booking fees which have not materialized over for the last several years. The Legislature Analyst Office (LAO) is submitting a revised budget proposal that would have a significant impact both to the City and Redevelopment Agency. This proposal may include another shift of redevelopment funds for school funding on an on-going basis following the SERAF court ruling. This is already an impact of \$1.2M to the Agency that we must prepare for in addition to any future RDA takeaways planned in the future.

It is not expected that the State Budget negotiations will be resolved anytime before

September 2010 based on past experience with the State Legislature budget adoption process.

Priority Projects FY 2010/11

There are a number of key projects for City and RDA staff to ensure funding and development of the following projects and other funding strategies, as follows:

- Project Funding for Helms Community Center
- Circle S Project Development
- Protection of Casino San Pablo MSA Revenues from potential revenue threats (i.e. Casino at Pt. Molate)
- Support for Youth Services Program
- New 5-Year Financial Forecast & Analysis
- Zero-Based Budget Model for Departments
- Elimination of General Fund Subsidies
- Organizational Analysis
- Cost-Reduction Plan Strategy
- Conservative Labor Negotiations
- Community Outreach Program
- Explore new revenue enhancements

After budget adoption, the City's immediate efforts are to focus on a community outreach program to **INFORM** our community of current financial and operational issues, including the benefits of redevelopment in providing an overall \$23M capital investment over the last seven years in lieu of the General Fund. Additionally, as part of this discussion, City staff will be analyzing community **VALUES** and **INTERESTS** to building **CONSENSUS** and **CUSTOMER/CLIENT SATISFACTION** with City services. We will also be connecting with our electorate on potential new funding mechanisms and/or other potential cost-reduction options for future financial decision making.

Our window of opportunity is limited over the next FY 2010/11 to develop a base year budget model to address these issues. We must prepare ourselves in the coming months to develop new ideas or innovative service methods with very limited resources being provided for the future. Due to the fiscal crisis looming in FY 2011/12, we have in fact bought additional time to make economic and redevelopment strategies materialize. However, this may not be in time to address the City's operating structural deficits.

For FY 2010/11, an additional burden on City services and deferred infrastructure maintenance will continue to be created. We can definitely plan on continued economic uncertainty for the next two to three years, until there is significant economic growth within the City to balance the service demands. The City must **ELIMINATE** excessive spending and General Fund subsidies, conduct a zero-based budgeting exercise during FY 2010/11, and identify new future funding mechanisms to meet increased service demands, such as public safety/law enforcement services in our community, especially youth/gang enforcement to supplant the General Fund to support our current youth violence prevention, and enforcement efforts by our Police Department.

Potential future recommendations as possible future revenue enhancements/policy items must be explored for funding viability which include:

- Maintaining 7% Utility User Tax (UUT) funding level
- Future property assessment increases to eliminate \$639K General Fund subsidy to the Landscape & Lighting District (L&LD)
- Public safety benefit assessment to fund Youth Diversion/Gang Enforcement Team
- Temporary Half-Cent Sales Tax Increase

However, with the City Council, the community and City staff working together, these challenges can and will be overcome to address these financial challenges ahead.

Conclusion

In addition to the City Manager's recommendation to adopt the proposed FY 2010/11 General Fund Operating Budget, continued reliance on operating general reserves must be discontinued and replaced with an action plan to address the City's ongoing operating deficit issues.

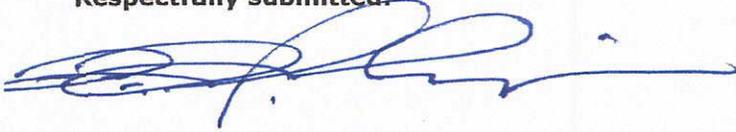
Finally, I wish to express appreciation and acknowledge the significant effort of the Executive Staff and all employees in all City departments that contributed to our success in carrying out the City Council policy direction over the past year and in presenting a recommended budget that is balanced within a fiscal environment that continues to be constrained.



**General Plan Advisory Committee (GPAC)
Community & City staff Meeting**

Particular thanks go to the City's Budget Services Ad-Hoc SubCommittee, City Budget Team and Finance Department staff for their work, and countless hours in preparing this budget document (See Attachment #2).

Respectfully submitted:



Date: 6-3-10

R. Matt Rodriguez
City Manager

* * *

Attachment:

- 1). Summary of City Manager Recommended - FY 2010/11 Annual Budget Changes
- 2). Preliminary FY 2010-11 General Fund Operating Budget

City of San Pablo

SUMMARY OF FY 2010/11 CM RECOMMENDED BUDGET CHANGES - AS OF JUNE 2, 2010

Preliminary Budget Shortfall (FY 2010/11)
Beginning / Preliminary Budget Deficit (April 2010)

-\$204,852

Revised Employee Labor Group COLAs (FY 2010/11)
Cost of 2% COLA

-\$247,025

CC authorization on 5/17/2010; All Groups 2% COLA (POA; AIE; Local One; CONF) 1-year MOUs expiring on 06/30/11;
(Note: 0% COLAs for CM, Executive Mgmt., & Division Mgrs., effective 07/01/10);

Revised Budget Shortfall (FY 2010/11)

-\$451,877 (a)

CM Recommended Cost Reductions/Savings

Description

Fund

Category	Description	Fund	Amount
Personnel	Police/Vacant Lieutenant Position	100	\$124,000
	Public Works/Reduction Hours for Environmental Analyst	207	\$19,000
	Planning/Layoff Planning Manager	212	\$165,000
	Public Works/Layoff Maintenance Supervisor	200/205	\$113,000
	Planning/Increase in Professional Services	212	-\$52,000
	Police/Reduced Expenditure Request	100	\$15,000
	Community Services / Recreation	100	\$5,547
	Youth Services/Freeze Youth Services Program Tech.	100	\$88,000
	City Atty / Reduction Professional Services	100	\$18,000
	Contracts & Services		
Community Services / IT			
Community Services / CCC Building Inspection	100	\$18,500	
Community Services / CCC Building Inspection	212	-\$40,000	
Community Services / Part Time Bldg Inspect	212	\$70,000	
No Election for Appointed Clerk/Treasurer	212	-\$47,000	
Rent for Chamber of Commerce office	100	\$3,000	
CM Professional Services	100	-\$16,660	
Capital Outlay			
PW / Delete Chipper Truck & Permit Acquisition	200/205	\$91,000	
Budget SubCommittee & CM Adjustments 06/02/10		\$14,000	
Total Proposed Cost Savings (FY 2010/11):		\$588,387 (b)	
PROPOSED BUDGET STABILIZATION FUND (FY 2010/11)		\$136,510 (b) - (a)	
CM RECOMMENDED GENERAL FUND BALANCE:		\$0	

6 month delay on appointment of one (1) Lieutenant Position vacated by promotion of PD Captain, effective 06/04/10
80% reduction in work hours per week; 12 months of Salary Savings;
Layoff of Planning Manager classification, effective July 1, 2010
Retirement & Re-organization of the PW Department in FY 2009/10 eliminated the need for this position
Due to elimination of Planning Manager classification to augment Planning Services
Cost Reductions for Special Dept Expense, Casino Background Investigations & Facility Improvements
Request for a full time Admin Clerk offset by elimination of Heritage Day Celebration, Summer Concert Series, reduced Fun Mobile hours, reduction in After School funds and copying costs.
Elimination of Youth Services Program Technician for FY 2010-11
Reduction in amount needed for legal services

Increased request for technical support for CRW offset by office expense, training & travel and equipment
Increased hourly rate charged by CCC for building inspection services
Reduction in fees paid to the CCC as we will be hiring a retired building inspector (Jaime)
Cost to hire a retired CCC building inspector (Jaime)
Delay ballot measure of appointed City Clerk & Treasurer to FY 2014/15 / Only regular municipal election expense
Chamber of Commerce rent subsidy; Appropriated into FY 2010/11 Budget Stabilization Fund
Organizational efficiency & Community Outreach (City eNews Service & CRM System Subscription Costs)

Delete new Chipper Truck as it does not need to be replaced this year
Elimination of 10% of City-wide Travel & Training Departmental Expenses

Year-End FY 2010/11 Budget Stabilization "Rainy Day" Funds for Unforeseen Contingencies related to Budget Balancing
Year-end Estimated FY 2010/11 General Fund Balance

Summary Schedules

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

SCHEDULE 1 Estimated Fund Balance by Fund and Division

	7/1/10 Estimated Fund Balance	Estimated Revenue 2010/11	Transfers In	Total Available	Budget 2010/11	Transfers Out	6/30/11 Estimated Fund Balance
Operating Funds							
General Fund(100) (705) (720) (750)	9,325,660	20,843,770 (a)	100,000 300,000	30,569,430	19,189,098	1,500,665 (c) 136,510 (k)	9,743,157
General Reserve (150)	9,350,000			9,350,000		300,000 (e)	9,050,000
Gas Tax (200)	34,290	578,000 (c)	769,294	1,381,584	1,381,584		
Public Safety Augmentation (203)	86,181	90,000		176,181		100,000 (a)	76,181
Street Lighting and Landscaping (205)		840,000 (c)	543,048	1,383,048	1,383,048		
N.P.D.E.S. (207)	3,678	297,000 (c)	63,552	364,230	364,230		
Neighborhood Services (212)	129,691	909,338 (c)	124,771	1,163,800	1,163,800		
Para Transit (216)	265,337	132,282		397,619			221,249
Police Grants (202)(208)(209)(211)(217)	330,067	536,300		866,367	432,050		434,317
Total Operating Funds	19,524,904	24,226,690	1,900,665	45,652,259	24,090,180	2,037,175	19,524,904
Budget Stabilization Fund							
Budget Stabilization Fund			(k) 136,510	136,510			136,510
Total Budget Stabilization Fund			136,510	136,510			136,510
Capital Funds							
Traffic Congestion Relief (213)	207,987			207,987		207,987 (h)	
Measure C (215)	969,530	320,000		1,289,530		969,530 (h)	320,000
HCD Grant (245)	83,871			83,871	80,000		3,871
Disaster Fund (316)	15,832			15,832			15,832
Radio System	750,000			750,000			750,000
	2,027,220	320,000		2,347,220	80,000	1,177,517	1,089,703
Capital Funds (Set-Aside)							
Housing Set Aside - Tenth TWP (250)	284,397	10,000 (b)	1,780,400	2,074,797	912,100		1,162,697
Housing Set Aside - Legacy (280)	796,752		220,000 (b)	1,016,752		1,000,000 (f)	16,752
	1,081,149	10,000	2,000,400	3,091,549	912,100	1,000,000	1,179,449
Capital Funds (Capital Projects)							
Redevelopment Agency - Tenth TWP (350)	2,281,592	7,267,235 (f)	1,000,000 (f) 5,700,000	16,248,827	1,757,320	6,936,739 (d) 1,780,400 (b) 178,362 (j)	5,596,006
Redevelopment Property Acquisition (340)	18,421,688			18,421,688	570,000		17,851,688
Public Works Capital Projects (320)	3,568,930	6,954,051 (h)	2,491,545 (h) 1,177,517	14,192,043	10,863,615		3,328,428
Municipal Buildings Capital Projects (330)	194,535			194,535	194,535		
Small Business Assistance Program (360)	638	12,000 (j)	178,362	191,000	191,000		
Redevelopment Agency - Legacy (380)	6,900,917	781,000		7,681,917		220,000 (b) 5,700,000 (f)	1,761,917
2006 Bond Proceeds/10th Township(361)	2,491,545			2,491,545		2,491,545 (h)	
	33,859,845	15,014,286	10,547,424	59,421,555	13,576,470	17,307,046	28,538,039
Total Capital Funds	36,968,214	15,344,286	12,547,824	64,996,834	14,568,570	19,484,563	30,943,701
Debt Service Funds							
2001 10th TWP Tax Allocation Bonds (456)	25,737		(d) 782,889	808,626	782,889		25,737
2004 JFA Tax Allocation Bonds (455,457)	4,986,179	75,000		5,061,179			5,061,179
2004 JPA Bonds (459)	(209,787)		(d) 2,051,972	1,842,185	2,051,972		(209,787)
2006 10th TWP Tax Allocation Bonds(461)	2,235,772		(d) 3,208,585	5,444,357	3,208,585		2,235,772
1999 10th TWP Tax Allocation Bonds(490)	69		(d) 893,293	893,362	893,293		69
Total Debt Service Funds	7,037,970	75,000	6,936,739	14,049,709	6,936,739		7,112,970
GRAND TOTAL ALL FUNDS	63,531,088	39,645,976	21,521,738	124,698,802	45,595,489	21,521,738	57,581,575

- (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%)
- (c) Transfer from General Fund to SL&L, Gas Tax, NPDES & Neighborhood Services to cover revenue shortage
- (d) Transfer RDA funds for debt service
- (e) Transfer from General Fund Reserves for Lake School
- (f) Loan from Housing Setaside to fund SERAF and cash shortages
- (h) Fund Capital Projects
- (j) Fund Transfer from RDA to Small Business Program to cover cash needs
- (k) Transfer Funds into Budget Stabilization Fund

ESTIMATED FUND BALANCE

**City of San Pablo
Fiscal Year 2010-2011**

Schedule 2 Revenue within Fund

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
General Fund (100)					
Property Taxes - Secured	210,636	205,527	322,990	148,205	147,000
Property Taxes - Unsecured	45,575	48,946	56,850	53,611	50,000
Supplemental Property Tax	262,325	107,954	66,005	15,278	(15,130)
Utility Roll Property Tax	4,893	7,898	9,131	8,000	8,000
Homeowner's Tax Relief	17,760	18,132	17,165	8,000	8,000
Sales Tax	1,204,309	1,294,722	1,256,341	1,201,643	1,100,000
Sales Tax In Lieu - Triple Flip	396,968	411,506	472,411	456,357	450,000
Motel Tax	335,239	306,002	272,243	253,559	250,000
Utility Users Tax - CATV	157,545	173,867	162,329	144,733	200,000
Utility Users Tax - P.G. & E.	804,569	820,068	660,708	496,054	695,000
Utility Users Tax - Telephone	631,874	638,886	543,637	453,043	634,000
Utility Users Tax - Water					80,000
Trailer Space Fees	41,998	29,190	30,132	25,000	25,000
Real Property Transfer Tax	114,047	53,084	80,954	60,000	60,000
Casino Business License	9,500,085	10,962,864	12,366,609	12,200,000	12,200,000
Casino PILOT	2,182,412	1,623,648	1,656,121	1,689,244	1,672,000
Franchise Fees	498,091	588,378	519,761	460,000	460,000
Business Licenses	319,082	293,334	322,744	300,000	**
Business License Penalty	2,288	3,502	4,763	3,000	**
Grant	89,471	14,672	34,581		
Motor Vehicle In lieu	186,254	138,923	106,865	60,000	82,000
Property Tax in Lieu of VLF	2,265,378	2,495,467	2,425,447	1,844,321	1,845,000
Vehicle License Collection	24,396				
Abandoned Vehicle AB 4114	****	****	****	****	52,000
Mandated Cost Reimbursement	72,990	8,059	12,575	15,000	15,000
WCCTAC Reimbursement	7,200	7,200	7,200	7,200	9,700
Property tax admin costs	(21,996)	(32,135)	(34,342)	(40,000)	(30,000)
JPA II Reimbursement	12,050	2,517	(706)	1,000	
Other Charges			(98)		1,000
Police Service Fees	111,088	124,677	100,436	120,100	125,000
Casino Police Services	48,350	41,200	42,400		
Sale of Police Reports/Life-Scan/Vehicle Release	24,979	1,895	16		
False Alarm Fees	14,250	14,762	12,963		30,000
Police Booking Fees Reimbursement	135,871				
Recreation Program Fees	23,371	34,293	52,659	25,000	30,000
Senior Program Costs Reimbursement	40,500	50,000	50,000	50,000	100,000
Court Fines	143,282	106,249	141,637	125,000	125,000
Vehicle Fines	***	***	105,975	40,000	60,000
Interest on Savings/Checking	618	10,138	305	1,000	1,000
LAIF Interest	721,848	701,823	391,445	150,000	100,000
Interest - Other			13,540		100,000
Maple Hall Rents	51,731	42,704	40,728	41,000	41,000
Maple Hall Fees	2,150	850	1,555		
Rental Income	50,732	45,434	51,184	50,000	50,000
Delinquent Garbage Collection Fees	12,760	15,587	31,228	15,000	15,000
Donations			200		
Law Suit Proceeds			6,368		
Sale of Surplus Property	1,750	12,964	720		1,000
Sale of Surplus Vehicles	16,362	9,369	6,309	6,000	2,000
Sale of copies	640	584	93		200
Code Enforcement Fees					45,000
Other Miscellaneous	14,140	7,657	26,454	23,200	20,000
Election Printing Costs	1,049	4,018			
Transfers	(2,193,423)	(2,433,500)	(2,874,330)	(2,459,100)	(1,400,665)
Total General Fund	18,587,487	19,012,915	19,574,302	18,050,448	19,443,105

** Transferred to Fund 212 - Neighborhood Services

*** Transferred to Fund 208 - Traffic Safety Fund

**** Transferred from Fund 350 - RDA

**City of San Pablo
Fiscal Year 2010-2011**

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
Gas Tax Fund (200)					
Grading Permits	1,261	1,125		1,000	1,000
Paving Permits	1,836	700	200	1,000	1,000
Encroachment Permits	30,398	7,425	4,500	5,000	5,000
Transportation Permit	2,086	1,280	2,736	1,000	1,000
Gas Tax 2107	254,141	247,726	241,318	225,000	225,000
Gas Tax 2107.5	6,000	6,000	12,000	6,000	6,000
Gas Tax 2106	126,840	122,610	121,515	115,000	115,000
Gas Tax 2105	190,121	185,123	181,378	170,000	170,000
Other Charges			7,626		
Engineering Inspection Fees	7,631	199	450	2,500	2,500
Sidewalk, Curb & Gutter Fees	9,600	10,327	6,950	8,000	8,000
Plan Review	14,820	84,314	536	3,000	3,000
Street Cut Permits	6,700	42,650	41,150	40,000	40,000
Map Review		375			
Other / Damage to City Property	46,166	9,195	79	200	500
Transfers	435,507	800,000	1,194,398	949,181	769,294
Total Gas Tax	1,133,107	1,519,049	1,814,835	1,526,881	1,347,294
Supplemental Law Enforcement Fund (202)					
Grants	136,177	100,000	100,000	100,000	71,700
LAIF Interest	2,727	2,220	121		
Total Supplemental Law Enforcement	138,904	102,220	100,121	100,000	71,700
Public Safety Augmentation Fund (203)					
Sales Tax	90,971	106,189	86,562	90,000	90,000
Transfers	(80,000)	(100,000)	(94,520)	(100,000)	(100,000)
Total Public Safety Augmentation	10,971	6,189	(7,958)	(10,000)	(10,000)
ABC Grant (204)/Click it or Ticket (210)/Calgrip					
Grants	6,207	7,105			60,000
Total Grants	6,207	7,105			60,000
Street Lighting and Landscaping Fund (205)					
Street Lighting/Landscaping Assessments	845,020	842,911	830,527	840,000	840,000
Other Grants/Revenue	500	829			
Transfers In	635,466	650,000	745,776	559,336	543,048
Total Street Lighting & Landscaping	1,480,986	1,493,740	1,576,303	1,399,336	1,383,048
JAG Grant (206)					
Grants	40,271	43,724	10,385	147,000	
Total JAG Grant	40,271	43,724	10,385	147,000	
Police Grants (NC3TE/West-Net) (211)					
Grants	134,513	79,067		85,100	77,900
Transfers					
Total Police Grants	134,513	79,067		85,100	77,900
NPDES Storm Drain Assessment Fund (207)					
Other Grants	9,388	9,793	8,123	8,000	
NPDES Assessment	300,234	282,038	293,329	297,000	297,000
C3 Subdivision			350		
Interest/other	12,917	2,804	200		
Transfers		13,500	17,456	46,223	63,552
Total NPDES Storm Drain Assessment	322,539	308,135	319,458	351,223	360,552

**City of San Pablo
Fiscal Year 2010-2011**

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
Traffic Safety Fund (208) (209)					
Grants	74,806	203,346	157,310	20,500	
Vehicle Fines	256,834	227,583	***	***	***
Total Traffic Safety	331,640	430,929	157,310	20,500	
Neighborhood Services Fund (212)					
Business Licenses				**	300,000
Business License Penalty				**	3,000
Building Permits	243,352	166,135	143,488	140,000	188,300
Electrical Permits	28,208	23,833	22,018	20,000	27,927
Thermal Energy		3,795	1,040	500	500
Plumbing Permits	28,622	31,150	26,685	20,000	32,777
Mechanical Permits	21,325	15,867	15,678	10,000	17,334
Zoning Fees	17,980	26,879	22,900	20,000	24,000
Boarding Permits	1,248	4,697	4,741	10,000	5,000
Single Family Residential Inspection	20,950	50,937	49,120	50,000	62,000
Multiple Unit Inspections	26,125	23,175	31,600	40,000	40,000
Resale Unit Inspections	32,425	32,911	63,555	50,000	66,000
Plan Review Fees	117,356	38,668	35,312	60,000	116,500
Design Review	15,600	26,450	21,510	20,000	26,000
Interest	(4,585)				
Transfers	672,928	940,000	1,011,220	1,004,360	124,771
Total Neighborhood Services	1,221,534	1,384,497	1,448,866	1,444,860	1,034,109
Traffic Congestion Relief (213)					
Grants	15,597	213,921	265,151	207,897	
Interest	9,403	2,591	1,827		
Transfers	(25,000)	(254,000)			(207,987)
Total Traffic Congestion Relief		(37,488)	266,978	207,897	(207,987)
Measure C Fund (215)					
Measure C Allocation	339,257	339,931		642,660	320,000
LAIF Interest	4,135	17,625	12,553		
Transfers	1,700	(182,586)			(969,530)
Total Measure C	345,092	174,970	12,553	642,660	(649,530)
Para Transit (216)					
Para Transit Measure C Allocation	140,866	147,649	127,363	107,000	120,282
Fare Box	12,589	8,724	9,703	10,000	10,000
LAIF Interest	12,890	11,508	7,513	3,000	2,000
Sale of Vehicles		13,275			
Total Para Transit Fund	166,345	181,156	144,580	120,000	132,282
COPS Grant (217)					
Grants					326,700
Transfers					
Total COPS Grants Fund					326,700
Asset Seizure Fund (225)					
Asset Seizure Revenue			12,889		
LAIF Interest			2,121		
Total Asset Seizure Fund			15,010		
Oak Park Assessment District Fund (239)					
Tax Roll Assessments	3,692	3,692	CLOSED	CLOSED	CLOSED
LAIF Interest	756	623	363		
Total Oak Park Assessment District	4,448	4,315	363		

City of San Pablo
Fiscal Year 2010-2011

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
HCD Grant (245)					
Grants					
Loan Repayments	65,000	3,868			
Total HCD Grants Fund	65,000	3,868	0	0	0
Public Works Projects (320)					
Grants					
	1,034,400	1,135,495	1,256,362		6,954,051
Transfers	1,536,636	4,458,933			3,669,062
Total Public Works Projects Fund	2,571,036	5,594,428	1,256,362		10,623,113
Municipal Buildings Projects (330)					
Grants					
	145,000	5,000			
Transfers	265,339	130,000			
Total Municipal Buildings Projects Fund	410,339	135,000			
Grand Total All City Revenues	27,889,869	31,369,667	27,536,680	24,954,296	33,992,286

**City of San Pablo
Fiscal Year 2010-2011**

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
RDA Housing Set-Aside (Tenth Twp.) Fund (250)					
Interest	177,945	205,676	20,798	40,000	10,000
Loan Repayment	39,214	120,441	9,057	10,000	
Interest Notes	123,840	20,535	42,967	5,000	
Payoff of Deferred Loans	251,886				
Other	19,513				
Transfers	2,637,382	2,646,033	5,337,616	2,244,000	1,780,400
Total Housing Set-Aside (Tenth TWP)	3,249,780	2,992,685	5,410,438	2,299,000	1,790,400
RDA Housing Set-Aside (Legacy) Fund (280)					
LAIF Interest	47,372	57,966	42,214	6,000	
Transfers	372,048	375,537	(1,783,220)	290,000	(780,000)
Total Housing Set-Aside (Legacy)	419,420	433,503	(1,741,006)	296,000	(780,000)
Redevelopment Property Acquisition (340)					
Transfers In	11,599,644	4,225,000	9,831,142		
Total Property Acquisition Project Fund	11,599,644	4,225,000	9,831,142		
Tenth Twp. RDA (350)					
Current Secured Property Tax	11,644,042	12,699,160	12,342,008	9,442,802	8,782,000
Supplemental Property Tax	1,436,524	408,295	328,949	(575,218)	
Unitary Property Tax	106,344	122,713	131,324	120,000	120,000
Revenue sharing to Contra Costa Co.	(178,080)	(189,415)	(2,273,523)	(618,000)	(618,000)
ERAF Shift				(5,933,826)	(1,186,765)
Abatement Received	53,942		(5,884)		
Abandoned Vehicle - AB 4114	51,686	55,710	59,477	435,200	**
Administrative Costs to CCC	(88,015)	(118,844)	(128,806)	(130,000)	(130,000)
Graffiti Fines			731		
LAIF Interest	824,654	552,754	401,991	150,000	100,000
Interest Fiscal Agent	69,337				
Loan Repayment	43,505	32,937	7,829	30,000	
Interest - Notes	13,062	20,530	6,738	15,000	
Interest - Savings	194,720	1,860			
CRC Fees	41,252				
CRC Rent	94,485				
Rental Income	87,423	1,368,245	701,728	350,000	200,000
Sale of Property	2,350,001		65		
Other	72,947	25,343	69,459	10,000	
Transfers	(17,228,459)	(11,003,729)	(18,976,164)	(9,221,615)	(2,195,501)
Total Tenth TWP Project Fund	(410,630)	3,975,559	(7,334,079)	(5,925,657)	5,071,734
2004 Tenth Township Bond Proceeds (359)					
Interest Fiscal		2			
Transfers	(69,664)				
Total 2004 Tenth Township Bond Proceeds	(69,662)				
2006 Tenth Township Bond Proceeds (361)					
Interest Fiscal	422,652	632,356	116,374		
Bond Proceeds	36,000,000				
Transfers	(18,748,118)	(4,022,347)			(2,491,545)
Total 2006 Tenth Township Bond Proceeds	17,674,534	(3,389,991)	116,374		(2,491,545)
Small Business Loans (360)					
Loan Repayment	13,795	51,647	11,349	15,000	8,000
Interest on Notes	3,094	3,208	1,651	3,000	4,000
Transfers In			791,339		178,362
Total Small Business Loans	16,889	54,855	804,339	18,000	190,362

City of San Pablo
Fiscal Year 2010-2011

	2006-07 Actual	2007-08 Actual	2008-09 Actual	2009-10 Projected	2010-11 Budgeted
Legacy RDA (380)					
Current Secured Property Tax	1,556,108	1,637,881	1,950,818	1,174,824	1,100,000
Supplemental Property Tax	302,982	236,880	68,934	(10,000)	
Unitary Property Tax	1,106	2,925	3,916	3,000	3,000
ERAF shift					
Revenue sharing to Contra Costa Co.	(380,671)		(400,057)	(350,000)	(350,000)
LAIIF Interest	139,709	167,067	137,307	100,000	50,000
Administrative Cost		(19,507)	(21,211)	(22,000)	(22,000)
Transfers In	(372,048)	(375,537)	(318,420)	(290,000)	(5,920,000)
Total Legacy RDA Project Fund	1,247,186	1,649,709	1,421,288	605,824	(5,139,000)
2001 Tenth TWP Bond Debt Service (456)					
Interest					
Interest Fiscal Agent	1,278	868	261		
Transfers	718,090	790,871	780,240	777,196	782,889
Total 2001 Tenth TWP Bond Debt Service	719,368	791,739	780,501	777,196	782,889
2004 JPFA Bond Debt Service (453/457/459)					
Interest Fiscal Agent	153,012	174,113			75,000
Transfers	7,130,210	1,988,546	193,972	2,838,635	2,051,972
Total 2004 JPFA Bond Debt Service	7,283,222	2,162,659	193,972	2,838,635	2,126,972
2006 JPFA Bond Debt Service (461)					
Interest Fiscal Agent	329,764	122,613	85		
Transfers	4,281,817	457,951	1,261,160	2,464,000	3,208,585
Total 2004 JPFA Bond Debt Service	4,611,581	580,564	1,261,245	2,464,000	3,208,585
1999 Tenth Township Bond Debt Service (490)					
Interest					
Interest Fiscal Agent	1,399	381			
Transfers	895,147	895,327	900,440	897,784	893,293
Total 1999 Tenth TWP Bond Debt Service Fund	896,546	895,708	900,440	897,784	893,293
1993 Tenth Township Bond Debt Service (495)					
Interest					
Interest Fiscal Agent	148,296				
Transfers	7,504,009				
Total 1993 Tenth TWP Bond Debt Service Fund	7,652,305				
Grand Total Redevelopment Funds	54,890,183	14,371,990	11,644,654	4,270,782	5,653,690
GRAND TOTAL ALL FUNDS	82,780,052	45,741,657	39,181,334	29,225,078	39,645,976

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

Schedule 3 Budget and Expenditures by Fund and Division

Fund and Division	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Actual Expended	2009-10 Adopted Budget	2010-11 Proposed Budget
General - Fund 100					
1110 City Council	251,950	629,206	444,080	1,033,362	752,552
1210 City Attorney	377,546	474,647	416,179	545,950	531,245
1310 City Manager	818,891	1,057,147	883,201	822,620	940,680
1330 Information Technology	445,416	533,367	483,496	620,810	595,660
1350 Youth Services					300,088
1420 Finance/City Treasurer	675,296	743,336	500,081	526,405	569,820
1440 Recreation	956,875	1,221,258	1,105,705	1,359,970	1,362,898
1500 Emergency Medical Services Aid	0	0	243,562	0	0
1810 Police	10,394,773	14,976,702	13,913,802	13,940,272	14,136,155
Code enforcement included in RDA	0	0	(1,101,638)	0	0
8000 Multi-Departmental Programs	2,374	0	0	0	0
Total General Fund Budget	13,923,904	19,635,663	16,888,468	18,849,389	19,189,098
Gas Tax - Fund 200					
1730 Engineering	670,435	957,297	884,650	854,020	894,060
3110 Street Maintenance	421,359	624,102	556,898	682,611	487,524
Total Gas Tax Budget	1,091,794	1,581,399	1,441,549	1,536,631	1,381,584
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape	1,504,444	1,513,357	1,386,882	1,408,836	1,383,048
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.	329,531	371,203	302,751	367,223	364,230
Neighborhood Services - Fund 212 (215)					
1755 Development Services	1,293,305	1,426,377	1,375,398	1,317,360	1,163,800
Police Grants - Funds 202, 208, 209, 211					
1830 Police	434,051	663,863	269,764	353,900	432,050 X
Para Transit - Fund 216					
1444 Para Transit	144,298	140,256	113,605	174,420	176,370
Oak Park Storm Drain Maintenance - Fund 235					
2210 Oak Park Storm Drain Maintenance	2,714	4,970	0	0	0
HCD Grant - Fund 245					
1743 HCD/CalHome Grant	200,000	0	0	80,000	80,000
Housing Set-Aside(Low-Mod.) Tenth Twp. Fund 250					
1741 Housing Administration	318,764	4,191,920	6,156,621	1,895,380	912,100
Public Works Projects - Fund 320					
3200 Street Projects **	8,232,063	4,469,888	3,689,533	5,653,942	10,863,615 X
Municipal Buildings Projects - Fund 330					
3300 Municipal Buildings **	464,939	104,953	4,305	16,527	194,535 X

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

Fund and Division	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Actual Expended	2009-10 Adopted Budget	2010-11 Proposed Budget
Redevelopment Projects - Property Acquisition - Fund 340					
3400 Property Acquisition	5,498,030	1,125,781	16,696,059	4,918,699	570,000
Redevelopment - Tenth Twp. - Fund 350					
1735 Graffiti and Litter Abatement	249,977	324,527	341,864	408,822	407,440
1820 Code Enforcement	940,727	1,450,470	1,101,638	included in Police	included in Police
6110 Redevelopment Implementation	926,356	1,994,378	1,618,107	1,441,640	1,349,880
Total Redevelopment - Tenth Twp.	2,117,060	3,769,375	3,061,609	1,850,462	1,757,320
Small Business Assistance Loan Pgm - Fund 360					
2300 Small Business Assist Loan Program	114,235	15,621	28,201	292,000	191,000
2006 Bond - Fund 361					
3610 10th Township 2006 Bond	549,578	0	0	0	0
2001 Tenth Township Tax Allocation Bonds - Fund 456					
7250 Tax Allocation Redevelopment Bonds	720,002	782,245	780,240	777,196	782,889
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
7250 Tax Allocation Redevelopment Bonds	2,474,295	2,409,196	2,416,950	2,051,635	2,051,972
2006 JPFA Tax Allocation Bonds - Fund 461					
7250 Tax Allocation Redevelopment Bonds	1,105,007	1,700,661	1,261,160	3,251,000	3,208,585
1999 Tenth Township Tax Allocation Bonds - Fund 490					
7250 Tax Allocation Redevelopment Bonds	895,582	896,438	900,440	897,784	893,293
1993 Tenth Township Tax Allocation Bonds - Fund 495					
7250 Tax Allocation Redevelopment Bonds	12,684,750	0	0	0	0
GRAND TOTALS	54,916,627	45,624,574	57,602,243	46,512,017	45,595,489

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

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

SCHEDULE 4 Expenditures by Category

Fund	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Actual Expenditures	2009-10 Adopted Budget	2010-11 Proposed Budget
General - Fund 100					
Salaries	7,573,455	8,235,838	9,726,303	10,035,900	10,280,265
Service and Supplies	2,538,225	3,026,216	3,511,743	4,572,149	4,363,677
Fixed Assets	276,619	331,030	82,884	185,300	20,300
Employee Benefits	3,519,338	8,209,501	3,819,380	4,365,100	4,692,036
Expenditure Transfers	16,267	(166,922)	(250,225)	(212,460)	(167,180)
Total General Fund	13,923,904	19,635,663	16,890,085	18,945,989	19,189,098
Gas Tax - Fund 200					
Salaries	310,032	455,622	547,147	584,500	555,100
Service and Supplies	403,521	533,781	558,934	547,361	556,477
Fixed Assets	121,742	173,556	91,756	124,500	13,877
Employee Benefits	236,836	394,598	209,478	235,500	215,000
Expenditure Transfers	19,663	23,842	34,234	44,770	41,130
Total Gas Tax	1,091,794	1,581,399	1,441,549	1,536,631	1,381,584
Street Lighting and Landscaping - Fund 205					
Salaries	491,048	482,299	520,976	455,100	445,700
Service and Supplies	549,102	524,462	544,646	675,536	666,361
Fixed Assets	139,644	26,863	72,148	15,250	13,877
Employee Benefits	305,368	454,469	215,790	223,800	217,200
Expenditure Transfers	19,282	25,264	33,337	39,150	39,910
Total Street Lighting & Landscaping	1,504,444	1,513,357	1,386,897	1,408,836	1,383,048
N.P.D.E.S. - Fund 207					
Salaries	197,446	186,831	181,482	223,500	223,200
Service and Supplies	48,146	45,572	44,591	52,593	46,320
Fixed Assets	0	25,659	0	0	0
Employee Benefits	76,313	103,919	66,736	77,700	80,900
Expenditure Transfers	7,626	9,222	9,941	13,430	13,810
Total NPDES	329,531	371,203	302,751	367,223	364,230
Neighborhood Services - Fund 212 (215)					
Salaries	568,552	513,074	547,834	549,900	475,200
Service and Supplies	406,056	488,927	616,299	534,500	451,500
Fixed Assets	32,054	6,415	0	0	0
Employee Benefits	261,990	384,801	211,031	231,100	197,500
Expenditure Transfers	24,653	33,160	234	1,860	39,600
Total Neighborhood Services	1,293,305	1,426,377	1,375,398	1,317,360	1,163,800
Police Grants - Funds 202,208,214,218					
Salaries	268,240	385,372	205,103	241,800	313,150
Service and Supplies	2,426	35,424	0	0	0
Fixed Assets	115,038	102,536	0	0	0
Employee Benefits	48,347	140,531	64,661	112,100	118,900
Total Police Grants	434,051	663,863	269,764	353,900	432,050

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

Fund	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Actual Expenditures	2009-10 Adopted Budget	2010-11 Proposed Budget
Para Transit - Fund 216					
Salaries	44,055	51,524	54,393	84,400	81,800
Service and Supplies	26,682	21,504	37,161	57,500	60,850
Fixed Assets	56,644	42,093	0	0	0
Employee Benefits	15,208	22,924	19,739	29,100	28,500
Expenditure Transfers	1,709	2,211	2,334	3,420	5,220
Total Para Transit	144,298	140,256	113,627	174,420	176,370
Oak Park Storm Drain Maintenance - Fund 235					
Salaries	1,778	0			
Service and Supplies	850	4,845			
Employee Benefits	86	125			
Total Oak Park	2,714	4,970	0	0	0
HCD Grant - Fund 245					
Loans	200,000	0	0	80,000	80,000
Housing Set-Aside(Low-Mod.) Tenth Twp. - Fund 250					
Salaries	0	0	0	18,500	55,900
Service and Supplies	28,298	65,139	418,166	64,780	42,000
Loans/Grants	290,466	4,126,781	5,613,455	1,675,000	745,000
Fixed Assets	0	0	0	0	0
Employee Benefits	0	0	0	12,100	29,200
Expenditure Transfers	0	0	125,000	125,000	40,000
Total Housing Set-Aside	318,764	4,191,920	6,156,621	1,895,380	912,100
Housing Set-Aside(Low-Mod.) Legacy Fund 280					
Loans/Grants	0	0	0	0	0
Public Works Projects - Fund 320					
Salaries					
Service and Supplies					
Loans/Grants					
Fixed Assets/Land Purchases					10,863,615
Employee Benefits					
Total Public Works Projects	8,232,063	4,469,888	3,689,533	0	10,863,615
Municipal Buildings Projects - Fund 330					
Service and Supplies					
Fixed Assets					194,535
Total Municipal Building Projects	464,939	104,953	4,305		194,535
Redevelopment Projects - Property Acquisition - Fund 340					
Service and Supplies	357,802	1,125,781	16,696,059	4,168,699	570,000
Loans/Grants		0	0	0	0
Land Purchase	5,140,228	0	0	750,000	0
Total RDA Property Acquisition	5,498,030	1,125,781	16,696,059	4,918,699	570,000
Redevelopment - Tenth Twp. - Fund 350					
Salaries	865,926	1,124,979	910,122	519,800	510,500
Service and Supplies	746,035	1,601,698	1,261,919	1,093,232	1,016,600
Fixed Assets	31,655	34,839	42,552	7,000	0
Employee Benefits	430,971	946,855	333,910	202,600	199,600
Expenditure Transfers	42,473	61,004	23,543	27,830	30,620
Total Redevelopment - Tenth Twp.	2,117,060	3,769,375	2,572,046	1,850,462	1,757,320

**CITY OF SAN PABLO
FISCAL YEAR 2010-2011**

Fund	2006-07 Actual Expended	2007-08 Actual Expended	2008-09 Actual Expenditures	2009-10 Adopted Budget	2010-11 Proposed Budget
Small Business Assistance Loan Pgm - Fund 360					
Services and Supplies	14,235	18	10,763	42,000	41,000
Loans/Grants	100,000	15,603	17,438	250,000	150,000
Total Small Business Assistance	114,235	15,621	28,201	292,000	191,000
2006 10th Township Bonds - Fund 361					
Debt Service	549,578	0	0	0	0
Total 2006 10th Township Bonds	549,578	0	0	0	0
El Portal Assessment Bond - Fund 400					
Service and Supplies	0	0	0	0	0
Debt Service	0	0	0	0	0
Total El Portal Assessment Bonds	0	0	0	0	0
Town Center Bond - Fund 405					
Service and Supplies	2,000	2,470	2,000	2,000	
Debt Service	370,684	369,700	373,970	371,895	
Total Town Center Bonds	372,684	372,170	375,970	373,895	0
Oak Park Bond - Fund 410					
Service and Supplies	2,000	2,470	2,000	2,000	
Debt Service	443,597	446,768	450,740	443,738	
Total Oak Park Bonds	445,597	449,238	452,740	445,738	0
2001 Tenth Township Tax Allocation Bonds - Fund 456					
Service and Supplies	0	0	0	0	0
Debt Service	720,002	782,245	780,240	777,196	782,889
Total 2001 Tenth Township Bonds	720,002	782,245	780,240	777,196	782,889
2006 JPFA Tax Allocation Bonds - Fund 461					
Debt Service	1,105,007	1,700,661	1,261,160	3,251,000	3,208,585
Total 2006 JPFA Bonds	1,105,007	1,700,661	1,261,160	3,251,000	3,208,585
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
Service and Supplies	0	0	0	0	0
Debt Service	2,474,295	2,409,196	2,416,950	2,051,635	2,051,972
Total 2004 JPFA Bonds	2,474,295	2,409,196	2,416,950	2,051,635	2,051,972
1999 Tenth Township Tax Allocation Bonds - Fund 490					
Service and Supplies	0	0	0	0	0
Debt Service	895,582	896,438	900,440	897,784	893,293
Total 1999 Tenth Township Bonds	895,582	896,438	900,440	897,784	893,293
1993 Tenth Township Tax Allocation Bonds - Fund 495					
Service and Supplies	0	0	0	0	0
Debt Service	12,684,750	0	0	0	0
Total 1993 Tenth Township Bonds	12,684,750	0	0	0	0
GRAND TOTALS	54,916,627	45,624,574	57,114,333	40,938,148	45,595,489

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

General Government

**City of San Pablo
Fiscal Year 2010-2011**

Division 1110		City Council			Fund 100 General Fund	
Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	33,000	38,745	42,100	42,100	42,100	42,100
41900 Benefits	53,897	59,335	70,400	73,100	73,100	73,100
Total Salaries and Benefits	86,897	98,080	112,500	115,200	115,200	115,200
SERVICE AND SUPPLIES						
42001 Communications	606	645	720	720	720	720
43000 Equipment Maintenance	13	0	1,000	1,000	1,000	1,000
43300 Memberships	19,598	20,696	23,000	23,000	23,000	23,000
43500 Office Expense	113	149	750	750	750	750
43600 Professional Services	0	0	35,000	0	0	0
44000 Special Departmental Expense	299,150	295,483	919,992	593,882	593,882	593,882
44320 Training and Travel	835	2,250	3,400	3,400	3,060	3,060
44325 Training and Travel/Elected Official	11,380	26,778	20,600	20,600	18,540	18,540
Total Service and Supplies	331,695	346,001	1,004,462	643,352	640,952	640,952
EXPENDITURE TRANSFERS						
49005 PERS Side Fund	3,490		0	0		0
49006 OPEB GASB45	210,724	0	0	0		0
49503 Salary/benefit transfers to other divisions	(3,600)	0	(3,600)	(3,600)	(3,600)	(3,600)
Total Expenditure Transfers	210,614	0	(3,600)	(3,600)	(3,600)	(3,600)
TOTAL CITY COUNCIL BUDGET	629,206	444,080	1,113,362	754,952	752,552	752,552
% increase (dec.) over prior year	88.82%	7.01%	150.71%			-32.41%

CITY COUNCIL

Division 1110

Mission Statement

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

City Council Department Goals

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

Budget Line Item Descriptions

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

41000 *Salaries* \$42,100

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

41900 *Benefits* \$73,100

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

42001 *Communications* \$720

Fax lines and telephone call reimbursement to Councilmembers.

43000 *Equipment Maintenance*

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

43300 *Memberships*

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

43500 *Office Expense*

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

44000 *Special Departmental Expense*

Library support	\$ 143,752
Lake School	300,000
Helms School	80,000
San Pablo Community Foundation	25,000
Martin Luther King celebration	1,500
Adopt a Family	5,000
Non-profit (501(c) (3) funding	10,000
Youth Energy Services program (CYES)	5,300
Reorganization City Council refreshments	1,500
Reorganization Flowers for Council	300
Reorganization Gift for outgoing Mayor	250
CCC Mayors Conference dinners	3,000
Closed session refreshments	1,000
Flowers and cards for employees and elected officials (births, deaths, hospital and home confinement)	2,000
Engraving of tile plaques	250
Memorial donations & commendations (Officer of the Year, VFW Wreath)	430
Annual West County Public Education Fund Dinner	1,000
Council document/ proclamation frames	600
Special events (i.e. Cinco de Mayo, Juneteenth)	10,000
Other miscellaneous expenses	<u>3,000</u>
Host West County breakfast meetings (none budgeted this year)	\$593,882

44320 *Training and Travel*

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

CCC Mayors' Conference monthly dinner meeting	\$2,070
League of California Cities - East Bay Division	558
LCC East Bay Division (12 meetings at \$40 plus mileage)	<u>432</u>
	\$3,060

44325 *Training and Travel / Elected Officials*

Accounts for Council conferences, training seminars, travel and lodging. In February 2006 the City Council voted to allocate \$3,600 to each of its members for conferences and seminars along with related travel and lodging expenses, etc. An extra \$540 is allocated to the Mayor, recognizing the various additional functions requiring the Mayor's attendance.

\$18,540

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 2010-2011**

Division 1210		City Attorney			Fund 100 General Fund	
Account # and Title	2007/2008 Actual Expenditures	2008/2009 Actual Expenditures	2009/2010 Adopted Budget	2010-2011 Department Requests	2010-2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	254,574	293,392	278,900	290,100	295,900	295,900
41900 Benefits	95,207	100,217	131,300	132,500	134,000	134,000
Total Salaries and Benefits	349,781	393,610	410,200	422,600	429,900	429,900
SERVICE AND SUPPLIES						
42001 Communications	605	609	660	660	660	660
43300 Memberships	759	560	560	560	560	560
43500 Office Expense	1,657	634	950	1,000	1,000	1,000
43600 Professional Services	8,790	-1,000	110,000	100,000	75,000	75,000
44000 Special Department Expense	8,661	10,112	10,000	8,800	8,800	8,800
44320 Training and Travel	2,503	4,689	5,000	4,750	4,275	4,275
Total Service and Supplies	22,975	15,604	127,170	115,770	90,295	90,295
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	2,874	3,809	3,380	4,400	4,400	4,400
49004 Communications/Utilities	3,153	3,156	5,200	6,650	6,650	6,650
49005 PERS Side Fund	22,584	0	0	0	0	0
49006 OPEB GASB45	73,280	0	0	0	0	0
Total Expenditure Transfers	101,891	6,965	8,580	11,050	11,050	11,050
TOTAL CITY ATTORNEY BUDGET	474,647	416,179	545,950	549,420	531,245	531,245
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	9.56%	9.87%	31.18%	-2.69%		-2.69%

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 \$295,900

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

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

41900 Benefits \$134,000

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

42001	<i>Communications</i>	
	Cellular phone monthly fee	\$660
43300	<i>Memberships/Publications</i>	
	Membership in California State Bar Association	\$560
43500	<i>Office Expense</i>	
	Provides for general office supplies, City seal envelopes, computer software, Federal Express and overnight mail	\$1,000
43600	<i>Professional Services</i>	
	Outside legal and professional services in cases where such specialized counsel would serve the best interests of the City	\$75,000
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	\$8,800
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	\$4,275
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	\$4,400
	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>	\$6,650
	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 2010-2011**

Division 1310 City Manager Fund 100 General Fund

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	476,360	567,686	338,700	533,700	537,500	537,500
41001 Part Time	0	0	200,000	0	0	0
41002 Overtime	353	4,445	3,000	3,000	3,000	3,000
41900 Benefits	170,804	195,765	192,200	248,000	249,000	249,000
Total Salaries and Benefits	647,517	767,896	733,900	784,700	789,500	789,500
SERVICE AND SUPPLIES						
42001 Communications	1,276	883	2,000	1,000	1,000	1,000
43000 Equipment Maintenance	0	1,946	1,000	1,000	1,000	1,000
43300 Memberships	2,266	1,482	1,680	4,000	4,000	4,000
43500 Office Expense	13,698	6,129	6,500	6,500	6,500	6,500
43600 Professional Services	14,055	19,186	17,000	15,000	31,660	31,660
43700 Publications/Legal Notices	4,713	3,739	5,000	4,000	4,000	4,000
43800 Equipment Rental	10,490	7,766	9,500	9,000	9,000	9,000
44000 Special Departmental Expense	6,658	36,130	10,750	36,000	33,000	33,000
44050 Community Affairs	10,569	17,738	8,500	10,000	10,000	10,000
44100 Pre Employment Expense	30,096	8,684	15,000	9,000	9,000	9,000
44320 Training and Travel	14,668	16,531	12,400	12,400	11,160	11,160
44325 Training and Travel/Elected Official	565	1,504	2,000	2,000	2,000	2,000
Total Service and Supplies	109,054	121,717	91,330	109,900	122,320	122,320
FIXED ASSETS						
46300 Equipment	11,859	0	0			0
Total Fixed Assets	11,859	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	7,984	9,522	9,390	11,500	11,500	11,500
49004 Communications/Utilities	9,876	9,066	13,000	17,360	17,360	17,360
49005 PERS Side Fund	44,120	0	0	0		0
49006 OPEB GASB45	226,737	0	0	0		0
49503 Salary/benefit transfers to other divisions	0	(25,000)	(25,000)	0		0
Total Expenditure Transfers	288,717	(6,412)	(2,610)	28,860	28,860	28,860
TOTAL CITY MANAGER BUDGET	1,057,147	883,201	822,620	923,460	940,680	940,680
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-7.92%	12.33%	-6.86%			14.35%

CITY MANAGER

Division 1310

Mission Statement

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

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

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

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

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

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

Budget Line Item Descriptions

41000 *Salaries* \$537,500

The City Manager's Department is staffed as follows:

- 1 City Manager
- 1 City Clerk (Elected Official) The City Clerk is paid \$200 per month
- 1 Secretary/Deputy City Clerk
- 1 Human Resources Manager
- 1 Administrative Secretary
- 1 Administrative Secretary (70%)

41002 *Overtime* \$3,000

41900 *Benefits* \$249,000

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

42001 *Communications* \$1,000
Cellular phones

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

43300 *Memberships & Publications*
Various one time publications: miscellaneous newspaper subscriptions, magazines, books and management journals \$ 2,520
CCC Public Manager's Association 160
California Public Employers Labor Relations Association (CALPELRA) 310
CMRTA 50
Chamber of Commerce 250
International Institute of Municipal Clerks 300
City Clerks Association of California (CCAC) 260
West County Times 150
\$4,000

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

43600 *Professional Services* \$31,660
Special professional and legal services (includes LAFCO, Aaron Read JPA, Organizational efficiency and community outreach)

43700	<i>Publications and Legal Notices</i>	
	Publications and legal notices.	\$4,000
43800	<i>Equipment Rental</i>	
	Lease for copier/scanner/printer located in the City Manager's.	\$9,000
44000	<i>Special Departmental Expense</i>	
	Safety Committee expenses	\$ 1,000
	Election expenditures	17,000
	Coffee/Water, monthly employees' birthday celebration & miscellaneous expenses unique to the City Manager's office	3,500
	Annual maintenance for Municipal Code Corporation	4,500
	Annual maintenance for records management VirtualDoxx	250
	Expenses unique to the City Clerk's office	<u>6,750</u>
		\$33,000
44050	<i>Community Affairs/Special Events</i>	
	City Manager-sponsored Employee/Staff/Council lunch and dinner meetings and events	\$ 8,500
	Wellness events	<u>1,500</u>
		\$10,000
44100	<i>Pre Employment Expenses</i>	
	Covers the cost of newspaper advertisements for recruitment of both full-time and part-time positions; participation in job fairs for police officer recruitments, cost of testing materials, pre-employment physical examinations, fingerprints, psychological tests, polygraph, background checks and oral board interview refreshments and lunches.	\$9,000
44320	<i>Training and Travel</i>	
	League of California Cities Annual Conferences, California Public Employers Labor Relations Association (CALPELRA) Conference, Monthly/quarterly workshops given by Liebert, Cassidy & Frierson and mileage for training Staff Training and Travel	\$ 5,760
		<u>5,400</u>
		\$11,160
44325	<i>Training and Travel Elected Official</i>	
	Conferences, training seminars, travel and lodging for City Clerk.	\$2,000
49001	<i>Building Maintenance Costs</i>	\$11,500
	Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time	

employees.

49004 *Communications/Utilities* \$17,360

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 2010-2011**

Division 1330 Information Technology Fund 100 General Fund

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	224,149	267,247	280,500	284,000	287,300	287,300
41001 Part Time	2,386	11,400	14,000	14,000	14,000	14,000
41900 Benefits	86,221	99,506	134,900	135,600	136,300	136,300
Total Salaries and Benefits	312,756	378,154	429,400	433,600	437,600	437,600
SERVICE AND SUPPLIES						
42001 Communications	1,799	1,638	1,700	1,700	1,700	1,700
42005 Network Applications/Maintenance	79,803	55,562	115,100	107,100	120,600	120,600
43300 Memberships	320	1,142	840	840	840	840
43500 Office Expense	4,921	18,939	11,000	7,000	2,000	2,000
43600 Professional Services	0	0	5,000	5,000	5,000	5,000
44320 Training and Travel	5,495	18,140	18,400	12,000	4,500	4,500
Total Service and Supplies	92,338	95,421	152,040	133,640	134,640	134,640
FIXED ASSETS						
46300 Equipment	32,315	0	25,000	25,000	5,000	5,000
Total Fixed Assets	32,315	0	25,000	25,000	5,000	5,000
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	4,790	5,713	6,570	7,340	7,340	7,340
49004 Communications/Utilities	4,684	4,288	7,800	11,080	11,080	11,080
49005 PERS Side Fund	23,943	0	0		0	0
49006 OPEB GASB45	62,541	0	0		0	0
Total Expenditure Transfers	95,958	10,001	14,370	18,420	18,420	18,420
TOTAL IT BUDGET	533,367	483,576	620,810	610,660	595,660	595,660

% increase (dec.) over prior year
excluding PERS Side Fund and OPEB

8.02%	8.21%	28.38%			-4.05%
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43300	<i>Memberships & Publications</i>	
	Municipal Information Systems Association of California (MISAC)	\$290
	MIS publications	550
		\$840
43500	<i>Office Expense</i>	
	Provides for purchase of various office supplies, toner cartridges, Backup tapes, software programs, equipment	\$2,000
43600	<i>Professional Services</i>	
	Miscellaneous data processing programming and unanticipated computer system expenses.	\$5,000
44320	<i>Training and Travel</i>	
	Network Training	\$4,500
46300	<i>Equipment</i>	
	Network Infrastructure	\$5,000
49001	<i>Building Maintenance Costs</i>	\$7,340
	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>	\$11,080
	This line item represents this division's share of communications, postage, property/fire insurance and utilities. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.	

**City of San Pablo
Fiscal Year 2010-2011**

Division 1350		Youth Services			Fund 100 General Fund		
Account # and Title	2007/2008 Actual Expenditures	2008/2009 Actual Expenditures	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget	
SALARIES AND BENEFITS							
41000 Salaries <i>E01</i>				140,300	84,852	84,852	
41900 Benefits <i>E01</i>				73,800	40,236	40,236	
Total Salaries and Benefits	0	0	0	214,100	125,088	125,088	
SERVICE AND SUPPLIES							
43500 Office Expense <i>E03</i>				50,000	50,000	50,000	
43600 Professional Services <i>E03</i>				100,000	100,000	100,000	
44000 Special Department Expense <i>E03</i>				25,000	25,000	25,000	
Total Service and Supplies	0	0	0	175,000	175,000	175,000	
TOTAL YOUTH SERVICES BUDGET	0	0	0	389,100	300,088	300,088	

YOUTH SERVICES PROGRAM

Division 1350

Mission Statement

The Youth Services Program is envisioned as an effort to provide support for our community's youth and young adults. The program will concentrate on prevention, intervention and suppression of youth facing difficult choices such as affiliating with a gang, using drugs, dropping out of school or engaging in sexual activities. The program will be staffed by two city employees who will work with the Council and the Manager's office in convening external and internal partners in this effort. The Program manual contains measurable results and will rely on non-profit, faith-based, and governmental agencies in addressing the needs of youth. A short, non-inclusive list identifies, the School District, County Mental Health, San Pablo P.D., San Pablo Recreation, District Attorney, and probation as partners that must be part of this program if it is to succeed in fulfilling its mission.

Budget Line Item Descriptions

41000	Salaries	\$84,852
1	Youth Services Program Manager	

41900	Benefits	\$40,236
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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.

43500	Office Expense	\$50,000
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43600	Professional Services	\$100,000
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44000	Special Departmental Expense	\$25,000
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**City of San Pablo
Fiscal Year 2010-2011**

Division 1420		Financial Services			Fund 100 General Fund		
Account # and Title	2007/2008 Actual Expenditures	2008/2009 Actual Expenditures	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget	
SALARIES AND BENEFITS							
41000 Salaries	317,730	332,850	338,800	316,100	319,300	319,300	
41002 Overtime	4,056	4,678	1,000	1,000	1,000	1,000	
41900 Benefits	115,972	108,048	137,800	126,500	129,200	129,200	
Total Salaries and Benefits	437,758	445,576	477,600	443,600	449,500	449,500	
SERVICE AND SUPPLIES							
42001 Communications	384	97	0	0	0	0	
43000 Equipment Maintenance	4,639	4,955	8,000	6,000	6,000	6,000	
43300 Memberships	2,953	2,059	2,375	2,300	2,300	2,300	
43500 Office Expense	7,405	5,891	7,000	5,000	5,000	5,000	
43600 Professional Services	69,237	93,401	80,000	110,000	110,000	110,000	
44000 Special Department Expense	1,185	3,245	4,000	6,500	6,500	6,500	
44320 Training and Travel	2,880	2,619	5,000	5,000	4,200	4,200	
44325 Training and Travel/Elected Official	3,437	4,031	4,000	4,000	3,600	3,600	
Total Service and Supplies	92,120	116,296	110,375	138,800	137,600	137,600	
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	5,748	5,713	5,630	9,050	9,050	9,050	
49004 Communication/Utilities	9,339	7,496	7,800	13,670	13,670	13,670	
49005 PERS Side Fund	29,565	0	0	0	0	0	
49006 OPEB GASB45	168,806	0	0	0	0	0	
49503 Salary/benefit transfers to other divisions	0	(75,000)	(75,000)	(40,000)	(40,000)	(40,000)	
Total Expenditure Transfers	213,458	(61,791)	(61,570)	(17,280)	(17,280)	(17,280)	
TOTAL FINANCIAL SERVICES BUDGET	743,336	500,081	526,405	565,120	569,820	569,820	
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-16.10%	-8.24%	5.26%			8.25%	

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, 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* \$319,300

The Financial Services Department is staffed as follows:

- 1 City Treasurer (Elected Official)
- 1 Finance Director (90%)
- 1 Financial Analyst
- 1 Fiscal Clerk II
- 1 Administrative Secretary (30%)

41002 *Overtime* \$1,000

41900 *Benefits* \$129,200

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

42001 *Communications*

None budgeted

43000 *Equipment Maintenance*

Maintenance agreement/base charge and usage on Xerox copier/printer **\$6,000**

43300 *Memberships & Publications*

California Municipal Treasurer's Association	\$ 195
Association of Public Treasurers	170
GFOA	250
CA State Board of Accountancy	200
California Society of Municipal Finance Officers	220
AICPA	200
California Society of CPAs	395
National Notary Association (2 staff members)	150
Various professional publications and guidelines	<u>520</u>
	\$2,300

43500 *Office Expense*

Various office supplies, toner cartridges, notary expenses, forms (checks, W-2's, 1099's, etc), printing of the annual budget and CAFR. **\$5,000**

43600 *Professional Services*

Annual audit (includes GFOA award costs)	\$ 50,000
Maintenance and support for financial software	25,000
Cutwater Asset Management	20,000
HDL property tax services	10,000
Miscellaneous unanticipated professional expenses	<u>5,000</u>
	\$110,000

44000 *Special Department Expense*

Bank analysis fees and other miscellaneous expenses unique to the Financial Services Department **\$6,500**

44320 *Travel and Training*

Staff attendance at educational training seminars and conferences **\$4,200**

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 \$3,240

Mileage reimbursement incurred by the City Treasurer for taking bank
 deposits to the bank 360

\$3,600

49001 *Building Maintenance Costs* **\$9,050**

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

49004 *Communications/Utilities* **\$13,670**

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

49503 *Salary/Benefits Transferred to Other Divisions* **\$(40,000)**

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

EMPLOYEE BENEFITS & INSURANCE

41900

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

Worker's Compensation/Wellness

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

PERS Retirement

This account reflects the total cost to the City for membership in the Public Employee Retirement System. PERS costs are based upon gross salaries. The City pays 9% of the safety employee's contribution and 7% of the miscellaneous employee's share of PERS. PERS includes Employer Paid Member Contributions (EPMC) for Police Department employees and Executive Management. Beginning in December 2006, miscellaneous employees began paying 3.3% of the employee's share of PERS in order to receive enhanced retirement of 2.5% at 55. Effective July 1, 2008 safety employees began paying 3.3% of the employer's share of PERS to receive enhanced retirement of 3% at 50.

Health Insurance

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

Health and Dental Insurance-Retirees

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

OPEB - GASB 45

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

Dental Insurance

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

Vision/ Co Pay Rebate Program

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

Long Term Disability Insurance

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

Medicare Tax

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

Public Agency Retirement Services (PARS)

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

Employee Assistance Program

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

Life Insurance

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

Benefits In-lieu

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

Bonds

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

Cafeteria Plan Fees

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

Liability Insurance/ERMA

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

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

Unemployment Insurance

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

Educational Incentive

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

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

**City of San Pablo
Fiscal Year 2010-2011**

Division 8000	Multi-Department Programs	Fund 100: General Fund
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Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SERVICE AND SUPPLIES						
41910 Property/Fire/Dishonesty Insurance	13,033	1,084	22,000	25,000	25,000	25,000
42001 Communications	47,298	30,895	50,000	70,000	70,000	70,000
42005 Network Applications/Maint.	0	0	0	30,000	30,000	30,000
43500 Office Supplies	34,255	29,562	38,000	35,000	35,000	35,000
44400 Utilities	54,066	50,988	70,000	50,000	50,000	50,000
Total Service and Supplies	148,652	112,529	180,000	210,000	210,000	210,000
EXPENDITURE TRANSFER						
49502 Transfer admin. costs to Benefiting Departments / Divisions	(148,652)	(112,529)	(180,000)	(210,000)	(210,000)	(210,000)
Total Expenditure Transfers	-148,652	-112,529	-180,000	-210,000	-210,000	-210,000
TOTAL MULTI-DEPT. BUDGET	0	0	0	0	0	0
% increase (decrease) over previous year	0.00%	0.00%	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.

Budget Line Item Descriptions

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

41910 Property/Fire/Flood Insurance

The City insures buildings and contents that are valued at \$37,566,983. Coverage provides for replacement cost after a \$5,000 deductible on buildings and a \$5,000 deductible on contents. The annual rate for all risk is .039 per \$100 and flood insurance is .01 per \$100 of total value. **\$25,000**

42001 Communications

Recurring telephone and long distance; frame relay transport loops; fax lines; 10 Megabit Bundled FiberOptic T1s; T-1 circuit fee; bursting data costs; maintenance & supplies; alarm and computer lines. **\$70,000**

42005 Network Applications

Website upgrade. **\$30,000**

43500 Office Expense

Copier/printer paper **\$ 5,000**
Postage used by the various City divisions: postage meter rental, maintenance agreement, supplies and postage purchased. These costs will be charged to the users based on a per-copy basis for the copier and actual postage used for mail. 30,000
\$35,000

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). **\$ 50,000**

49502 Administrative Costs Transferred to Other Divisions **(\$210,000)**

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

Community Services

**City of San Pablo
Fiscal Year 2010-2011**

Division 1440		Recreation (excludes Para Transit)					Fund 100 General Fund		
Account # and Title	2007/2008 Actual Expended	2007/2008 C.M. Recommended	2007/2008 Approved Budget	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget	
SALARIES AND BENEFITS									
41000 Salaries	286,926	368,818	368,818	326,637	365,400	368,600	411,400	411,400	
41001 Part Time	247,300	324,067	324,067	289,454	408,200	427,500	413,013	413,013	
41900 Benefits	142,577	184,378	184,378	143,283	192,300	190,800	219,500	219,500	
Total Salaries and Benefits	676,803	877,263	877,263	759,374	965,900	986,900	1,043,913	1,043,913	
SERVICE AND SUPPLIES									
42000 Uniform / Safety	1,859	2,850	2,850	0	2,500	1,900	1,900	1,900	
42001 Communications	2,693	6,160	6,160	4,479	4,800	4,800	4,800	4,800	
43000 Equipment Maintenance	1,692	7,700	7,700	14,455	6,500	6,500	6,500	6,500	
43300 Memberships	1,500	1,035	1,035	705	1,365	955	955	955	
43500 Office Expense	4,980	7,500	7,500	4,280	4,500	4,200	4,200	4,200	
43600 Professional Services	110,185	94,475	94,475	47,331	46,200	6,900	6,900	6,900	
43700 Publications and Legal Notices	(1)			77,001	104,545	95,945	95,945	95,945	
43800 Equipment Rental	6,742	9,660	9,660	2,730	3,000	3,000	3,000	3,000	
44000 Special Department Expense	198,216	367,620	367,620	167,212	194,790	220,590	162,890	162,890	
44320 Training and Travel	14,456	16,215	16,215	12,669	5,500	4,750	4,275	4,275	
Total Service and Supplies	342,322	513,215	513,215	330,863	373,700	349,540	291,365	291,365	
FIXED ASSETS									
46300 Equipment	32,762	20,250	20,250	0	0		0	0	
Total Fixed Assets	32,762	20,250	20,250	0	0	0	0	0	
EXPENDITURE TRANSFERS									
49001 Building Maintenance Cost	7,824	7,644	7,644	8,379	8,920	11,000	11,000	11,000	
49004 Communications/Utilities	9,657	9,622	9,622	8,460	11,450	16,620	16,620	16,620	
49005 PERS Side Fund	35,355			0	0	0	0	0	
49006 OPEB GASB45	116,535	17,792	17,792	0	0	0	0	0	
Total Expenditure Transfers	169,371	35,058	35,058	16,840	20,370	27,620	27,620	27,620	
TOTAL RECREATION BUDGET	1,221,258	1,445,786	1,445,786	1,107,077	1,359,970	1,364,060	1,362,898	1,362,898	
% increase (dec) over prior year	13.87%	51.09%	51.09%	3.53%	22.84%			0.22%	

RECREATION

Division 1440

Mission Statement

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

Division Responsibilities and Goals

The Recreation Division provides community services for the purpose of:

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

Recreation Division Programs include:

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

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

Budget Line Item Descriptions

41000 Salaries **\$411,400**

Staffing for this division includes:

- 1 Assistant City Manager - 25%
- 1 Recreation Division Manager
- 1 Recreation Supervisor - 75%
- 2 Recreation Coordinators
- 1 Administrative Aide - 50%

41001 Part-Time

- 38 Recreation Staff (range from Recreation Aides to Senior Recreation Specialists) from to staff summer, after school, youth leagues, trips and excursions, special events, and all other Recreation programs offered by the Division. \$303,043
- 1 Art Gallery Coordinator 20,970
- 11 Recreation Building Attendants 89,000
- \$413,013**

411-419xx Benefits **\$219,500**

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

42000 Uniforms **\$1,900**
 Recreation staff uniforms (t-shirts, polo shirts, hats, sweatshirts, etc.)

42001 Communications **\$4,800**
 8 Cell phones and charges for the Recreation Division Manager, Supervisor, Coordinators, and part-time staff.

43000 Equipment Maintenance

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

43300 Memberships

Memberships for staff for the following:

• California Parks and Recreation Society	\$ 825
• MMANC	<u>130</u>
	\$955

43500 Office ExpenseOffice supplies for Youth, Seniors, Art Gallery and Historical Society
i.e. Cartridges, colored flyer paper, envelopes**\$4,200****43600 Professional Services**

Bay Alarm (El Portal School)	\$ 1,200
ASCAP (Music System)	300
ActiveNet Registration	3,000
Darling (Maple Hall Grease Trap Service)	500
Art Gallery Postcards & Insurance	<u>1,900</u>
	\$6,900

43700 Publications and Legal Notices4 editions of the San Pablo Newsletter with Spanish Translation;
4 editions of the Recreation Division's Activity Guide with Spanish
Translation Bulk Mailings; and Community notices**\$95,945****43800 Equipment Rental**

Davis Park Fencing for Baseball

\$3,000**44000 Special Departmental Expense**This line item is broken down into eight sections: Camp and School's Out Programs;
After School Programming; Fee Classes; Youth Committee; Community & Special
Events; Wanlass Park Outdoor Educational Center; Senior Programming; and General
Programming also includes programming for the Historical Society.

A Camp and School's Out Programs	\$ 50,100
B After School Programming	10,980
C Fee Classes	31,150
D Youth Committee	5,000
E Community & Special Events	18,660
F Wanlass Park Outdoor Educational Center	10,000
G Senior Programming	6,000
H Maple Hall	2,000

I	General Programming	15,500
J	Advertising	<u>13,500</u>
		\$162,890

44320 Training and Travel

Training and travel for continued education in Recreation/Leisure Services. The Division is striving to increase the focus of our front line part time staff training to better deliver quality experiences to our residents and clients. **\$4,275**

46300 Equipment

None budgeted

49001 Building Maintenance Costs **\$11,000**

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 **\$16,620**

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 2010-2011**

Division 1444		Para Transit				Fund 216	
Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget	
SALARIES AND BENEFITS							
41000 Salaries	38,693	41,180	55,700	55,700	56,900	56,900	
41001 Part Time	12,831	13,213	28,700	24,900	24,900	24,900	
41900 Benefits	19,187	19,739	29,100	28,300	28,500	28,500	
Total Salaries and Benefits	70,711	74,132	113,500	108,900	110,300	110,300	
SERVICE AND SUPPLIES							
42000 Uniform / Safety		0	300	250	250	250	
42001 Communications	532	401	1,200	1,200	1,200	1,200	
43000 Equipment Maintenance	1,300	6,160	6,000	9,400	9,400	9,400	
44000 Special Departmental Expense	19,672	30,601	50,000	50,000	50,000	50,000	
Total Service and Supplies	21,504	37,161	57,500	60,850	60,850	60,850	
FIXED ASSETS							
46300 Equipment	42,093	0	0		0	0	
Total Fixed Assets	42,093	0	0	0	0	0	
EXPENDITURE TRANSFERS							
49001 Building Maintenance Costs	1,118	1,333	1,600	2,080	2,080	2,080	
49004 Communications/Utilities	1,093	1,001	1,820	3,140	3,140	3,140	
49005 PERS Side Fund	3,737	0	0				
Total Expenditure Transfers	5,948	2,334	3,420	5,220	5,220	5,220	
TOTAL PARA TRANSIT BUDGET	140,256	113,627	174,420	174,970	176,370	176,370	
% increase (dec.) over prior year	-2.80%	-18.99%	53.50%			1.12%	

PARATRANSIT

Division 1444

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

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

Budget Line Item Descriptions

41000	<i>Full Time Salaries</i>	\$56,900
1	Administrative Aide 50%	
1	Recreation Supervisor 25%	
1	Paratransit Driver (<i>maintenance worker</i>) 10%	
41001	<i>Part Time Salaries</i>	\$24,900
3	Paratransit Drivers	
(To take seniors and people with disabilities on special trips and shuttles)		
411-419xx	<i>Benefits</i>	\$28,500
This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
42000	<i>Uniforms</i>	
Embroidered polo shirts for the Paratransit Drivers which allows for greater Exposure for our Drivers and for the programs in the City of San Pablo.		\$250
42001	<i>Communications</i>	
2	Cell phones for Paratransit Drivers	\$1,200
43000	<i>Equipment Maintenance</i>	
Gasoline and vehicle maintenance.		\$9,400

44000 *Special Departmental Expense*

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

49001 *Building Maintenance Costs*

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. **\$2,080**

49004 *Communications/Utilities*

This line item represents this division's share of communications, postage, copier usage, property/fire, utilities, and telephone services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget. **\$3,140**

**City of San Pablo
Fiscal Year 2010-2011**

Division 1741/1743		Housing - Low & Moderate			RDA Set-Aside Funds 245/250/280		
Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget	
SALARIES AND BENEFITS							
41000 Salaries	0	0	18,500	55,200	55,900	55,900	
41900 Benefits	0	0	12,100	29,000	29,200	29,200	
Total Salaries and Benefits	0	0	30,600	84,200	85,100	85,100	
SERVICE AND SUPPLIES							
43600 Professional Services (fund 250)	52,589	39,381	64,780	42,000	42,000	42,000	
44000 Special Department Expense (fund 250)	12,550	378,785	0	0	0	0	
Total Service and Supplies	65,139	418,166	64,780	42,000	42,000	42,000	
OTHER							
45400 FTHB/Rehab Loans/Grants (fund 250)	4,126,781	5,613,455	930,000	150,000	150,000	150,000	
45400 Rehab Loans/Grants (fund 250)	0	0	245,000	95,000	95,000	95,000	
45400 Low/Mod Housing Loans/Grants (fund 250)	0	0	500,000	500,000	500,000	500,000	
45400 CalHOME Grants (fund 245)	0	0	80,000	80,000	80,000	80,000	
Total Other	4,126,781	5,613,455	1,755,000	825,000	825,000	825,000	
EXPENDITURE TRANSFERS							
49003 Salary and Benefit Costs transferred in	0	125,000	125,000	40,000	40,000	40,000	
Total Expenditure Transfers	0	125,000	125,000	40,000	40,000	40,000	
TOTAL HOUSING BUDGET	4,191,920	6,156,621	1,975,380	991,200	992,100	992,100	
% increase (dec.) over prior year	708.06%	46.87%	-67.91%			-49.78%	

HOUSING ADMINISTRATION

Division 1741

Mission Statement

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

Budget Line Item Descriptions

41000 Salaries	\$55,900
1 Community Services Analyst 25%	
1 Senior Administrative Secretary 15%	
1 Assistant City Manager 15%	
411-419xx Benefits	\$29,200
This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.	
43600 Professional Services	
Contra Costa County for administration of the Agency's Rehab program	\$32,000
Consultant fees, grant preparation services; legal costs associated with delinquent loans, defaults of deeds of trust, and general housing inquiries	<u>10,000</u>
	\$42,000
45400 Loans and Grants	
The Agency's First-Time Homebuyer Program	\$500,000
The Agency's Residential Rehabilitation Program	150,000
Lead Paint Abatement (CCC)	50,000
Paint Rebate	25,000
Dumpster Grant	10,000
Emergency Grant	10,000
CalHOME program grant award (fund 245)	<u>80,000</u>
	\$825,000

47150 *Land Purchase*

None budgeted.

49003 *Salary/benefits transferred in* **\$40,000**

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

**City of San Pablo
Fiscal Year 2010-2011**

Division 1755	Neighborhood Services	Fund 212 Development Services
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Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommend	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	496,224	547,546	541,900	541,000	424,200	424,200
41001 Part Time Salaries	16,850	0	8,000	10,000	51,000	51,000
41002 Overtime	0	288	0	0	0	0
41900 Benefits	198,516	211,031	231,100	233,500	197,500	197,500
Total Salaries and Benefits	711,590	758,865	781,000	784,500	672,700	672,700
SERVICE AND SUPPLIES						
42000 Uniforms	83	0	500	500	500	500
42001 Communications	1,560	1,321	2,000	1,000	1,000	1,000
43000 Equipment Maintenance	3,456	3,759	2,500	2,500	2,500	2,500
43300 Memberships	1,867	2,938	2,500	2,000	2,000	2,000
43500 Office Expense	10,403	8,026	8,000	8,000	8,000	8,000
43600 Professional Services	441,856	559,360	483,000	360,800	404,800	404,800
43700 Publications/Legal Notices	2,658	8,069	9,000	9,000	9,000	9,000
44000 Special Department Expense	11,149	13,907	12,000	12,000	12,000	12,000
44320 Training and Travel	15,895	18,919	15,000	13,000	11,700	11,700
Total Service and Supplies	488,927	616,299	534,500	408,800	451,500	451,500
FIXED ASSETS						
46300 Equipment	6,415	0	0		0	0
Total Fixed Assets	6,415	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	14,849	11,426	11,260	15,780	15,780	15,780
49004 Communications/Utilities	18,311	13,808	15,600	23,820	23,820	23,820
49005 PERS Side Fund	52,330	0	0	0	0	0
49006 OPEB GASB45	133,955	0	0	0	0	0
49503 Salary/benefit transfers (out) in	0	(25,000)	(25,000)		0	0
Total Expenditure Transfers	219,445	234	1,860	39,600	39,600	39,600
TOTAL NEIGHBORHOOD SVCS. BUDGET	1,426,377	1,375,398	1,317,360	1,232,900	1,163,800	1,163,800
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-2.57%	10.91%	-4.22%			-11.66%

NEIGHBORHOOD SERVICES

Division 1755

Mission Statement

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

Responsibilities and Services

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

The City is in the process of updating the General Plan, preparation of a Specific Plan for San Pablo Avenue and amend sections of the zoning ordinance. These are the Division's largest project for the fiscal year. The division will also focus on the sustainability and will encourage "Green Building" construction measures.

Special Projects

- Complete a draft update to the City's General Plan by July 2011 that reflects extensive community input, technical studies, and direction from the Planning Commission and City Council.
- Undertake the preparation of a specific plan for the San Pablo Avenue corridor.
- Partner with the Redevelopment Agency to complete the cleanup of contaminated soils and initiate planning process for the development of the Circle S Mobile home park and land use permits for Mission Plaza by Fall 2010.
- Continue collaboration with the Redevelopment Agency to implement the 23rd Street Specific Plan.
- Maintain the character of existing residential neighborhoods by developing Design Review Guidelines that address neighborhood concerns.
- Enhance City's GIS Capability.

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

Budget Line Item Descriptions

41000 *Salaries* \$424,200

Staffing of this division includes:

- 1 Assistant City Manager 25%
- 1 Senior Administrative Secretary 20%

Planning

- 1 Associate Planner
- 1 Assistant Planner

Building

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

41001 *Part Time Salaries* \$51,000

Part time building inspector (retired inspector)

411-419aa Benefits **\$197,500**

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

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

42001 Communication **\$1,000**
Services associated with pagers and cell phones for the staff:
Planning \$500 Building \$ 500

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

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

Building
National Fire Protection Association (NFPA), International Code Council (ICC), International Association of Plumbing and Mechanical Officials (IAPMO), California Building Officials (CALBO) **\$ 750**
\$ 2,000

43500 Office Expense **\$8,000**
Office supplies, toner, disks, miscellaneous data processing supplies, printing of various permit forms, storage boxes for archiving, and printer
Planning \$4,000 Building \$4,000

43600 Professional Services

Planning
Consulting Services \$52,000

Building

Contra Costa County Building Inspection and outside entities to conduct plan checks and inspections for San Pablo projects. 352,800
\$404,800

43700 Publications and Legal Notices

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

Building

Legal notices 500
\$9,000

44000 Special Departmental Expenses

Planning
The City is a participant in the Contra Costa County computer mapping and geographic information system. Pursuant to the agreement between the County and City, the City pays the County \$50 for each new parcel created within San Pablo. The City collects these fees from the sub-divider. Cost of filing CEQA notices with the County, annual Planning Commission dinner, copying cost for planning documents for sale to the public, General Plan Update printing expenses, replace office furniture in one office, and community meetings expenses. \$10,500

Building

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

44320 Training and Travel

Planning
Planning Commissioners' conferences and workshops, Planning staff attendance at professional conferences and workshops, ArcGIS Training \$ 6,750

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. 1,800

CRW Training. Net (100%) 3,150
\$11,700

46300 *Equipment*

None budgeted

49001 *Building Maintenance Costs* **\$15,780**

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* **\$23,820**

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 2010-2011**

Division 2300 Small Business Assistance Loan Program Fund 360

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SERVICE AND SUPPLIES						
43600 Professional Services	0	10,763	40,000	40,000	40,000	40,000
44000 Special Department Expense	18	0	2,000	1,000	1,000	1,000
Total Service and Supplies	18	10,763	42,000	41,000	41,000	41,000
OTHER						
45400 Loans/Grants	15,603	17,438	250,000	150,000	150,000	150,000
Total Other	15,603	17,438	250,000	150,000	150,000	150,000
TOTAL SMALL BUSINESS LOAN BUDGET	15,621	28,201	292,000	191,000	191,000	191,000
% increase (decrease) over previous year	-86.33%	80.53%	935.43%			

SMALL BUSINESS ASSISTANCE LOAN PROGRAM

Division 2300

Mission Statement

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

Budget Line Item Descriptions

43600 Professional Services

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

44000 Special Department Expense

Program expenses include meeting preparation materials, minor printing costs, participant incentives and other associated expenses to operate and promote the program as well as Business Breakfast Meetings. **\$1,000**

45400 Micro-Loans

The City Council has approved a micro-loan fund in the amount of up to \$30,000 to foster local economic development. **\$120,000**

Signage Mini-Grant – will assist small businesses to become compliant loans will be in the amount of \$2,500 or 50%, whichever is less. **30,000
\$150,000**

City of San Pablo
Fiscal Year 2010-2011

Division 3400 Redevelopment Projects Fund 340 Property Acquisition

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SERVICE AND SUPPLIES						
44000 Special Department Expense		12,116,238				
44001 Relocation Costs	1,125,781	4,579,821	4,168,699	570,000	570,000	570,000
			0			
Total Services and Supplies	1,125,781	16,696,059	4,168,699	570,000	570,000	570,000
FIXED ASSETS						
47150 Land Purchase	0	0	750,000			0
Total Fixed Assets	0	0	750,000	0	0	0
TOTAL RDA PROJECTS BUDGET	1,125,781	16,696,059	4,918,699	570,000	570,000	570,000
% increase (decrease) over previous year	-79.52%	1383.06%	-70.54%			-88.41%

REDEVELOPMENT PROJECTS

PROPERTY ACQUISITION

Division 3400

Mission Statement

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

Budget Line Item Descriptions

44001 *Relocation Costs*

Remaining unclaimed relocation benefits for Circle S/Alvarado Mobilehome Parks (\$470,000); Salvation Army (\$100,000). **\$570,000**

**City of San Pablo
Fiscal Year 2010-2011**

Division 6110 Redevelopment Administration Fund 350 RDA

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2009/2010 Adopted Budget	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS								
41000 Salaries	210,188	271,570	266,300	266,300	266,300	240,600	244,200	244,200
41001 Part Time Salaries	0	0	1,900	1,900	1,900	10,000	10,000	10,000
41900 Benefits	92,975	106,646	111,200	111,200	111,200	112,700	113,400	113,400
Total Salaries and Benefits	303,163	378,216	379,400	379,400	379,400	363,300	367,600	367,600
SERVICE AND SUPPLIES								
43000 Equipment Maintenance	2,385	1,962	3,500	3,500	3,500	3,500	3,500	3,500
43300 Memberships	4,669	9,027	10,000	10,000	10,000	10,000	10,000	10,000
43500 Office Expense	6,822	4,560	15,000	15,000	15,000	8,000	8,000	8,000
43600 Professional Services	981,315	1,059,091	873,560	873,560	873,560	638,250	788,250	788,250
43700 Publications and Legal Notices	0	0	1,000	1,000	1,000	10,000	10,000	10,000
44000 Special Departmental Expense	476,847	129,331	122,300	122,300	122,300	128,200	128,200	128,200
44320 Training and Travel	14,250	15,784	10,000	10,000	10,000	10,000	9,000	9,000
44400 Utilities	5,514	3,260	8,000	8,000	8,000	7,000	7,000	7,000
Total Services and Supplies	1,491,802	1,223,015	1,043,360	1,043,360	1,043,360	814,950	963,950	963,950
FIXED ASSETS								
46300 Equipment	25,901	0	0	0	0	0	0	0
Total Fixed Assets	25,901	0	0	0	0	0	0	0
EXPENDITURE TRANSFERS								
49001 Building Maintenance Costs	3,193	7,618	4,880	4,880	4,880	5,870	5,870	5,870
49003 Salary/benefit transfers	6,000	2,280	3,600	3,600	3,600	3,600	3,600	3,600
49004 Communications/Utilities	8,594	6,978	10,400	10,400	10,400	8,860	8,860	8,860
49005 PERS Side Fund	21,260	0	0	0	0	0	0	0
49006 OPEB GASB45	134,465	0	0	0	0	0	0	0
Total Expenditure Transfers	173,512	16,876	18,880	18,880	18,880	18,330	18,330	18,330
TOTAL TENTH TOWNSHIP BUDGET	1,994,376	1,618,107	1,441,640	1,441,640	1,441,640	1,196,580	1,349,880	1,349,880
% Increase (dec) over prior year excluding PERS Side Fund and OPEB	102.98%	-11.99%	-10.91%	#DIV/0!	#DIV/0!			-6.36%

REDEVELOPMENT ADMINISTRATION

Division 6110

Mission Statement

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

In previous years, the RDA acquired land for economic development opportunities, to eliminate blight. Development of these properties will be the focus in 2010/11. These developments will create job opportunities and provide retail options for the community. The Agency will continue to be proactive in marketing these opportunities and "selling the positives" about San Pablo.

Budget Line Item Descriptions

41000	<i>Full-Time Salaries</i>	\$244,200
1	Assistant City Manager 35%	
1	Redevelopment Analyst	
1	Community Services Analyst 75%	
1	Senior Administrative Secretary 20%	
1	Finance Director 10%	
41001	<i>Part-Time</i>	\$10,000
41900	<i>Benefits</i>	\$113,400
	This line item represents the Redevelopment Agency's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.	
43000	<i>Equipment Maintenance</i>	\$3,500
	Shared expenses for Xerox Copier, vehicle maintenance and fuel	
43300	<i>Memberships</i>	\$10,000
	Memberships in the California Redevelopment Association (CRA), Municipal Management Association of Northern California (MMANC/ICMA), International Council of Shopping Centers (ICSC), etc.	

43500	<i>Office Expense</i>	\$8,000
Software programs; reproduction of plans, laminations, aerial photos and mounting supplies, office and computer supplies, other small office equipment, express delivery charges, department quarterly meetings.		
43600	<i>Professional Services</i>	
	Redevelopment consultants and legal fees: financial analysis and land development assistance	\$450,000
	Community Outreach Programming/Contract Services	150,000
	Predevelopment/Entitlement for International Student Housing	50,000
	Annual financial audit and quarterly sales tax data	10,000
	Dump Voucher Program	30,000
	Unanticipated repairs and maintenance of Agency owned property	25,000
	Hillside property monitoring and drain pipe flushing	54,000
	Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintaining bondholder records plus payment of principal and interest	<u>19,250</u>
		\$788,250
43700	<i>Publications and Legal Notices</i>	\$10,000
Newspaper ads, notices, mailings.		
44000	<i>Special Departmental Expense</i>	
	Economic Development/Marketing	\$ 20,000
	New Venture Workshop for Business Owners (5)	15,000
	Unanticipated Contra Costa County fees	1,000
	Property taxes for various Agency-owned properties	92,000
	Vehicle insurance	<u>200</u>
		\$128,200
44320	<i>Training and Travel</i>	\$9,000
Conferences, mileage, per diem and training through the California Redevelopment Association (CRA), CALED, ICSC; supervisory and computer related classes, consultants, and developers associated with redevelopment projects; workshops; mileages for meetings.		
44400	<i>Utilities</i>	\$7,000
Electricity, gas and water for all Agency owned property.		
49001	<i>Building Maintenance Costs</i>	\$5,870
Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.		

49003 *Salary/benefits transferred in*

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

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

49004 *Communications/Utilities*

\$8,860

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.

Public Works & Engineering

ENGINEERING

Division 1730

Mission Statement

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

Budget Line Item Descriptions

41000 *Salaries* \$424,200

Staffing for this division includes:

- 1 Public Works Director 75%
- 1 Senior Civil Engineer 70%
- 1 Senior Public Works Inspector
- 1 Engineering Technician
- 1 Senior Administrative Secretary 45%
- 1 *Administrative Analyst position left vacant*

41002 *Overtime* \$1,000

41900 *Benefits* \$154,000

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

42000	<i>Uniforms</i>	
	Safety boots, vests, hardhats, reflective jackets for engineering personnel	\$500
42001	<i>Communications</i>	
	Cellular phone service \$1,660; Maintenance for 5 portable radios \$4,670	\$6,330
43000	<i>Equipment Maintenance</i>	
	One half of the cost for plan size copy machine annual preventative maintenance and repair (cost shared with Development Services)	\$ 350
	Vehicle repair and maintenance	1,750
	Engineering's share of the Community Development copier	4,200
	Miscellaneous unanticipated repairs	<u>1,000</u>
		\$7,300
43300	<i>Membership/Publications</i>	
	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	<i>Office Expense</i>	
	Printer paper, toner, file cabinet, hanging files, computer programs and updates, planners, computer disks, miscellaneous data processing supplies and printing costs, archive storage boxes, camera supplies, photo processing, computer upgrades, and miscellaneous small equipment.	\$7,000
43600	<i>Professional Services</i>	
	Contra Costa County traffic signal maintenance	\$ 45,000
	Traffic accident signal repair contract	40,000
	Repairs to city-owned street lights	5,000
	Auditor's fee for Single Audit for Federally funded projects	6,000
	County drafting services	1,000
	Traffic counts	5,000
	Annual update of GIS database for soils reports	2,000
	Vale Road stream gauge monitoring & reporting	15,000
	Other contract services, i.e. soil testing, property surveys, special studies, grant writing	<u>31,000</u>
		\$150,000
43700	<i>Legal Notices</i>	
	Public notice publications.	\$200

44000	<i>Special Departmental Expense</i>	
Gasoline		\$ 3,750
Grant applications		500
West Contra Costa Transportation Advisory Committee (WCCTAC) dues		42,770
Traffic signal and other upgrades for ADA compliance		12,000
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>
		\$74,800

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. **\$5,400**

44400 ***Utilities***
 Annual electric cost for traffic signals **\$36,000**

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. **\$10,270**

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. **\$15,510**

GRAFFITI & LITTER ABATEMENT

Division 1735

Mission Statement

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

Budget Line Item Descriptions

41000	Salaries	\$123,300
Staffing for this division includes:		
2	Maintenance Workers	
41001	Part Time	\$116,000
6	Maintenance Workers	
41002	Overtime	\$17,000
Labor needed at times other than normal work hours to perform various services in connection with citywide cleanup and days and unforeseen emergencies.		
41900	Benefits	\$86,200
This line item represents this division's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.		
42000	Uniforms	
Uniforms and safety boots		\$3,000
42001	Communications	
Cellular phone service		\$ 350
Maintenance for 3 radios		<u>2,830</u>
		\$3,180
43000	Equipment Maintenance	
Maintenance, repairs and smog certification for the vehicle used in the abatement of graffiti		\$ 2,250
Spray equipment maintenance		2,100
Other equipment maintenance		<u>3,150</u>
		\$7,500

43500	<i>Office Expense</i>	
	Paper, clipboards, network printer, pens, business cards, computer disks	\$2,000
44000	<i>Special Department Expense</i>	
	Community cleanup	\$ 8,000
	Paint	8,720
	Graffiti removal chemicals	4,170
	New paint guns and equipment	2,500
	Gasoline	1,300
	Vehicle insurance	500
	Miscellaneous equipment items	7,000
	Other materials related to graffiti abatement	<u>3,880</u>
		\$36,070
44320	<i>Training and Travel</i>	
	Technical and safety training	\$900
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	\$4,900
	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>	\$7,390
	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 2010-2011**

Division 1740 National Pollution Discharge Elimination System Fund 207

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	166,715	166,762	181,300	195,300	182,200	182,200
41001 Part-Time Salaries	20,116	14,721	40,200	40,000	40,000	40,000
41002 Overtime	0	0	2,000	1,000	1,000	1,000
41900 Benefits	74,360	66,736	77,700	83,900	80,900	80,900
Total Salaries and Benefits	261,191	248,219	301,200	320,200	304,100	304,100
SERVICE AND SUPPLIES						
42000 Uniforms/Safety Equipment	0	116	150	150	150	150
42001 Communications	2,984	4,814	2,220	2,220	2,220	2,220
43000 Equipment Maintenance	425	8	1,000	1,000	1,000	1,000
43300 Memberships	85	85	100	100	100	100
43500 Office Expense	313	56	2,000	2,000	2,000	2,000
43600 Professional Services	4,200	6,000	11,000	11,000	11,000	11,000
44000 Special Department Expense	36,453	31,853	34,623	36,623	28,500	28,500
44320 Training and Travel	1,112	1,660	1,500	1,500	1,350	1,350
Total Service and Supplies	45,572	44,591	52,593	54,593	46,320	46,320
FIXED ASSETS						
46300 Equipment	25,659	0	0	0	0	0
Total Fixed Assets	25,659	0	0	0	0	0
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	4,662	5,653	5,630	5,500	5,500	5,500
49004 Communications/Utilities	4,560	4,288	7,800	8,310	8,310	8,310
49005 PERS Side Fund	16,157	0	0			0
49006 OPEB GASB45	13,402	0	0			0
Total Expenditure Transfers	38,781	9,941	13,430	13,810	13,810	13,810
TOTAL NPDES BUDGET	371,203	302,751	367,223	388,603	364,230	364,230
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	4.32%	-11.38%	21.30%			-0.82%

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 2020/2011 stormwater utility assessment rate is \$45.00/Equivalent Runoff Unit, which equates to \$31.50 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 with revenues from the assessment and supplemented by the General Fund. 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, along with other Bay Area jurisdictions, of a five year San Francisco Bay Municipal Regional Stormwater NPDES Permit which has been issued for the 2009-2014 period. Under this permit, activities are conducted at the regional, county, and city levels; these activities address the following:

- Discharge Prohibitions and Receiving Water Limitations
- Municipal Operations
- New Development and Redevelopment
- Industrial and Commercial Site Controls
- Illicit Discharge Detection and Elimination
- Construction Site Control
- Public Information and Outreach
- Water Quality Monitoring
- Pesticides Toxicity control
- Trash Load Reduction
- Controls for Mercury, Polychlorinated Biphenyls (PCBs), Copper, Polybrominated Diphenyl Ethers (PBDE), Legacy Pesticides and Selenium

Also included in this budget unit are the City's Climate Change efforts to comply with Assembly Bill 32, which requires the state to reduce greenhouse gas emissions to 1990 levels by the year 2020. In FY 2010/11, these activities primarily involve staff time funded by General Fund monies, with educational materials and physical improvements funded by grants.

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 and includes performing field inspections; conducting educational and outreach activities; performing storm drain cleaning and regularly sweeping streets; and implementation of pollution prevention measures for municipal operations, construction projects, commercial and residential properties and for new development.

Budget Line Item Descriptions

41000	Salaries	\$182,200
	Staffing for this project includes:	
1	Public Works Director 25%	
1	Environmental Programs Analyst 80%	
2	Maintenance Worker (50%)	
41001	Part-Time	\$40,000
	Temporary workers for storm drain cleaning and cleanups of publicly owned or maintained sections of creeks and drainage easements.	
41002	Overtime	\$1,000
	Weekend events.	
41900	Benefits	\$80,900
	This line item represents NPDES' employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.	
42000	Uniforms	\$150
	Uniforms and safety equipment	
42001	Communications	
	Cellular phone service (1 phone)	\$ 400
	Maintenance for 2 portable radios	<u>1,820</u>
		\$2,220

43000	<i>Equipment Maintenance</i>	
	Vehicle maintenance, minimize vehicle leaks	\$ 200
	General equipment maintenance	<u>800</u>
		\$1,000
43300	<i>Memberships</i>	
	National Association of Environmental Professionals, American Public Works Association, technical publications	\$100
43500	<i>Office Expense</i>	
	Miscellaneous office supplies, computer updates	\$2,000
43600	<i>Professional Services</i>	
	Community Cleanup Program	\$2,000
	Wildcat Creek Cleanup	2,000
	SPAWNERS GPS Surveys	1,000
	Creek restoration workday coordination	<u>6,000</u>
		\$11,000
44000	<i>Special Departmental Expense</i>	
	Truck rental	\$ 2,000
	Community newsletter insert	2,000
	Developer guides	100
	Educational materials publishing and distribution	1,000
	Regional Board Fee	9,000
	Fish and Game Fee	600
	Total Maximum Daily Load (TMDL) Related Reporting/Monitoring	500
	Inspection Forms	300
	Earth Day Festival	500
	Gasoline	1,000
	Regional Board Creek Permit	500
	Trash Capture Device	<u>11,000</u>
		\$28,500
44320	<i>Training and Travel</i>	
	Training programs (water quality and monitoring techniques, GIS, inspector training) and related travel expenses	\$1,350
46300	<i>Equipment</i>	
	None budgeted	
49001	<i>Building Maintenance Costs</i>	
	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.	\$5,500

**City of San Pablo
Fiscal Year 2010-2011**

Division 1780 Building Maintenance Fund 100 General Fund

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SERVICE AND SUPPLIES						
43600 Professional Services	77,410	87,861	78,500	78,930	78,930	78,930
44000 Special Department Expense	17,553	30,401	37,600	37,600	37,600	37,600
Total Service and Supplies	94,963	118,262	116,100	116,530	116,530	116,530
FIXED ASSETS						
46100 Improvements	0	0	10,300	10,300	10,300	10,300
Total Fixed Assets	0	0	10,300	10,300	10,300	10,300
EXPENDITURE TRANSFERS						
49501 Dept. Costs Transferred Out	(94,963)	(118,262)	(109,800)	(126,830)	(126,830)	(126,830)
Total Expenditure Transfers	(94,963)	(118,262)	(109,800)	(126,830)	(126,830)	(126,830)
TOTAL BUILDING MAINTENANCE BUDGET	0	0	16,600	0	0	0
% increase (decrease) over previous year	0.00%	0.00%	0.00%			0.00%

BUILDING MAINTENANCE

Division 1780

Mission Statement

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

Budget Line Item Descriptions

43600 Professional Services

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

Janitorial services	\$ 31,330
Annual monitoring costs for the City's fire and burglar alarm systems	23,000
Emergency generator in Building 5	3,300
Elevator service agreement	3,300
Fire extinguisher servicing	2,000
Contractors for maintenance services (i.e. sewer service, electrician)	<u>16,000</u>
	\$78,930

44000 Special Departmental Expense

Materials required to maintain municipal buildings such as paint, hardware, building materials, lock set upgrade, replace rotting fascia boards and other miscellaneous or unexpected expenses.

\$37,600

46100 Improvements

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

\$10,300

46300 Equipment

None budgeted

49501 Building Maintenance Division Costs Transferred Out (\$126,830)

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 2010-2011**

Division 2110 Street Lighting and Landscaping Fund 205

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	478,524	510,003	447,100	473,500	437,700	437,700
41001 Part-Time Salaries	1,634	6,271	0		0	0
41002 Overtime	2,141	4,702	8,000	8,000	8,000	8,000
41900 Benefits	202,126	215,790	223,800	233,300	217,200	217,200
Total Salaries and Benefits	684,425	736,766	678,900	714,800	662,900	662,900
SERVICE AND SUPPLIES						
42000 Uniforms	6,269	6,903	8,331	8,000	8,000	8,000
42001 Communications	13,582	24,373	13,590	12,950	12,950	12,950
43000 Equipment Maintenance	12,234	12,663	36,750	36,750	36,750	36,750
43300 Memberships	245	206	1,250	1,250	1,250	1,250
43500 Office Expense	2,340	4,049	3,410	3,410	3,410	3,410
43600 Professional Services	97,796	103,831	141,654	137,946	137,946	137,946
43800 Equipment Rental	1,353	1,145	5,000	4,000	4,000	4,000
44000 Special Department Expense	76,507	86,423	119,601	117,480	117,480	117,480
44320 Training and Travel	4,303	3,950	4,750	3,750	3,375	3,375
44400 Utilities	309,833	301,102	341,200	341,200	341,200	341,200
Total Service and Supplies	524,462	544,646	675,536	666,736	666,361	666,361
FIXED ASSETS						
46300 Equipment	26,863	72,148	15,250	55,377	13,877	13,877
Total Fixed Assets	26,863	72,148	15,250	55,377	13,877	13,877
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	12,774	19,044	13,140	15,900	15,900	15,900
49004 Communications/Utilities	12,490	14,293	26,010	24,010	24,010	24,010
49005 PERS Side Fund	46,726	0	0			0
49006 OPEB GASB45	205,617	0	0			0
Total Expenditure Transfers	277,607	33,337	39,150	39,910	39,910	39,910
TOTAL STREET LIGHTING BUDGET	1,513,357	1,386,897	1,408,836	1,476,823	1,383,048	1,383,048
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	-11.22%	9.98%	1.58%			

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* \$437,700

Staffing for this division includes:

- 1 Maintenance and Operations Manager
- 2 Lead Worker
- 2 Maintenance Workers
- 2 Maintenance Workers (50%) (Other 50% in 1740)
- 2 *Additional Maintenance Worker positions left vacant*

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

41002 *Overtime* \$8,000

Overtime is based on emergency call out.

41900 *Benefits* \$217,200

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

42000 *Uniforms* \$8,000
Safety equipment, jackets and uniforms

42001 *Communications*
Cellular phone service for 3 phones \$ 1,260
Replacement phone 400
Maintenance for 12 radios 11,290
\$12,950

43000 *Equipment Maintenance* \$36,750
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.

43300 *Memberships* \$1,250
Licenses and memberships in Pesticide Applicators Professional Association, American Public Works Association membership for Division Manager

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

43600 *Professional Services*

Lighting and Landscape Assessment District engineer fee	\$ 9,800
County collection fees	6,500
Playground safety inspection	600
Work Alternative Program premium	543
Alarm system checks	1,560
Fire break clearing	8,000
Electrical repairs	1,500
Tree service (Prune City Hall Trees and Davis Park)	5,700
Janitorial contract for recreational buildings	60,899
Janitorial service for Blume House and Adobe Museum	4,316
Alarm system monitoring	7,000
Elevator service contract	2,836
Fire extinguisher service contract	1,872
Underground Storage Tank Operator Services	1,320
Underground Storage Tank Testing	7,500
Unanticipated expenses	<u>18,000</u>
	\$137,946

43800 *Equipment Rental*

Occasional rental of special equipment needed for landscape maintenance.	\$4,000
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44000 *Special Department Expense*

Lighting and landscape repair materials (Increase cost in raw materials)	\$ 44,400
Janitorial supplies	595
Small tools (replacement of handtools)	2,000
Vandalism and damage to City property repairs	2,600
Gasoline (Anticipated increase in fuel cost)	18,500
Herbicides	3,000
Traffic Cones	2,165
Small equipment (replacement of small blower and string trimmers)	5,900
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	3,000
Median Island replanting	9,000
City logo change / vehicles & equipment	1,335
City Monument Sign Replacement w/new logo	11,000
Vehicle insurance	1,000
Unanticipated expenses	<u>6,050</u>
	\$117,480

44320 *Training and Travel*

Technical seminars and training materials, landscape conferences, heavy equipment training meetings & mileage. Increase in fuel cost and additional staff training opportunities.	\$2,475
Lead Worker Training	<u>900</u>
	\$3,375

44400 *Utilities*

Water, gas, electric for streetlights and recreation buildings	\$340,000
Sewer use charges	<u>1,200</u>
	\$341,200

46100 *Improvements*
None budgeted

46300 *Equipment*
½ cost of Pickup Truck (cost split with Street Maintenance) **\$13,877**

Requested in order to replace Truck 616, which is at the end of its useful life.

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. **\$15,900**

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. **\$24,010**

City of San Pablo
Fiscal Year 2010-2011

Division 3110 Street Maintenance Fund 200 - Gas Tax

Account # and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	122,193	128,155	172,400	161,200	121,700	121,700
41002 Overtime	4,620	5,786	8,200	8,200	8,200	8,200
41900 Benefits	98,160	78,238	88,900	78,000	61,000	61,000
Total Salaries and Benefits	224,973	212,178	269,500	247,400	190,900	190,900
SERVICE AND SUPPLIES						
42000 Uniforms	4,004	2,435	8,331	8,330	8,330	8,330
42001 Communications	6,064	7,890	2,885	2,445	2,445	2,445
43000 Equipment Maintenance	8,085	13,438	22,265	19,065	19,065	19,065
43300 Memberships	139	38	200	200	200	200
43500 Office Expense	2,116	7,072	2,500	2,500	2,500	2,500
43600 Professional Services	71,714	78,707	89,733	83,799	83,799	83,799
43800 Equipment Rental	689	1,285	8,500	7,000	7,000	7,000
44000 Special Department Expense	117,585	127,839	145,639	141,708	141,708	141,708
44320 Training and Travel	3,027	925	2,658	2,500	2,350	2,350
Total Service and Supplies	213,423	239,629	282,711	267,547	267,397	267,397
FIXED ASSETS						
46300 Equipment	147,897	91,756	112,500	55,377	13,877	13,877
Total Fixed Assets	147,897	91,756	112,500	55,377	13,877	13,877
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost	4,790	7,618	7,500	6,120	6,120	6,120
49004 Communications/Utilities	4,683	5,717	10,400	9,230	9,230	9,230
49005 PERS Side Fund	17,095	0	0			0
49006 OPEB GASB45	11,241	0	0			0
Total Expenditure Transfers	37,809	13,335	17,900	15,350	15,350	15,350
TOTAL STREET MAINTENANCE BUDGET	624,102	556,898	682,611	585,674	487,524	487,524
% increase (dec.) over prior year excluding PERS Side Fund and OPEB	41.97%	-6.52%	22.57%			-28.58%

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>	\$121,700
1	Lead Worker	
1	Maintenance Worker	
1	<i>Additional Maintenance Works position left vacant</i>	

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

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

41900	<i>Benefits</i>	\$61,000
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This line item represents the Street Maintenance division's employee benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, PARS, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

42000	<i>Uniforms/Safety Equipment</i>	\$8,330
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Safety equipment, jackets, and uniforms

42001	<i>Communications</i>	
	Cellular phone service	\$ 565
	Maintenance for 2 radios	<u>1,880</u>
		\$2,445
43000	<i>Equipment Maintenance</i>	
	Maintenance and smog testing repairs to vehicles	\$ 7,565
	Light equipment repair	5,500
	Repair of heavy equipment used in patching	<u>6,000</u>
		\$19,065
43300	<i>Memberships</i>	
	Maintenance Supervisors Association; technical magazine subscriptions	\$200
43500	<i>Office Expense</i>	
	Business cards and office supplies	\$1,000
	Computers miscellaneous equipment	<u>1,500</u>
		\$2,500
43600	<i>Professional Services</i>	
	Street sweeping contract services	\$72,509
	Contra Costa County Court Assignees insurance	1,801
	Fence and gate repairs	4,680
	Corporation Yard alarm system services	468
	Needs assessment for Maintenance Management software	2,813
	Other contract services	<u>1,528</u>
		\$83,799
43800	<i>Equipment Rental</i>	
	Miscellaneous equipment rentals	\$7,000
44000	<i>Special Departmental Expense</i>	
	Street repair materials	\$41,580
	Garbage transport fees	33,062
	Janitorial supplies	1,000
	Small tools	2,500
	Street Signs	5,547
	Sign Materials MUTCD Reflectivity Guidelines	22,000
	Gasoline	8,970
	Repair of damage to City property	2,100
	Traffic Cones	812
	Type "A" Barricades	1,000
	Safety Equipment for new vehicles	3,000
	Replacement Street Trash Cans (6)	3,966
	Weed Control Chemicals	3,248
	Monument Signs (2)	5,683
	Vehicle insurance	1,000
	Other miscellaneous expenses	<u>6,240</u>
		\$141,708

44320 *Training and Travel*

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

\$1,350

Lead Worker Leaders Training

1,000

\$2,350

46100 *Improvements*

None budgeted.

46300 *Equipment*

½ cost of Pickup Truck (cost split with Street Lighting and Landscaping)

\$13,877

Requested in order to replace Truck 616, which is at the end of its useful life.

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.

\$6,120

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.

\$9,230

Police

**City of San Pablo
Fiscal Year 2010-2011**

Division 1810		Police			Fund 100 General Fund	
Account # and Title	2007/2008 Actual Expended	(1) 2008/2009 Actual Expended	(2) 2009/2010 Adopted Budget	2010/2011 Department Requests	2010/2011 C.M. Recommended	(2) 2010/2011 Proposed Budget
SALARIES AND BENEFITS						
41000 Salaries	5,605,394	6,721,645	7,024,000	7,078,400	7,130,700	7,130,700
41001 Part-Time Salaries	117,364	70,415	75,000	99,500	99,500	99,500
41002 Overtime/Comp Time Paid	523,791	572,885	459,900	442,200	442,200	442,200
41003 Casino Duty	0	0	0		0	0
41305 Holiday Pay	142,455	224,822	206,400	198,500	198,500	198,500
41900 Benefits	2,649,351	3,113,226	3,506,200	3,703,700	3,710,700	3,710,700
Total Salaries and Benefits	9,038,355	10,702,994	11,271,500	11,522,300	11,581,600	11,581,600
SERVICE AND SUPPLIES						
42000 Uniforms, Safety Equipment	63,816	74,200	75,000	75,000	75,000	75,000
42001 Communications	42,299	23,798	42,650	42,650	42,650	42,650
43000 Equipment Maintenance	150,441	110,590	173,900	173,900	173,900	173,900
43300 Memberships	7,713	9,970	9,350	9,350	9,350	9,350
43500 Office Expense	87,531	88,813	45,200	45,200	45,200	45,200
43600 Professional/Specialized Services	989,966	1,144,503	1,447,722	1,495,360	1,495,360	1,495,360
43610 Casino Background Checks	4,717	31,723	72,000	72,000	67,000	67,000
43800 Equipment Rents/Leases	50,997	53,750	50,000	50,000	50,000	50,000
44000 Special Department Expense	286,819	340,928	331,150	357,150	352,150	352,150
44320 Training and Travel	64,510	74,644	118,000	86,400	82,365	82,365
44400 Utilities	43,288	58,570	52,000	52,000	52,000	52,000
Total Service and Supplies	1,792,097	2,011,488	2,416,972	2,459,010	2,444,975	2,444,975
FIXED ASSETS						
46100 Structures/Improvements	0	0	10,000	10,000	5,000	5,000
46300 Equipment	254,094	82,884	140,000			0
Total Fixed Assets	254,094	82,884	150,000	10,000	5,000	5,000
EXPENDITURE TRANSFERS						
49001 Building Maintenance Costs	0	0	16,890	17,120	17,120	17,120
49004 Communications/Utilities	14,364	14,963	84,910	87,460	87,460	87,460
49005 PERS Side Fund	2,221,828	0	0		0	0
49006 OPEB GASB45	1,655,964	0	0		0	0
Total Expenditure Transfers	3,892,156	14,963	101,800	104,580	104,580	104,580
TOTAL POLICE BUDGET	14,976,702	12,812,329	13,940,272	14,095,890	14,136,155	14,136,155

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

% increase (dec.) over prior year excluding PERS Side Fund and OPEB	9.44%	15.44%	8.80%	1.41%
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(1) Includes Code Enforcement expenditures of \$809,463 in 08/09
(2) Includes all of Code Enforcement

POLICE

Division 1810

Mission Statement

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

Department Responsibilities

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

Budget Line Item Descriptions

41000 Salaries

\$7,130,700

The Police Department has budgeted seventy-seven (77) full-time personnel. Fifty-six (56) are sworn officers and twenty-one (21) are non-sworn employees.

Code Enforcement will continue operating within the Police Department's budget.

	<u>Current Budget</u>	<u>Proposed Budget</u>
Chief of Police	1	1
Captain	1	1
Lieutenants	3	3
Sergeants	10	10
Officers	41	41
Police Services Technicians	8	7
Police Services Assistants	2	2
Senior Police Administrative Clerk	1	1
Police Administrative Clerk II	8	7
Administrative Secretary	1	0
Senior Administrative Secretary	1	1
Administrative Analyst	1	0
Background Analyst <i>(previously included in part time)</i>	1	1
Building Inspector	1	1
Maintenance Worker II	1	1
	<u>81</u>	<u>77</u>

Externally Funded Positions

Community Liaison Officer

1 Part time Civilian (Anticipated: 50% Grant funded through 2011)

West-Net Drug Task Force

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

Three (3) Uniform Officers

3 Officers (100% funded by Community Oriented Policing Services (COPS) Grant through 2012)

School Resource Officer

1 Officer (50% funded by Supplemental Law Enforcement State Funds (SLESF) Grant until 2011)

41001 *Part-Time Salaries* \$99,500

Five (5) part-time employees are budgeted (not to exceed 1,000 hours each during the fiscal year). These positions fill the following needs:

- 1 Administrative Clerk
- 3 Crossing Guards
- 1 Community Liaison Officer (*new position*)

41002 *Overtime*

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

- a. Discretionary and mandatory overtime \$258,400
 - b. Potential compensatory time payout liability 145,000
 - c. Special events (i.e. parades, festivals & community events) 38,800
- \$442,200**

41305 *Holiday Pay* \$198,500

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.

41900 *Employee Benefit* \$3,710,700

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

42000 *Uniforms/Safety Equipment*

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

- a. Clothing allowance (15 employees) \$18,000
 - b. Uniform cleaning and repair 16,000
 - c. Uniform purchases/replacement all personnel 21,000
 - d. Police safety equipment including vests*, rain gear, boots, etc. 20,000
- \$75,000**
- (*Bureau of Justice Administration (BJA) Grant #03014177 expired)

42001 *Communications*

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

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

43000 *Equipment and Facilities Maintenance*

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

43300 *Memberships and Publications*

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

43500 Office Expense

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

43600 Professional/Specialized Services

- a. Professional contract services for interview and examination of sexual assault victims (Children's Interview Center: unlimited use at \$2,000; Acute Examinations: 12 @ \$1,000 per exam) \$ 14,000
- b. Forensic services; general criminalistics, fingerprint analysis, drug testing, toxicology, and blood withdrawal (*Mandatory 40% increases for 10/11 fiscal year by Contra Costa County \$61,000*) 214,000
- c. Potential liability for Contra Costa County Sheriff booking fees at \$340 each (One fifth of potential liability – State reimbursement is likely) 70,000

d.	Funding for new police employees includes recruiting, medical and polygraph examination, psychological, fingerprints, background investigation, written reports and training	10,000
e.	Fitness for Duty reports on employees injured while on/off duty which would require a medical exam and clearance by a physician before returning to work	1,500
f.	The Department of Health and environmental legislation requires proper removal and disposal of blood borne pathogens, narcotics, narcotic paraphernalia, toxic chemicals and other hazardous material from crime scenes	3,000
g.	West Contra Costa County Narcotics Enforcement Team (WNET) annual contractual agreement	8,000
h.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Dispatch Services <i>(Consolidated Dispatch contractual adjustment \$72,000)</i>	711,700
i.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Records Management <i>(Consolidated Records contractual adjustment \$15,000)</i>	66,810
j.	New World Systems consolidated records management software and licensing fees	25,000
k.	Laserfiche document imaging management software and licensing fees	7,700
l.	Participation in the Automated Latent Print System (ALPS) CAL I.D.	26,600
m.	800 Trunking maintenance fees for police department (estimated 85 radios; base, mobile and portable)	77,350
n.	Automated Regional Information Exchange System (ARIES)	5,000
o.	All County Criminal Justice Information Network (ACCJIN) fees	7,200
p.	Contra Costa Community Awareness and Emergency Response (CAER) notification system (warning siren, telephone call notifications, etc.)	500
q.	Service Maintenance Agreements (Live-Scan Fingerprint, Video Imaging Systems, Scanners, Property and Evidence, etc.)	16,200
r.	Lexis Nexis information database	1,800

s.	Website maintenance and public engines for police department	3,750
t.	Live-Scan fee to County \$2,100; State \$10,500	12,600
u.	Department alarms (fire and building)	3,750
v.	Animal Control Services - The City pays a per capita amount factored by the CPI each year for this service	168,900
w.	Cost of title search fees, permits related to asbestos removal, contractor costs including boarding of vacant houses, demolition and clean up of unsafe hazardous homes and general fees related to the enforcement of Property Maintenance and Boarding Ordinances of commercial, private and trailer park properties. (Additional \$10,000 Code Enforcement foreclosures)	<u>40,000</u>
		\$1,495,360

43610 Casino San Pablo Background Investigations

Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment and supplies. These costs are reimbursed by Casino. **\$67,000**

43800 Equipment Rents/Leases

Rents

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

Leases

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

44000 Special Department Expense

a.	Miscellaneous equipment unique to the police department such as flares, jail supplies, photo supplies and processing, video enhancements and transfers, evidence equipment, latex gloves, first-aid supplies, Valtox kits, crime scene supplies, etc.	\$30,000
b.	The department is responsible for supplying blood borne pathogen kits, protective clothing, breathing apparatuses, etc., for employees having contact with any hazardous waste material	7,000

c.	The department conducts investigations involving controlled substances, prostitution, bookmaking, various forms of gambling and pornography. In addition, prosecution of homicides and other complex criminal cases often requires the department to contribute to the prosecution effort through transcription, translation and DNA examination	20,000
d.	Expenses for maintenance of four (4) police canines, including food, Veterinarian (medicine only), yearly maintenance and re-certification fees, bite sleeves, and miscellaneous equipment and supplies	11,900
e.	Expenses for prisoner care including hospital and medical care, food, prisoner bed and blanket cleaning, miscellaneous equipment and repairs, interstate prisoner transportation	5,000
f.	Purchase of gasoline (45,000 gallons @ \$3.50 a gallon)	147,000
g.	Firearms/Defensive Tactics, including firearms, range fees, ammunition, targets, equipment repair, firearms maintenance and parts, safety equipment, less than lethal ammunition and equipment	40,000
h.	Kids to Camp Program	4,000
i.	Youth & Education Services (YES)	6,000
j.	Disaster Preparation including citizen and in-house response training materials, public awareness lectures, safety day event, etc.	7,500
k.	Judgments/Damages to reimburse citizens for property that has been damaged or lost while in police custody; to cover the non-reimbursed portion of vehicle collision damage, unmet liability deductible, and other miscellaneous uncovered liability claims	35,000
l.	Repair and maintenance of electronic equipment, vehicle laptops, radar guns, digital recorders, fire extinguishers, flashlights and other equipment	23,000
m.	Vehicle insurance – each department is responsible for their premium which is based on the estimated vehicle value	5,750
n.	Money to relocate impoverished tenants when their current home is determined to be unfit for human habitation by the Building Inspector due to the landlord's failure to maintain the property (<i>Code Enforcement</i>)	10,000
		<u>\$352,150</u>

44320	<i>Training and Travel</i>	
a.	Training courses (Partially POST reimbursable).	\$46,000
b.	International Association of Chiefs of Police	2,250
c.	Western States Intelligence Network (WSIN) Gang/Fraud annual conferences	1,440
d.	California Narcotics Officers Association (CNOA) annual conference (2)	2,700
e.	California Homicide Investigators Assoc. (CHIA) annual conference (2)	2,160
f.	California Tactical Officers Conference (CTOC)	2,160
g.	Miscellaneous lunch meetings for investigations, records, patrol and administration	450
h..	Miscellaneous conferences, team building, meetings and mileage as needed	6,300
i.	California Law Enforcement Association of Record Supervisors (CLEARs) annual conference	1,350
j..	Narcotics detection source for one K-9	10,800
k.	Biennial training required by law (jail operations, Emergency Vehicle Operations (EVOC) driving, CPR, etc.)	<u>6,755</u>
		\$82,365

44400 ***Utilities*** **\$52,000**
 PG&E and EBMUD charges

46100 ***Structures/Improvements*** **\$5,000**
 Periodic minor facility improvements not covered under maintenance

46300 ***Equipment*** None budgeted

49001 ***Building Maintenance Costs*** **\$17,120**
 Included in the Code Enforcement maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees. (*Code Enforcement*)

49004 *Communications/Insurance/Utilities*

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

\$25,850

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

Property insurance

12,500

Telephone communications

43,110

Postage

6,000

\$87,460

Debt Service

**City of San Pablo
Fiscal Year 2010-2011**

Division 7000	Special Accessment Bonds Debt Service	Funds 405,410
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Account and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Proposed Budget
SERVICES				
43600 Professional Services	4,940	4,000	4,000	4,000
44500 Debt Service	816,468	824,708	815,633	819,188
Total Services	821,408	828,708	819,633	823,188
TOTAL ASSESSMENT BOND BUDGET	821,408	828,708	819,633	823,188
% increase (decrease) over previous year	0.38%	1.27%	-1.10%	0.43%

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:

9/2/10	\$305,000	Principal
	39,030	Interest (6.30%)
3/2/11	<u>29,423</u>	Interest
Total	<u>\$373,453</u>	

Outstanding principal balance on 6/30/2011 will be \$920,000.

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:

9/2/10	\$330,000	Principal
	62,529	Interest (5.65%)
3/2/11	<u>53,206</u>	Interest
Total	<u>\$445,735</u>	

Outstanding principal balance at 6/30/2011 will be \$1,835,000.

**City of San Pablo
Fiscal Year 2010-2011**

Tax Allocation (Redevelopment) Bonds				
Division 7250			Funds 456,459,461,490	

Account and Title	2007/2008 Actual Expended	2008/2009 Actual Expended	2009/2010 Adopted Budget	2010/2011 Proposed Budget
DEBT SERVICE				
44500 Debt Service	5,788,539	5,659,982	6,977,615	6,936,739
Total Debt Service	5,788,539	5,659,982	6,977,615	6,936,739
TOTAL TAX ALLOCATION BONDS BUDGET	5,788,539	5,659,982	6,977,615	6,936,739
% increase (decrease) over previous year	83.91%	79.83%	23.28%	-0.59%

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:

12/1/10	\$585,000	Principal
	161,751	Interest (5.20%)
6/1/11	<u>146,542</u>	Interest
Total	<u>\$893,293</u>	

Outstanding principal at 6/30/2011 will be \$5,345,000.

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

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

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

Payments due for this issue:

12/1/10	\$495,000	Principal	
	148,956	Interest (4.05%)	
6/1/11	138,933	Interest	
Total	<u>\$782,889</u>		

Outstanding principal on 6/30/2011 will be \$5,960,000.

3. 2004 JPFA Tax Allocation Bonds (Fund 459)

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

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

Payments due for this issue are:

12/1/10	\$540,000	Principal	\$	0	
	694,042	Interest		65,994	
06/1/11	<u>685,942</u>	Interest		<u>65,994</u>	
	<u>\$1,919,984</u>		<u>\$131,988</u>		TOTAL \$2,051,972

Outstanding principal on 6/30/2011 will be \$33,775,000.

4. 2006 JPA Tax Allocation Bonds (Fund 461)

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

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

Payments are made monthly for this issue.

Total amount due in fiscal year 2010-11 is:

Interest (3.55%)	\$ 1,199,190
Letter of credit	262,000
Contingency (.60%)	202,395
Principal 12/1/10	<u>1,545,000</u>
	<u>\$3,208,585</u>

Outstanding principal on 6/30/2011 will be \$32,960,000.