



CITY OF SAN PABLO

BIENNIAL OPERATING BUDGET

FY 2013 / 2015

City of New Directions

City Council

Genoveva Garcia Calloway, Mayor

Paul Morris, Vice Mayor

Kathy Chao-Rothberg, Council Member

Rich Kinney, Council Member

Cecilia Valdez, Council Member



CITY OF SAN PABLO

City of New Directions

**CITY OF SAN PABLO
ELECTED OFFICIALS AND
ADMINISTRATIVE PERSONNEL
JULY 1, 2013**

ELECTED PERSONNEL

Mayor	Genoveva Garcia-Calloway
Vice Mayor	Paul V. Morris
Council Member	Kathy Chao-Rothberg
Council Member	Rich Kinney
Council Member	Cecilia Valdez
City Clerk	Ted J. Denney
City Treasurer	Viviana Toledo

ADMINISTRATIVE PERSONNEL

City Manager	Matt Rodriguez
City Attorney	Brian M. Libow
Assistant City Manager/Internal Services	Kelsey D. Worthy
Assistant City Manager/Chief of Police	Walter N. Schuld
Development Services Manager	Tina Gallegos
Community Services Manager	Nancy Thome
Finance Manager	J. Kelly Sessions
Information Technology Manager	Larry Johnson
Public Works Director/City Engineer	Adele D. Ho

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CITY MANAGER FINAL BUDGET MESSAGE FOR FY 2013-15
(Revised July 1, 2013)



CITY OF SAN PABLO
City of New Directions

Date of Release: Revised July 1, 2013

CITY MANAGER BUDGET MESSAGE:
FINAL ADOPTED FY 2013-15 TWO-YEAR BIENNIAL OPERATING BUDGET

To the Honorable Mayor and Members of the San Pablo City Council:

Please accept on behalf of myself and the City's Budget Team, the Final Adopted Two-Year Biennial Annual Operating Budget for Fiscal Year 2013-15. This FINAL ADOPTED BUDGET document provides detailed information about the revenues and expenditures forecasted for the City in the coming two-year operational period.

STRATEGIC FISCAL REFORM (FY 2011-13)

The City of San Pablo has emerged from the impacts of a downturned economy experienced during the FY 2012-13 period with a **growing stable, but cautious, financial position**. During the last FY 2011-13 period, the City has benefited tremendously from fiscal constraints and other cost containment policies implemented as part of an overall strategic fiscal reform to position the organization with a stable, but concerned financial outlook.

Under City Council direction, City staff were able to achieve several strategic fiscal reforms during the economic downturn over the last FY 2011-13 period, as follows:

- City-wide Reallocation and Consolidation of Departmental Spending
- Generated 3-year operational savings from Labor Partnership MOUs
- Implemented Cal-PERS Early Retirement Service Credit Programs
- Implemented cost efficiencies and enhanced service delivery
- Implemented new Master Fee Schedule Adjustments
- Implemented RDA Dissolution
- Implemented the re-direction of RDA activities to General Fund and San Pablo Economic Development Corporation
- Implemented succession planning due to key retirements
- Implemented use of new information technology into service delivery
- Implemented zero-based budgeting techniques to reduce spending
- Implemented a ten-year sales tax measure to protect local city services from future state subventions
- Reduced General Fund subsidies
- Received State grants and other non-GF sources of funding for projects in the wake of redevelopment reform
- Supplanted RDA operational funding with General Fund to reconstitute full operation and viability of the San Pablo Economic Development Corporation

These fiscal reform achievements have greatly positioned the City to develop activities and programs that will provide essential services that the community needs and wants, especially in the areas of job training, public safety, youth services, and local business development. Secondly, the City continues to successfully implement redevelopment (RDA) dissolution, and has leveraged the General Fund and Budget Stabilization Fund to effectively invest in attainment of other sources of alternative funding (i.e. New Market Tax Credit Financing) to ensure ongoing project development of key major public projects to serve the community.

Following budget adoption by the City Council on June 3, 2013, the City is now in a better financial position to plan for other pre-identified financial contingencies on the horizon, and enable the City to focus on strategic economic objectives to develop economic diversification in accordance with the core values and needs of the community at-large to meet those financial challenges.

FISCAL CHALLENGES FOR FISCAL YEAR 2013-15

A BALANCED BUDGET PLAN, BUT RISKS REMAIN

After reviewing these fiscal reform achievements, the City expects FY 2013-15 to be a period focused on **gradual optimism, with a note of caution, as risks do remain**. The City of San Pablo's fiscal outlook needs to be one focused on the implementation of guiding principles of "fiscal resiliency" to ensure that enough resources are safely earmarked for dealing with future financial contingencies.

The City does not have a windfall of revenue to spend. There must be continued resolve by City Council and City staff to monitor and ensure that modest revenue increases balance with very careful management of expenses as the City's budget stabilizes, with revenues and expenses in close alignment. Additionally, this also includes careful management and deployment of Budget Stabilization Funding which grew to a peak of \$6M during the FY 2011-13 period, and quickly deployed to deal with a budget deficit for FY 2012-13, and RDA dissolution impacts. Any additional cost savings from FY 2012-13, once audited, must be carefully administered and deployed as these are "one-time funds" to be saved for a "rainy day" or essential spending following an economic recovery period.

For FY 2013-15, the City will not be faced with a significant deficit or shortfall to manage as we have had to manage in previous years. With the improved financial outlook, the City Manager is pleased to present a Final Adopted Biennial Budget for FY 2013-15 that is balanced with a narrow margin which holds the line on major spending, avoids the need for spending cuts, and allows for investment in staffing resources in a cautionary manner due to increases in operational requirements,

planned new public facilities (i.e. San Pablo Community Center), and the implementation of the Measure Q Sales Tax Measure passed by the local voters in June 2012. Additionally, with the implementation of succession planning due to key retirements during FY 2012-13, the City also anticipates the creation and re-deployment of existing staffing resources at a reduced operating level where internal service delivery, efficiencies, and cost savings can be obtained with no service level impacts to the community.

Despite our good progress, significant work toward long-term fiscal reform remains ahead of us until we achieve a more desirable level of budget stability, with focus on securing necessary amendments to the City's Municipal Services Agreement (MSA) with the Lytton Tribe and Casino San Pablo. This means altering the MSA to protect the City from financial insolvency from the potential Class III gaming required to sustain the Lytton Casino if other Mega Casinos projects become viable in the East Bay region. Meanwhile, the City must continue to implement and support economic strategies which aim at enhancing or protecting General Fund revenue to the City's budget, such as supporting parking expansion for the Lytton Casino to enhance Class II gaming operations which maximize revenue to the City's General Fund. *(Note: Casino revenue represents nearly 60% of General Fund Operating Revenue for the City's General Fund Budget).*

Local business activity will be slow and steady, with anticipated growth primarily focused on health care services, and energy sustainability sectors. Hence, the focus of the former Circle S project site as the City's newest health services campus will allow the City to capitalize on these areas of local and regional economic growth in the future.

Local business development will need ongoing business assistance, job training, and overall support as there will be little private investment in the commercial/residential development areas, with increased regulatory environment anticipated from State of California and Federal government agencies as the public sector seeks new revenue sources. Our San Pablo Economic Development Corporation (SPEDC) is now reconstituted since August 2012 to administer job training programs for the disenfranchised using Measure Q funding and to assist local business development in the future.

Again, it is important to note that the City of San Pablo **remain fiscally resilient** as we take a series of steps to meet new and continuing economic challenges facing our region and the entire nation.

Fiscal Resiliency: fis-cal re-sil-iency

"The power or ability to return, bend, to be stretched; elasticity; or recover readily from financial depression, hardship or adversity; buoyancy."

Proper fiscal management, internal controls, and maintenance of City Departmental expenditure levels while balancing City Council priorities must be made to plan accordingly and to maintain a balance with competing demands for limited resources until economic development strategies are in place.

Keeping to a clear and strong financial plan and maintaining the City's 50% General Fund Reserve Policy, using all year-end cost savings to build up the City's Budget Stabilization Fund level, and careful deployment of these resources to meet unforeseen contingencies will continue to be the goal of this next budget process. Our continued focus on **fiscal resiliency** to ensure long-term economic viability while we work on long-term economic development projects (i.e. Circle S project site; DMC site) will generate additional revenue, and create less dependence on Casino revenue in the future.

RISKS

A number of risks could quickly return the City to fiscal deficits if not addressed:

- The pace of economic recovery is still uncertain. Limited revenue gains must not be dampened by frivolous spending as revenues remain considerably unpredictable.
- Rising health care costs are rampant. As the state implements health care reform, budgetary spending in this area must be monitored to combat the impacts of health care inflation. If this inflation rises faster than expected, annual General Fund spending may be impacted in the short-term to deal with these employee cost factors, including ongoing implementation of the new Affordable Health Care Act on employers.
- Rising retiree health care costs are projected to rise by nearly 40 – 60% for some public agencies. We must continue to monitor this growing liability.
- Deferred maintenance on critical infrastructure and vehicle replacement will need to be monitored as this allows for the delivery of key public services.
- Preservation of Casino revenue and combatting economic threats (i.e. Mega Casinos) to the City's single most important revenue source for the City's General Fund.
- Implementation of CalPERS Method 5 Smoothing Policy and development of a contingency plan for designating future year-end audited fund balance (i.e. BSF funds) to deal with these anticipated liabilities beginning in FY 2015-16 for a five-year period.
- Maintaining a modest and practicable approach to labor partnerships as employee labor MOUs expire by FY 2014-15.
- Budget Stabilization Funds need to be carefully managed to plan for future unforeseen contingencies and impacts to revenue sources. These are "one time funds" and are used primarily to fund the City's CIP Budget at \$2M annually for capital improvements now that redevelopment has dissolved.

FINANCIAL ISSUES FOR POLICY CONSIDERATION

Preserving Casino Revenue and Economic Threats

The City's ongoing reliance on Lytton Casino revenue which represents almost 60% of the City's Annual Operating Revenue continues to be a target for foreseeable economic threats on the City's horizon. These threats include the potential development of two (2) new Class III Casino Projects, such as the Pt. Molate/Guidiville Band Project in the City of Richmond, and Scotts Valley Band of Pomo Indians Casino Project to be located in the unincorporated area of Contra Costa County (North Richmond). Both projects are within the vicinity of San Pablo and remain **serious economic threats** to the City of San Pablo. Their eventual development (or support from the Federal government/Department of Interior/Contra Costa County/City of Richmond) will severely impact the General Fund revenue currently relied upon for ongoing City operations and service delivery in the future. We must maintain and protect our financial interests along with our continued support to the Lytton Rancheria Band of Indians who owns and operates the Lytton Casino.

Limited or Gradual Economic Growth and Unemployment

The City has seen the "bottoming out" of the housing and job market over the last two years. There is slow and gradual growth anticipated in these areas and the City's unemployment rate has improved from a high 22.4% and now decreasing to 16%. Additionally, assessed property value is now on the upslope with a 1-2% growth in assessed value anticipated in the next two-year cycle. There may be some disparities in San Pablo on significant property value growth as West Contra Costa County has experienced more severe assessed value depreciation than the rest of the County.

Overall, limited economic growth anticipated to coincide with a reduced unemployment rate for the San Pablo region is promising news. However, the nation, state and local regions are emerging from an economic recovery period and the City must continue to work with our financial consultants to monitor this limited growth.

RDA Dissolution Impacts

During FY 2011-13, RDA dissolution statutes passed by the State Legislature and signed by the Governor eliminated the state's redevelopment agencies (RDAs) and replaced them with local successor agencies that are tasked with retiring the former RDA's outstanding debts and other legal obligations. The Local Successor Agency for the former Redevelopment Agency for the City of San Pablo has been working diligently to comply with all requirements under the RDA dissolution statutes which include amending the Recognized Obligation Payment Schedules (ROPS) to the State Department of Finance (DOF) every six (6) months which lists all enforceable obligations of the former RDA proposed to be paid by property tax increment, bond revenues, and any other funding available to the former RDAs. State DOF continues to review whether these listed obligations are enforceable under the law,

and has the authority to prohibit payments that are not enforceable. This process is required to continue until all enforceable obligations of the former RDA have been retired. Ongoing costs to administer the RDA dissolution process are considerable and not recovered by the RDA statutes or ROPS which are instead absorbed by the City's General Fund.

CalPERS Method 5 Smoothing Policy Impacts

In April 2013, the CalPERS Board implemented a new Method 5 Smoothing Funding Policy to counteract the impacts of investment losses experienced by CalPERS since 2006. The new Method 5 funding policy shortens the amortization period to 5 years for all contract agencies and places an unexpected, short-term liability cost on local municipalities which contract with CalPERS for pension benefits for their public employees. Beginning in FY 2015/16, the new Method 5 funding policy will impact the employer rate calculation component and result in new actuarial formulas being determined for the period FY 2015/16 through FY 2019/20. In a snapshot, the City's preliminary financial impact could be \$220,327 beginning in FY 2015/16 and culminating to additional cost increase of \$956,047 for FY 2019/20. The City must consider a future mitigation policy which earmarks a portion of year-end audited fund balance through the Budget Stabilization Fund that will cover the anticipated new Method 5 Smoothing Policy financial impacts.

Public Safety – Fire Protection Services

During FY 2012-13, the City Manager had preliminary discussions on the financial and operational impacts of fire protection services provided by the Contra Costa County Fire Protection District (CCCFPD) which provides fire suppression and EMS related services for San Pablo through Fire Station #70. In November 2012, the County-wide Fire Services Parcel Tax Measure failed to garner sufficient voter support (2/3ds) needed County-wide for supporting County-provided fire protection services. Therefore, the CCCFPD and Contra Costa County Board of Supervisors are slated to reduce and close a number of fire stations throughout the County during FY 2013-14. The City is currently in discussion with CCCFPD officials about redefining service delivery given the limited property tax allocation provided to the CCCFPD as a redevelopment local taxing entity to operate Fire Station #70. There are perceived inequities County-wide which may require San Pablo to subsidize a new hybrid Fire Service Model to maintain fire protection and EMS service levels in San Pablo as part of the West County Battalion #7 automatic and mutual aid services umbrella. The City Council could potentially start looking at a future local financing mechanism to support these services in the future as the CCCFPD is facing continued financial and operational impacts with reduced property tax allocation and potential insolvency by FY 2017/18. The CCCFPD's financial issues could have major impacts to the City's General Fund Operating budget in the future as it currently costs CCCFPD between \$2.4 – 2.8M to annually operate Fire Station #70 in San Pablo.

State Budget and Subventions

The Governor's Proposed FY 2013-14 State Budget (May Revise) reflects California's most stable fiscal footing in well over a decade. With the tough spending cuts enacted over the past two years and new temporary revenue provided by the passage of Proposition 30, the State's Budget is projected to remain balanced for the foreseeable future. However, substantial risks, uncertainties, and liabilities do remain and could potentially impact local government in the future. Also, the State Budget reflects a potential budget revenue surplus of \$2.1B which the Governor has stated is "...cash in the bank.", and not necessarily available for spending following Proposition 98 (School Funding).

Proposed legislation in 2013-14 is aimed to strengthen the state's economic development programs to bolster the business environment and reintegrate people in the workforce; thus far, no detailed plans have materialized. There are no other financial impacts planned toward local government as part of the Governor's May Revise FY 2013-14 State Budget at this time.

MEETING THE FISCAL CHALLENGES – BUDGET ASSUMPTIONS

Projected Expenditures

Last budget cycle, the City's Budget Team worked through the challenging budget balancing process to eliminate operating deficits for FY 2011-13 period. As the City developed the DRAFT BUDGET for FY 2013-15, the City's Budget Team again turned to a combination of strategies, including looking to a multi-year approach to our solving financial issues. This included the following:

- (1) Adopting a multi-year operational budget;
- (2) Reducing operational costs compared to FY 2011-12 base-year levels;
- (3) Projecting realistic revenues to meet projected expenditures;
- (4) Funneling "one-time funds" following year-end audit to create positive balances in the FY 2013-14 Budget Stabilization Fund (i.e. Rainy Day Fund Balance);
- (5) Deferring Departmental cost items to a Supplemental Budget Request List for consideration by City Council (Priority-Ranked by City Manager).

Major Cost Factors

Please note that the ADOPTED BUDGET for FY 2013-15 is built upon a series of assumptions related to stabilizing operating costs through efficiencies, consolidation of budget expense accounts, cost savings from succession planning, and front-loading health care and pension costs. There are major cost factors contained in the ADOPTED BUDGET to be continually monitored that include:

- **Employee Labor Costs:** Effective July 1, 2013, a 2% cost-of-living increase (COLA) for miscellaneous employees and a 3% COLA adjustment for sworn employees will be implemented. This represents a \$803,112 increase from the final year of multi-year employee labor groups' MOU's set to expire on June 30, 2014. Any cost factors and/or

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savings realized from our forthcoming negotiations with employee labor groups will be incorporated prior to budget adoption on June 30, 2014 as part of the Mid-Year Budget Cycle.

- **Workers' Compensation Costs:** An increase of \$340,888 in the City's premium for continued participation in the self-insured municipal risk pool authority due to a rebate period ending is a significant cost factor for FY 2013-14.
- **Medical & Dental Costs:** An increase of \$444,794 to reflect a 9% increase in City's health care premiums are included for FY 2013-14.
- **Retiree Health Costs:** An increase of \$68,220 to reflect a 9% increase in City's health care premiums are included for FY 2013-14.
- **Unemployment Insurance Costs:** An increase of \$89,250 previously not accounted for is now included for FY 2013-14.
- **Professional Services Costs:** An increase of \$294,402 in professional services costs associated with Circle S economic development, Measure Q funding programs, and Police Surveillance costs are included for FY 2013-14
- **Community Grants/Special Event Costs:** An increase of \$106,658 to cover the Annual Community Grant Program expenses, and for the City's annual costs to support the Cinco de Mayo (\$26k), and 4th of July (\$79k) major community events are included in FY 2013-14.
- **Program Costs and Supplies:** An increase of \$96,270 in program costs for increasing civic engagement and community outreach expenses for the City/EDC Joint Newsletter and Recreation Services Guides printing costs (in multi-lingual format) are included for FY 2013-14.
- **No FTE Layoffs:** For FY 2013-15, there are no anticipated employee FTE layoffs planned as a cost savings or budget reduction strategy.

Projected Revenues

For FY 2013-15, in preparing for General Fund revenue forecasts, realistically conservative revenue projections were used to determine Total Revenues for budget balancing purposes. Many of these revenue projections were factored into the ADOPTED BUDGET, as follows:

- **Casino Revenue:** A flat ½% increase or \$16.5M was projected into FY 2013-14.
- **Property Tax Revenue:** No adjustments from prior years. However, slight increase of \$130,122 anticipated for FY 2013-14 in assessed valuation of secured property.
- **Sales Tax Revenue:** A projected increase of \$569,000 is anticipated due to Measure Q Sales Tax Measure, and \$134,000 is projected for other Sales Tax receipts due to increases in retail and internet sales for FY 2013-14.
- **Franchise Tax Revenue:** A projected increase of \$59,829 due to increases associated with City's Refuse Franchise Fee (Republic Services) for FY 2013-14.

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- **Code Enforcement Fee Revenue:** A projected increase of \$321,645 due to Master Fee Schedule amendments, effective July 1, 2013.
- **Gas Tax Revenue (State of CA Apportionment):** A projected increase of \$153,666 due to increase cost of fuel consumption in the State of CA.

Additionally, other revenues were reduced for FY 2013-14 due to fluctuations with energy and utility costs - Utility Users Tax **(\$101,000)**; end of 3-year COPS Funding of (3) Police Officers **(\$70,134)**; Principal and Loan Interest Payments for DMC Outpatient Center **(\$434,583)**, and overall all other revenues remaining flat **(\$74,682)**.

FINAL ADOPTED BUDGET SUMMARY

The following table represents the FINAL ADOPTED BUDGET summary (expense vs. revenue) for the period FY 2013-15, as follows:

<u>ADOPTED FY 2013-15 TWO YEAR BIENNEIAL BUDGET SUMMARY:</u>		
	<u>FY 2013-14</u>	<u>FY 2014-15</u>
TOTAL OPERATING EXPENDITURES:	\$27.2M	\$27.2M
TOTAL OPERATING REVENUES:	\$29.6M	\$29.5M
<hr/>		
SUB-TOTAL(S):	\$2.4M	\$2.3M
CIP Budget Transfer	(\$2.0M)	(\$2.0M)
Cal-PERS (Method 5 Policy)	- - -	(\$150K)
<hr/>		
SUMMARY TOTAL(S):	\$368K	\$174K
Tier 1 Supplemental Budget Requests (Approved)	(\$348K)	\$0
<hr/>		
TOTAL(S)	\$20K	\$174K

BUDGET SERVICES AD-HOC SUB-COMMITTEE REVIEW

On May 13, 2013, the City Manager and City's Budget Team reviewed the proposed expenditure plans for City Departments, projected revenues, and Supplemental Budget Items (Priority Rank #1-4), with the *Budget Service Ad-Hoc Sub-Committee*.

Following discussion of the preliminary DRAFT BUDGET, the *Budget Services Ad-Hoc Sub-Committee* was able to reconcile the City Manager proposed recommendations for the City Council's upcoming Public Budget Hearing scheduled for May 22, 2013, and proceed following the public budget hearing, with budget adoption on June 3, 2013 by the City Council.

From this standpoint, the City Manager discussed formulating policy recommendations to program the projected FY 2013/14 surplus of \$368,000 which would be used for Supplemental Budget Consideration which has been Priority-Ranked by the City Manager, as follows:

City Manager Policy Recommendation #1: (COUNCIL APPROVED)

FY 2013-15 Supplemental Budget Items – Staffing Resources (Priority Rank#1)

A total of \$348,000 in supplemental budget requests noted as Priority Rank #1 budget items was recommended by the Budget Services Ad-Hoc Sub-Committee to the City Council for approval on June 3, 2013.

City Manager Policy Recommendation #2:

FY 2013-15 Supplemental Budget Items – Staffing Resources (Priority Rank #2-4)

A remaining total of \$277,500 in supplemental budget requests noted as Priority Rank #2 - 4 budget items will be recommended for funding consideration by the Budget Services Ad-Hoc Sub-Committee to the City Council following determination of a new year-end audited Budget Stabilization Fund (BSF) for FY 2013-14. The City's Budget Team anticipates this audited fund will be available for review by October 1, 2013 for City Council review and consideration.

City Manager Policy Recommendation #3:

Establish a CalPERS Method 5 Funding Policy Reserve (Fund Balance) Policy

To counteract the unforeseen financial impacts of the CalPERS Method 5 funding policy for forthcoming FY 2015 – 2020 (5-year) period, the City Manager recommends the City Council establish a new reserve policy through the year-end audited BSF to mitigate the planned cost increases for this period.

ANALYSIS OF UNDESIGNATED FUND BALANCE (RESERVES)

During FY 2008/09, the City Council established a formal financial policy of maintaining a reserve of at least 50 percent of the General Fund's annual operating expenditures as undesignated fund balance. This balance is to be used to provide for temporary financing for unanticipated extraordinary needs of an emergency nature; for example, costs related to a natural disaster or calamity, economic recession, or an unexpected liability created by Federal or State legislative action.

The undesignated balance has been slightly eroded in the past several years as it has been used to provide **ONE-TIME** fiscal relief to WCCUSD programs and other unanticipated budgeted items approved by City Council. This was done to offset the downturn in City revenue during the current economic slowdown. This costly fiscal practice ended in FY 2010/11, and is no longer a budget balancing tool for financial contingencies.

For FY 2013-15, the undesignated fund balance (reserve) will be earmarked at \$14.6M* in accordance with the 50% General Fund Reserve Policy.

However, in an effort to protect reserves, the City Manager recommended establishment of a Budget Stabilization Fund in FY 2010-11 as a **fiscal safeguard** to protect the undesignated fund balance (reserves). Budget Stabilization Funds are generated at the end of each fiscal year period as unspent audited year-end cost savings and unanticipated revenues. Any material budget cost savings will not be known until the end of FY 2012-13 (June 30, 2013). The City Auditor will disclose this amount by the end of first quarter of FY 2013-14 which will be used to likely offset any unforeseeable financial impacts or Supplemental Budget Items after July 1, 2013 when the ADOPTED BUDGET is implemented.

Special Note: The BSF is considered a prudent fiscal balancing tool for financial contingencies; however, **caution must be noted** that the City Manager recommends the City Council formalize the broader designated use and transfer of BSF for priority areas instead of for additional GF spending: (1) Capital Improvement Program Budget; and (2) CalPERS Method 5 Funding Policy Reserve Policy for the upcoming FY 2013-15 period.

* Reserve amount updated as of June 30, 2013.

CONCLUSION AND ACKNOWLEDGEMENTS

The City Manager wishes to thank the City's Budget Team and those supporting City employees who participated in the budget planning process for FY 2013-15. Without their support, the City Manager would not be able to present a "balanced budget" for review and consideration. Instead, the City Manager would be recommending drastic operational cuts which would have diminished City services and forced the potential for FTE layoffs.

I would like to acknowledge and thank the City's Executive Leadership Group for their tremendous efforts in helping to develop efficient budget spending plans to keep in-line with base year FY 2011-12 levels, and for the time and effort they spent in analyzing fiscal impacts and options to keep projected expenses in-line with projected revenue levels.

As reiterated, a more permanent, long-term financial strategy to avoid the constant cycle of reduced or flat revenues and adding increased operating costs resulting in constant downsizing of the organization must be avoided. Instead, there needs to be constant monitoring of efficient spending (versus the reluctance to make major spending) in the future due to the substantial risks outlined in this Budget Message. Additionally, the City Manager would like to have the City Council and organization follow three (3) guiding principles as we exercise "**Fiscal Resiliency**" in the coming two-year period, as follows:

- **Achieve budget and service level stability**
- **Target investments to meet economic development goals**
- **Continue service delivery efficiencies and strategies to minimize cost and promote revenue growth**

I also want to thank a few key staff members who significantly assisted in the preparation and timely delivery of this budget, namely Assistant City Managers Kelsey Worthy and Walter Schuld, newly-retired Finance Director Bradley Ward, newly-appointed Finance Manager Kelly Sessions and Assistant to the City Manager Tina Gallegos. My thanks also extend to all employee support staff for their reflections and focus on the bigger picture.

Finally, I also want to thank the City Council for their support of this Administration. My staff and I look forward to working with you during the remainder of the FY 2012-13, and in the coming FY 2013-15 fiscal year period upon your favorable adoption.

Respectfully submitted:



Matt Rodriguez, City Manager

Date: 7-1-13

Profile of San Pablo

The City of San Pablo was incorporated in 1948 as a general law city under the laws of the State of California. Located in West Contra Costa County off Interstate 80, San Pablo is just minutes away from the Bay Area cultural centers of Berkeley, Oakland and San Francisco. The City is governed by a five member City Council, under the Council-Manager form of government. As of June 30, 2012, the City had a population of approximately 29,105 and encompassed 2.6 square miles. The City maintains a 2013/14 Total Operating Funds Budget of \$27.2 million with 156.85 full-time equivalents (FTE's).



Over the years, the City has become a thriving residential and business community. San Pablo is home to Contra Costa Community College and is fortunate to have a wealth of community resources, including a library, computer education center, a childcare facility, and a career center. Many multilingual nonprofits, like First 5 and Lao Family Community Development, round out the diverse support services offered to residents. The City also offers youth programs and senior services to meet a variety of needs and interests, in addition to being recognized nationally and regionally for innovative and cutting-edge programs. Historically one of the oldest Spanish settlements in the region, San Pablo's city hall with fountains and plazas reflects that heritage.

The City provides a full range of services including: Police, Public Works, Economic Development, Planning, Building, Engineering and Inspection, Parks and Recreation and General Administrative services. Each of these services is funded through the City's annual budget process and can be found in this document.

BUDGET POLICIES / PROCESS

The City's biennial budget serves as the foundation for planning and controlling the City's finances. As such, the City maintains extensive budgetary controls. The objective of these budgetary controls is to ensure compliance with legal provisions embodied in the biennial appropriated budget approved by the City Council. Budgetary control is established at the fund level. Budgets are prepared and expenditures recorded at the object of expenditure level. The accounting records are maintained using either the accrual basis or modified accrual basis of accounting, as appropriate. The City also maintains an encumbrance accounting system as one technique for accomplishing budgetary control.

The biennial budget process begins every other January with a strategic planning meeting. The individual departments then prioritize and recommend the budgetary funding requirements necessary to perform both their objectives and the City Council's strategic goals and initiatives. These funding requests are then balanced



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and prioritized to fit within the constraints of projected revenue assumptions. The City Manager's Office and the Finance Department review all budget proposals and revenue assumptions, as well as all current financial obligations, before preparing the document that is proposed to the City Council. The City Council reviews the proposed budget during a scheduled public Budget Workshop in May and the final adoption of the budget is scheduled for a City Council meeting in June pursuant to the City's Municipal Code requirements.

Activities of the General Fund, Special Revenue Funds, Debt Service Funds and Capital Project Funds are included in the biennial appropriated budget. Budget-to-actual comparisons are included in the Summary Schedules Section for the General Fund, certain Special Revenue Funds and certain Debt Service Funds.

The following funds are not legally required to adopt biennial operating budgets as their appropriations are either: 1) established by the related bond documentation, 2) other legal agreements or 3) are multi-year projects covered through the Capital Improvement Program Budget whose budget cycle exceeds one fiscal year. The Fund which meets this requirement is the Public Works Construction Capital Projects Fund.

FINANCIAL OUTLOOK

The City can be characterized as an older community that is almost completely built out. During the last ten years, the City population has remained relatively constant. Since that time, the City has seen very little residential development activity and property valuations have fallen substantially from their peak in 2007/2008. In general, the recession has had far greater impacts in communities, such as San Pablo's, which experienced high property appreciation during the previous decade. Property taxes, one of the General Fund's top revenue sources, grew in fiscal year (FY) 2012/13 from increased property values, but still has a long ways to go to get back to previous high-values recorded in FY 2007/08.



Consistently high unemployment, stock market losses and declining home values have caused consumers to pull back on spending. These factors have caused sales tax revenues to decline on a local and State-wide basis. While most State-wide agencies have suffered double digit percentage declines, the City has continually experienced minor increases, in large part due to the fact that the City has never had a sales tax base that depended on large ticket items, such as vehicle sales. Despite the difficult economic environment, the City's sales tax revenues are expected to continue to show very modest gains as businesses continue to view San Pablo as an attractive market.

Another revenue source which has been impacted by the recession is investment income. Record low interest rates will reduce the City's expected investment income in the coming years. Low interest rates have a more significant negative impact on cities such as San Pablo, which have larger cash reserves due to large reserve policy requirements. A few years ago, the City was able to earn nearly 5% on its cash reserves; over the next two years, rates of return will be reduced to an expected 0.2 – 1.0%.



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In December 2012, the City received its first sales tax receipts from Measure Q, a voter-approved sales tax measure passed in June 2012. Measure Q is projected to generate approximately \$476,000 in FY 2012/13 and a full \$1,045,000 in FY 2013/14. As a general—not special—tax, these revenues flow into the general fund and are not limited to specific uses. They are, however, designed to augment City economic development efforts, programming for youth services, and enhancing police activities.

After several years of austere budgeting and a deliberate effort to lower expenditures—including reduced employee benefits and labor givebacks—the strategy is beginning to pay off: the City is proposing a balanced budget without the need to dip further into reserve accounts. However, the City still faces significant challenges on the expenditure side of the budget.



With the dissolution of the Redevelopment Agency on January 31, 2012, the City lost approximately \$3,000,000 in annual revenue that was used to fund capital projects. In this budget cycle, the City will set aside \$2,000,000 annually as replacement revenue. These budgetary challenges will be made more difficult in the coming years, as capital projects costs and significant increases in the City's pension contribution requirements are phased in.

ECONOMIC OUTLOOK

The key to planning for the City was the development of a fiscal model which helps ensure the City continues to budget conservatively, with revenues exceeding expenditures, and with adequate reserves to cover future liabilities and unexpected emergencies. The City's 2012/13 - 2017/18 General Fund Fiscal Model, adopted by the City Council in November 2012, combines a 5-year financial forecast of expenditures, revenues and fund balance, with recommendations on how to manage any possible gaps between revenues and expenditures. The fiscal model will be updated annually and will continue to be a valuable tool during the next decade as the City positions itself for a successful emergence from the current economic downturn.

This long-range financial planning helped highlight that the existing cost structure associated with employee benefits, especially pensions, health care, retiree medical expenses and capital projects is unsustainable. The predictions of an extremely challenging financial environment in the City's 5-year financial forecast will prepare City management to negotiate with the City's bargaining units in 2014 when labor contracts expire.

The City also opened a Budget Stabilization Fund during the 2008/09 fiscal year. The fund, which is reported in the General Fund financial statements, is used to accumulate savings during budget surplus years in order to provide a source of funding for economically challenging years. These funds are budgeted to be drawn down to assist in balancing the General Fund over the next several years. This draw down period



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will provide the General Fund with the necessary time to allow for the financial savings to be implemented that would ultimately allow the General Fund to operate in balance without this subsidy. In Fiscal Year 2012/13, a total of \$5.5 million was transferred from the Budget Stabilization Fund to the various funds for this purpose. At all times, the General Fund is budgeted to maintain a 50% reserve, as directed by City Council policy. Despite the availability of the Budget Stabilization Fund, the City is continuing to actively look for ways to reduce costs and minimize the use of the fund.

Other Post-Employment Benefits (OPEB): Governmental Accounting Standards Board (GASB) Statement No. 45 was established in 2004 and requires the City to report the costs of OPEB as the employee earns the benefit, rather than as the benefit is paid. While there is no requirement that the City pre-fund, or set aside the full Annual Required Contribution (A.R.C.) on an annual basis, the City Council established a funding strategy which includes pay-as-you-go financing plus an additional amount to pre-fund benefits. Pre-funding OPEB obligations is projected to provide the City with savings over the long-term, as pre-funding contributions will be invested on a long-term basis until they are needed to pay for OPEB obligations. Pre-funding will ultimately allow for investment income, rather than City contributions, to provide the majority of funds needed to cover OPEB obligations in the future. This funding strategy has resulted in the City having an OPEB asset of \$4,561,899 as of June 30, 2012.

Major Initiatives – Implementing Our Work Plan

SERVICES FOR FAMILIES AND YOUTH

In 2010, the City created the Youth Services Division to develop services for Families and Youth. Youth Services is committed to the healthy development of youth and is focused on developing positive opportunities, programs and partnerships that will provide children and youth with skills, knowledge, support and resources leading to healthy and productive lives. Youth Services programs, services and initiatives support a community where government, families, schools, law enforcement, and organizations work together to create an environment conducive to support young people, their learning and their success.

Full Service Community Schools: The City of San Pablo City Council adopted a Resolution to develop a San Pablo Full Service Community Schools (FSCS) Initiative with the goal of transforming all schools in San Pablo into Full Service Community Schools. In a Full Service Community School (Community School), the school district, city, county, community and faith-based organizations, businesses, families and philanthropists form a strong, deep and transparent partnership. They can jointly address the identified needs of students, families and the community in a comprehensive, integrated and accountable way. The group shares leadership, work towards a common vision and agenda, and share responsibility for results. A Community School focuses on the needs of the whole child – physical, emotional, social and academic – to create the conditions necessary for all children to learn and be successful. Unlike traditional schools, a Community School strengthens families and communities so that they are better able to support student success. A Community School also supports



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qualified and effective teachers who provide high quality instruction, promote high standards and expectations for all students, and deliver challenging curriculum to help students thrive. Walter T. Helms Middle School, the hub of the San Pablo FSCS Initiative, will develop stronger connections to the elementary schools in the Helms “feeder pattern” and to Richmond High School where Helms students attend high school. These connections will align both the academic and service elements of the initiative to promote student success, healthy and prosperous families and a healthy community.

Youth Futures Task Force: The Youth Futures Task Force is modeled on the successful history of San José’s Mayor’s Gang Prevention Task Force (MGPTF) and the recent efforts of Santa Rosa’s MGPTF. The Cities of San José and Santa Rosa are two municipalities that have successfully implemented youth violence prevention/gang intervention strategies in their communities and reinforce the concept that collaborative efforts spanning from a broad spectrum of community partners ensure that a large number of stakeholders accept responsibility and accountability for the safety, health and welfare of its youth, families, and communities. The City of San Pablo is committed to the healthy development of our youth within a context of community safety and security. The Youth Futures Task Force calls for various agencies and systems, including government agencies, law enforcement, social services agencies, educational, grass-root, and faith-based organizations to work together to achieve a more innovative, integrated, team-oriented approach in working with youth at great risk of committing intentional acts of violence and/or engaging in behaviors related to the gang lifestyle.

San Pablo Team for Youth: San Pablo Team for Youth (SPTFY) was created as the funding arm of the Youth Futures Task Force and provides grant opportunities to public and non-profit agencies to expand and/or enhance prevention and intervention programs/services to youth exhibiting high-risk behaviors, including those that are gang-related. SPTFY is the funding mechanism for developing and deploying youth services that support the mission of San Pablo’s Youth Futures Task Force.

Childhood Obesity Prevention Task Force: The San Pablo City Council hosted its first Childhood Obesity Prevention Task Force meeting on March 7, 2012 to bring awareness to the growing childhood obesity epidemic in the community. Representatives from over 20 agencies/programs -including County, City, non-profit, community-based and faith-based agencies, schools, and medical organizations attended. The convening of the Task Force represented the first step towards strengthening partnerships in the fight against the growing childhood obesity epidemic in the community. The Task Force will work collaboratively with stakeholders to develop a Community Action Plan focused on increasing community awareness of the obesity epidemic, increasing accessibility to healthy food and physical activity opportunities, and expanding healthy eating active living programs. The Community Action Plan will guide collaborative efforts towards a healthier San Pablo.



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COMMUNITY ENGAGEMENT

The City of San Pablo understands the importance of keeping the community informed of important information. We have created new virtual and in-person sources for information pertaining to the City below through the programs below:

Government Outreach: This web-based site is designed to provide our residents, businesses and visitors with a Virtual City Hall, giving them the opportunity to access City Hall, 24-hours a day, 7-days a week, from the comfort of their own home. Through this system residents can report graffiti, street lights that may be out of service, and can also post questions and/or concerns that will then be routed to the appropriate staff person for response.

Neighborhood Engagement Team (N.E.T.): The Neighborhood Engagement Team is comprised of City Staff from various departments. The intent of this team is to provide a “Mobile City Hall” that is accessible to all residents. The N.E.T. booth is set up at various City events to distribute information about City Hall services. Most recently the N.E.T. was present at the following events: an Easter egg hunt, Election Day, and a 4th of July celebration.

E-newsletter Subscription: Residents and interested parties can now sign up to receive a weekly electronic newsletter informing them of current events and news in San Pablo. Subscribing through the City’s website is easy and the user can select the e-mail topics that they are interested in receiving.



Community Outreach - New Methods: In November 2012, the City Council executed a contract with a social media professional services provider to administer all City social media accounts to actively promote City activities, programs and services.

ECONOMIC DEVELOPMENT

The City of San Pablo will work cooperatively with the San Pablo Economic Development Corporation (501 (c) (3)) to develop programs aimed at eliminating barriers to employment, business attraction/enhancement and site development. These efforts will be geared toward creating local jobs for San Pablo residents and reducing the unemployment rate that has hovered around 20%. This task will be more difficult in the wake of the elimination of the Redevelopment Agency, but through partnerships and refocusing available resources, San Pablo will continue to see progress in this effort.

FISCAL STABILITY

Compensation Strategy: This initiative is geared towards developing a fiscally responsible cost reduction and containment strategy which will allow the City to remain competitive in recruiting and retaining valuable



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employees while allowing for long-term fiscal sustainability for the City. The City has implemented a system in which new employees pay 10.3% - 12% of their retirement cost dependent on employee classification. Current employees, who pay between 4.67% and 6%, will be paying these rates in FY 2013-14. Management is currently investigating additional options to best meet the goal of reducing costs while retaining the ability to remain competitive. We expect that through the collective bargaining process the City will be able to incorporate compensation strategies for employees which will reduce the City's long-term costs while allowing the City to remain an organization for top employees in the region.

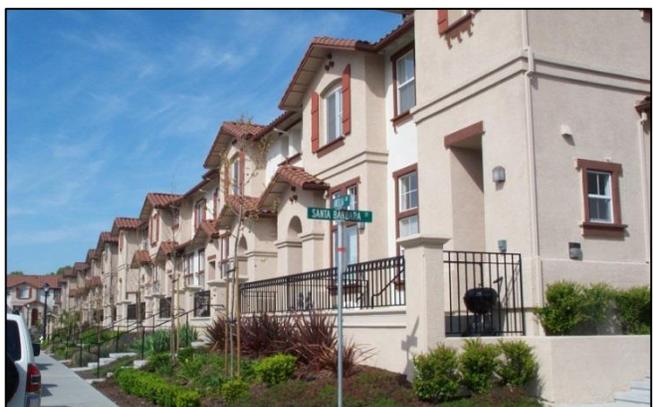
Fee Study for Planning, Building, and Public Works: In July of 2011 the City contracted with an outside consultant to review and analyze the City's Planning, Building, and Public Works fee structure to determine: (1) an appropriate fee structure which will allow the City to recover the costs of providing specific services to the public; (2) that a proposed fee structure is reasonable when compared to other local agencies; and (3) whether or not the City has established a fee for all provided services. The new fees were adopted by the City Council in April of 2012 and the fees went into effect on July 2, 2012.

Labor Negotiations: The goal of this initiative is to develop a strategy for labor negotiations with the employee bargaining groups which will be fiscally responsible but will allow the City to remain competitive in recruiting and retaining valuable employees. The memorandums of understanding for both the public safety and non-public safety employees are set to expire on June 30, 2014. Management will prepare cost-saving options for the City Council's consideration and negotiation direction.

INFRASTRUCTURE

Redevelopment Agency: The ability of the City to continue to utilize Redevelopment as a tool to revitalize blighted areas and provide funding for much needed infrastructure projects ceased on January 31, 2012 when the Redevelopment Agency was required by the State to be dissolved. With the dissolution of the Redevelopment Agency, the City now must secure alternative financing to continue with projects that were previously financed through Redevelopment funds. The dissolution of the Redevelopment Agency will delay these improvements.

One of the provisions of State legislation adopted under AB 1484, which was issued in June 2012 and "cleans-up" and revises various RDA unwind procedures, is that the Successor Agency will be



able to obtain a Finding of Completion when certain payment obligations are met. The City is working on obtaining this Finding of Completion as it will provide the ability to spend the remainder of the bond proceeds as well as provide flexibility for the disposition / use of the real property transferred from the Redevelopment Agency to the Successor Agency.



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CAPITAL PROJECTS

Community Center at Helms School (PW 535): The City of San Pablo has been working with Noll & Tam Architects and Planners in the design and construction of the San Pablo Community Center at Helms Middle School. The design of the center has been completed and construction will begin shortly.

Daylighting Wildcat Creek at Davis Park (PW 579): The Wildcat Creek Daylighting Project will daylight and restore the underground section of Wildcat Creek, which currently utilizes a concrete box culvert under the baseball field. The creek will be relocated to a natural, open creek channel along the northern boundary of the Park. A paved walking trail will be provided next to the creek. The project will also install new and improved ball field lighting and reorient the baseball and soccer fields. As part of the creek restoration project, the City will install a new pedestrian bridge across Wildcat Creek, west of the Brookside Avenue entrance. These improvements are based on the City's 2007 Davis Park Master Plan.

The fields will be restored in general accordance with the Davis Park Master Plan configuration, which indicated smaller dimensions in the fields compared to the current overall dimensions. Since detailed analysis and design has been performed, it has been determined that in order to maximize dimensions, the playing fields orientation will not match the Master Plan – the baseball field will be shifted south rather than be turned 90 degrees, and the soccer field has been shifted to the west. A major constraint has been requirements imposed by agencies having jurisdiction over work in the creeks: the Regional Water Quality Control Board, the California Department of Fish and Game, and the US Army Corps of Engineers. As a result, the restored creek, which will be in approximate alignment with its original (pre-culvert) location, may not have steep slopes or hard surfaces (e.g. concrete) that would allow a more compact channel. Furthermore, the new creek channel must not have less flood capacity than its previous condition (box culvert).



The benefits of this project include returning the creek to its natural state with the associated wildlife/habitat improvements. Furthermore, the project will increase the flood capacity of the creek at this location. The existing culvert is a barrier to fish movement in Wildcat Creek and the restored creek will allow fish to once again swim upstream past Davis Park and provide a habitat for birds. The “daylighting” of the creek will also eliminate an unattractive nuisance (the culvert) and enhance the creek habitat for wildlife, fish, and residents to enjoy. The primary funding source is the State Rivers Parkway Grant.



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Rumrill Sports Park (Former BNSF Site): The former Burlington Northern & Santa Fe (BNSF) Railroad Corporation yard was sold to the former Redevelopment Agency, and subsequently conveyed to the City, and is being developed into a multi-use sports park (Rumrill Sports Park) for the residents of the City. The Rumrill Sports Park will have 3 youth soccer fields (240'x120') and smaller practice field available for youth leagues, pick-up games, and practices. The park will also contain a picnic/BBQ area, play area; office/restrooms, on-site parking, and lighted fields. This park concept was developed through a series of community outreach meetings. The residents of San Pablo identified a need for more open space structured for youth play. The benefits of this park for the residents of San Pablo include an increase in athletic fields for youth play and a new complex for our Soccer Leagues to play games and host District-wide events, including a multi-use facility that can be programmed later in the day or early in the morning due to the addition of field lighting.

Municipal Solar Project: The Municipal Solar Project is a 325.62 kW-DC solar installation at City Hall, the Police Department and the Church Lane Senior Center. The project was initially developed in collaboration with the four member cities of the Small Cities Climate Action Partnership with funding from the United States Environmental Protection Agency. The cities jointly requested qualified, design-build proposals for site bundles in each respective jurisdiction. Real Goods Solar Inc. (RGS) responded to the Request for Qualifications/Request for Proposals and their proposal was deemed the most-qualified. The City then worked with RGS to finalize an initial portfolio of sites that included the Davis Park Multipurpose Building and Senior Center; these sites were found to be too small to be economically feasible, so staff removed them from consideration. The final RGS proposal cost was \$1,474,522. The City has applied for a 1% interest rate, 15 year loan from the California Energy Commission to cover \$1,150,000 of the project's costs. In addition, the City has reserved California Solar Initiative Rebates totaling \$250,000 to be disbursed over the first 5 years. The Project will offset 24% of the City's total electricity usage and reduce greenhouse gas emissions by 18%, helping the City reach its Climate Action Plan goals.

INFRASTRUCTURE / TRANSPORTATION

The City has been engaged in several major transportation projects, including the I-80 Integrated Corridor Mobility (ICM); major interchange improvements at I-80 and San Pablo Dam Rd, El Portal, and McBryde; wayfinding sign planning and installation; and a 'Complete Streets' study for San Pablo Avenue.

I-80 ICM: The City has participated in this project through its membership in the West Contra Costa Transportation Advisory Committee (WCCTAC). This project would implement advanced traffic management along I-80 from the Carquinez Bridge to the MacArthur Maze, San Pablo Avenue, and the major arterials that connect the two. This includes adaptive ramp metering, lane use signals on the freeway, variable advisory speeds, and special traffic signal timing to handle diversion to local streets due to freeway incidents,



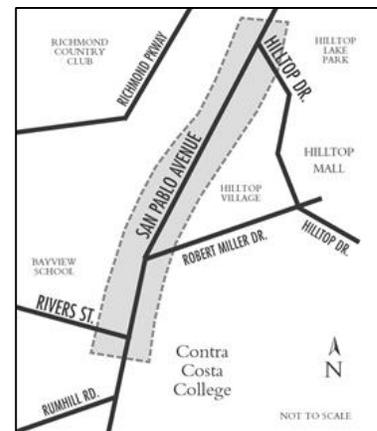
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trailblazer signs to direct diverted traffic back onto the freeway downstream of incidents, traffic signal priority for buses, traveler information, and traffic surveillance and monitoring. This is a multi-agency project involving the jurisdictions along the corridor, Caltrans, transit agencies, and regional agencies. Project development continued this year, including agreement on a memorandum of understanding among all of the involved agencies for system operations, maintenance, and management. The project is scheduled to become operational in 2014. Major funding for this \$90 million-project came from local sales tax measures in Contra Costa and Alameda and from State Proposition 1B.

Major Interchange Improvements: The City and Richmond are co-sponsors of this project, which is managed by the Contra Costa Transportation Authority (CCTA). It involves replacement and widening of the San Pablo Dam Rd overcrossing, relocation of McBryde Avenue access from westbound I-80, relocation of El Portal access to westbound I-80, realignment of Amador Street, and replacement of the I-80/Riverside Avenue pedestrian overcrossing serving Riverside Elementary School. Design on this \$113 million-project is underway. \$29 million in funding has been secured, including that from Contra Costa's Measure J transportation sales tax, and the substantially completed designs are expected to facilitate securing the remaining funds needed to complete the project. Additional public outreach was also completed this year.

Wayfinding Sign Planning and Installation: WCCTAC secured a grant from the Metropolitan Transportation Commission to develop wayfinding signs to transit centers in west Contra Costa and other major destinations. San Pablo participated in the development of the plan, and later was able to secure the funds needed to install the signs, through Contra Costa's Measure J transportation sales tax.

Complete Streets Plan: The San Pablo Avenue Complete Streets Study will focus on improving multimodal access, safety and connections along the San Pablo corridor by identifying needs and prioritizing improvements that will facilitate pedestrian, bicycle and transit trips. At the heart of this process is a public outreach effort that will bring together surrounding residents, business owners, partner agencies, and other key stakeholders to ensure that the final plan recommendations are both relevant to, and supported by, the local community. The study is funded by a Caltrans Environmental Justice Transportation Planning Grant.



PUBLIC SAFETY

Bicycle Patrol Unit: The Bicycle Patrol Unit consists of 7 officers specially trained in bike patrol operations. The Bike Unit augments the Patrol Division; offering a “greener” more approachable alternative to vehicle patrol. The Unit provides additional patrols to parks, business districts and shopping centers.

Graffiti Abatement Team: Our Graffiti Abatement Team aggressively investigates incidents of graffiti by obtaining search and arrest warrants and by deploying plainclothes officers to apprehend offenders caught in the act.



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Kids Summer Camp Academy: The Kids to Camp Summer Academy is a summer program staffed by school resource officers. The program accepts local youths and provides them with a classroom course of life skills instruction. The students are taken on a 3-day/2-night camping trip with members of the police department who volunteer their time to provide a positive and structured camping experience.

Youth Education Services Unit: The Youth Education Services Unit (Y.E.S.) provides part-time services to our elementary schools and a full-time officer at our middle school. The Y.E.S. provides classes to children in San Pablo schools, grades 3 through 7. Topics include the proper use of 911, 'Good Touch, Bad Touch', bullying, drug and gang prevention, goal setting, life skills and leadership.

G.R.E.A.T. Program: Y.E.S. officers teach the Gang Resistance Education and Training (G.R.E.A.T.) program to San Pablo sixth graders. G.R.E.A.T. is a school-based, law enforcement, officer-instructed classroom program that teaches life skills and encourages student participation. In order to graduate, the students in the program must complete a community project.

Truancy Program: The Police Department found that truant juveniles have a significant presence in local gangs within the City of San Pablo and that many are involved in criminal activities. The police department believes that our current system of only imposing punitive sanctions against the truant juvenile is ineffective. We have developed a program to address the underlying social issues of truancy on a case-by-case basis to offer students and their families an alternative method to correcting truancy.

Community Awards Dinner: At the end of each school year, the top students from the G.R.E.A.T. program are recognized at our annual Community Awards Dinner. The purpose of the event is to bring our community closer, create stronger police/community understanding and recognize positive efforts of our youth.

Parent Project: The Parent Project is a nationally recognized 10 week parent training program designed specifically for parents of strong-willed or out-of-control adolescent children. Parents meet 1 night per week, 2-3 hours per night, for 10 weeks. The curriculum teaches concrete prevention, identification, and intervention strategies for the most destructive of adolescent behaviors (poor school attendance and performance, alcohol and other drug use, gangs, runaways, and violent teens).

Community Emergency Response Team: The Community Emergency Response Team (CERT) is a training program that gives individuals the basic disaster response skills to offer vital support to their family, associates and neighborhood while awaiting help from first responders. This 20-hour FEMA approved course is offered in a classroom setting followed by hands-on exercises discussing the following topics:

- Disaster Preparedness
- Fire Safety
- Light Search & Rescue
- Team Organization
- Disaster Medical Operations: Triage, Assessment and Basic Treatment
- Disaster Psychology
- Terrorism and CERT



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Homicide Clearance Rates: The Department has historically enjoyed a high homicide clearance rate when compared to the national average. The Detective Division is comprised of highly trained and motivated individuals with a proven track record of conducting in-depth criminal investigations. Using a collaborative approach, investigators work closely with our Gang Unit and other local agencies to solve unsolved murder cases. The San Pablo Police Department investigated and cleared 2 homicides in 2010. In 2011 the City had 3 homicides and 2 of the 3 were cleared. The City has had two homicides for the first 6 months of calendar year 2012 and both have been cleared.

Citizen's Academy: The Citizen's Academy provides San Pablo residents an opportunity to learn the inner workings of the Police Department. The class is held one night a week for 10 weeks. Students are exposed to Police Administration, Patrol, Investigations, Y.E.S. and Gang Unit operations. The classes are taught by sworn members of the police department and police administration. Students also participate in a ride-along with an on duty patrol officer. This free course of instruction has served to clarify the role of the police department in the community further building community trust.

Surveillance Program: The Surveillance Program deploys a combination of pan, tilt and zoom (PTZ), fixed high definition and automatic license plate recognition (ALPR) cameras some of which are integrated with gunshot and/or graffiti detection sensors to provide alerts for gunshots, wanted and/or stolen vehicles and graffiti, with both fixed and mobile solutions.

Shot Spotter: The Shot Spotter Gunshot Location System uses a system of acoustic sensors, designed to detect and report gunshots, at various locations within our city.

SPECIAL PROJECTS / TECHNOLOGY

The Information Technology Division has four major projects to accomplish. These projects are to relocate the Computer Room, activate Windows SharePoint, upgrade all computers to 64-bit Windows 8, and replace all PIX firewalls with Cisco ASA devices. The Computer Room relocation will be occurring once the Recreation Division vacates their offices. This will require the newly vacated area to be rewired for power, data communications, alarms, fire suppression, and air conditioning. All systems will then need to be relocated to the new space. Microsoft SharePoint is being rolled out for web access of networked systems. This will require acquisition and installation of the SharePoint server and the application's subsequent configuration and integration with specific existing applications. To keep current with the Microsoft Operating System, all City computers will be upgraded, once each computer has its computer applications integrated with the new Operating System. The City's PIX firewalls have reached end-of-life. They will be replaced and configured to protect City systems.

STRATEGIC PLANNING / SPECIAL PROJECTS

Circle S Infrastructure: As development is anticipated within the former Circle S site, the City has contracted with various consultants to prepare the site for future project implementation and economic development investment. \$250,000 from the FY 2012-13 Budget Stabilization Funds were earmarked to fund the pre-development costs associated with preparation of the former Circle S project site for economic development activities, development projects, and professional services.



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San Pablo Avenue Specific Plan: San Pablo Avenue is a regional thoroughfare that extends through the City of San Pablo and much of the East Bay Area. The character of the Avenue, quality of its environment, and the role that it plays vary from one community to another. In the City of San Pablo, the Avenue is the City's primary arterial, and is home to the City's major public facilities and community destinations. Most importantly, the Avenue is the primary route for the majority of transit lines that pass through the City. Because of its prominence within San Pablo, the character and design of San Pablo Avenue play an important role in shaping the community's perception of the City. Hence, in 2011 the City adopted a Specific Plan for San Pablo Avenue; one that is aimed at Improving the quality of development and establishing design standards to help redefine this corridor as a major local and regional destination for residents, workers, students, and visitors. The San Pablo Avenue Specific Plan provides a vision and policies for how the Avenue can become a vibrant, accessible, and sustainable mixed-use corridor.

Citywide Zoning: The City is currently updating its zoning ordinance. The City's existing ordinance was last comprehensively updated in August 2002 and does not reflect the city's' recently adopted San Pablo General Plan 2030. The City's zoning ordinance regulates land uses within the jurisdictional boundaries of San Pablo. The ordinance identifies land uses that are permitted, conditionally permitted, and not permitted within each area (or zone) of the city. The ordinance also establishes standards such as minimum lot size, maximum building height, and how far buildings must be set back from the street. Provisions for parking, landscaping, lighting, and other rules that guide the development of projects within the city are also included. The overall goal for the new zoning ordinance is to promote the growth of the City in an orderly manner and to promote and protect the public health, safety, peace, comfort, and general welfare in conformance with the General Plan 2030.



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Demographics

Category	Estimate	Percent
AGE		
Total population	29,224	100.0%
Under 5 years	2,484	8.5%
5 to 19 years	6,855	23.5%
20 to 64 years	17,226	58.9%
65 years and over	2,659	9.1%
Median age (years)	30.9	(X)
HISPANIC OR LATINO AND RACE		
Total population	29,224	100.0%
Hispanic or Latino (of any race)	16,313	55.8%
White alone	3,351	11.5%
Black or African American alone	4,257	14.6%
Asian alone	4,643	15.9%
All Others	660	2.3%
U.S. CITIZENSHIP STATUS		
Total population	29,224	100.0%
Native-born U.S. citizen	16,604	56.8%
Naturalized U.S. citizen	4,811	16.5%
Not a U.S. citizen	7,809	26.7%
HOUSEHOLDS BY TYPE		
Total households	8,688	100.0%
Married-couple / family	3,899	44.9%
Male householder, no wife present / family	783	9.0%
Female householder, no husband present / family	1,629	18.8%
Non-family households	2,377	27.4%
Average household size	3.31	(X)
Average family size	3.89	(X)
MARITAL STATUS		
People 15 years and over	22,281	100.0%
Never married	9,146	41.0%
Now married, except separated	9,332	41.9%
Separated	626	2.8%
Widowed	1,310	5.9%
Divorced	1,867	8.4%

* Source: U.S. Census Bureau, 2007-2011 American Community Survey



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Category	Estimate	Percent
LANGUAGE SPOKEN AT HOME		
Population 5 years and over	26,740	100.0%
English only	8,550	32.0%
Spanish	13,813	51.7%
Other Indo-European languages	1,174	4.4%
Asian and Pacific Islander languages	3,075	11.5%
Other languages	128	0.5%
SCHOOL ENROLLMENT		
Population 3 years and over enrolled in school	8,532	100.0%
Nursery school, preschool	583	6.8%
Kindergarten	224	2.6%
Elementary school (grades 1-8)	3,955	46.4%
High school (grades 9-12)	1,953	22.9%
College or graduate school	1,817	21.3%
EDUCATIONAL ATTAINMENT		
Population 25 years and over	17,449	100.0%
Less than 9th grade	3,882	22.2%
9th to 12th grade, no diploma	2,339	13.4%
High school graduate (includes equivalency)	4,852	27.8%
Some college, no degree	3,323	19.0%
Associate's degree	1,013	5.8%
Bachelor's degree	1,560	8.9%
Graduate or professional degree	480	2.8%
High school graduate or higher	11,228	64.3%
Bachelor's degree or higher	2,040	11.7%
EMPLOYMENT STATUS		
Population 16 years and over	21,703	100.0%
Employed	12,311	56.7%
Unemployed	2,115	9.7%
Not in labor force	7,277	33.5%
Mean travel time to work (minutes)	30.5	(X)

* Source: U.S. Census Bureau, 2007-2011 American Community Survey



CITY PROFILE

Category	Estimate	Percent
INCOME AND BENEFITS (IN 2011 INFLATION-ADJUSTED DOLLARS)		
Total households	8,688	100.0%
Less than \$25,000	2,417	27.8%
\$25,000 to \$49,999	2,361	27.2%
\$50,000 to \$74,999	1,800	20.7%
\$75,000 to \$99,999	998	11.5%
\$100,000 to \$149,999	687	7.9%
\$150,000 or more	425	4.9%
Median household income (dollars)	\$45,305	(X)
Mean household income (dollars)	\$54,173	(X)
PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL		
All families	(X)	17.3%
With related children under 18 years	(X)	22.7%
With related children under 5 years only	(X)	33.7%
Married couple families	(X)	8.3%
With related children under 18 years	(X)	11.5%
With related children under 5 years only	(X)	8.1%
Families with female householder, no husband present	(X)	37.1%
With related children under 18 years	(X)	49.2%
With related children under 5 years only	(X)	71.8%
HOUSING OCCUPANCY		
Total housing units	9,695	100.0%
Owner-occupied	4,087	42.2%
Renter-occupied	4,601	47.5%
Vacant housing units	1,007	10.4%
Average household size of owner-occupied unit	3.54	(X)
Average household size of renter-occupied unit	3.11	(X)

* Source: U.S. Census Bureau, 2007-2011 American Community Survey



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BUDGET OVERVIEW

Budget Overview

February 2013 marked the kick-off of budget preparation with the distribution of a budget calendar and financial data to help departments begin to prepare their budgets. Departments submitted proposed revenues and expenditures for the FY 2013-15 two-year cycle based on service levels and activity goals.

This process, overseen by the City Manager, was completed in May 2013. The City Manager's proposed budget was presented to the City Council and made available to the public on May 21, 2013, with final adoption of the FY 2013-15 budget on June 3, 2013.

Two-Year Budget Preparation Calendar (Revised 4/17/13)

February 25, 2013	<u>FY 2013-14 Budget Process Kick-Off</u> <ul style="list-style-type: none">• Budget Manual and budget preparation packets distributed
Feb. 25 to March 21, 2013	<u>Staff preparation of recommended Departmental budgets</u> <ul style="list-style-type: none">• Revenue forecasting• Disbursement of forms/instructions
April 8, 2013	<u>Departmental Budgets Due (Program and Supply Expenditures)</u>
April 8 to 16, 2013	<u>Budget Reviews with Department Heads</u>
April 15, 2013	<u>Departmental Budget Narratives Due to Budget Team</u>
April 22 – 25, 2013	<u>City Manager Budget Meetings (Internal)</u>
May 6, 2013	<u>City Council Sets Budget Hearing Date at City Council Meeting</u> <ul style="list-style-type: none">• Hearing date is May 21, 2013
May 9, 2013	<u>City Manager & Budget Services Sub-Committee Executive Review</u> <ul style="list-style-type: none">• City Manager budget recommendations to Council• Revenue and Labor cost projections
May 16, 2013	<u>Distribution to City Council</u>
May 21, 2013	<u>City Council Budget Workshop (Public Budget Hearing)</u> <ul style="list-style-type: none">• City Manager Delivers Budget Message• Send out public notice – at least 5 days before hearing• Overview• General Fund• Special Funds• Measure Q Funds• Capital Projects (subject to carryover)



BUDGET OVERVIEW

June 3, 2013	<u>Submission of Budget Resolution for City Council Adoption</u> <ul style="list-style-type: none">• Public Budget Hearing (continued)• Budget Adoption
July 1, 2013	<u>New Fiscal Year Period</u>

BASIS OF BUDGETING

The City of San Pablo budgets using the modified accrual basis plus encumbrances. Under “modified accrual,” amounts are recognized as revenue when earned, only so long as they are collectible within the period or soon enough afterwards to be used to pay liabilities of the current period. Encumbrances outstanding at year-end are re-appropriated in the next year.

A balanced budget is adopted annually, whereby current expenditures are funded from current revenues plus available fund balance or reserves, as appropriate and directed by Council.

BUDGET APPROPRIATIONS

Appropriations are the amounts approved for expenditure by the City Council with the adoption of the annual budget and subsequent budget amendments which are brought to the Council for their approval. Appropriations are separated by object categories within an activity budget. The object categories available are: 1) Salary and Benefits; 2) Service and Supplies; 3) Capital Outlay; 4) Multi-department Expense (i.e. internal services); 5) Transfers; and 6) Expenditure Transfers.

The level of control is established as follows:

1. The City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. The operating budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen's comments.
3. The budget is legally enacted by City Council resolution.
4. All budget adjustments and transfers between funds and between departments must be approved by the City Council by resolution during the fiscal year. The City Manager and Finance Manager are authorized to transfer any unencumbered appropriations within a department. The legally adopted budget requires that expenditures not exceed total appropriations at the department level within each fund.
5. New programs and new appropriations not anticipated during the budget process also require City Council approval.
6. Formal budgetary integration is employed as a management control device during the year for all budgeted funds.
7. Budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP) for all funds except the Low and Moderate Income Housing Assets, Traffic Congestion Relief and HCD Grant Special Revenue Funds and the 2004 Tax Allocation Revenue Bonds Legacy Project Area Debt Service Fund. In addition, the Public Works Construction Capital Projects Fund is budgeted on a project length basis and therefore is not comparable on an annual basis.



BUDGET OVERVIEW

BUDGETARY OVERSIGHT

Budgetary oversight is maintained through monthly revenue and expenditure account reports, which are reviewed by the City Manager and department heads. For the first time, quarterly financial reports will also be provided to the City Council during the course of the fiscal year as an additional enhancement to financial transparency (see Finance Department Major Objectives for FY 2013-15).

A mid-year budget review and adjustment process is completed each January and submitted to the City Council for review and approval in February. Budgetary adjustments are considered within the framework of the adopted budget and the City Council directions, goals and policies. Additionally, a mid-cycle review is held near the end of the first year of the biennial budget to make adjustments for Year 2 of the budget.

BUDGET AMENDMENTS

The budget as adopted by the City Council can be amended at any time during the fiscal year. The need to amend or adjust the budget typically arises in response to unforeseen circumstances or events. For example, the City Council is required to formally recognize the receipt of unanticipated revenue before the City can legally accept and spend new money, such as new grant funds. In other cases, there may be a need to move budgetary funds from one fund to another to cover an unexpected expenditure.

The City Manager is authorized to amend Council-approved appropriations at the activity level if, in the City Manager's opinion, such amendments are necessary and proper. The appropriation adjustment process consists of the following steps:

1. The department prepares an "Appropriation Request/Transfer Form".
2. The request is submitted to Finance Department for review.
3. The request is submitted to the City Manager for approval.
4. Once approved, the request is returned to Finance Department to make the necessary adjustments.
5. The department receives authorization to use the adjusted appropriations.

If the request involves more than one activity or fund, Council approval is required in addition to City Manager approval.

In August/September, staff also requests that the City Council "re-appropriate," prior year unexpended appropriations primarily for capital projects. In addition, staff requests that the City Council take action on final budget amendments to the prior year to assure that prior year's expenditures are within the prior year's Council-approved budget appropriations.



BUDGET OVERVIEW

BASIS OF ACCOUNTING

Governmental funds are reported using the current financial resources measurement focus and governmental and agency funds are reported using modified accrual basis of accounting. Under this method, revenues are recognized when measurable and available. The City considers all revenues reported in the governmental funds to be available if the revenues are collected within forty-five days after year-end. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt and compensated absences, which are recognized as expenditures when they are paid. General capital asset acquisitions are reported as expenditures in governmental funds. Proceeds from general long-term debt and capital leases are reported as other financing sources. Those revenues susceptible to accrual include taxes, intergovernmental revenues, interest and charges for services.

Grant revenues are recognized in the fiscal year in which all eligibility requirements are met. Under the terms of grant agreements, the City may fund certain programs with a combination of cost-reimbursement grants, categorical block grants, and general revenues. Thus, both restricted and unrestricted net assets may be available to finance program expenditures. The City's policy is to first apply restricted grant resources to such programs, followed by general revenues if necessary.

Certain indirect costs are included in program expenses reported for individual functions and activities.

Non-exchange transactions, in which the City gives or receives value without directly receiving or giving equal value in exchange, include property taxes, grants, entitlements, and donations.

Revenue from grants, entitlements, and donations is recognized in the fiscal year in which all eligibility requirements have been satisfied.



Description of Funds

MAJOR FUNDS

Major funds are defined generally as having significant activities or balances in the current year. The funds described below were determined to be Major Funds by the City for FY 2013-15. Individual non-major funds may be found in the Supplemental Section.

General Fund

The General Fund is the general operating fund of the City. This fund is used to account for all financial resources except those required to be accounted for in another fund. The major revenue sources for this fund are property taxes, sales taxes, utility users' tax, franchise fees, business licenses, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures are made for public safety, recreation, public works, administration, and other services.

Redevelopment Agency Low and Moderate Income Housing

This fund accounts for the twenty percent housing set-aside from the tax increment proceeds from the Tenth Township Project Area and the Legacy Project Area, the Redevelopment Agency's two project areas. This set-aside is required by California redevelopment law, and must be used to provide housing for people with low and moderate incomes.

Low and Moderate Income Housing Assets

This fund accounts for the activities related to the housing assets assumed by the City as the Housing Successor to the former Redevelopment Agency. The activities are governed by California redevelopment law and must be used to provide housing for people with low and moderate incomes.

Economic Development Corporation

This fund accounts for the activities of the San Pablo Economic Development Corporation, a nonprofit public benefit Corporation formed in February 2011 by the City and the Redevelopment Agency, established to provide physical, economic and educational development, redevelopment and revitalization efforts within the City.

Redevelopment Agency Projects

This fund accounts for capital projects in the Tenth Township Project Redevelopment Area and in the Legacy Project Redevelopment Area.

Public Works Construction

This fund accounts for the City's major capital improvement projects.



BUDGET OVERVIEW

FIDUCIARY FUNDS

These funds are used to account for assets held by the City as an agent for individuals, private organizations, and other governments. The financial activities of these funds are excluded from the City-wide financial statements, but are presented in separate Fiduciary Fund financial statements.

Retiree Health Savings Plan Trust Fund

The fund accounts for the accumulation of resources to be used for retiree medical and dental benefit payments at appropriate amounts and times in the future.

Successor Agency to the Redevelopment Agency

The Fund is used to account for the accumulation of resources to pay for activities of the Successor Agency to the former Redevelopment Agency of the City of San Pablo.

SPECIAL REVENUE FUNDS

Gas Tax

This fund accounts for revenues and expenditures received from the State of California under Street and Highways Code Section 2105, 2106, 2107 and 2107.5. The allocations must be spent for street maintenance and construction and a limited amount for engineering.

Public Safety

This fund accounts for sales tax allocations required pursuant to Proposition 172. These funds are used to fund public safety activities.

Street Lighting and Landscaping

This fund accounts for assessments made upon parcels of land within the Street Lighting and Landscaping District and disburses funds in accordance with the provisions of the State of California Streets and Highway Code.

National Pollution Discharge Elimination System (NPDES)

This fund accounts for revenues and expenditures from assessments levied on all real property in the City in compliance with the provisions of the National Pollution Discharge Elimination System.

Development Services

This fund accounts for revenues generated from permit and inspection fees and disburses funds to support this activity.

Measure C / J

This fund accounts for the portion of the half-cent County-wide sales tax levied to fund transportation improvements to local streets.



BUDGET OVERVIEW

Asset Seizures

This fund accounts for revenues received from both adjudicated and un-adjudicated sales of assets seized during drug-related arrests, and disburses these funds for authorized public safety activities.

Paratransit

This fund accounts for revenues received from the portion of the half cent County-wide sales tax levied to fund expenditures for paratransit service.

Law Enforcement Services

This fund accounts for revenues received from the Supplemental Law Enforcement Services Grant, the Local Law Enforcement Block Grant, and court fines.

Traffic Congestion Relief

This fund accounts for the revenues received from the State of California under AB2928. The allocations must be spent on local streets and roads maintenance, rehabilitation and reconstruction projects according to the State's Traffic Congestion Relief Plan.

Housing and Community Development (HCD) Grant

This fund accounts for revenues received under State Housing and Community Development and for CALHOME activities approved and subject to state regulations.

DEBT SERVICE FUNDS

Merged Project Area 1999 Subordinate Tax Allocation Bonds

This fund makes principal and interest payments on the Tenth Township Redevelopment Project Subordinate Tax Allocation Bonds Series 1 999A.

2001 Tax Allocation Revenue Bonds Tenth Township Project Area

This fund makes principal and interest payments on the Tenth Township Redevelopment Project Area's Tax Allocation Revenue Bonds Series 2001.

2004 Tax Allocation Revenue Bonds Legacy Project Area

This fund makes principal and interest payments on the Legacy Redevelopment Project Area's share of the Tax Allocation Revenue Bonds Series 2004.

2004 Tax Allocation Revenue Bonds Tenth Township Project Area

This fund makes principal and interest payments on the Tenth Township Redevelopment Project Area's share of the Tax Allocation Revenue Bonds Series 2004.

2006 Subordinate Tax Allocation Bonds Tenth Township Project Area

This fund makes principal and interest payments on the Tenth Township Redevelopment Project Area's Subordinate Tax Allocation Bonds Series 2006.



BUDGET OVERVIEW

AGENCY FUNDS

GASB Statement 34 requires that Agency Funds be presented separately from the Government-wide and Fund financial statements. Agency Funds account for assets held by the City as an agent for individuals, governmental entities and non-public organizations.

Town Center Special Assessment District

This fund accounts for Town Center Special Assessment District special assessment collections and debt service payments.

Oak Park Special Assessment District

This fund accounts for Oak Park Special Assessment District special assessment collections and debt service payments.

Community Organizations and Activities

This fund accounts for deposits held as an agent for community organizations and activities.

West Contra Costa Transportation Advisory Committee

This fund accounts for assets belonging to the West Contra Costa Transportation Advisory Committee held as an agent by the City, which maintains the Committee's books and accounts.



Budgetary Assumptions FY 2013/15

1. All salaries budgeted at top step, including vacant positions. Salaries also include in-lieu benefits, cell phone stipends, and other special wages.
2. Per current MOU's, a 2.0% COLA for salaries is included in Year 1 for miscellaneous; 3.0% for sworn; 0.0% for part-time. No increase is included in Year 2.
3. All benefits and insurances are based on actual cost plus an inflationary factor in Year 1. Costs are frontloaded in Year 1 with no increases included in Year 2. Adjustments will be made at mid-cycle. Vacant positions are budgeted at two-party coverage. Year 1 health insurances are budgeted as follows:
 - Medical Rates: Increase by 14%.
 - Dental Rates: Increase by 7%.
4. No increase is currently included in Year 2 in retiree health benefits. Adjustments will be made at mid-cycle. Retiree health benefits amount to approximately \$378,000 in FY 13/14.
5. Pension rates are calculated at the PERS projected amounts for San Pablo as follows:

PERS Rate Increases

Fiscal Year	Miscellaneous	Sworn
FY 13/14	14.99%	26.3%
FY 14/15	16.0%	28.1%

These new PERS rates do not include increases due to changes in actuarial smoothing and amortization. These large increases will first impact the City in FY 15/16. In preparation for that increase, \$150,000 is budgeted in Year 2.

6. Worker's Compensation insurance is budgeted for the first time in several years at \$342,000 in Year 1 and Year 2. In the last budget cycle, the City received rebates of premium from MPA, resulting in an effective expense of \$0.00.



BUDGET OVERVIEW

Gann Appropriations Limit - FY 2013/14

Article 13 B of the California Constitution specifies that appropriations made by State and Local Governments may increase annually by a factor comprised of the change in population combined with either the change in California per capita personal income or the change in the local assessment roll due to local nonresidential construction.

The State of California Department of Finance provided information showing San Pablo's population change in 2012/2013 was 0.44%, Contra Costa County's population change was 0.77% and California's per capita personal income change was 5.12%. By choosing the County's population change, a larger appropriation limit is calculated.

Converting the above factors (population increase of 0.77% and per capita personal income increase of 5.12%) results in the following: $1.0077 \times 1.0512 = 1.0593$

Multiplying the 2012/2013 Appropriation Limit of \$33,294,310 (see below) by 1.0593 results in a FY 2013/2014 Appropriation Limit of \$35,268,471. This limit applies only to the expenditures funded by "proceeds of taxes", as defined by the Constitution, not to user or regulatory fees. Proceeds of taxes are revenues such as property taxes, sales taxes, utility user taxes, business license fees, state subventions such as motor vehicle in-lieu, mandated costs reimbursements, etc.

Calculation of Annual Appropriation Limits						
2003/2004 Appropriation Limit	\$	22,505,508	X	1.0377	\$	23,353,965
2004/2005 Appropriation Limit	\$	23,353,965	X	1.0444	\$	24,390,881
2005/2006 Appropriation Limit	\$	24,390,881	X	1.0650	\$	25,976,793
2006/2007 Appropriation Limit	\$	25,976,793	X	1.0500	\$	27,275,633
2007/2008 Appropriation Limit	\$	27,275,633	X	1.0560	\$	28,803,068
2008/2009 Appropriation Limit	\$	28,803,068	X	1.0571	\$	30,447,723
2009/2010 Appropriation Limit	\$	30,447,723	X	1.0267	\$	31,260,678
2010/2011 Appropriation Limit	\$	31,260,678	X	0.9854	\$	30,804,272
2011/2012 Appropriation Limit	\$	30,804,272	X	1.0330	\$	31,820,605
2012/2013 Appropriation Limit	\$	31,820,605	X	1.0463	\$	33,294,310
2013/2014 Appropriation Limit	\$	33,294,310	X	1.0593	\$	35,268,471



BUDGET OVERVIEW

Chart of Accounts

SALARIES AND BENEFITS		
41000	Salaries	Salaries and wages paid for services rendered by full-time employees.
41001	Part Time Salaries	Wages paid for services performed by part-time, temporary and intermittent employees.
41002	Overtime	Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
41305	Holiday Pay	Compensation for holidays worked when business may be closed.
41900	Benefits	Employees 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 deferred compensation plan, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees (see following page).
SERVICE AND SUPPLIES		
42000	Uniform / Safety Equipment	Uniforms, shoes, etc. required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the general public. Personal protective equipment (PPE) or other attire worn to protect the employees' health and welfare.
42001	Communications	Costs for telephone, VoIP phone system, Wi-Fi access, and other communication costs that are essential to the operations.
42005	Network Applications & Maintenance	Costs related to the purchase, maintenance and/or replacement of hardware and software that comprise the network.
43000	Vehicle/Equipment Maintenance	Includes all services required in the maintenance of all vehicles, equipment, machinery, etc.
43100	Gasoline/Diesel	Costs for fuel required to power vehicles and/or equipment necessary to program operations.
43300	Memberships & Subscriptions	Costs related to memberships and subscriptions for professional organizations of the various individual City disciplines.
43500	Program Costs & Supplies	Miscellaneous supplies which are essential for specific, program-related projects but not essential for general day-to-day operations of the organization.
43510	Meeting & Sundry Supplies	Consumable, overhead commodities having a useful life of one (1) year or less, which are essential for accomplishing daily operational tasks and related meetings or projects.
43520	Copies/Printing/Shipping/Xerox	Includes printing, duplicating, and finding of books, pamphlets, newsletters, and other reading material; costs related to mailing and shipping, including United States Postal Service, UPS and/or FedEx.
43530	Equipment < \$5,000	Items necessary for maintenance or program responsibilities. Cost for equipment is less than \$5,000.
43550	Central Office Supplies	Standard office supplies and material required for day-to-day use in the office.



BUDGET OVERVIEW

43600	<i>Professional Services</i>	Payments made to individuals, companies or organizations that provide professional, scientific, or technical services. Includes any services that are above or beyond the capacity or capability of the City to perform itself or are out of the City's purview, and are performed by individuals who are not City employees (e.g. consultants, trainers, evaluator, therapists, and social workers). This includes services performed on a non-recurring basis, such as auditing, accounting, special legal services and other individual on-time services.
43610	<i>Casino San Pablo Background Investigations</i>	Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment, etc.
43700	<i>Publications & Legal Notices</i>	Costs associated with communicating information about public hearings, court actions, bids and proposals, unclaimed property, liens, zoning ordinances.
43800	<i>Equipment Rental</i>	Rental of large or complex or special equipment and/or machinery. May include special construction equipment, tools, lighting, tents, stereo and speakers, etc.
44000	<i>Special Department Expense</i>	Special expenses incurred in connection with work-related responsibilities or official functions not generally supported by City General Funds; miscellaneous expenses not covered in the other classifications.
44050	<i>Community Grants & Special Events</i>	Funds allocated for specific community grants and/or related costs for purchases associated with special events.
44100	<i>Pre-Employment Expenses</i>	Costs related to the recruitment for full-time and part-time positions, including newspaper advertisements; participation in job-fairs; cost or rental of testing materials; pre-employment physical examinations; fingerprints; psychological tests; polygraphs; background checks; and oral board refreshments and lunches.
44320	<i>Training & Travel</i>	Costs directly related to travel and training such as registration fees, trainer costs, conferences, etc. related to staff development and/or agency capacity building; transportation, meals and lodging expenses incurred by the employee in the performance of official duties.
44400	<i>Utilities</i>	Electricity, natural gas, water and sewage services.
44450	<i>Property, Fire & Flood Insurance</i>	Costs that are paid to the Municipal Pooling Authority (MPA) for necessary City insurances.
46100	<i>Improvements</i>	Facility improvements that are not considered part of general maintenance and cost more than \$5,000.
46300	<i>Equipment</i>	Vehicles and other large equipment purchases costing more than \$5,000.



Employee Benefits & Insurance

As a member of the Municipal Pooling Authority (MPA), the City 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 insurance costs are charged directly to the department or division to which the employee is assigned.

Worker's Compensation/Wellness (41105)

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

PERS Retirement (41200)

This account reflects the total cost to the City for membership in the Public Employees Retirement System (PERS). PERS costs are based upon gross salaries and the benefit amount, with costs being assigned by State law to both employers and employees. For the 3% at 50 benefit, safety employees pay the full 9% of the employee portion plus 3.3% of the employer portion (12.3% total), while miscellaneous employees contribute the full 8% of the miscellaneous employee share of PERS plus 2.3% of the employer portion (total 10.3%) to receive the 2.5% at 55 benefit. Employees hired after January 1, 2013 and who have not been active PERS members for the previous six months prior to their hire date, will receive 2% at 62 and will pay 6.25%.

Health Insurance (41310)

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. For those employees on the Kaiser medical plan, the employee pays the first \$150 of the premium while the City covers the rest. Employees selecting any other medical plan split the cost 80/20, with the employee picking up the 20%.

Health and Dental Insurance – Retirees (41311)

The City pays 100% of the medical insurance costs for some of its retirees on a reimbursement basis. Other retirees get a portion of their medical coverage reimbursed, 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.

Dental Insurance (41400)

The City provides full dental insurance coverage for its employees and their eligible dependents, including 50/50 orthodontia plan.



BUDGET OVERVIEW

Vision Care / Co-Pay Rebate Program (41500)

With the exception of the Police MOU, the City's labor agreements provide reimbursement up to a fixed amount for employees and their dependents in vision care and unreimbursed medical expenses each year in lieu of vision insurance. For the San Pablo Police Employee Association the vision care and unreimbursed medical expense benefit is paid directly to the Association in early January.

Long Term Disability Insurance (41800)

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 waiting period.

Medicare Tax (41900)

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, 41205)

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 employers and employees contributing to 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 (EAP, 41903)

The City provides personal counseling services—up to a maximum of eight annual visits to all employees and their eligible dependents—through an employee assistance program.

Life Insurance / ADD (41904)

The City provides varying levels of life insurance for its employees, with most employees receiving a \$60,000 life insurance policy with an additional \$60,000 coverage for accidental death and dismemberment (ADD). Additional or dependent life insurance may be purchased at the employees' option and cost.

Benefits In-lieu (41905)

The City will pay an in-lieu amount of \$500 for two-party or family coverage and \$350 for single coverage to those employees who can demonstrate that they are adequately covered with medical insurance by another source.



BUDGET OVERVIEW

Bonds (41906)

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 (41911)

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 its 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 (41912)

Unemployment Insurance is mandated by the State of California. Costs are based upon the City's prior year experience, and is determined utilizing the direct-cost reimbursement method.

Educational Incentive (41915)

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, up to a maximum amount of \$5,250 per calendar year as allowed by federal law.

Cell Phone Stipend (41990)

The City has established a Cellphone/Smartphone stipend program to reimburse City employees for the use of their personal Cellphone and Smartphone for conducting City business. Reimbursements amount range from \$15 to \$50 per month.



Measure Q Reporting Requirements

DATE: May 20, 2013

TO: Matt Rodriguez, City Manager

FROM: J. Kelly Sessions, Finance Manager

RE: **Measure Q Reporting Requirements**

To ensure appropriate usage of Measure Q funding, Section 3.25.140 of the Municipal Code requires that the city establish a separate oversight committee and that the city's independent auditors "complete a report reviewing the collection, management and expenditure of revenue from the tax levied by this chapter" by the end of the fiscal year. These provisions not only provide safeguards to Measure Q revenues, but they also give the City Council opportunity to review the oversight committee's report and make budgetary and programmatic recommendations at a public meeting "as part of each annual budget process."

The Measure Q Committee has been appointed and their first meeting is tentatively scheduled for September 2013. At that time, the Committee will review the Measure Q results and will issue a report to the City Council.

Independent auditors, however, have not been able to review Measure Q funds, because the fiscal year has not ended and because audits always look backwards rather than forwards. Staff, therefore, plans on appointing the independent auditor during August or September 2013 to complete the FY 2012/13 report.

At this time, to aid the City Council and the public in considering this fiscal year's budget, the following Measure Q information is provided below, as reported by Hinderliter de Llamas (HdL), the City's sales tax consultant:

- Measure Q revenues received for the 4th Quarter of calendar year 2012 total \$249,231.
- FY 2012/13 end of year projections for Measure Q equal \$476,000.
- The HdL projection for FY 2013/14 and 2014/15 has been set at \$1,045,000.

These amounts are also included in the FY 2013/15 Proposed Budget. Upon completion of the forthcoming Measure Q audit, the City Council will be advised and may act on any recommendations to revise the budget based on the audit.



BUDGET OVERVIEW

Resolution 2013-087

RESOLUTION 2013-087

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING THE BIENNIAL BUDGET FOR THE FISCAL YEAR 2013-15.

WHEREAS, the City Council of San Pablo has reviewed the proposed 2013-15 Biennial Operating Budget in detail at a Council session; and

WHEREAS, the governing board of the City has called for a public hearing to receive public input; and

WHEREAS, the City Council has conducted a noticed public hearing on May 22, 2013, to receive public input on the proposed 2013-15 Biennial City budget.

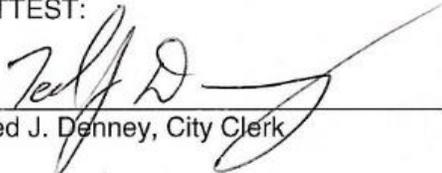
NOW THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo that the 2013-15 Proposed Biennial City budget is approved.

BE IT FURTHER RESOLVED that the foregoing recitations are true and correct, and are included herein by reference as findings.

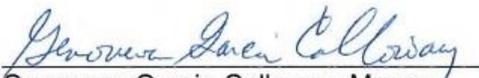
ADOPTED this 3rd day of June, 2013, by the following vote to wit:

AYES:	COUNCILMEMBERS:	Valdez, Kinney, Chao Rothberg, Morris and Calloway
NOES:	COUNCILMEMBERS:	None
ABSENT:	COUNCILMEMBERS:	None
ABSTAIN:	COUNCILMEMBERS:	None

ATTEST:


Ted J. Denney, City Clerk

APPROVED:


Genoveva Garcia Calloway, Mayor



BUDGET OVERVIEW

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FINAL ADOPTED WORKPLAN



CITY^{OF} **SAN PABLO**
City of New Directions

CITY OF SAN PABLO CITY COUNCIL PRIORITY WORKPLAN

FY 2013-15 CITY COUNCIL ADOPTED WORKPLAN

(ADOPTED JULY 1, 2013)



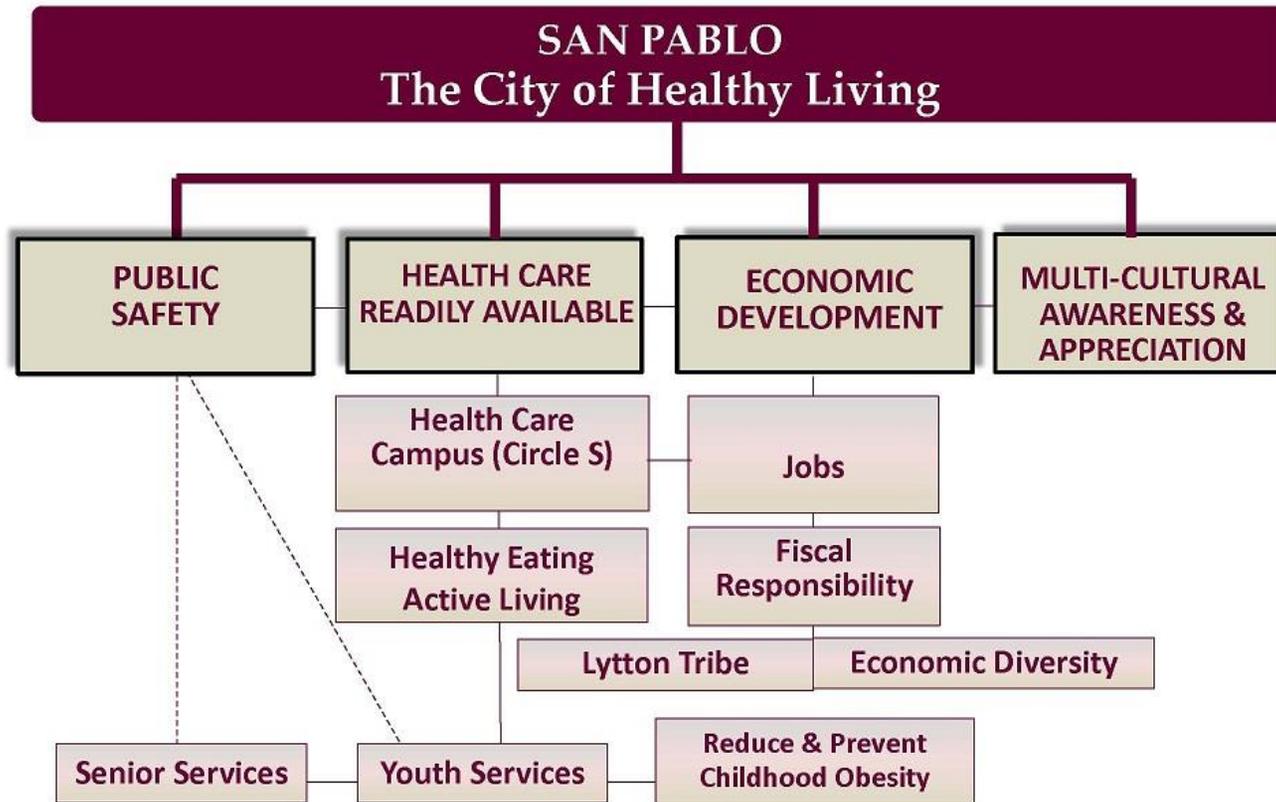
CITY WORKPLAN



San Pablo City Council Priority Work Plan - Major Policy Goals

Mission Statement:

Dedicated to developing, preserving and protecting the quality of life and cultural diversity for all its residents, while maintaining high quality public services in partnership with our citizens.



Page 2 of 23

Proposed FY 2013-15 City Council Adopted Workplan (FINAL ADOPTED)
ADOPTED JULY 1, 2013



STRATEGIC POLICY INITIATIVES

- 1. Amenities/Quality of Life*
- 2. City Branding & Image Promotion*
- 3. Civic Engagement & Community Outreach*
- 4. Customer Service*
- 5. Economic Development*
- 6. Fiscal Sustainability*
- 7. Healthy Eating Active Living Initiatives*
- 8. Infrastructure*
- 9. Neighborhood Improvements*
- 10. Public Safety*
- 11. Services for Families, Seniors & Youth*
- 12. Strategic Planning / Special Projects*



CITY WORKPLAN

COUNCIL STRATEGIC POLICY INITIATIVES

1. POLICY AREA: AMENITIES/QUALITY OF LIFE

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. City Council Annual Priority Workplan Updates	CC& CM	N/A	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Community Grant Program / Special Event Funding (Non-profit, 501 c3) & Program Activity	CC & CM	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
C. Municipal Services Agreement (Casino)	CC& CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
D. Casino Labor Fair Labor and Collective Bargaining Rights Under Federal Law (National Labor Relations Act);	CC	N/A	ACTIVE	CC POLICY COMPLETED FY 2011-12
E. Quality of Life balanced with Core Service Levels	CC& CM	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
F. Energy Efficiency Programs (EECBG)	CM & PW	GF;Grant	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
G. GREEN/LEED Building Standards	CM & CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
H. Public Art <u>Memorial</u> and Community Murals Program	CC, CM & CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15 (KINNEY)
I. Community Solar Projects/Programs	CC, CM & PW	GF;Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
J. Federal & Funding Mechanism to Support CC College / Partnership	CC;CM	TBD	ACTIVE	COMPLETED; MEASURE A FAILED (11/2012); ONGOING IMPLEMENTATION FY 2013-15
K. AB 32/SB 375: Community Choice Aggregate (CCA) Energy Program	CC;PW	TBD	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)



CITY WORKPLAN

2. POLICY AREA: CITY BRANDING & IMAGE PROMOTION

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. City Branding or Promotion Program	CM	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Community Landmark Event Planning	CM/EDC	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

3. POLICY AREA: CIVIC ENGAGEMENT & COMMUNITY OUTREACH

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. City Hall Open House (N.E.T. Event)	ALL	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CHAO-ROTHBERG)
B. AnnuaCity eNews Service	CM; IT	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
C. Citizen Service Request Management System	CM; IT	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
D. Volunteer Service Academy or Programs	ALL	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
E. <u>Civic Engagement Plan:</u>	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
a). Annual Volunteer Recognition Program <i>(every 2 years)</i>	ALL	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
b). C.E.R.T. English/Spanish Training	PD	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
c). City Benchmark Survey (Annual)	CM	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
d). Neighborhood Engagement Team (NET)	ALL	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

F. <u>Immigration Integration Legislation, Projects & Services</u>	CM	GF	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2011-13
a).California Dream Act of 2011 (AB 120/131) Implementation	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
b).Development of Immigrants Resource Center	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
c).Grant Assistance for Immigrant Integration Projects or Services	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
d). Immigrants Rights' Annual Event	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
e). Secure Communities Program Reform (AB 1081 - Ammiano Bill)	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
f). Support for any new Federal/State Legislation	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Monthly Councilmember Website Streaming Message	CM; IT	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
H. Neighborhood Canvassing By Staff	CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
I. Rotate City Council Meetings at Schools	CM	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
J. Special Election / Appointive Officials (City Clerk/City Treasurer only)	CC & CM	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
K. Social Media Programs (Facebook, Twitter)	CM/EDC	GF	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2013-15
L. Task Force – GSOs; FBOs; CCC	CC & CM	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
M. Web-Link Access for CBOs/FBOs Services	CA; CM; IT	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
N. Webcasting City Council Meetings	CC & CM	GF;	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
O. City/EDC Joint Quarterly Newsletter	CM;EDC	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)



CITY WORKPLAN

4. POLICY AREA: CUSTOMER SERVICE / INTERNAL SERVICES

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Automation of Personnel Records	CM; HR	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Departmental Operational Audits/Studies by CMO	CM	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. E-Commerce (Paperless/Internet Services)	CM; IT	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. G.I.S. Mapping System	ALL	GF; Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
E. HR – City Personnel Rules Update	CM; HR	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. Information Kiosk at City Hall	CM	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Interfacing City Departments with Major Goals & Strategic Policy Initiatives	CM	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
H. Re-Organizational Analysis	CM	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
I. Records Retention Schedule Policy	CA; CM; City Clerk	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
J. Succession Planning & Re-Organization for City Departments	CM; HR	GF	ACTIVE	PHASE I & II COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2011-13
K. Cal-Opps on-Line Job Application System	CM; HR	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
L. Agenda Management Workflow System (GRANICUS)	CM; City Clerk	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
M. Affirmative Marketing (Personnel Recruitment Strategies)	CM; HR	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)



CITY WORKPLAN

5. POLICY AREA: ECONOMIC DEVELOPMENT

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Job Creation and Business Opportunities	CM;ED	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Joint City/EDC Ombudsman Program	CM;EDC	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CHAO-ROTHBERG)

6. POLICY AREA: FISCAL SUSTAINABILITY

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Budget Spending Controls	ALL	GF	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2013-15
B. Sustainability of Budget Stabilization Fund	CC; CM	GF	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2013-15
C. Elimination of General Fund Subsidies	CC; CM	GF	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2013-15
D. Federal/State Legislative Lobbyist Services	CM;CC	GF;	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. Future Labor Relations Concessions & Partnerships	CM; HR	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. General Fund Reserves Protection	CC& CM	GF	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2013-15
G. City-wide Master Fee Schedule Update	ALL	GF	ACTIVE	COMPLETED FY 2012-13
H. Multi-Year Budget Trend Analysis	CM; FINANCE	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
I. New Revenue Enhancements	CM	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

J. <u>Fiscal Resiliency Policies:</u>		GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
i. Two-Year Biennial Operating Budget	CM;FINANCE	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
ii. Spending Cap & Facility Use Policy for Maple Hall Waivers	CC;CM	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
iii. Spending Cap & Special Event Sponsorships (Discretionary Spending)	CC;CM	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
iv. Cal-PERS Method 5 Funding Policy Financial Impacts	CC;CM; FINANCE	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
K. New Financial System Software Implementation (Chameleon)	FINANCE	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)
L. Part-Time Employment ACA Compliance Restriction	CM;HR	GF	PENDING	INTRODUCED FOR FY 2013-15 (INTERNAL POLICY)

7. POLICY AREA: HEALTHY EATING ACTIVE LIVING INITIATIVES

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Cycle San Pablo	CS	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Develop City Health Commission	CM;CS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
C. Develop Childhood Obesity Prevention Task Force // Strategic Work Plan	CM;CS	GF;TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. Farmer's Market Promotion & Support	CS	GF; TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. Healthy Eating Active Living Campaign	City-wide	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
F. Healthy Educational Forums (Youth, Families, Seniors)	CM;CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Marketing and Community Outreach	CM;CS	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
H. Random Acts of Recreation Program	CS	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
I. Funding Mechanism for Childhood Obesity Prevention Programs (TBD)	CM	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
J. Affordable Health Care Act for CA Implementation	CM;HR	TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

8. POLICY AREA: INFRASTRUCTURE

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
<u>Administration/Operations</u>				
A. ACOE National Flood Insurance Program	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. AB 32 - Climate Action Plan	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. Clean Water Program/New Municipal Regional Permit (MRP)	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
D. Computerized Maintenance Management System (Cartegraph)	PW	GF	ACTIVE	PHASE I COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. Develop Public Facilities for Active Living (Parks, Open Space, Sidewalks, Trails, Bike Lanes, etc.)	PW	Grants	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
F. Keep San Pablo Clean Litter Control Initiative	PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Promotion of Reusable & Biodegradable Products (Reusable Bags, Plastic Bag Ban, Styrofoam Ban, etc.)	PW	TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
H. Solid Waste Oversight and Support (Rates, Services, Recycling)	PW	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
I. Stormwater Rain Gardens Feasibility Project (Circle S; El Portal)	PW	Grants	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
J. ADA Transition Plan	PW	GF; Grants	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
<u>Building Maintenance</u>				
A. Lock Set Repairs to City Hall	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Repair roof to Davis Park Restrooms	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
C. Repair roof to Kennedy Plaza Bell Wall	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

Street Maintenance

A. Annual repainting crosswalk and stop	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Annual curb painting (white, red, yellow, green zones)	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. Annual Creek Cleanup Program	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. Annual Creek De-Silting Program	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. Annual Crack Sealing and Pothole Patching	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
F. Annual Storm Drain Cleaning	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Dumpster Days Events	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
H. Eliminate Damaged Tree Wells City-wide	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
I. Eliminate Sidewalk Tripping Hazards from City Trees (Liability & Property Owner Education)	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
J. Graffiti Abatement Programs	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
K. Litter Pick-Up Programs	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
L. Re-place City Entry Monuments with new City logos	PW	GF	ACTIVE	COMPLETED FY 2012-13;
M. Re-Stripe Parking Lots (Davis Park & El Portal Soccer Field)	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
N. Transportation for America (T4) Funding Campaign	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
O. Street Sign Maintenance, Upgrade and Replacement Program	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
P. Street Sweeping Services (Contract)	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

Park and Median Island Maintenance

A. Adopt-A-Spot Program (City-wide)	PW	GF; Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
B. City-wide Park Maintenance (Davis Park, Kennedy Plaza, Wanlass Park, Brentz Lane Park, Pocket Parks)	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. City-wide Median Island Landscape	PW	GF; Grant	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. Re-landscape City Hall Courtyard	PW	GF; Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
E. Re-landscape 23 rd Street Median Island	PW	GF; Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. Re-landscape in front of Davis Park Entrance Sign	PW	GF; Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Re-landscape in front of Adobe Museum	PW	GF; Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
H. Rumril Blvd. Median Island Maintenance Program	PW	GF; Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

Support for Special Services

A. Annual Public Works Week BBQ	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Cinco De Mayo Event	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. Community Special Events Support (Overtime/In-Kind Support)	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. Fourth of July Event	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15

Capital Improvement Projects

- **Municipal Buildings (Division 3300)**

A. MB 036 Adobe/Blume House Restorations	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. MB 043 ADA Upgrades/Municipal Buildings	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
C. MB 050 City Hall - Repainting	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

D. City Hall Courtyards Resurfacing Project	PW	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. Expanding Council Chambers & AV System Upgrade	PW; IT	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. MB 052 Maple Hall Expansion / Replacement / Seismic Retrofit	PW	GF	ACTIVE	DEFERRED MAINTENANCE; ONGOING IMPLEMENTATION FY 2013-15
G. PW 535 Helms Community Center (Phase I) (Phase II & III – EOC, Community Health Clinic)	PW	GF; Grants	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
H. Solar Energy Retrofit – All City Buildings	PW	TBD	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
• Public Works (Division 3000)				
A. PW 219 Wildcat Creek Trail (Davis Park to 23 rd St – Construction Phase)	PW	MC; Grants	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. PW 330 City-wide Sidewalk Repairs	PW	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. PW 367 PW City-wide Street Lights Retrofit (LED)	PW	MC	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
D. PW 405 Wanlass Park (Phase III)	PW	Grants	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
E. PW 467 Bridge Maintenance	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. PW 469 Traffic Signal Loop Detector Repairs	PW	Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. PW 477 Old Town Curb Ramps (Phase 7)	PW	MC	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
H. PW 483 I-80/San Pablo Dam Road Interchange	PW	MC; TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
I. PW 495 Corporation Yard Relocation Project	PW	TBD	ACTIVE	UNDER REVIEW – DEFERRED IMPLEMENTATION
J. PW 507 City-wide Traffic Calming Measures	PW	MC	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
K. PW 508 Road 20/EI Portal Intersection Reconfiguration	PW	TBD	ACTIVE	UNDER REVIEW – DEFERRED IMPLEMENTATION



CITY WORKPLAN

L. PW 527 Slurry Seal Project 2010/11	PW	MC; MJ	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
M. John Avenue Quiet Zone/RR Crossing	PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
N. PW 528 Annual Pavement Maintenance Project (2013)	PW	GF;Prop B	ACTIVE	COMPLETION IN FY 2013-14
O. PW 529 Davis Park Master Plan	PW	GF;Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
PW 529B Davis Park Master Plan: Feasibility of Community Gymnasium Project	PW	(TBD)	ACTIVE	INTRODUCED FOR FY 2013-15 (KINNEY)
P. PW 531 BNSF Site Clean-Up and Development of Soccer Fields Project	PW	Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
Q. PW 550 Pedestrian Safety	PW	Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
R. PW 571 El Portal Gateway Segment B	PW	Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
S. PW 575 San Pablo Archway Rehabilitation	PW	TBD	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
T. PW 579 Wildcat Creek Daylighting at Davis Park	PW	Grant	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
U. PW 595 Annual Pavement Maintenance Project (2014)	PW	GF;Prop B	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
V. PW 607 Rumril Corridor Mobility Plan	PW	Grant	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
W. PW 612 San Pablo Ave. Complete Streets (San Pablo/Richmond)	PW;DS	Grant;GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
X. PW 812 El Portal Drive Permanent Repair (EBMUD 60 in. Pipeline Break)	PW/EBMUD	EBMUD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
Y. PW (TBD)Giant Rd. Trade Center Revitalization	PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
Z. PW (TBD) One-Way Street Implementation)	PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
AA. PW (TBD) City-owned Street Light Identification Program	PW	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CHAO-ROTHBERG)
BB. PW (TBD) El Portal Field Lighting Enhancement Project	PW	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CHAO-ROTHBERG)



CITY WORKPLAN

9. POLICY AREA: NEIGHBORHOOD IMPROVEMENTS

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Building/Code Enforcement Inspection Services/Program Enhancements (Staffing)	CS; DS; PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Future Housing for Students or Local Employers	CM;ED	TBD	ACTIVE	ON-HOLD/RDA DISSOLUTION (PENDING)
C. International Student Housing Project	CM;ED	TBD	ACTIVE	ON-HOLD/RDA DISSOLUTION (PENDING)
D. Mortgage Foreclosure Partnerships	CE; DS ; PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
E. Mobile Home Park Inspections & Enforcement	CE; DS; PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

10. POLICY AREA: PUBLIC SAFETY

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. Casino Liaison/Security Services	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Citizens Academy Program	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. City-wide Security Surveillance System	PD	Grant	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
D. COPS Hiring Recovery Program (CHRP)	PD	Grant	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
E. Community Special Events Support (Overtime)	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
F. Crossing Guards Program	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
G. Domestic Violence Programs/Services (Support for West County Justice Center)	PD	Grants	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
H. East Bay Regional Communications System Authority (EBRCSA) Support	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

I. Emergency Preparedness <u>Activity Enhancements</u> & EOC Operations	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
J. Explorer Program	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
K. Facility Expansion (PD)	PD	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
L. Gang Reduction & Intervention Program (GRIP)	PD	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
M. Graffiti Program Enhancements, Surveillance & Abatement Program	PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
N. Increase Sworn Officers/Enhanced PD Services	PD	GF	ACTIVE	IN-PROCESS (SRO FUNDING); ONGOING IMPLEMENTATION FY 2013-15
O. K-9 Program	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
P. Mobile & Fixed License Plate Recognition Systems	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
Q. Motorcycle Unit Enhancement	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
R. Police Assistance League (P.A.L.)	PD	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
S. P.O.S.T. Certification (Reimbursable Training)	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
T. Public Safety Business Owner Safety Training	PD;EDC	GF	ACTIVE	INTRODUCED FOR FY 2013-15 (MORRIS)
U. Problem Oriented Policing Program	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
V. Remodel Detective Division to Improve Efficiency	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
W. Security Assessments	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
X. Secure Communities – Local Enforcement per Council Policy (AB 1081)	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
Y. S.E.A. Team	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
Z. Traffic Safety Program	PD	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

AA. Support for August Night Out Event & Neighborhood Watch Program	PD	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
BB. Feasibility of Police Sub-Stations	PD	TBD	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
CC. Feasibility of Fire Safety Assessment/Evaluation Services	CC;CM	TBD	PENDING	INTRODUCED FY2012-13; (INTERNAL POLICY)
DD. Feasibility of Public Safety Funding Mechanism	CC;CM	TBD	PENDING	INTRODUCED FY 2013-15 (INTERNAL POLICY)

11. POLICY AREA: SERVICES FOR FAMILIES, SENIORS & YOUTH

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
<u>Community Celebrations/Events</u>				
A. Black History Month Celebration	CM;CS	TBD	ACTIVE	COMPLETED ANNUALLY;ONGOING IMPLEMENTATION FY 2013-15
B. Cinco de Mayo Celebration	ALL	GF	ACTIVE	COMPLETED ANNUALLY;ONGOING IMPLEMENTATION FY 2013-15
C. Fourth of July Celebration	CM;PD;PW;CS	GF	ACTIVE	COMPLETED ANNUALLY;ONGOING IMPLEMENTATION FY 2013-15
D. International Cultural Event/Festival	CM; CS	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CHAO-ROTHBERG)
E. Family Nights Events	CS	GF	ACTIVE	COMPLETED ANNUALLY;ONGOING IMPLEMENTATION FY 2013-15
F. Y.E.S. Unit Annual Community Awards Dinner	PD	GF	ACTIVE	COMPLETED ANNUALLY;ONGOING IMPLEMENTATION FY 2013-15
<u>Municipal Programs/Services</u>				
A. Adult/Youth Sports Programs	CS	GF	ACTIVE	INTRODUCED FOR FY 2013-15 (KINNEY)
B. After-School Programming (Recreation)	CS	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
C. After-School Programming (WCCUSD Support)	CM; CS	GF	ACTIVE	UNDER ANNUAL REVIEW; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

D. Capacity Building for Non-profits/Community Groups	CM;CS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
E. Develop Community Service Asset Map	CM;CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. Develop Service-Learning Program for High School & Community College Students	CM;CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Helms Community Center Future Programming	CM;CS	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
H. Enhance Joint Use Agreement with WCCUSD	CM;CS	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
I. Operating Space for Non-profit Organizations	CM;CS	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CALLOWAY)
J. Partnership with CC College	CM;CS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
K. Partnership with WCCUSD	CM;CS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
L. Reach Out San Pablo (ROSP) & Financial Support	CM	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
M. San Pablo Community Foundation	CM;CS	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
N. Self-Defense Forum/Training	CM;CS	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (VALDEZ)
O. Women's Shelter (For All Women)	CC;CM	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

Seniors Programs/Services

A. Senior Programs & Services	CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
B. Senior Para-Transit Transportation Programs	CS	MJ	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

Youth Programs/Services

A. Youth Futures Task Force Technical Team (Re-named)	CM;PD;CS	GF	ACTIVE	COMPLETED FY 2012-13; ONGOING IMPLEMENTATION FY 2013-15
B. Develop Strategic Plan for Youth Commission	CM;CS	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

C. Expand Summer Youth Employment Program	CM;CS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
D. San Pablo Full Service Community Schools (FSCS) Initiative (All Elementary and Helms Middle Schools)	CM;CS	TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
E. Mini-Science Fair Support for Students (Grades 9-12)	CM;CS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
F. West Contra Costa Out of School Time (WCCOST) Initiative	CM;CS	TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
G. San Pablo Team for Youth Community Grant Program and RFQ	CM;CS	GF;MQ	ACTIVE	RFQ COMPLETED; BIENNIAL IMPLEMENTATION FY 2013-15 (MEASURE Q FUNDED & EXPANDED)
H. Annual Youth Summit	CS	GF;MQ	ACTIVE	COMPLETED; ONGOING IMPLEMENTATION FY 2011-13
I. Youth Employment and Training Development	CM;CS	GF;MQ	ACTIVE	COMPLETED ANNUALLY; ONGOING IMPLEMENTATION FY 2013-15
J. Youth Events – Fine & Performing Arts	CS	GF;TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

12. POLICY AREA: STRATEGIC PLANNING / SPECIAL PROJECTS

POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
A. City Street Vendor Business Licensing Program	CM;FIN;PD;DS	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
B. New Green Building Ordinance	CA;CM;BLDG; DS	N/A	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
C. New Landscape Ordinance	CA;CM;BLDG; DS; PW	N/A	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
D. New Sign Ordinance	CA;CM;DS	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
E. Zoning Code Revisions/Update	CM;DS	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15

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Proposed FY 2013-15 City Council Adopted Workplan (FINAL ADOPTED)
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F. Rumril Blvd. Mobility Plan & PDA	DS	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
G. Implementation of San Pablo Avenue & 23 rd Street Specific Plan & PDA	CM;DS	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

Legal Issues & Legislation

H. Prop. 218 Elections/Local Measures	CA; CM	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
I. Mega Casinos Legal Strategy (Pt. Molate ; North Richmond Casinos)	CA; CM	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
J. Project Labor Agreement Ordinance & Local Hiring Provisions for PW Projects	CA; CM	TBD	ACTIVE	IN PROCESS; ONGOING IMPLEMENTATION FY 2013-15
K. Opposition to Prop. 22 – Payroll Protection Act	CM	N/A	ACTIVE	COMPLETED FY 2012-13; PASSED BY VOTERS (11/2012)
L. Reduce Military Spending and Re-direct to Domestic Priorities Legislation	CC	N/A	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15

Development Projects (Economic Development)

M. Circle S Project Development (PHASE II) New Mixed Use Development	CM	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
N. Doctor's Medical Center Relocation	CM;ED	Private; GF; TBD	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
O. Private Equity Partnerships (Lytton Tribe)	CM	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15



CITY WORKPLAN

Special Projects (External/Internal)

P. 23 rd Street Re-named to Cesar Chavez Boulevard	CC;CM;PW	TBD	ACTIVE	INTRODUCED FOR FY 2013-15 (CALLOWAY)
Q. Future Annexations (County Unincorporated Areas)	CA;CM	GF	ACTIVE	UNDER REVIEW; ONGOING IMPLEMENTATION FY 2013-15
R. Future Open Space Preservation (Behind Raley's)	CA;CM;PW	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
S. IT Server Replacement & Upgrade	CM; IT	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
T. Laserfiche Upgrade & Migration	CM;IT	GF	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
U. Municipal Broadband Wireless Network	CM; IT	GF;MISC	ACTIVE	IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
V. Permit Entitlements for International Student Housing Project	CM	TBD	ACTIVE	ON-HOLD; RDA DISSOLUTION (PENDING)
W. Traffic Impact Fees/Report	CM;FIN;PW	GF	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
X. Traffic Congestion Feasibility Studies: (I-80 ICM MOU; BART Feasibility Study)	CM;PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FOR FY 2013-15
Y. Feasibility of Skate Park	CC;CM;PW; REC	TBD	ACTIVE	COMPLETED WITH COMMUNITY CENTER @ HELMS PROJECT; IN-PROCESS; ONGOING IMPLEMENTATION FY 2013-15
Z. Feasibility of Dog Park	CC;CM;PW	TBD	ACTIVE	ONGOING IMPLEMENTATION FY 2013-15
AA. IT Division Relocation Project to Bldg. #5 (Future CIP)	IT;PW	TBD	ACTIVE	INTRODUCED FY 2013-15 (INTERNAL POLICY)

- END OF POLICY ITEMS -



CITY WORKPLAN

COUNCIL AD-HOC SUBCOMMITTEES

FY 2013-15 Council Ad-Hoc SubCommittees Established:

(Approved/Reconstituted on July 1, 2013)

(1) <i>Alternative Governmental Services and Structures</i>	<i>(CALLOWAY/KINNEY)</i>
(2) <i>Budget Services</i>	<i>(MORRIS/VALDEZ)</i>
(3) <i>Capacity Building for Non-profits/CSOs</i>	<i>(KINNEY/VALDEZ)</i>
(4) <i>Casino San Pablo/MSA</i>	<i>(MAYOR/VICE-MAYOR)</i>
(5) <i>Circle S Design and Development (PHASE II)</i>	<i>(CHAO ROTHBERG/MORRIS)</i>
(6) <i>Childhood Obesity Prevention/Health Eating Active Living</i>	<i>(CALLOWAY/MORRIS)</i>
(7) <i>City Council Annual Community Grant Program</i>	<i>(MORRIS/VALDEZ)</i>
(8) <i>EDC Board of Directors</i>	<i>(CALLOWAY/CHAO ROTHBERG)</i>
(9) <i>Domestic Violence</i>	<i>(CALLOWAY/VALDEZ)</i>
(10) <i>Emergency Planning</i>	<i>(MORRIS/VALDEZ)</i>
(11) <i>Helms Community Center Project</i>	<i>(CALLOWAY/MORRIS)</i>
(12) <i>Immigrant Integration</i>	<i>(CALLOWAY/CHAO-ROTHBERG)</i>
(13) <i>Information Technology</i>	<i>(CHAO-ROTHBERG/VALDEZ)</i>
(14) <i>Koshland Award Program</i>	<i>(KINNEY/VALDEZ)</i>
(15) <i>Public Safety</i>	<i>(CALLOWAY/MORRIS)</i>
(16) <i>Sustainable Communities Strategy (SCS/IVS)</i>	<i>(KINNEY/VALDEZ)</i>
(17) <i>Youth Services</i>	<i>(CALLOWAY/MORRIS)</i>

NOTE: All City Council/EDC Board of Directors SubCommittee assignments are temporary in nature, and meet infrequently, and require a specific purpose or objective within a specific duration. Additionally, all City Council/EDC Board of Directors Ad-Hoc or Temporary SubCommittees established for FY 2011-13 via the FINAL WORKPLAN adoption will expire on December 31, 2012. Specifically, if they do not reconvene a meeting within a six month timeframe following FINAL WORKPLAN adoption unless re-established by joint City Council/EDC Board of Directors, and/or upon recommendation by the Mayor/Chair who makes all Council assignments pursuant to SPMC 2.16.070.



CITY WORKPLAN

KEY/SYMBOLS:

BLDG = Building Services
CA = City Attorney
CM = City Manager
CS = Community Services
DS = Development Services
EDC = Economic Development Corporation
FIN = Finance
GF = General Fund
IT = Information Technology
MC = Measure C Funding
MJ = Measure J Funding
MQ = Measure Q Funding (City)
Prop B = Proposition B State Funding (Streets)
PW = Public Works
RDA = Redevelopment Agency
SRWQCB = State of CA Regional Water Quality Control Board
TBD = To Be Determined

Council Priority Workplan Amendment Actions by City Council:

1. Adopted on June 6, 2011 (City Council Resolution No. 2011-061 & EDC Resolution No. 2011-008);
2. Amended on October 3, 2011 (City Council Resolution No. 2011-108)
3. Amended on June 18, 2012 (City Council Resolution No. 2012-082)
4. Amended on April 15, 2013 (City Council Resolution No. 2013-065)
5. Amended on May 6, 2013 (City Council Resolution No. 2013-TBD)
6. Amended on June 19, 2013 (City Council Minute Action)
7. Adopted on July 1, 2013 (City Council Resolution 2013-__)



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BUDGET SUMMARY

SCHEDULE 1 Estimated Fund Balance by Fund and Division, FY 2013-2014

	6/30/13 Estimated Fund Balance	Requested Revenue 2013/14	Transfers In	Total Available	Requested Budget 2013/14	Transfers Out	6/30/14 Estimated Fund Balance
Operating Funds							
General Fund(100) (705) (720) (750)	8,813,914	26,222,015		35,035,929	22,713,965	4,575,902 c/h	7,746,062
General Reserve (150)	13,128,893		1,458,292	14,587,185			14,587,185
Gas Tax (200)		1,003,166 c	594,655	1,597,821	1,597,821		
Public Safety Augmentation (203)							
Street Lighting and Landscaping (205)		835,000 c	310,984	1,145,984	1,145,984		
N.P.D.E.S. (207)	200,907	343,184	15,815	559,906	559,906		
Neighborhood Services (212)	0	858,500 c	196,156	1,054,656	1,054,656		0
Police Grants (202)(208)(209)(211)(217)(218)	49,813	137,000		186,813	102,037		84,776
Total Operating Funds	22,193,527	29,398,865	2,575,902	54,168,294	27,174,369	4,575,902	22,418,023
Budget Stabilization Fund							
Budget Stabilization Fund (170)	698,451			698,451			698,451
Total Budget Stabilization Fund	698,451			698,451			698,451
Special Revenue Funds							
Traffic Congestion Relief (213)	0			0			0
Measure C (215)	692,541	311,201		1,003,742		311,201 h	692,541
Para Transit (216)	465,916	195,000		660,916	311,099		349,817
East Bay Regional Communication (160)	709,436			709,436	73,000		636,436
Economic Development Corporation (550)							
Total Special Revenue Funds	1,867,893	506,201		2,374,094	384,099	311,201	1,678,794
Capital Funds							
Public Works Capital Projects (320)	7,435,377		h 2,311,201	9,746,578	2,000,000		7,746,578
Municipal Buildings Capital Projects (330)	201,783			201,783			201,783
Total Capital Funds	7,637,160		2,311,201	9,948,361	2,000,000		7,948,361
GRAND TOTAL ALL FUNDS	32,397,031	29,905,066	4,887,103	67,189,200	29,558,468	4,887,103	32,743,629

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

(h) Fund Capital Projects



BUDGET SUMMARY

SCHEDULE 1 Estimated Fund Balance by Fund and Division, FY 2014-2015

	6/30/14 Estimated Fund Balance	Requested Revenue 2014/15	Transfers In	Total Available	Requested Budget 2014/15	Transfers Out	6/30/15 Estimated Fund Balance
Operating Funds							
General Fund(100) (705) (720) (750)	7,746,062	26,131,656		33,877,718	22,618,719	3,366,449	7,892,550
General Reserve (150)	14,587,185			14,587,185			14,587,185
Gas Tax (200)		1,003,166	594,655	1,597,821	1,597,821		
Public Safety Augmentation (203)							
Street Lighting and Landscaping (205)		835,000	378,360	1,213,360	1,213,360		
N.P.D.E.S. (207)		343,184	217,278	560,462	560,462		
Neighborhood Services (212)	0	858,500	176,156	1,034,656	1,034,656		0
Police Grants (202)(208)(209)(211)(217)(218)	84,776	137,000		221,776	102,037		119,739
Total Operating Funds	22,418,023	29,308,506	1,366,449	53,092,978	27,127,055	3,366,449	22,599,474
Budget Stabilization Fund							
Budget Stabilization Fund (170)	698,451			698,451			698,451
Total Budget Stabilization Fund	698,451			698,451			698,451
Special Revenue Funds							
Traffic Congestion Relief (213)	0			0			0
Measure C (215)	692,541	311,201		1,003,742		311,201	692,541
Para Transit (216)	349,817	195,000		544,817	311,099		233,718
East Bay Regional Communication (160)	636,436			636,436	73,000		563,436
Economic Development Corporation (550)							
Total Special Revenue Funds	1,678,794	506,201		2,184,995	384,099	311,201	1,489,695
Capital Funds							
Public Works Capital Projects (320)	7,746,578		2,311,201	10,057,779	2,000,000		8,057,779
Municipal Buildings Capital Projects (330)	201,783			201,783			201,783
Total Capital Funds	7,948,361		2,311,201	10,259,562	2,000,000		8,259,562
GRAND TOTAL ALL FUNDS	32,743,629	29,814,707	3,677,650	66,235,986	29,511,154	3,677,650	33,047,182



BUDGET SUMMARY

SCHEDULE 2 Revenue Within Fund, FY 2013-2015

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2013-14 Requested	2013-14 Proposed	2013-14 Adopted	2014-15 Requested
General Fund (100)							
Property Taxes - Secured	(214,594)	(443,991)	(190,000)	(282,567)			(282,567)
Property Taxes - Unsecured	(45,673)	(43,694)	(43,000)	(42,000)			(42,000)
Supplemental Property Tax	(30,607)	(17,255)	5,000	(5,000)			(5,000)
Utility Roll Property Tax	(11,367)	(11,464)	(11,000)	(11,000)			(11,000)
Homeowner's Tax Relief	(13,476)	(12,757)	(6,500)	(6,000)			(6,000)
Sales Tax	(1,233,959)	(1,304,322)	(1,350,000)	(1,445,286)			(1,445,286)
Sales Taxes - Measure Q				(1,045,000)			(1,045,000)
Sales Tax In Lieu - Triple Flip	(316,486)	(421,134)	(480,000)	(520,714)			(520,714)
Motel Tax	(262,363)	(309,167)	(245,000)	(250,000)			(250,000)
Utility Users Tax - CATV	(224,214)	(234,268)	(220,000)	(225,000)			(225,000)
Utility Users Tax - P.G. & E.	(1,070,733)	(1,132,577)	(950,000)	(1,100,000)			(1,100,000)
Utility Users Tax - Telephone	(788,968)	(777,275)	(750,000)	(800,000)			(800,000)
Utility Users Tax - Water		(194,944)	(270,000)	(315,000)			(315,000)
Trailer Space Fees	(36,574)	(36,150)	(30,000)	(35,000)			(35,000)
Real Property Transfer Tax	(38,683)	(49,640)	(40,000)	(45,000)			(45,000)
Casino Business License	(13,615,664)	(15,501,584)	(13,500,000)	(14,750,000)			(14,750,000)
Casino PILOT	(1,723,028)	(1,757,473)	(1,750,000)	(1,810,564)			(1,810,564)
Franchise Fees	(540,918)	(540,565)	(470,000)	(540,000)			(540,000)
Business Licenses							
Business License Penalty							
Grant	(167,473)	(104,118)	(15,000)				
Police Grants		(22,378)	(124,696)	(30,000)			(30,000)
Abandoned Vehicle AB 4114	(65,226)	(71,017)	(52,000)	(60,000)			(60,000)
Motor Vehicle In lieu	(79,344)						
Property Tax in Lieu of VLF	(1,735,328)	(1,672,409)	(1,722,140)	(1,680,346)			(1,680,346)
Off-Highway Vehicle Fees							
Vehicle License Collection	(66,779)	(15,896)					
Abandoned Vehicle AB 4114							
Mandated Cost Reimbursement	(11,755)	(10,629)	(12,000)	(12,000)			(12,000)
Successor Agency Reimbursement		(131,072)					
WCCTAC Reimbursement	(9,985)	(10,455)	(10,000)	(10,000)			(10,000)
Property tax admin costs	24,406	23,468	25,000	2,500			2,500
JPA II Reimbursement							
Other Charges							
Police Service Fees	(118,905)	(92,700)	(80,000)	(100,000)			(100,000)
Casino Police Services	(31,150)	(53,225)		(30,000)			(30,000)
Sale of Police Reports/Life-Scan/Vehicle Release							
False Alarm Fees	(21,925)	(13,540)	(25,000)	(16,000)			(16,000)
Police Booking Fees Reimbursement							
Casino Gaming Commission			(8,000)	(24,000)			(24,000)
Recreation Program Fees	(79,222)	(124,220)	(110,000)	(175,000)			(175,000)
Senior Program Costs Reimbursement	(100,000)	(50,000)	(40,000)	(40,000)			(40,000)
Recreation Special Events	(29,263)	(1,915)	(5,000)	(5,000)			(5,000)
Court Fines	(93,968)	(81,584)	(95,000)	(85,000)			(85,000)
Vehicle Fines	(59,961)	(61,542)	(60,000)	(60,000)			(60,000)
Interest on Savings/Checking							
LAF Interest	(106,929)	(152,746)	(169,348)	(100,000)			(100,000)
Principal - Loans	(390,024)	(494,447)		(90,359)			
Principal Interest	(66,305)	(57,871)	(22,652)	(679)			(679)
Interest - Other	(6,044)						
Maple Hall Rents	(41,624)	(23,005)	(40,000)	(30,000)			(30,000)
Maple Hall Fees	(2,170)	(5,335)	(2,000)	(3,000)			(3,000)
Rental Income	(53,462)	(53,717)	(50,000)	(75,000)			(75,000)
Delinquent Garbage Collection Fees		(55,340)	(15,000)	(15,000)			(15,000)
Donations							
Law Suit Proceeds	(15,720)						
Sale of Surplus Property							
Sale of Surplus Vehicles							
Sale of copies							
Code Enforcement Fees	(21,057)	(16,834)	(15,000)	(345,000)			(345,000)
Other Miscellaneous	(16,400)	(40,477)	(4,800)	(10,000)			(10,000)
Transfers	4,412,944	(641,975)	(2,806,472)				
Total General Fund	(19,119,976)	(26,824,058)	(25,759,608)	(26,222,015)			(26,131,656)



BUDGET SUMMARY

SCHEDULE 2 Revenue Within Fund, FY 2013-2015

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2013-14 Requested	2013-14 Proposed	2013-14 Adopted	2014-15 Requested
General Reserve (150)							
Transfers	(2,562,261)	(1,216,632)		(1,458,292)			
Total General Reserve	(2,562,261)	(1,216,632)		(1,458,292)			
East Bay Regional Communication (160)							
Grants							
LAF Interest							
Other Revenue		(162,505)					
Transfers							
Total East Bay Regional Communication		(162,505)					
Gas Tax Fund (200)							
Grading Permits	(675)	(450)	(1,000)	(1,000)			(1,000)
Paving Permits				(500)			(500)
Drainage Permit	(100)						
Encroachment Permits	(2,000)	(2,800)	(3,000)	(3,000)			(3,000)
Transportation Permit	(1,744)	(1,136)	(1,000)	(1,000)			(1,000)
Gas Tax 2103	(304,212)	(432,072)	(356,016)	(454,784)			(454,784)
Gas Tax 2107	(220,161)	(209,842)	(225,449)	(223,476)			(223,476)
Gas Tax 2107.5	(6,000)	(6,000)	(6,000)	(6,000)			(6,000)
Gas Tax 2106	(111,036)	(108,030)	(114,568)	(104,305)			(104,305)
Gas Tax 2105	(164,845)	(146,197)	(169,410)	(150,101)			(150,101)
Other Charges	(31,375)	(6,525)					
Engineering Inspection Fees	(300)	(150)	(1,000)				
Sidewalk, Curb & Gutter Fees	(8,475)	(7,825)	(8,000)	(9,000)			(9,000)
Plan Review	(54)		(1,000)				
Street Cut Permits	(29,350)	(33,600)	(30,000)	(50,000)			(50,000)
Other / Damage to City Property	(661)	(7,704)	(66,899)				
Transfers	(296,194)	(521,149)	(737,890)	(594,655)			(594,655)
Total Gas Tax	(1,177,182)	(1,483,480)	(1,721,232)	(1,597,821)			(1,597,821)
Supplemental Law Enforcement Fund (202)							
Grants	(418,226)	(312,837)	(346,758)	(137,000)			(137,000)
LAF Interest	(56)	346					
Other Revenue							
Transfers	2,371	(120,094)					
Total Supplemental Law Enforcement	(415,911)	(432,585)	(346,758)	(137,000)			(137,000)
Public Safety Augmentation Fund (203)							
Sales Tax	(79,533)	(92,666)	(85,000)				
Transfers	100,000						
Total Public Safety Augmentation	20,467	(92,666)	(85,000)				
Street Lighting and Landscaping Fund (205)							
Street Lighting/Landscaping Assessments	(837,930)	(839,323)	(838,000)	(835,000)			(835,000)
Other Revenue	(661)	(5,571)					
Transfers In	(280,000)	(200,921)	(212,250)	(310,984)			(378,360)
Total Street Lighting & Landscaping	(1,118,591)	(1,045,815)	(1,050,250)	(1,145,984)			(1,213,360)
NPDES Storm Drain Assessment Fund (207)							
Other Grants				(8,000)			(8,000)
Plan Review							
NPDES Assessment	(334,113)	(333,894)	(332,130)	(335,184)			(335,184)
C3 Subdivision							
C3 Commercial	(350)	(977)					
Interest/other							
Other Revenue		(4,250)					
Transfers				(15,815)			(217,278)
Total NPDES Storm Drain Assessment	(334,463)	(339,121)	(332,130)	(358,999)			(560,462)



BUDGET SUMMARY

SCHEDULE 2 Revenue Within Fund, FY 2013-2015

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2013-14 Requested	2013-14 Proposed	2013-14 Adopted	2014-15 Requested
Neighborhood Services Fund (212)							
Business Licenses	(311,074)	(299,047)	(320,000)	(270,000)			(270,000)
Business License Penalty	(2,549)						
Building Permits	(113,106)	(94,544)	(113,000)	(300,000)			(300,000)
Electrical Permits	(18,990)	(17,487)	(20,000)	(26,000)			(26,000)
Thermal Energy	(670)	(1,214)					
Documentation Fee				(25,000)			(25,000)
Plumbing Permits	(20,991)	(17,436)	(22,000)	(33,000)			(33,000)
Mechanical Permits	(12,211)	(10,079)	(13,000)	(15,000)			(15,000)
Zoning Fees	(14,090)	(8,750)	(15,000)	(15,000)			(15,000)
Boarding Permits	(7,706)	(11,737)	(10,000)	(10,000)			(10,000)
Single Family Residential Inspection	(51,100)	(34,100)	(56,000)	(56,000)			(56,000)
Multiple Unit Inspections	(14,525)	(19,425)	(16,000)	(40,000)			(40,000)
Resale Unit Inspections	(39,499)	(43,100)	(37,000)	(39,000)			(39,000)
Plan Review Fees	(21,067)	(21,747)	(17,000)	(22,000)			(22,000)
Design Review	(17,850)	(9,950)	(16,000)	(7,500)			(7,500)
Grants							
Other Revenue			(243,608)				
Transfers	(370,000)	(231,869)	(289,205)	(196,156)			(176,156)
Total Neighborhood Services	(1,015,428)	(820,485)	(1,187,813)	(1,054,656)			(1,034,656)
Measure J (215)							
Measure J Revenue	(22,826)	(377,621)		(307,831)			(307,831)
Interest	(1,049)	(1,765)		(3,370)			(3,370)
Transfers In	756,000						
Transfers Out				(311,201)			(311,201)
Total Measure J	732,125	(379,386)		(622,402)			(622,402)
Paratransit (216)							
Para Transit Measure C Allocation	(124,104)	(175,586)		(180,000)			(180,000)
Fare Box	(9,254)	(10,541)		(15,000)			(15,000)
LAI Interest	(2,132)	(2,421)					
Sale of Vehicles							
Transfers		(22,826)					
Total Paratransit Fund	(135,490)	(211,374)		(195,000)			(195,000)
Public Works Projects (320)							
Grants (Measure J)	(2,530,517)	(2,718,306)					
LAI Interest		(26,231)					
Other Revenue	(32,375)	(31,796)					
Transfers	(8,770,239)	(5,695,782)	(4,945,206)	(2,311,201)			(2,311,201)
Total Public Works Projects Fund	(11,333,131)	(8,472,115)	(4,945,206)	(2,311,201)			(2,311,201)
Grand Total All City Revenues	(39,670,816)	(41,554,993)	(35,542,997)	(35,103,370)			(33,803,558)
RDA Housing Set-Aside (Tenth Twp.) Fund (250)							
Interest							
LAI Interest	(6,348)	(195)					
Loan Repayment	(69,938)	(76,551)					
Interest Notes	(3,915)	(4,248)					
Payoff of Deferred Loans							
Sale of Property							
Other		(25)					
Transfers	(1,737,391)	(210,214)	(1,652,000)				
Total Housing Set-Aside (Tenth TWP)	(1,817,592)	(291,233)	(1,652,000)				
RDA Housing Set-Aside (Legacy) Fund (280)							
LAI Interest		(77)					
Transfers	(165,796)		(133,237)				
Total Housing Set-Aside (Legacy)	(165,796)	(77)	(133,237)				



BUDGET SUMMARY

SCHEDULE 2 Revenue Within Fund, FY 2013-2015

	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2013-14 Requested	2013-14 Proposed	2013-14 Adopted	2014-15 Requested
Tenth Twp. RDA (350)							
Current Secured Property Tax	(8,613,592)	(8,563,812)	(8,426,000)				
Property Taxes - Unsecured		898					
Supplemental Property Tax	66,228	82,533					
Unitary Property Tax	(139,590)	(137,716)	(140,000)				
Revenue sharing to Contra Costa Co.	399,106	513,416	212,000				
ERAF Shift	1,083,520						
Abatement Received							
Abandoned Vehicle - AB 4114							
Administrative Costs to CCC	91,991	91,067	92,000				
JPA II Reimbursement		2,428,569					
Graffiti Fines	(250)						
LAF Interest	(62,704)	(8,643)					
Loan Repayment	(7,381)	(3,997)					
Interest - Other		28					
Interest - Notes	(1,145)	(483)					
Interest - Savings							
Rental Income	(253,445)	(193,641)					
Sale of Property	(415,689)						
Refunding Bonds	(1,083,520)						
Other	(25)						
Transfers	11,444,828	(12,581,575)	(213,606)				
Total Tenth TWP Project Fund	2,508,332	(18,373,356)	(8,475,606)				
Legacy RDA (380)							
Current Secured Property Tax	(836,374)	(414,468)	(670,000)				
Supplemental Property Tax	12,257	(6,231)					
Unitary Property Tax	(4,863)	(4,805)	(5,000)				
ERAF shift	139,340						
Revenue sharing to Contra Costa Co.	165,395						
LAF Interest	(15,472)	(424)					
Administrative Cost	8,814		8,814				
Refunding Bonds	(139,340)						
Transfers In	5,226,808						
Total Legacy RDA Project Fund	4,556,565	(425,928)	(666,186)				
2001 Tenth TWP Bond Debt Service (456)							
Interest							
Interest Fiscal Agent	(3)	(4)					
Transfers	(780,965)	(843,944)	(779,916)				
Total 2001 Tenth TWP Bond Debt Service	(780,968)	(843,948)	(779,916)				
2004 JPFA Bond Debt Service (455/457/459)							
Interest							
Interest Fiscal Agent	(125,320)	(42,681)					
Transfers	(1,929,112)	(4,086,621)	(2,813,572)				
Total 2004 JPFA Bond Debt Service	(2,054,432)	(4,129,302)	(2,813,572)				
2006 JPFA Bond Debt Service (461)							
Interest Fiscal Agent	85	85					
Transfers	1,261,160	1,261,160	2,464,000		3,208,585	3,208,585	3,208,585
Total 2006 JPFA Bond Debt Service	1,261,245	1,261,245	2,464,000		3,208,585	3,208,585	3,208,585
1999 Tenth Township Bond Debt Service (490)							
Interest							
Interest Fiscal Agent	(4)	(1)					
Transfers	(893,288)	(887,070)	(888,965)				
Total 1999 Tenth TWP Bond Debt Service Fund	(893,292)	(887,071)	(888,965)				
Grand Total Redevelopment Funds	7,411,173	(26,687,692)	(12,945,482)		3,208,585	3,208,585	3,208,585
GRAND TOTAL ALL FUNDS	(32,259,643)	(68,242,685)	(48,488,479)	(35,103,370)	3,208,585	3,208,585	(30,594,973)



BUDGET SUMMARY

SCHEDULE 3 Budget and Expenditures by Fund and Division, FY 2013-2015

Fund and Division	2010-11 Actual Expended	2011-12 Actual Expended	2012-13 Adopted Budget	2013-14 Requested Budget	2014-15 Requested Budget
General - Fund 100					
1110 City Council	140,112	729,825	1,347,246	861,744	827,344
1210 City Attorney	413,062	397,530	463,905	440,582	440,582
1310 City Manager	833,408	1,166,724	1,342,944	1,327,692	1,252,692
1320 Economic Development	0	0	412,000	232,000	232,000
1330 Information Technology	549,198	504,686	526,309	677,007	537,007
1350 Youth Services	232,637	363,255	486,710	618,124	612,524
1420 Finance/City Treasurer	561,195	653,565	763,100	896,500	897,723
1440 Recreation	1,066,425	1,045,283	1,335,204	1,327,410	1,359,710
1441 Senior Center	0	0	0	237,829	237,829
1780 Building Maintenance	(31,588)	297,423	537,703	449,603	460,225
1810 Police	13,259,560	13,316,104	15,066,638	15,446,974	15,562,583
8000 Multi-Departmental Programs	(12,579)	173,722	255,000	198,500	198,500
1000 Transfers Out	0	10,133,938	3,943,340	0	0
<i>Total General Fund Budget</i>	17,011,430	28,782,055	26,480,099	22,713,965	22,618,719
East Bay Regional Communication - Fund 160					
1600 East Bay Regional Communication	162,400	40,669	0	73,000	73,000
<i>Total East Bay Regional Communication Budget</i>	162,400	40,669	0	73,000	73,000
Gas Tax - Fund 200					
1730 Engineering	673,614	731,457	991,514	944,393	944,393
3110 Street Maintenance	310,811	658,641	629,562	653,428	653,428
<i>Total Gas Tax Budget</i>	984,425	1,390,098	1,621,076	1,597,821	1,597,821
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape	1,052,494	929,733	1,075,501	1,145,984	1,213,360
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.	235,545	299,590	363,127	559,906	560,462
Neighborhood Services - Fund 212 (215)					
1755 Development Services	937,939	820,580	1,087,018	1,054,656	1,034,656
Police Grants - Funds 202, 208, 209, 211					
1830 Police	465,277	439,007	350,462	102,037	102,037
Para Transit - Fund 216					
1444 Para Transit	77,293	147,477	347,424	311,099	311,099



BUDGET SUMMARY

SCHEDULE 4 Expenditures by Category, FY 2013-2015

Fund	2010-11 Actual Expended	2011-12 Actual Expended	2012-13 Adopted Budget	2013-14 Requested Budget	2014-15 Requested Budget
General - Fund 100					
Salaries	9,999,948	10,334,491	11,560,956	12,277,655	12,277,655
Service and Supplies	2,798,277	3,761,359	5,461,077	4,660,806	4,705,560
Fixed Assets	36,164	86,482	100,696	190,000	50,000
Employee Benefits	4,402,131	4,465,785	5,414,030	5,585,504	5,585,504
Expenditure Transfers	(225,090)	10,133,938	3,943,340	4,575,902	3,366,449
<i>Total General Fund</i>	17,011,430	28,782,055	26,480,099	27,289,867	25,985,168
East Bay Regional Communication - Fund 160					
Service and Supplies	162,400	40,669	0	73,000	73,000
<i>Total East Bay Regional Communication Fund</i>	162,400	40,669	0	73,000	73,000
Gas Tax - Fund 200					
Salaries	537,260	688,400	781,137	777,475	777,475
Service and Supplies	246,132	413,198	482,275	478,366	478,366
Fixed Assets	538	10,304	16,000	10,239	10,239
Employee Benefits	200,495	278,196	341,664	331,741	331,741
<i>Total Gas Tax</i>	984,425	1,431,181	1,621,076	1,597,821	1,597,821
Street Lighting and Landscaping - Fund 205					
Salaries	416,308	333,836	348,212	354,498	354,498
Service and Supplies	450,880	443,091	550,094	602,691	670,067
Fixed Assets	538	10,148	26,000	22,839	22,839
Employee Benefits	184,768	142,658	151,195	165,956	165,956
<i>Total Street Lighting & Landscaping</i>	1,052,494	929,733	1,075,501	1,145,984	1,213,360
N.P.D.E.S. - Fund 207					
Salaries	162,036	192,015	247,231	374,261	374,261
Service and Supplies	6,329	34,889	21,610	43,340	43,896
Employee Benefits	67,180	72,686	94,286	142,305	142,305
Expenditure Transfers	0	0	0	0	0
<i>Total NPDES</i>	235,545	299,590	363,127	559,906	560,462



BUDGET SUMMARY

SCHEDULE 4 Expenditures by Category, FY 2013-2015

Fund	2010-11 Actual Expended	2011-12 Actual Expended	2012-13 Adopted Budget	2013-14 Requested Budget	2014-15 Requested Budget
Neighborhood Services - Fund 212 (215)					
Salaries	564,537	432,864	527,254	452,502	452,502
Service and Supplies	166,606	203,794	340,490	369,697	349,697
Employee Benefits	206,796	183,922	219,274	232,457	232,457
Expenditure Transfers	0	0	0	0	0
<i>Total Neighborhood Services</i>	937,939	820,580	1,087,018	1,054,656	1,034,656
Police Grants - Funds 202,208,214,217,218					
Salaries	319,329	296,594	216,438	66,561	66,561
Fixed Assets	0	27,945	21,758	0	0
Employee Benefits	145,948	114,468	112,266	35,476	35,476
<i>Total Police Grants</i>	465,277	439,007	350,462	102,037	102,037
Para Transit - Fund 216					
Salaries	54,328	35,479	130,921	161,737	161,737
Service and Supplies	4,833	24,172	66,020	67,930	67,930
Fixed Assets	0	81,110	89,875	0	0
Employee Benefits	18,132	6,716	60,608	81,432	81,432
Expenditure Transfers	0	0	0	0	0
<i>Total Para Transit</i>	77,293	147,477	347,424	311,099	311,099
Public Works Projects - Fund 320					
Salaries	60,485	52,280	0	0	0
Service and Supplies	1,339,728	5,358,901	3,312,972	0	0
Loans/Grants	0	0	0	0	0
Fixed Assets/Land Purchases	3,015,764	3,148,071	2,138,632	2,000,000	2,000,000
Employee Benefits	20,216	30,888	0	0	0
Expenditure Transfers	0	5,164,524	0	0	0
<i>Total Public Works Projects</i>	4,436,193	13,754,664	5,451,604	2,000,000	2,000,000
Municipal Buildings Projects - Fund 330					
Service and Supplies	0	0	0	0	0
Fixed Assets/Land Purchases	1,748	0	115,000	0	0
Expenditure Transfers	0	56,273	0	0	0
<i>Total Municipal Building Projects</i>	1,748	56,273	115,000	0	0
GRAND TOTALS	25,364,744	46,701,229	36,891,311	34,134,370	32,877,603

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



BUDGET SUMMARY

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REVENUES

Revenue Detail: FY 2013/15

Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
General Fund						
100-0000-31101	Current Secured Property Taxes	155,361	282,567	127,206	282,567	-
100-0000-31102	Current Unsecured Property Tax	41,375	42,000	625	42,000	-
100-0000-31103	Supplemental Property Taxes	2,456	5,000	2,544	5,000	-
100-0000-31104	Property Taxes UAONU	11,330	11,000	(330)	11,000	-
100-0000-31105	Property Taxes HOPTR	5,923	6,000	77	6,000	-
100-0000-31112	ERAF Shift	-	-	-	-	-
100-0000-31300	Sales Taxes	1,422,000	1,445,286	23,286	1,445,286	-
100-0000-31303	Sales Taxes - Measure Q	476,000	1,045,000	569,000	1,045,000	-
100-0000-31310	Sales Tax In Lieu	409,750	520,714	110,964	520,714	-
100-0000-31601	Motel Taxes	244,194	250,000	5,806	250,000	-
100-0000-31602	UUT Cable	230,472	225,000	(5,472)	225,000	-
100-0000-31603	UUT Energy	1,158,802	1,100,000	(58,802)	1,100,000	-
100-0000-31604	UUT Phone	838,332	800,000	(38,332)	800,000	-
100-0000-31605	UUT Water	313,000	315,000	2,000	315,000	-
100-0000-31606	Trailer Space Fee	35,000	35,000	-	35,000	-
100-0000-31607	Transfer Tax	45,584	45,000	(584)	45,000	-
100-0000-31610	Casino Business License	14,715,657	14,750,000	34,343	14,750,000	-
100-0000-31820	Franchise Tax	480,171	540,000	59,829	540,000	-
100-0000-33403	Grants	15,000	-	(15,000)	-	-
100-0000-33405	Police Grants/Reimb	100,134	30,000	(70,134)	30,000	-
100-0000-33415	Abandoned Vehicle AB 4114	60,000	60,000	-	60,000	-
100-0000-33416	PILOT - Casino Fees	1,792,638	1,810,564	17,926	1,810,564	-
100-0000-33501	Trailer Coach In Lieu	-	-	-	-	-
100-0000-33502	Motor Vehicle License	-	-	-	-	-
100-0000-33503	Off Highway	-	-	-	-	-
100-0000-33504	Vehicle License Collections	17,000	-	(17,000)	-	-
100-0000-33510	Property Tax in Lieu of VLF	1,638,243	1,680,346	42,103	1,680,346	-
100-0000-33515	Mandated Cost Reimbursement	12,721	12,000	(721)	12,000	-
100-0000-33520	Successor Agency Reimbursement	-	-	-	-	-
100-0000-34000	Administrative Costs to CCC	(2,466)	(2,500)	(34)	(2,500)	-



REVENUES

Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
General Fund						
100-0000-34005	Member Reimbursement	10,000	10,000	-	10,000	-
100-0000-34010	STMP administration	-	-	-	-	-
100-0000-34101	Other Charges	-	-	-	-	-
100-0000-34201	Police Services	100,928	100,000	(928)	100,000	-
100-0000-34202	PD Services-Backgroud Check	30,000	30,000	-	30,000	-
100-0000-34203	Property Conversion	50,000	-	(50,000)	-	-
100-0000-34204	False Alarm Fees	16,000	16,000	-	16,000	-
100-0000-34205	Police Booking Fee Reimbursement	-	-	-	-	-
100-0000-34206	Casino Gaming Commission	24,000	24,000	-	24,000	-
100-0000-34700	Recreation Program Fees	146,705	175,000	28,295	175,000	-
100-0000-34703	Senior Citizen P/T Salaries	40,000	40,000	-	40,000	-
100-0000-34705	Recreation Special Events	5,000	5,000	-	5,000	-
100-0000-35101	Court Fines	85,000	85,000	-	85,000	-
100-0000-35102	Vehicle/Parking Fines	58,340	60,000	1,660	60,000	-
100-0000-35103	Graffiti Fines	250	-	(250)	-	-
100-0000-36102	Interest	100,000	100,000	-	100,000	-
100-0000-36104	Principal - Loans	524,942	90,359	(434,583)	-	(90,359)
100-0000-36105	Interest - Clearing	-	-	-	-	-
100-0000-36106	Interest - Loans	22,652	679	(21,973)	679	-
100-0000-36301	Maple Hall Rent	30,000	30,000	-	30,000	-
100-0000-36302	Maple Hall Deposits	-	-	-	-	-
100-0000-36303	Maple Hall Fees	3,000	3,000	-	3,000	-
100-0000-36307	Rental Income	100,000	75,000	(25,000)	75,000	-
100-0000-36308	Garbage Fees	15,000	15,000	-	15,000	-
100-0000-36500	Donations	30	-	(30)	-	-
100-0000-39010	Lawsuit Proceeds	-	-	-	-	-
100-0000-39201	Sale of Property	-	-	-	-	-
100-0000-39202	Sale of Vehicles	-	-	-	-	-
100-0000-39905	Code enforcement fees	23,355	345,000	321,645	345,000	-
100-0000-39906	Other Revenue	10,000	10,000	-	10,000	-
100-0000-39910	Prior Year Audit Adj/Revenue	-	-	-	-	-
100-0000-39999	Transfers In	-	-	-	-	-
General Fund Total		25,613,879	26,222,015	608,136	26,131,656	(90,359)



REVENUES

Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
General Reserve Fund						
150-0000-39999	Transfers In	-	-	-	-	-
General Reserve Fund Total		-	-	-	-	-
East Bay Regional Communication Fund						
160-0000-39906	Other Revenue	-	-	-	-	-
160-0000-39999	Transfers In	-	-	-	-	-
East Bay Regional Communication Fund Total		-	-	-	-	-
Budget Stabilization Fund						
170-0000-39999	Transfers In	-	26,222,015	26,222,015	26,222,015	-
Budget Stabilization Fund Total		-	26,222,015	26,222,015	26,222,015	-
Gas Tax Fund						
200-0000-32006	Grading Permit	225	1,000	775	1,000	-
200-0000-32011	Paving Permit	1,400	500	(900)	500	-
200-0000-32014	Drainage Permit	150	-	(150)	-	-
200-0000-32015	Encroachment Permit	5,150	3,000	(2,150)	3,000	-
200-0000-32016	Transportation Permit	544	1,000	456	1,000	-
200-0000-33504	Gas Tax 2103	320,000	454,784	134,784	454,784	-
200-0000-33505	Gas Tax 2107	215,000	223,476	8,476	223,476	-
200-0000-33506	Gas Tax 2107.5	6,000	6,000	-	6,000	-
200-0000-33507	Gas Tax 2106	107,000	104,305	(2,695)	104,305	-
200-0000-33508	Gas Tax 2105	137,000	150,101	13,101	150,101	-
200-0000-34101	Other Charges	3,500	-	(3,500)	-	-
200-0000-34102	Inspection Fees	-	-	-	-	-
200-0000-34103	Sidewalk Permit	10,000	9,000	(1,000)	9,000	-
200-0000-34104	Plan Review	75	-	(75)	-	-
200-0000-34107	Street Cut Permit	64,150	50,000	(14,150)	50,000	-
200-0000-34108	Map Review	-	-	-	-	-
200-0000-36102	Interest	-	-	-	-	-
200-0000-39906	Other Revenue	-	-	-	-	-
200-0000-39910	Prior Year Audit Adj/Revenue	-	-	-	-	-
200-0000-39999	Transfers In	-	-	-	-	-
Gas Tax Fund Total		870,194	1,003,166	132,972	1,003,166	-



REVENUES

Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
Supplemental Law Enforcement Fund						
202-0000-33403	Grants	-	-	-	-	-
202-0000-36102	Interest	-	-	-	-	-
Supplemental Law Enforcement Fund Total		-	-	-	-	-
Public Safety Augmentation Fund						
203-0000-31300	Sales Tax	-	-	-	-	-
203-0000-39999	Transfers In	-	-	-	-	-
Public Safety Augmentation Fund Total		-	-	-	-	-
Street Lighting And Landscaping Fund						
205-0000-33403	Grants	-	-	-	-	-
205-0000-35500	Special Assessments	834,842	835,000	158	835,000	-
205-0000-39906	Other Revenue	-	-	-	-	-
205-0000-39999	Transfers In	-	-	-	-	-
Street Lighting And Landscaping Fund Total		834,842	835,000	158	835,000	-
NPDES Storm Drain Assessment Fund						
207-0000-33403	Grants	-	8,000	8,000	8,000	-
207-0000-33455	C3 Single Family	-	-	-	-	-
207-0000-33456	C3 Commercial	-	-	-	-	-
207-0000-33457	C3 Subdivision	-	-	-	-	-
207-0000-34104	Plan Review	-	-	-	-	-
207-0000-35500	Special Assessments	332,130	335,184	3,054	335,184	-
207-0000-36102	Interest	-	-	-	-	-
207-0000-39906	Other Revenue	-	-	-	-	-
207-0000-39999	Transfers In	-	-	-	-	-
NPDES Storm Drain Assessment Fund Total		332,130	343,184	11,054	343,184	-



REVENUES

Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
Neighborhood Services Fund						
212-0000-32001	Business Licenses	270,000	270,000	-	270,000	-
212-0000-32002	Business License Penalty	-	-	-	-	-
212-0000-32004	Building Permit	267,421	300,000	32,579	300,000	-
212-0000-32005	Electrical Permit	24,757	26,000	1,243	26,000	-
212-0000-32006	Thermal Energy	901	-	(901)	-	-
212-0000-32007	Documentation Fee	26,574	25,000	(1,574)	25,000	-
212-0000-32008	Plumbing Permit	30,012	33,000	2,988	33,000	-
212-0000-32009	Mechanical Permit	13,142	15,000	1,858	15,000	-
212-0000-32010	Zoning Fee	25,380	15,000	(10,380)	15,000	-
212-0000-32020	Boarding Permit	10,000	10,000	-	10,000	-
212-0000-33403	Grants	-	-	-	-	-
212-0000-33452	Residential H&S Rental	56,000	56,000	-	56,000	-
212-0000-33453	Residential H&S Multiple Renta	40,000	40,000	-	40,000	-
212-0000-33454	Residential H&S Resale	39,000	39,000	-	39,000	-
212-0000-34104	Plan Review	22,000	22,000	-	22,000	-
212-0000-34112	Design Review	7,500	7,500	-	7,500	-
212-0000-36102	Interest	-	-	-	-	-
212-0000-39906	Other Revenue	-	-	-	-	-
212-0000-39999	Transfers In	-	-	-	-	-
Neighborhood Services Fund Total		832,687	858,500	25,813	858,500	-
Traffic Congestion Relief Fund						
213-0000-33403	Grants	-	-	-	-	-
213-0000-33511	Traffic Congestion Relief	-	-	-	-	-
213-0000-36102	Interest	-	-	-	-	-
213-0000-39999	Transfers In	-	-	-	-	-
Traffic Congestion Relief Fund Total		-	-	-	-	-
Measure J Fund						
215-0000-33509	Measure C Revenue	307,831	307,831	-	307,831	-
215-0000-36102	Interest	3,370	3,370	-	3,370	-
215-0000-39999	Transfers In	-	-	-	-	-
Measure J Fund Total		311,201	311,201	-	311,201	-



REVENUES

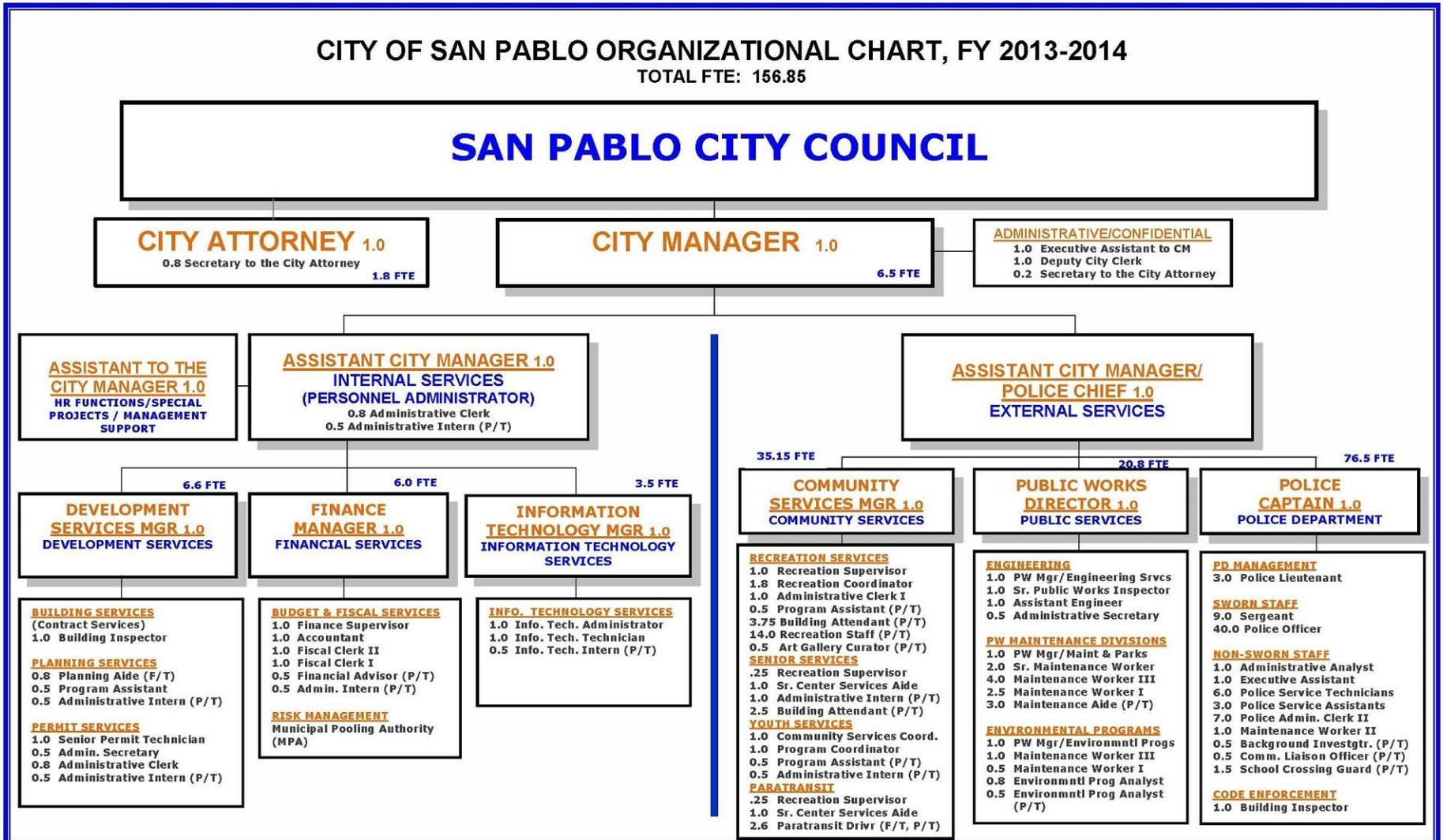
Account No.	Description	Projected FY 12/13	Proposed FY 13/14	Variance = / (-)	Proposed FY 14/15	Variance = / (-)
Paratransit Fund						
216-0000-33509	Paratransit Measure C	180,000	180,000	-	180,000	-
216-0000-33704	MTC Fare Box	15,000	15,000	-	15,000	-
216-0000-36102	Interest	-	-	-	-	-
216-0000-39202	Sale of vehicles	-	-	-	-	-
216-0000-39999	Transfers In	-	-	-	-	-
Paratransit Fund Total		195,000	195,000	-	195,000	-
C.O.P.S. Hiring Recovery Program Grant						
217-0000-33403	COPS-CHRP Hiring Recovery Prgm	175,000	137,000	(38,000)	137,000	-
217-0000-39999	Transfers In	-	-	-	-	-
C.O.P.S. Hiring Recovery Program Grant Total		175,000	137,000	(38,000)	137,000	-
C.O.P.S. Justice Assistant Grant						
218-0000-33403	JAG Grant	-	-	-	-	-
218-0000-39999	Transfers In	-	-	-	-	-
C.O.P.S. Justice Assistant Grant Total		-	-	-	-	-
TOTAL REVENUES		29,164,933	56,127,081	26,962,149	56,036,722	(90,359)



STAFFING

CITY OF SAN PABLO ORGANIZATIONAL CHART, FY 2013-2014 TOTAL FTE: 156.85

SAN PABLO CITY COUNCIL



STAFFING

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STAFFING

Budgeted FTE Counts, FY 2013-2014

Department & Budget Number	FTE	Job Classification	Labor Unit
CITY COUNCIL (#1110)	-	City Council Members	Elected Officials
Total	-		
CITY ATTORNEY (#1210)	1.00	City Attorney	Contract Employee
	0.80	Secretary to City Attorney	Confidential
Total	1.80		
CITY MANAGER (#1310)	1.00	City Manager	Contract Employee
	1.00	Assistant City Manager	Executive Management
	1.00	Assistant to the City Manager	Division Managers
	1.00	Executive Assistant	Confidential
	1.00	Secretary/ Deputy City Clerk	Confidential
	0.20	Secretary to City Attorney	Confidential
	0.80	Admin Clerk I	Public Employees' Union, Local One
	0.50	Administrative Intern	Part Time
Total	6.50		
INFORMATION TECHNOLOGY (#1330)	1.00	Information Technology Manager	Division Managers
	1.00	Information Technology Administrator	AIE
	1.00	Information Technician	AIE
	0.50	Administrative Intern	Part Time
Total	3.50		
YOUTH SERVICES DIVISION (#1350)	0.40	Community Services Manager	Division Managers
	1.00	Youth Services Program Coordinator	AIE
	1.00	Community Services Coordinator	AIE
	0.50	Program Assistant	Part Time
	0.50	Administrative Intern	Part Time
Total	3.40		
FINANCIAL SERVICES (#1420)	-	City Treasurer	Elected Officials
	1.00	Finance Manager	Division Managers
	1.00	Finance Supervisor	AIE
	1.00	Accountant	Confidential
	1.00	Fiscal Clerk II	Confidential
	1.00	Fiscal Clerk I	Public Employees' Union, Local One
	0.50	Finance Advisor	Part Time
	0.50	Administrative Intern	Part Time
Total	6.00		



STAFFING

Department & Budget Number	FTE	Job Classification	Labor Unit
RECREATION (#1440)	0.40	Community Services Manager	Division Managers
	1.00	Recreation Supervisor	AIE
	1.00	Recreation Coordinator	AIE
	0.80	Recreation Coordinator	AIE
	1.00	Administrative Clerk I	Public Employees' Union, Local One
	0.50	Program Assistant	Part Time
	0.50	Art Gallery Curator	Part Time
	3.75	Building Attendant	Part Time
	2.50	Recreation Aide	Part Time
	6.25	Recreation Leader I	Part Time
	1.50	Recreation Leader II	Part Time
	1.75	Recreation Specialist I	Part Time
	0.50	Recreation Specialist II	Part Time
1.50	Sr. Recreation Specialist	Part Time	
Total	22.95		
SENIOR SERVICES (#1441)	0.20	Community Services Manager	Division Managers
	0.25	Recreation Supervisor	Part Time (AIE benefits)
	1.00	Senior Center Services Aide	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
	2.50	Building Attendant	Part Time
Total	4.95		
PARATRANSIT (#1444)	0.25	Recreation Supervisor	Part Time (AIE benefits)
	1.60	Paratransit Driver (Full-time)	Public Employees' Union, Local One
	1.00	Senior Center Services Aide	Public Employees' Union, Local One
	1.00	Para Transit Driver (Part-time)	Part Time
Total	3.85		
ENGINEERING (#1730)	0.75	Public Works Director	Executive Management
	1.00	Public Works Mgr / Engineering Srvcs	Division Managers
	1.00	Assistant Engineer	AIE
	1.00	Senior Public Works Inspector	Public Employees' Union, Local One
	0.50	Administrative Secretary (.05 in 1730 and 0.5 in 1755)	Public Employees' Union, Local One
Total	4.25		
NPDES (#1740)	0.25	Public Works Director	Executive Management
	1.00	Public Works Mgr / Environmental Programs & Special Projects	Division Managers
	1.00	Maintenance Worker III	Public Employees' Union, Local One
	0.50	Maintenance Worker I (0.5 in 1740 and 0.5 in 3110)	Public Employees' Union, Local One
	0.80	Environmental Program Analyst	AIE
	0.50	Environmental Program Analyst	Part Time (AIE benefits)
Total	4.05		



STAFFING

Department & Budget Number	FTE	Job Classification	Labor Unit
DEVELOPMENT SERVICES (#1755)	1.00	Development Services Manager	Division Managers
	0.80	Planning Aide	Public Employees' Union, Local One
	1.00	Building Inspector	Public Employees' Union, Local One
	1.00	Senior Permit Technician	Public Employees' Union, Local One
	0.50	Administrative Secretary (.05 in 1755 and 0.5 in 1730)	Public Employees' Union, Local One
	0.80	Admin Clerk I	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
	0.50	Program Assistant	Part Time
Total	6.60		
BUILDING & FLEET MAINTENANCE (#1780)	2.00	Maintenance Worker III	Public Employees' Union, Local One
Total	2.00		
POLICE (#1810)	1.00	Chief of Police	Executive Management
	1.00	Captain	SPPEA (Sworn)
	3.00	Lieutenants	SPPEA (Sworn)
	9.00	Sergeants	SPPEA (Sworn)
	39.00	Officers	SPPEA (Sworn)
	0.45	Officers (funded by C.O.P.S. Grant)	SPPEA (Sworn)
	1.00	Administrative Analyst	SPPEA (Non-sworn)
	1.00	Building Inspector	Public Employees' Union, Local One
	1.00	Executive Assistant	SPPEA (Non-sworn)
	1.00	Maintenance Worker II	Public Employees' Union, Local One
	7.00	Police Administrative Clerk II	SPPEA (Non-sworn)
	3.00	Police Service Assistants	SPPEA (Non-sworn)
	6.00	Police Services Technicians	SPPEA (Non-sworn)
	0.50	Background Investigator	Part Time
	0.50	Community Liason Officer	Part Time
1.50	Crossing Guard	Part Time	
Total	75.95		
POLICE COPS GRANT (#1830)	0.55	Officers (funded by C.O.P.S. Grant)	SPPEA (Sworn)
Total	0.55		
STREET LIGHTING & LANDSCAPING (#2110)	1.00	Public Works Mgr / Maintenance and Park Facilities	Division Managers
	2.00	Sr. Maintenance Worker	Public Employees' Union, Local One
	1.00	Maintenance Worker I	Public Employees' Union, Local One
	1.00	Maintenance Aides	Part Time
Total	5.00		
STREET MAINTENANCE & GRAFFITI (#3110)	2.00	Maintenance Worker III	Public Employees' Union, Local One
	1.00	Maintenance Workers I	Public Employees' Union, Local One
	0.50	Maintenance Worker I (0.5 in 1740 and 0.5 in 3110)	Public Employees' Union, Local One
	2.00	Maintenance Aides	Part Time
Total	5.50		
Full-Time FTE	123.60		
Part-Time FTE	33.25		
GRAND TOTAL FTE	156.85		



STAFFING

DEPARTMENT SUMMARY	
City Council - 1110	-
City Attorney - 1210	1.80
City Manager - 1310	6.50
Information Technology - 1330	3.50
Financial Services - 1420	6.00
Community Services Division	35.15
Paratransit - 1444	3.85
Recreation - 1440	22.95
Senior Services - 1441	4.95
Youth Services Division - 1350	3.40
Development Services - 1755	6.60
Public Works	20.80
Building & Fleet Maintenance - 1780	2.00
Engineering - 1730	4.25
NPDES - 1740	4.05
Street Lighting & Landscaping - 2110	5.00
Street Maintenance & Graffiti - 3110	5.50
Police	76.50
Police Operations - 1810	75.95
Police COPS Grant - 1830	0.55
TOTAL FTE	156.85
CITY TOTALS	
Full-Time Employees	123.60
Part-Time and Seasonal Employees	33.25
TOTAL FTE	156.85



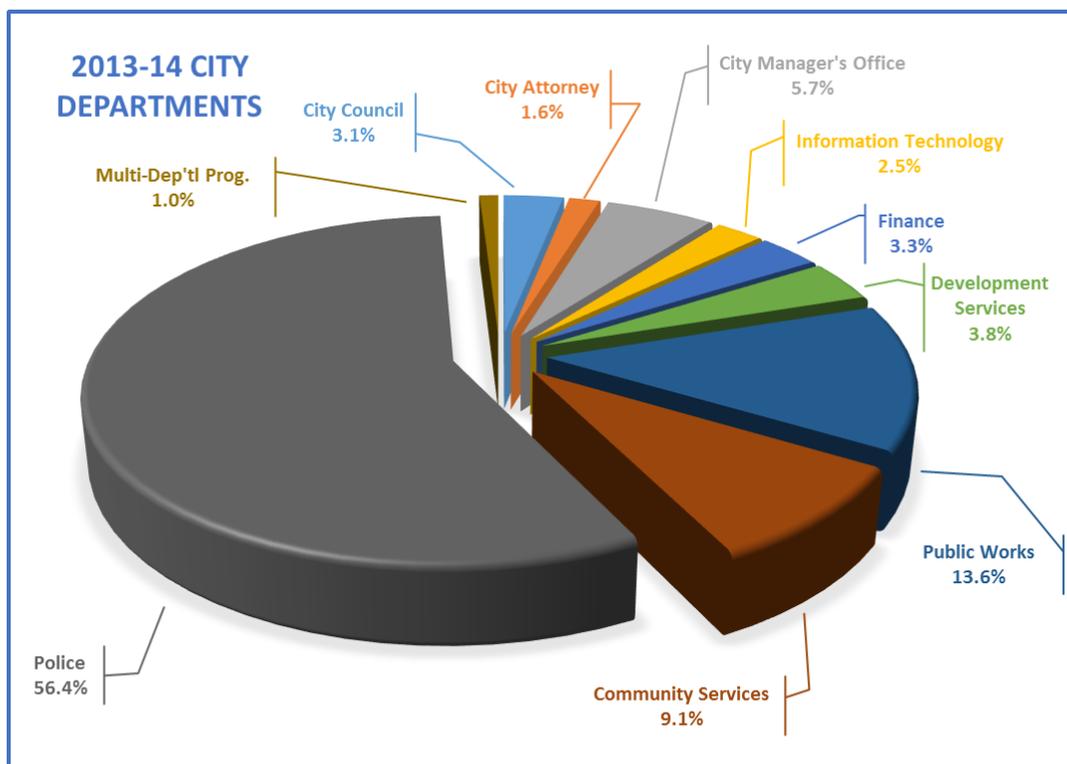
DEPARTMENTAL BUDGETS

Departmental Budgets

SUMMARY SCHEDULE OF ALL DEPARTMENTS

The City of San Pablo budget all for operating departments and funds totals \$27,558,468 in Year 1 of the budget cycle and \$27,512,145 in Year 2. Approximately 57% of the budget goes to fund police services, while Public Works, the next largest departmental budget—consumes approximately 14%. This represents an increase of approximately \$2.7 million or 11% over the FY 2012-13 budget. All expenditure categories have increased over last fiscal year, but the bulk of the increases are attributable to salary and benefits of \$1.8 million to fund new positions in youth services, police services and economic development created by the voter-approved sales tax initiative, Measure Q as well as adding back some positions that were lost over the last few years due to budget cuts. The Services and Supplies budget also experienced a significant increase of \$1.2 million, again with significant increases due to Measure Q funding sources.

CITY DEPARTMENTS	2013-14 Adopted	Budget Percent	2014-15 Adopted	Budget Percent
City Council	861,744	3.1%	828,334	3.0%
City Attorney	440,582	1.6%	440,582	1.6%
City Manager's Office	1,559,692	5.7%	1,484,692	5.4%
Information Technology	677,007	2.5%	537,007	2.0%
Finance	896,500	3.3%	897,723	3.3%
Development Services	1,054,656	3.8%	1,034,656	3.8%
Public Works	3,753,314	13.6%	3,831,869	13.9%
Community Services	2,494,462	9.1%	2,521,162	9.2%
Police	15,549,011	56.4%	15,664,620	56.9%
Multi-Dep'tl Prog.	271,500	1.0%	271,500	1.0%
TOTAL	27,558,468	100.0%	27,512,145	100.0%



These figures do not include the \$2,000,000 Capital Improvement Project (CIP) budget; the Measure J (additional CIP funding) budget totaling approximately \$311,000; or the PERS Smoothing budget placeholder of \$150,000 in Year 2. Total budget expenditures for Year 1 and Year 2 of the budget are \$29,868,468 and \$29,972,145 respectively.



DEPARTMENTAL BUDGETS

Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
City of San Pablo						
Salary and Benefits	17,639,389	17,592,421	19,211,963	20,205,461	21,039,560	21,039,560
Service and Supplies	5,036,257	4,916,312	5,069,048	7,072,037	6,295,830	6,389,516
Capital Outlay	1,835,875	280,277	102,000	305,541	223,078	83,078
Expenditure Transfers	181	-	-	-	-	-
TOTAL	24,511,702	22,789,010	24,383,011	27,583,039	27,558,468	27,512,154

Summary		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15	
Dep't / Division	Description	Adopted	Adopted	Adjusted	Adopted	Adopted	
City Council	Total Salaries & Benefits	112,519	115,172	115,172	132,418	132,418	
	1110 Total Services & Supplies	671,538	331,050	1,232,073	729,326	695,926	
	TOTAL	784,057	446,222	1,347,245	861,744	828,344	
City Attorney	Total Salaries & Benefits	405,234	415,094	415,094	405,102	405,102	
	1210 Total Services & Supplies	47,420	47,420	48,810	35,480	35,480	
	TOTAL	452,654	462,514	463,904	440,582	440,582	
City Manager	Total Salaries & Benefits	966,663	990,839	982,108	1,099,482	1,099,482	
	1310 Total Services & Supplies	156,398	101,088	360,835	228,210	153,210	
	TOTAL	1,123,061	1,091,927	1,342,943	1,327,692	1,252,692	
Economic Developmt	Total Salaries & Benefits	-	-	-	-	-	
	1320 Total Services & Supplies	-	-	412,000	232,000	232,000	
	TOTAL	-	-	412,000	232,000	232,000	
Informatn Technology	Total Salaries & Benefits	434,119	446,243	446,243	456,987	456,987	
	1330 Total Services & Supplies	96,527	80,065	80,065	220,020	80,020	
	TOTAL	530,646	526,308	526,308	677,007	537,007	
Financial Services	Total Salaries & Benefits	572,783	587,088	611,044	752,725	752,725	
	1420 Total Services & Supplies	143,840	118,840	152,055	143,775	144,998	
	TOTAL	716,623	705,928	763,099	896,500	897,723	
Community Services							
	<i>Youth Services</i> 1350	Total Salaries & Benefits	160,543	165,160	276,971	353,324	353,324
		Total Services & Supplies	196,109	132,480	209,740	264,800	259,200
<i>Subtotal</i>		<i>356,652</i>	<i>297,640</i>	<i>486,711</i>	<i>618,124</i>	<i>612,524</i>	
<i>Recreation</i> 1440	Total Salaries & Benefits	927,844	950,993	1,050,426	985,610	985,610	
	Total Services & Supplies	242,562	244,775	284,775	341,800	374,100	
	<i>Subtotal</i>	<i>1,170,406</i>	<i>1,195,768</i>	<i>1,335,201</i>	<i>1,327,410</i>	<i>1,359,710</i>	
<i>Senior Services</i> 1441	Total Salaries & Benefits	-	-	-	232,124	232,124	
	Total Services & Supplies	-	-	-	5,705	5,705	
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>237,829</i>	<i>237,829</i>	
<i>Para Transit</i> 216-1444	Total Salaries & Benefits	100,120	102,635	191,528	243,169	243,169	
	Total Services & Supplies	221,970	50,960	155,895	67,930	67,930	
	<i>Subtotal</i>	<i>322,090</i>	<i>153,595</i>	<i>347,423</i>	<i>311,099</i>	<i>311,099</i>	
	Total Salaries & Benefits	1,188,507	1,218,788	1,518,925	1,814,227	1,814,227	
	Total Services & Supplies	660,641	428,215	650,410	680,235	706,935	
	TOTAL	1,849,148	1,647,003	2,169,335	2,494,462	2,521,162	



DEPARTMENTAL BUDGETS

Summary		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Dep't / Division	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
Public Works						
<i>Bulding & Fleet Maint.</i> 1780	Total Salaries & Benefits	216,274	222,963	316,392	229,314	229,314
	Total Services & Supplies	223,170	194,493	221,311	220,289	230,911
	<i>Subtotal</i>	<i>439,444</i>	<i>417,456</i>	<i>537,703</i>	<i>449,603</i>	<i>460,225</i>
<i>Engineering</i> 200-1730	Total Salaries & Benefits	644,289	661,305	691,978	676,971	676,971
	Total Services & Supplies	261,660	260,660	299,534	267,422	267,422
	<i>Subtotal</i>	<i>905,949</i>	<i>921,965</i>	<i>991,512</i>	<i>944,393</i>	<i>944,393</i>
<i>Street Maintenance</i> 200-3110	Total Salaries & Benefits	513,924	528,500	430,821	432,245	432,245
	Total Services & Supplies	227,705	195,666	198,741	221,183	221,183
	<i>Subtotal</i>	<i>741,629</i>	<i>724,166</i>	<i>629,562</i>	<i>653,428</i>	<i>653,428</i>
<i>Street Light/Landscapg</i> 205-2110	Total Salaries & Benefits	486,507	499,406	499,406	520,454	520,454
	Total Services & Supplies	551,317	557,619	576,094	625,530	692,906
	<i>Subtotal</i>	<i>1,037,824</i>	<i>1,057,025</i>	<i>1,075,500</i>	<i>1,145,984</i>	<i>1,213,360</i>
<i>Environmental Srvcs</i> 207-1740	Total Salaries & Benefits	332,322	341,516	341,516	516,566	516,566
	Total Services & Supplies	39,766	21,310	21,610	43,340	43,896
	<i>Subtotal</i>	<i>372,088</i>	<i>362,826</i>	<i>363,126</i>	<i>559,906</i>	<i>560,462</i>
	Total Salaries & Benefits	2,193,316	2,253,690	2,280,113	2,375,550	2,375,550
	Total Services & Supplies	1,303,618	1,229,748	1,317,290	1,377,764	1,456,319
	TOTAL	3,496,934	3,483,438	3,597,403	3,753,314	3,831,869
Development Services						
212-1755	Total Salaries & Benefits	691,301	710,356	746,528	684,959	684,959
	Total Services & Supplies	350,990	260,490	340,490	369,697	349,697
	<i>TOTAL</i>	<i>1,042,291</i>	<i>970,846</i>	<i>1,087,018</i>	<i>1,054,656</i>	<i>1,034,656</i>
Police Department						
<i>Police Operations</i> 1810	Total Salaries & Benefits	11,854,488	12,145,988	12,761,529	13,216,073	13,216,073
	Total Services & Supplies	2,284,880	2,319,132	2,305,109	2,230,901	2,346,510
	<i>Subtotal</i>	<i>14,139,368</i>	<i>14,465,120</i>	<i>15,066,638</i>	<i>15,446,974</i>	<i>15,562,583</i>
<i>SLEG Grant</i> 202-1830	Total Salaries & Benefits	-	-	-	-	-
	Total Services & Supplies	-	-	-	-	-
	<i>Subtotal</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>EDC</i> 550-5500	Total Salaries & Benefits	266,399	-	-	-	-
	Total Supplies and Services	-	-	-	-	-
	<i>Subtotal</i>	<i>266,399</i>	<i>-</i>	<i>-</i>	<i>-</i>	<i>-</i>
<i>COPS & CHRP Grant</i> 217-1830	Total Salaries & Benefits	324,897	328,703	328,703	102,037	102,037
	Total Services & Supplies	-	-	-	-	-
	<i>Subtotal</i>	<i>324,897</i>	<i>328,703</i>	<i>328,703</i>	<i>102,037</i>	<i>102,037</i>
	Total Salaries & Benefits	12,445,784	12,474,691	13,090,232	13,318,110	13,318,110
	Total Services & Supplies	2,284,880	2,319,132	2,305,109	2,230,901	2,346,510
	TOTAL	14,730,664	14,793,823	15,395,341	15,549,011	15,664,620
Multi-Deptl Programs						
8000	Total Salaries & Benefits	-	-	-	-	-
	Total Services & Supplies	254,000	255,000	255,000	198,500	198,500
	<i>Subtotal</i>	<i>254,000</i>	<i>255,000</i>	<i>255,000</i>	<i>198,500</i>	<i>198,500</i>
EBRCS						
160-1600	Total Salaries & Benefits	-	-	-	-	-
	Total Services & Supplies	72,801	-	-	73,000	73,000
	<i>Subtotal</i>	<i>72,801</i>	<i>-</i>	<i>-</i>	<i>73,000</i>	<i>73,000</i>
	Total Salaries & Benefits	-	-	-	-	-
	Total Services & Supplies	326,801	255,000	255,000	271,500	271,500
	TOTAL	326,801	255,000	255,000	271,500	271,500
Total City						
	Salaries & Benefits	19,010,226	19,211,963	20,205,461	21,039,560	21,039,560
	Services & Supplies	6,042,653	5,171,048	7,154,137	6,518,907	6,472,594
TOTAL CITY	FY 13-15 ADOPTED	25,052,879	24,383,011	27,359,598	27,558,467	27,512,153



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DEPARTMENTAL BUDGETS

CITY ATTORNEY

Mission

To provide proactive legal advice to help the City achieve its goals in a lawful manner, to practice preventive law to protect the City from liability, and to provide legal advice to the City Council, City Boards and Commissions, and City officials and employees.

Department Overview

The City Attorney drafts or reviews ordinances, resolutions and contracts for City Council consideration, and represents the City in legal actions. Although the City Attorney cannot represent San Pablo citizens directly, the City Attorney page on the City's website provides many helpful links to legal resources.

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.

The City Attorney was instrumental in drafting the language for Measure Q, getting it placed on the ballot, contracting with the State Board of Equalization for collection, and reviewing educational material distributed to the public. Revenue from Measure Q is already helping the City Council achieve its policy goals of job training, law enforcement, and youth services.



DEPARTMENTAL BUDGETS

Major Services

City Council

Attends all city council meetings and closed session; drafts or reviews all ordinances, resolutions and contracts; advises on conflict of interest laws, open meeting laws, and parliamentary procedure.

City Manager's Office

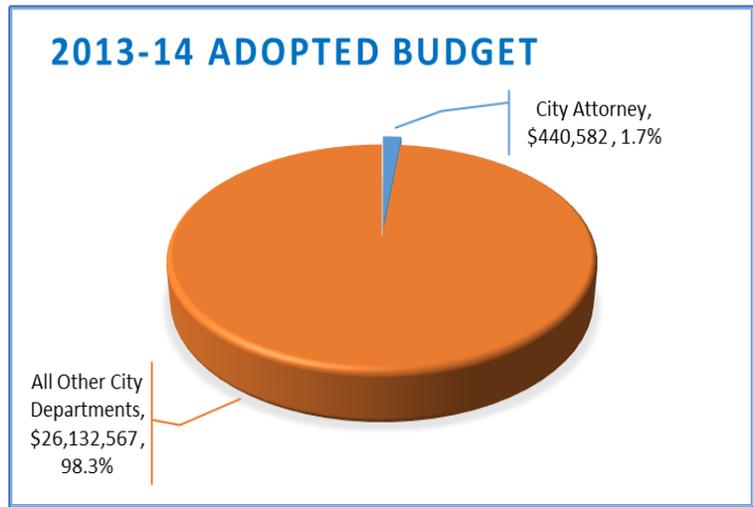
Confers with and assists City Manager in accomplishing policy goals set forth by the City Council.

City Staff

Advises city staff on applicable laws and procedures governing city operations.

Litigation

Appears in court for motions and hearings; files or defends lawsuits as warranted; supervises outside counsel as appropriate.



Major Accomplishments in FY 2011-2013

- *City Council:* Provided continuous advice regarding the Political Reform Act and conflict of interest regulations; Government Code §1090 (dual interests in contracts); Ralph M. Brown Act (open meeting laws); parliamentary procedure; Grand Jury responses, etc.
- *City Manager:* Researched and drafted ballot language for the successful Measure Q initiative, as well as a Measure Q impartial analysis; provided advice on Wyman/Hillcrest Slide; provided advice and contract review for the San Pablo Economic Development Corporation, Indian gaming issues, the Community Center at Helms, and project labor agreements.
- *Police Department:* Provided timely advice to defend the department against legal action (i.e. Pitchess motions), Weapons Confiscation petitions; contracts; and advice on laws applicable to daily operations.
- *Recreation:* Directed City legal efforts in establishing the Community Center at Helms Middle School; and oversaw review of contracts, waivers and policies.
- *Planning:* Assisted in the establishment of the Green Collection Boxes Ordinance, and review and update of sign ordinances.



DEPARTMENTAL BUDGETS

- *Finance:* Assisted in the drafting of Measure Q and development of the budget.
- *Human Resources:* Interpreted and assisted in the implementation of the Public Employees’ Pension Reform Act (PEPRA), the federal Affordable Care Act (ACA), retiree medical issues, and labor relations.
- *Public Works:* Managed several legal claims, including those for Wanlass Park; dispute and mediation for the San Pablo Avenue Repaving Contractor; revision of Public Work contract specifications; and the CCTA-EBMUD relocation dispute.
- *City Clerk:* Provided legal advice on election issues, Public Records Act issues, and Brown Act/agenda issues.
- Served as the President of the City Attorneys’ Department of the League of California Cities as well as the Department’s liaison to the Brown Act Committee and the Municipal Law Handbook Committee.
- Provided leadership to the Municipal Pooling Authority’s Coverage Committee, and the Legal Advisory Group for the Contra Costa Clean Water Program.

Major Objectives

- Continue to provide high quality legal advice and representation to the City Council and city employees and officials.
- Seek legal methods to accomplish the City’s policy goals.

City Attorney’s Office Budget

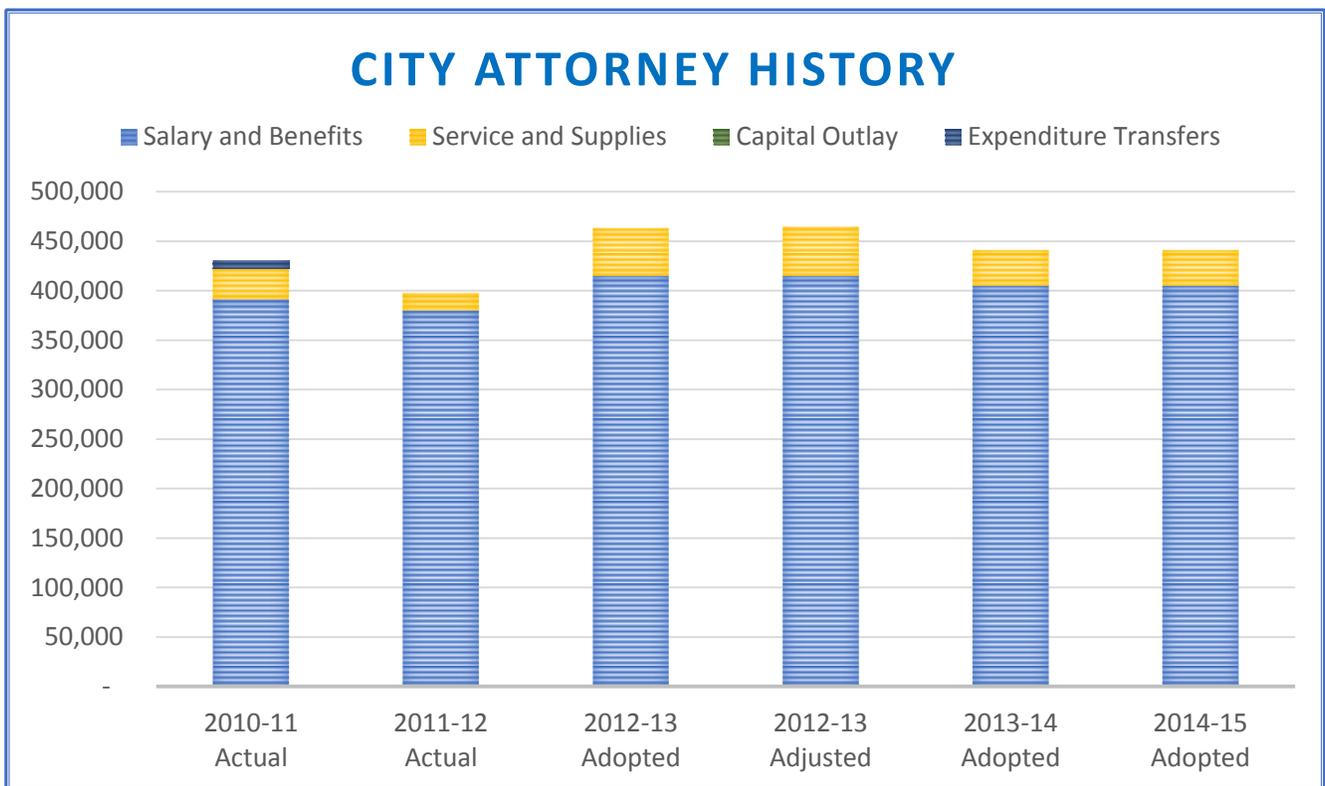
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
City Attorney						
Salary and Benefits	391,431	380,101	415,094	415,094	405,102	405,102
Service and Supplies	31,077	17,428	47,420	48,810	35,480	35,480
Capital Outlay	-	-	-	-	-	-
Expenditure Transfers	8,445	-	-	-	-	-
TOTAL	430,953	397,529	462,514	463,904	440,582	440,582



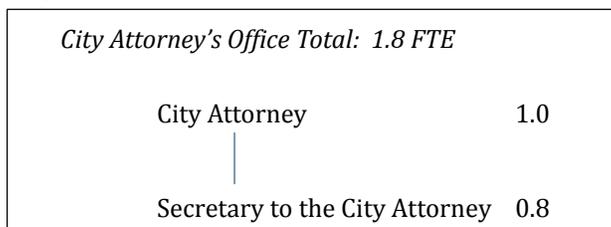
DEPARTMENTAL BUDGETS

Major Changes

The City Attorney's Office budget of \$440,582 for FY 2013-14 and 2014-15 represents a decrease of \$21,932 (-5%) from the previous fiscal year adopted budget. This change is nearly exclusively due to a reduction in professional services for outside legal help. Year 2 of the Adopted Biennial Budget is the same as Year 1.



Organizational Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

City Attorney (1210)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1210-41000	Salary	300,080	306,094	306,094	296,591	296,591
100-1210-41002	Overtime	643	643	643	-	-
100-1210-41105	Workers Compensation	-	8,221	8,221	6,892	6,892
100-1210-41200	PERS Retirement	49,505	43,579	43,579	44,486	44,486
100-1210-41205	PARS Retirement	-	-	-	-	-
100-1210-41310	Medical Insurance	33,349	34,666	34,666	35,177	35,177
100-1210-41311	Medical/Dental Ins Retirees	-	-	-	-	-
100-1210-41313	OPEB Funding	-	-	-	-	-
100-1210-41400	Dental Insurance	2,959	3,100	3,100	2,747	2,747
100-1210-41500	Vision Care	855	855	855	810	810
100-1210-41600	EPMC	-	-	-	-	-
100-1210-41700	Uniform Value	-	-	-	-	-
100-1210-41800	LTD Insurance	1,955	1,994	1,994	2,347	2,347
100-1210-41900	Medicare	4,360	4,448	4,448	4,307	4,307
100-1210-41902	FICA	-	-	-	-	-
100-1210-41903	Employee Assistance Program	94	94	94	86	86
100-1210-41904	Life Insurance	1,279	1,279	1,279	610	610
100-1210-41905	Benefits in Lieu	-	-	-	-	-
100-1210-41906	Bonds	15	15	15	23	23
100-1210-41911	Liability Insurance	10,140	10,107	10,107	10,546	10,546
100-1210-41915	Educational Incentive	-	-	-	-	-
100-1210-41990	Cell Phone Stipend	-	-	-	480	480
Total Salaries & Benefits		405,234	415,094	415,094	405,102	405,102
100-1210-42001	Communications	480	480	480	480	480
100-1210-43300	Memberships/Subscriptions	640	640	530	10,000	10,000
100-1210-43500	Program Costs & Supplies	800	800	800	800	800
100-1210-43520	Copies/Printing/Shipping/Xerox	405	200	200	1,000	1,000
100-1210-43530	Office Furn & Equip <\$5000	-	-	1,500	200	200
100-1210-43600	Professional Services	42,095	42,300	42,300	20,000	20,000
100-1210-44320	Travel/Training	3,000	3,000	3,000	3,000	3,000
Total Services & Supplies		47,420	47,420	48,810	35,480	35,480
Division Total		452,654	462,514	463,904	440,582	440,582



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DEPARTMENTAL BUDGETS

CITY COUNCIL

Mission

To establish comprehensive goals and objectives for the City; to provide leadership in establishing policies for the conduct of municipal affairs; to formulate priorities for allocation of City resources; to support special legislative bodies; to represent the City at local, regional, state and nationwide organizations; and to hold regularly scheduled meetings, hearings, and study sessions to receive citizens' input and conduct the City's business in a public forum.

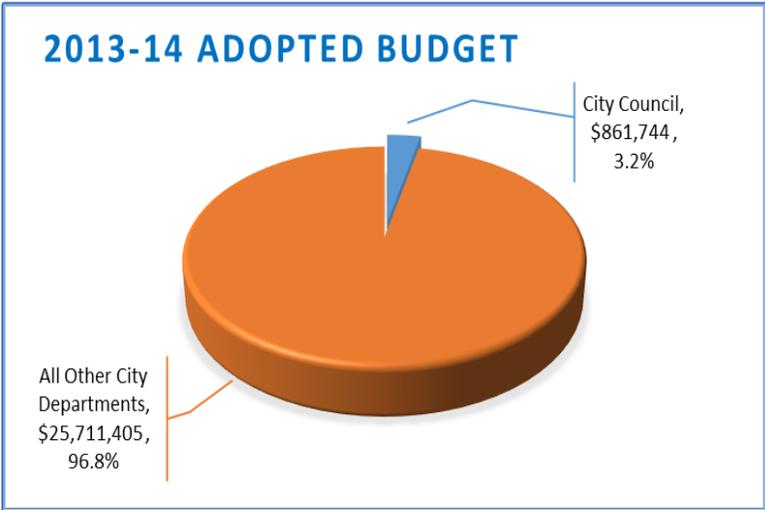
Department Overview

San Pablo is a General Law City incorporated in 1948 with a Council/Manager form of government. Under this style of government, the City Council makes policies and adopts ordinances, which become the governing rules of the City, also known as the San Pablo Municipal Code. The City Council hires the City Manager, who is responsible for the implementation of the Municipal Code, and the City Attorney, who is responsible for the interpretation of the Code.

All members of the City Council are elected from the city at-large and must be residents of the City at the time of their election or appointment. The term of each member of the City Council is four years and commences on the first Monday of December after the general election. All powers of the City are vested in the City Council.

The Mayor and Vice-Mayor (Mayor Pro Tempore) are elected annually by the City Council members. The duties of the Mayor include presiding at all meetings of the Council, and maintaining order and decorum in meetings (e.g. deciding questions of speaking order, enforcing time limits on speakers, etc.). In case of any disturbance or disorderly conduct in the chamber, the mayor has the power to order the chamber cleared, and to order the eviction of any person from the chamber. The Vice-Mayor has all the powers and duties of the Mayor in the absence of the Mayor.

The City Clerk is also part of the City Council budget. The role of the City Clerk is to be a liaison between the citizens and their government and to provide service to the Mayor, City Council, City Manager and all other administrative departments. The Clerk is elected every four years and reports directly to the City Council. 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.



DEPARTMENTAL BUDGETS

Major Services

The City Council establishes overall goals and objectives for the City through the adoption of policies aimed at enhancing the community to the benefit of the general public. The City Council is guided by the policies established in the General Plan and sets priorities for the development and implementation of programs and services; determines the overall needs of the community, sets and monitors financial and other City administrative activities; and develops and prioritizes its goals. The Council also confers with officials from other public agencies and associations to further the goals of the City, the region and municipal government in general.

The City Council also makes appointments to the Planning Commission, Safety Commission, and other ad-hoc committees such as the Library Commission.

Major Objectives

In March 2013, the City Council reviewed and updated its FY 2013-15 Council Priority Workplan (Workplan) which addresses all policy areas and goals for the City Council. The Workplan is updated annually to prioritize all City Council activities, programs and services. The Workplan incorporates the results of a *Community Needs Survey* that is conducted each year; the survey assesses the core values and needs of the community at-large through a scientific approach. This process enables the City Manager to direct city budget resources and staffing to implement adopted policy items contained in the Workplan document following adoption of the annual budget. A copy of this Workplan is adopted by majority vote of the City Council and is included in the FY 2013-15 Adopted Budget document and on the City’s website for review.

City Council Budget

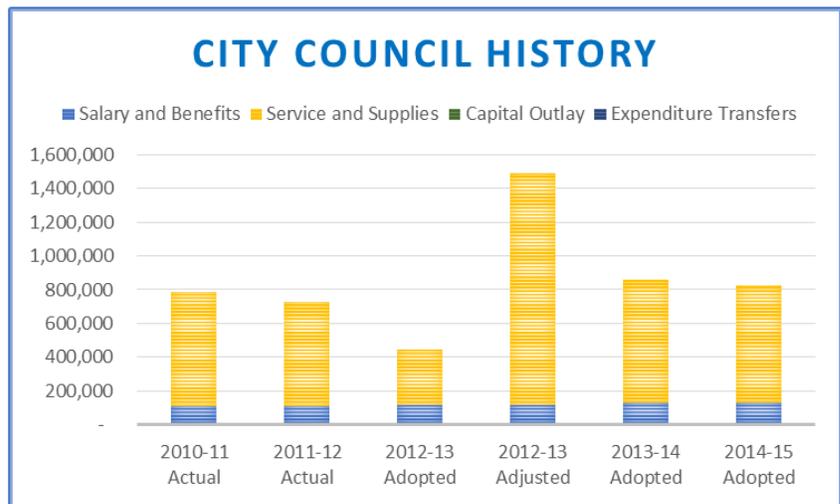
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
City Council (1110)						
Salary and Benefits	108,661	109,663	115,172	115,172	132,418	132,418
Service and Supplies	681,208	620,162	331,050	1,376,656	729,326	695,926
Capital Outlay	-	-	-	-	-	-
Expenditure Transfers	-	-	-	-	-	-
TOTAL	789,869	729,825	446,222	1,491,828	861,744	828,344



DEPARTMENTAL BUDGETS

Major Changes

At \$861,744, the FY 2013-14 City Council budget is \$415,522 (93%) more than the previous fiscal year adopted budget. This is primarily due to the inclusion of additional City Council sponsorships of community events in the City Council budget. Year Two of the Adopted Biennial Budget decreases slightly to \$828,344, a reduction of \$33,400 from the previous fiscal year.



Budget Detail

City Council (1110)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1110-41000	Salary	46,831	48,128	48,128	45,425	45,425
100-1110-41105	Workers Compensation	-	1,772	1,772	1,483	1,483
100-1110-41200	PERS Retirement	10,193	9,218	9,218	6,813	6,813
100-1110-41205	PARS Retirement	-	-	-	-	-
100-1110-41310	Medical Insurance	14,044	14,367	14,367	32,428	32,428
100-1110-41311	Medical/Dental Ins. Retirees	11,361	11,361	11,361	13,215	13,215
100-1110-41313	OPEB Funding	-	-	-	-	-
100-1110-41400	Dental Insurance	4,544	4,760	4,760	6,922	6,922
100-1110-41500	Vision Care Insurance	2,250	2,250	2,250	2,700	2,700
100-1110-41600	EPMC	-	-	-	-	-
100-1110-41700	Uniform Value	-	-	-	-	-
100-1110-41800	LTD Insurance	421	430	430	505	505
100-1110-41900	Medicare	940	959	959	927	927
100-1110-41902	FICA	-	-	-	-	-
100-1110-41903	Employee Assistance Program	235	235	235	288	288
100-1110-41904	Life Insurance	1,476	1,476	1,476	886	886
100-1110-41905	Benefits in Lieu	18,000	18,000	18,000	18,000	18,000
100-1110-41906	Bonds	38	38	38	78	78
100-1110-41911	Liability Insurance	2,186	2,179	2,179	2,268	2,268
100-1110-41915	Educational Incentive	-	-	-	-	-
100-1110-41990	Cell Phone Stipend	-	-	-	480	480
Total Salaries & Benefits		112,519	115,172	115,172	132,418	132,418
100-1110-42001	Communications	-	-	-	1,920	1,920
100-1110-43300	Memberships/Subscriptions	20,900	20,900	20,900	25,481	25,481
100-1110-43500	Program Costs & Supplies	10,300	2,300	2,300	1,300	1,300
100-1110-43510	Meeting & Sundry Supplies	5,710	3,710	5,000	2,635	3,235
100-1110-43530	Office Furniture & Equipmt < \$5k	-	-	-	-	-
100-1110-43600	Professional Services	15,000	24,000	53,286	18,000	12,000
100-1110-43700	Publications and Legal Notices	-	-	-	1,000	1,000
100-1110-44050	Community Grants & Spec Events	600,088	260,600	1,131,047	659,450	631,450
100-1110-44325	Travel/Training Elected Offic.	19,540	19,540	19,540	19,540	19,540
Total Services & Supplies		671,538	331,050	1,232,073	729,326	695,926
Division Total		784,057	446,222	1,347,245	861,744	828,344



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DEPARTMENTAL BUDGETS

CITY MANAGER'S OFFICE

Mission

To provide leadership and direction in the implementation of City Council policy objectives and administration of City services and programs, ensuring appropriate staffing to support a high-performance organization, ethical and transparent management, accountability, community responsiveness and customer service excellence.

Department Overview

The City Manager's Department includes the City Manager's Office (CMO), the Personnel Department and the City Clerk. These units work together to provide the organizational infrastructure to maintain effective and efficient operations. The City Manager's Office and the City Clerk work directly with City Council to ensure successful implementation of community priorities and objectives while Personnel works to ensure that appropriate labor resources are available to execute the work plan.

The City Manager's Office also provides the framework for citywide organizational structure and leadership. In an effort to be more efficient, several department responsibilities were consolidated and operational leadership was placed under direction of two Assistant City Managers overseeing Internal Services and External Services. Internal Services is comprised of the following departments: Development Services, Finance, Information Technology, and Personnel. External Services is comprised of Community Services, Police and Public Works.

The CMO is also responsible for the City's Economic Development activities and manages the Economic Development budget.

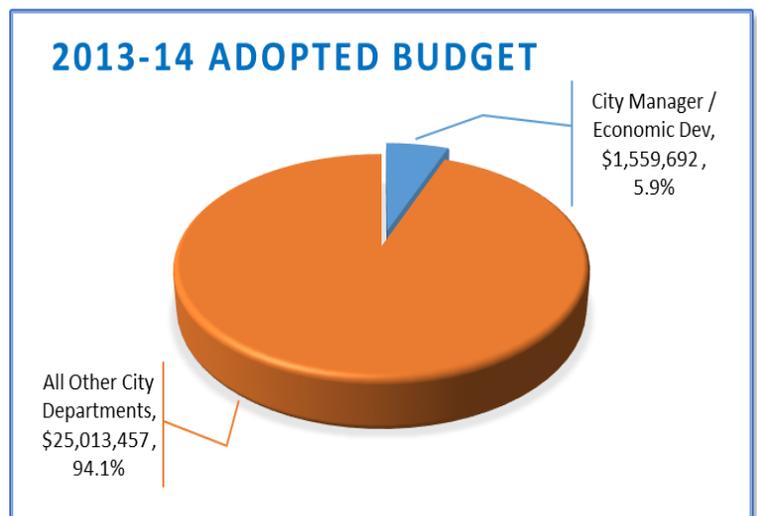
Major Services

City Manager's Office

The City Manager's Office is responsible for providing support and advice to the City Council, offering leadership and legislative policy support for departments, developing community partnerships and collaboration, and fostering efforts to promote organizational development and training.

Personnel

Personnel provides specialized assistance to all employees in the following areas: employee and labor relations; citywide policy development; recruitment, examination, classification and compensation; and benefits administration. The department also conducts recruitments, new employee orientations, assists employees with benefit enrollments and questions, and ensures compliance with federal and State employment laws.



DEPARTMENTAL BUDGETS

City Clerk

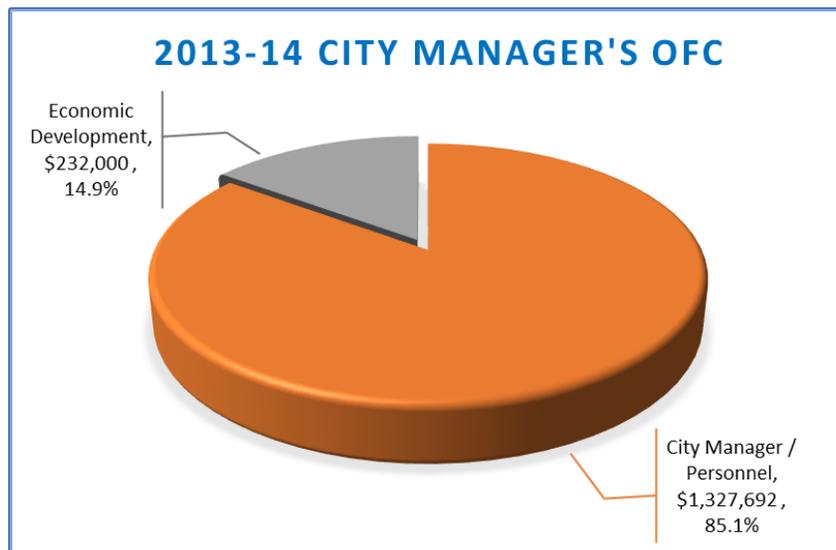
The City Clerk oversees the preparation of the City Council, EDC and Oversight Board agendas, records all actions in official minutes, maintains a computerized legislative history, and is responsible for safeguarding official documents. The City Clerk is the elections officer for the City and is responsible for the administration of all municipal elections, and compliance with Fair Political Practices Commission filings, public records requests, and other legal filings.

Major Accomplishments in FY 2011-2013

- Managed passage of a 10-year sales tax initiative (Measure Q) which provides funding for youth, safety, and job training programs and is a protected local revenue source guaranteed from being diverted for State uses.
- Implemented Strategic Fiscal Reform policies and developed the Biennial (two-year) Operating Budget for FY 2011-13.
- Managed strategy and compliance with ABX26 and ABX27 (Redevelopment Dissolution) by establishing a Local Successor Agency and Oversight Board and continuing work with State agencies.
- Created and implemented a succession plan to reorganize the Personnel Department and the Finance Department, resulting in significant ongoing cost savings while maintaining operational efficiency.
- Recruited a new Assistant to the City Manager, Recreation Coordinator, Paratransit Driver, Senior Services Aide, Planning Aide, and Secretary to the Chief of Police, in addition to filling many part-time positions.
- Selected and implemented “CalOpps,” an online recruitment management system.
- Completed a review and classification of all City jobs under the Fair Labor Standards Act (FLSA) regulations.
- Completed major review of the City of San Pablo’s Personnel Rules, last adopted in 2002.
- Developed the Executive Leadership Group’s first mission statement, values, priorities and objectives.
- Executed a PERS contract amendment to exclude certain part-time positions from PERS membership, thus enabling employees in those positions to increase the number of hours they are eligible to work.
- Worked collaboratively with other city departments to secure \$2.7 million of New Market Tax Credit funding.
- Organized ad-hoc City Council subcommittees for more effective governance and policy development.
- Negotiated purchase and sale agreements for the development of the Circle-S site (Parcels A, B, and C).
- Initiated a joint citywide newsletter with the EDC to keep residents informed on City initiatives, classes, trainings, and events.
- Implemented recommendations from a 360 degree Organizational Assessment of City Leadership and Management from RJA, Inc.



DEPARTMENTAL BUDGETS



Major Objectives

- Implement the federal Affordable Care Act (ACA) and comply with all healthcare coverage regulations within the federally prescribed time frames.
- Conduct a citywide salary survey by Fall 2013 and begin preparations for potential market adjustments for consideration in FY 2014-15.
- Implement new labor agreements with all labor groups by June 1, 2014.
- Finalize and adopt City Personnel Rules by Fall 2013 and update all related personnel forms and procedures to reflect the new standards by October 2014.
- Continue succession planning for key staff retirements and vacancies as opportunities arise.
- Determine the financial impact of pending PERS rate increases before beginning bargaining unit negotiations and incorporate those impacts in the FY 2013-15 mid-cycle adjustment.
- Automate and integrate all active personnel records using the HR module in the Springbrook financial system by July 2014.
- Update the Records Management System for City Clerk and Personnel files.
- Create a new employee identification card system and implement citywide to improve security by June 2015.
- Continue collaborative negotiations for development of the Circle-S site until the site is fully developed.
- Establish Fiscal Resiliency policies for City's General Fund Operating Budget by July 2014.
- Finalize and publish the update of the City's Policy and Procedures Manual by Spring 2014.



DEPARTMENTAL BUDGETS

City Manager's Office Budget

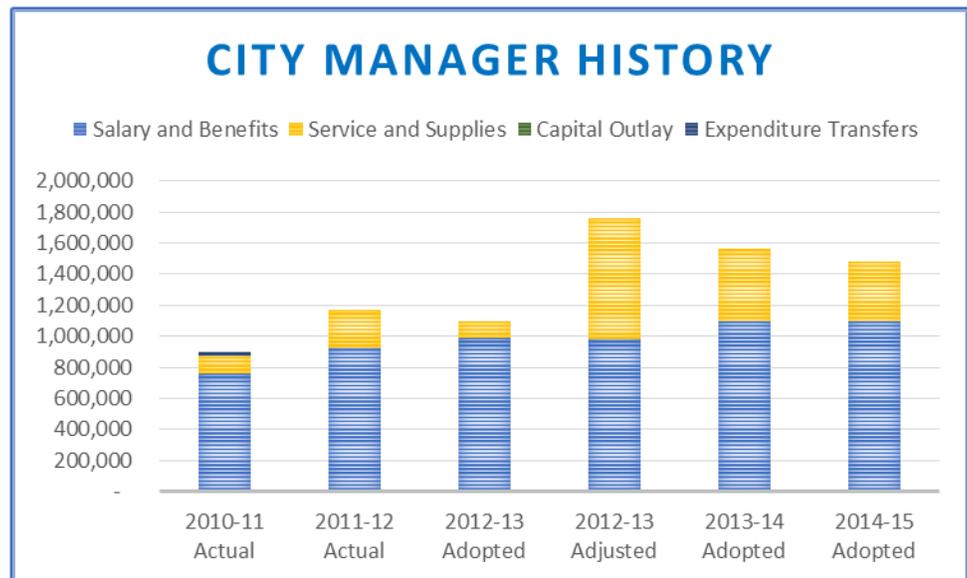
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
City Manager / Economic Development						
Salary and Benefits	762,995	926,276	990,839	982,108	1,099,482	1,099,482
Service and Supplies	111,020	240,450	101,088	779,335	460,210	385,210
Capital Outlay	-	-	-	-	-	-
Expenditure Transfers	24,548	-	-	-	-	-
TOTAL	898,563	1,166,725	1,091,927	1,761,443	1,559,692	1,484,692

Major Changes

The City Manager's Office budget of \$1,559,692 for FY 2013-14 represents an increase of \$467,765 (43%) from the previous fiscal year adopted budget. This change is due in large part to the addition of the Economic Development budget (\$232,000 annually for Circle-S development) and two new positions: one Administrative Clerk I at 80% to assist with front-office duties, and 20% of the Secretary to the City Attorney, who also helps with administrative functions.

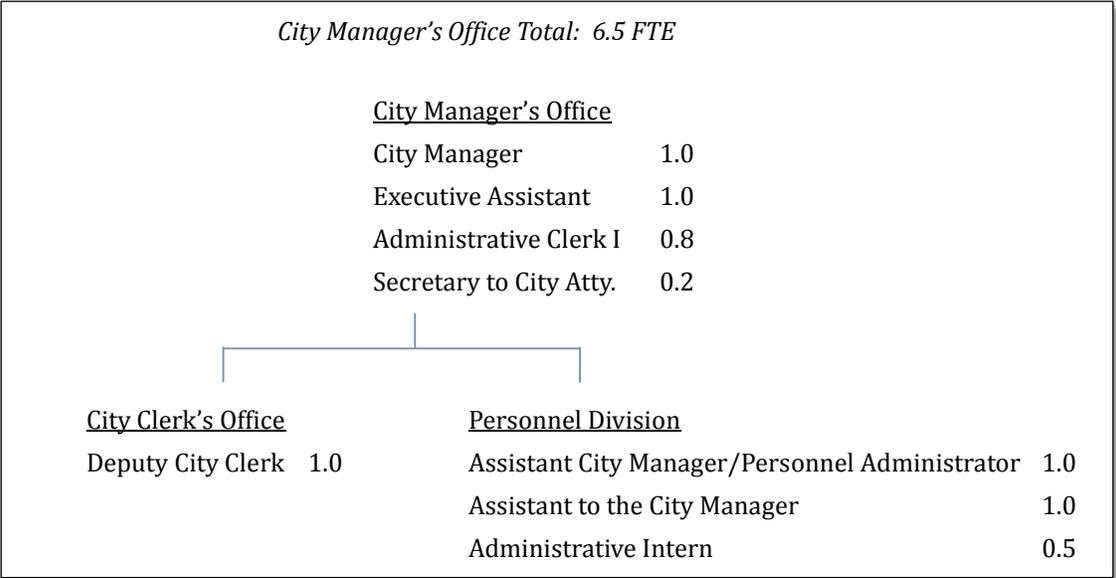
Further, the CMO has taken on approximately \$75,000 in new professional services contract expense for newsletter printing, the Ford & Bonilla contract for management of social media, and management training. Year 2 of the Adopted Biennial Budget is \$75,000 less than Year 1 because of the completion of the professional services contracts.

Operationally, the City Manager's Office created a new organizational structure comprised of Internal Services and External Services, for long-term organizational efficiency and for cost savings purposes. The office also eliminated the Human Resources Manager position and replaced it with a new Assistant to the City Manager position. The office also implemented the new Public Employees' Pension Reform Act (PEPRA) regulations, creating a second-tier pension system for long-term financial savings.



DEPARTMENTAL BUDGETS

Organizational Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

City Manager (1310)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1310-41000	Salary	678,478	692,317	683,586	761,965	761,965
100-1310-41001	Part Time Employees	21,849	21,849	21,849	15,005	15,005
100-1310-41002	Overtime	1,508	1,508	1,508	2,000	2,000
100-1310-41105	Workers Compensation	-	19,502	19,502	18,384	18,384
100-1310-41200	PERS Retirement	112,452	99,704	99,704	114,287	114,287
100-1310-41205	PARS Retirement	284	284	284	195	195
100-1310-41310	Medical Insurance	54,214	57,070	57,070	77,295	77,295
100-1310-41311	Medical/Dental Ins Retirees	30,155	30,155	30,155	30,257	30,257
100-1310-41313	OPEB Funding	-	-	-	-	-
100-1310-41400	Dental Insurance	11,122	11,651	11,651	11,247	11,247
100-1310-41500	Vision Care	2,700	2,700	2,700	2,700	2,700
100-1310-41600	EPMC	-	-	-	-	-
100-1310-41700	Uniform Value	-	-	-	-	-
100-1310-41800	LTD Insurance	4,498	4,588	4,588	6,142	6,142
100-1310-41900	Medicare	10,351	10,551	10,551	11,490	11,490
100-1310-41902	FICA	-	-	-	-	-
100-1310-41903	Employee Assistance Program	282	282	282	288	288
100-1310-41904	Life Insurance	2,657	2,657	2,657	1,328	1,328
100-1310-41905	Benefits in Lieu	12,000	12,000	12,000	12,000	12,000
100-1310-41906	Bonds	45	45	45	78	78
100-1310-41911	Liability Insurance	24,070	23,977	23,977	28,131	28,131
100-1310-41915	Educational Incentive	-	-	-	5,250	5,250
100-1310-41990	Cell Phone Stipend	-	-	-	1,440	1,440
Total Salaries & Benefits		966,663	990,839	982,108	1,099,482	1,099,482
100-1310-42001	Communications	960	960	960	1,980	1,980
100-1310-43300	Memberships/Subscriptions	4,280	4,280	4,280	5,480	5,480
100-1310-43500	Program Costs & Supplies	2,110	250	1,750	5,750	5,750
100-1310-43510	Meeting & Sundry Supplies	2,000	2,000	2,000	2,000	2,000
100-1310-43520	Copies/Printing/Shipping/Xerox	17,500	2,500	21,000	37,500	37,500
100-1310-43530	Office Furn & Equipt <\$5000	-	-	3,500	-	-
100-1310-43600	Professional Services	115,098	83,598	315,345	155,500	80,500
100-1310-43700	Pubs/Legal Notices/Filing Fees	1,250	500	500	200	200
100-1310-44100	Pre Employment Expenses	7,000	3,000	7,500	7,500	7,500
100-1310-44320	Travel/Training Staff	6,200	4,000	4,000	12,300	12,300
Total Services & Supplies		156,398	101,088	360,835	228,210	153,210
Division Total		1,123,061	1,091,927	1,342,943	1,327,692	1,252,692
Economic Development (1320)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1320-43600	Professional Services	-	-	412,000	227,000	227,000
100-1320-44320	Travel/Training Staff	-	-	-	5,000	5,000
Total Services & Supplies		-	-	412,000	232,000	232,000
Division Total		-	-	412,000	232,000	232,000



DEPARTMENTAL BUDGETS

COMMUNITY SERVICES

Mission Statement

To provide life enjoyment and community strengthening services that promote and enhance the quality of life for San Pablo residents.

Department Overview

The Community Services Department focuses on providing residents with high-quality life enjoyment and community strengthening services and programs. The Department strives to enhance the physical, social, cultural and creative benefits of active living while connecting individuals, families, the community and participating customers to valued community resources. Organized into three main service units—Youth, Recreation and Senior Services—the Community Services Department collaborates with other City departments and multiple local organizations benefiting the San Pablo community to achieve its mission.

The Youth Services Division focuses on developing positive opportunities, programs and partnerships that will provide children and youth with skills, knowledge, support and resources leading to healthy and productive lives. The Recreation Division aims to create

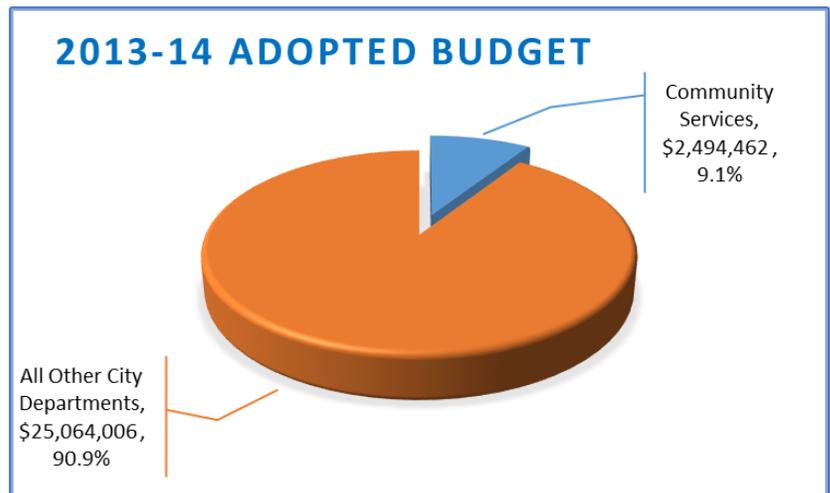
community through people, parks and programs. Senior Services includes the operation of a full-service senior center, a senior nutrition program, social club, computer classes, and transportation and paratransit services.

The Department also provides direct staff support to citywide policy initiatives such as the Childhood Obesity Prevention Task Force, the Youth Futures Task Force, Full Service Community Schools, the San Pablo Farmers' Market and the San Pablo Community Foundation.

Major Services

Youth

Committed to the healthy development of youth and focused on developing positive opportunities, Youth Services provides programs and partnerships that offer children and youth the opportunity to develop skills, knowledge, support and resources leading to healthy and productive lives. Programs, services and initiatives from a variety of community support groups such as government, families, schools, law enforcement, and service organizations work



DEPARTMENTAL BUDGETS

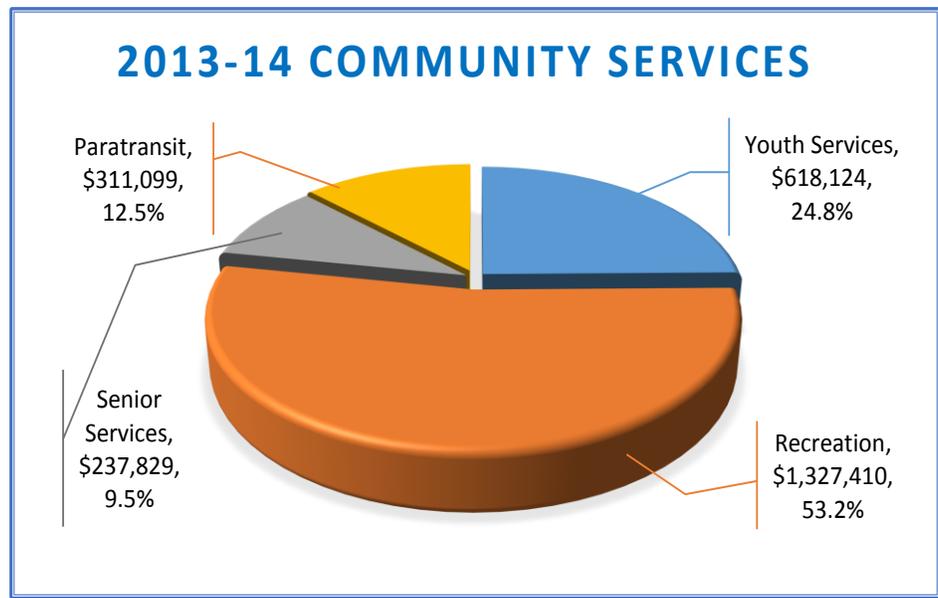
together to create an environment conducive to support young people, their learning and their success. Core programs, services and initiatives include the Youth Futures Task Force, the San Pablo Team for Youth grant program, Girls Circle, the Removing Barriers program and the San Pablo Youth Commission.

Recreation

The Recreation Division aims to create community through people, parks, and programs. "Parks Make Life Better" is the vision of the Division which is also the recognized vision of the California Parks and Recreation Society (CPRS). Recreation provides year-round recreational opportunities, special events and enrichment programs and services, including afterschool programs for elementary-school aged children, sports leagues and summer and day camps; fee classes and programs for adults; facility rentals; and special community events such as Cinco de Mayo, 4th of July, the Tree Lighting Ceremony, the Egg Hunt and Movies in the Park.

Seniors

The Senior Services Division provides programs, services and facilities that enhance the quality of life for the 50+ community. The Church Lane Senior Center serves as the focal point for linking seniors with much needed social and transportation services and provides an inviting space that fosters social interaction and volunteer/work opportunities. Senior Services also provides Senior Transportation and Paratransit services funded by Contra Costa County Measure J funds.



Paratransit

As mentioned above, this is a service provided by Senior Services.

Major Accomplishments for FY 2011-2013

- Awarded a Proposition 84 grant totaling \$6 million, \$3 million for the development of the San Pablo Community Center at Helms and \$3 million for the development of Rumrill Park. The community center will have about 10,500 square feet of space and will include a play area for small children, an edible garden, a patio, amenities for skaters, a youth multiuse plaza and a parking lot, among other features. The approximately 4.5-acre, future Rumrill Park will include new synthetic turf soccer fields, a practice field, bleachers, a playground, a picnic area, open space, walking paths, restrooms, fencing, lighting, landscaping and a parking lot.
- Received the Agency Showcase Award from the California Park and Recreation Society (CPRS) District 3 for *Outstanding Recreation Program* for Random Acts of Recreation.



DEPARTMENTAL BUDGETS

- Updated the Master Fee Schedule by determining the true cost of providing services, developing strategies to recover as much of the costs as feasible, and setting appropriate fees.
- Launched the City's first ever Farmers' Market in 2012 in partnership with the Pacific Coast Farmers' Market Association (PFCMA).
- Established the *Community Produce Program* at Davis Park in partnership with the Food Bank of Contra Costa and Solano Counties to offer free fresh produce to families who meet income guidelines.
- Established the *Mobile Farmers' Market* at Wanlass Park in partnership with Fresh Approach that brings low-cost, fresh produce to the community.
- Launched the Removing Barriers Program, a multi-purpose job readiness and job training program designed to remove barriers to employment, safety, re-entry and opportunity, including the removal of visible barriers such as tattoos; the first program of its kind in the County, Removing Barriers is a partnership with the San Pablo Economic Development Corporation and the New Skin Adult Tattoo Removal Program.
- Increased the number of participants served by 72% through the Seniors Door-to-Door shuttle—a program which provides rides to seniors or people with disabilities.

DEPARTMENT	2013-14 Adopted Budget	Budget Percent
Community Services		
Youth Services	618,124	25%
Recreation	1,327,410	53%
Senior Services	237,829	10%
Paratransit	311,099	12%
TOTAL	2,494,462	100%

Major Objectives

- Expand the Recreation fee schedule, including implementation of resident versus non-resident fees, and a facility use application fee to improve cost recovery to at least 30% by June 2015.
- Open the Rumrill Park and Sports complex successfully by Spring 2015.
- Implement a successful transition plan to move Recreation staff to the San Pablo Community Center at Helms, the first Community Center in San Pablo by June 2015.
- Continue implementation of the Full Services Community School Initiative in San Pablo schools by July 2015.
- Complete a San Pablo Transportation Needs Assessment for Paratransit services by evaluating existing services, identifying service gaps, and formulating recommendations to improve services and address needs by September 2014.

Community Services Department Budget

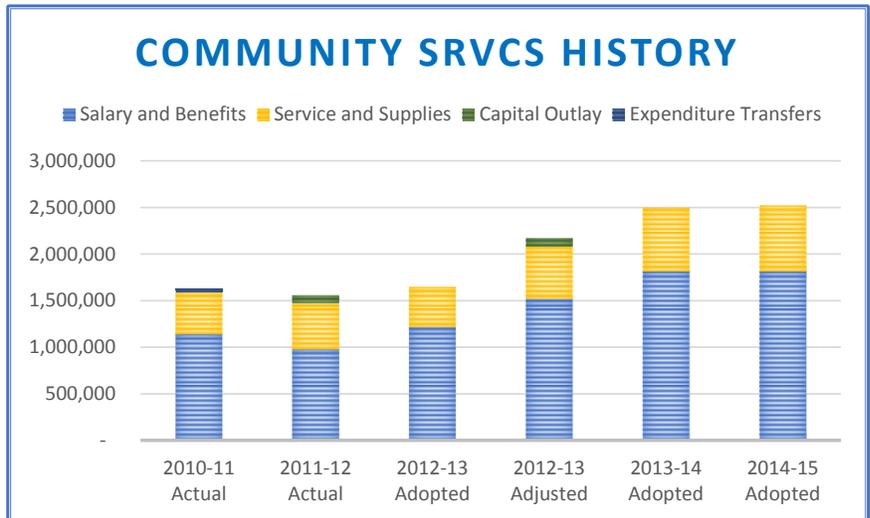
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Community Services						
Salary and Benefits	1,144,943	982,772	1,218,788	1,518,925	1,814,227	1,814,227
Service and Supplies	445,511	492,133	428,215	560,535	680,235	706,935
Capital Outlay	2,742	81,110	-	89,875	-	-
Expenditure Transfers	31,930	-	-	-	-	-
TOTAL	1,625,126	1,556,014	1,647,003	2,169,335	2,494,462	2,521,162



DEPARTMENTAL BUDGETS

Major Changes

The Community Services Department budget of \$2,494,462 for FY 2013-14 represents an increase of \$847,459 (51%) from the previous fiscal year adopted budget. Much of this change is attributable to the influx of revenues from Measure Q. On June 5, 2012, San Pablo residents voted to pass Measure Q, a City general tax increase, to fund and support City services including, but not limited to gang reduction, programs and services for youth, and economic development. This initiative increased the City sales tax rate for ten years, allowing the Community Services



Department to enhance programming and add two new positions, a Youth Services Program Coordinator and Program Assistant. Several other positions were also added through General Fund appropriations and Paratransit funding sources. Following is a summary of those position additions:

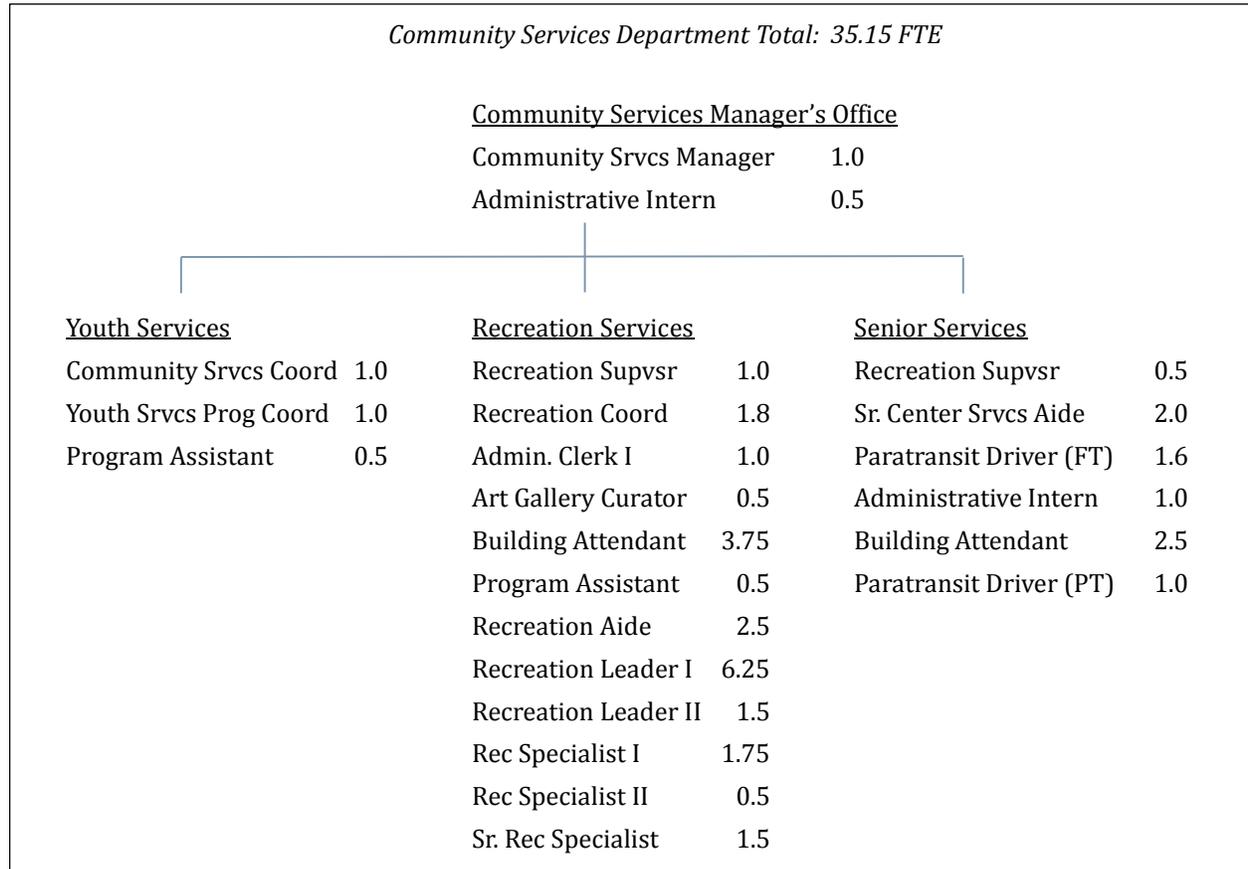
Division	New Employees Added Since the Last Two-Year Budget Cycle
Youth Services	One full-time Youth Services Program Coordinator (1.0 FTE, Measure Q) One part-time Program Assistant (0.5 FTE, Measure Q) One Community Services Coordinator for Helms (1.0 FTE)
Senior Services	One part-time Recreation Supervisor (split with Paratransit, 0.25 FTE) One full-time Sr. Center Services Aide (1.0 FTE)
Paratransit	One part-time Recreation Supervisor (split with Sr. Services, 0.25 FTE) One full-time Sr. Center Services Aide (1.0 FTE) Two full-time Paratransit Drivers

Also in 2012, to create greater efficiencies and increase collaboration among internal City programs, the Youth, Recreation and Senior Services divisions were merged under one umbrella organization to create the Community Services Department. Both the Youth Services and Recreation Manager positions were eliminated to create the Community Services Manager position.



DEPARTMENTAL BUDGETS

Organizational Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

Youth Services (1350)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1350-41000	Salary	104,192	106,276	174,703	208,772	208,772
100-1350-41001	Part Time Employees	12,034	12,034	18,111	38,708	38,708
100-1350-41002	Overtime	-	-	-	-	-
100-1350-41105	Worker's Compensation	-	3,171	3,171	5,763	5,763
100-1350-41200	PERS Retirement	16,382	14,815	49,691	31,314	31,314
100-1350-41205	PARS Retirement	156	156	2,587	503	503
100-1350-41310	Medical Insurance	18,928	19,750	19,750	47,268	47,268
100-1350-41311	Medical/Dental Ins Retirees	-	-	-	-	-
100-1350-41313	OPEB Funding	-	-	-	-	-
100-1350-41400	Dental Insurance	1,769	1,853	1,853	4,376	4,376
100-1350-41500	Vision Care Insurance	450	450	450	1,080	1,080
100-1350-41600	EPMC	-	-	-	-	-
100-1350-41700	Uniform Value	-	-	-	-	-
100-1350-41800	LTD Insurance	677	691	691	1,657	1,657
100-1350-41900	Medicare	1,685	1,715	1,715	3,602	3,602
100-1350-41902	FICA	-	-	-	-	-
100-1350-41903	Employee Assistance Program	47	47	47	115	115
100-1350-41904	Life Insurance	295	295	295	354	354
100-1350-41905	Benefits In Lieu	-	-	-	-	-
100-1350-41906	Bonds	8	8	8	32	32
100-1350-41911	Liability Insurance	3,919	3,898	3,898	8,820	8,820
100-1350-41915	Educational Incentive	-	-	-	-	-
100-1350-41990	Cell Phone Stipend	-	-	-	960	960
	Total Salaries & Benefits	160,543	165,160	276,971	353,324	353,324
100-1350-42000	Uniforms/Safety Equipment	-	-	100	500	500
100-1350-42001	Communications	480	480	740	1,800	1,800
100-1350-43300	Memberships/Subscriptions	-	-	150	400	400
100-1350-43500	Program Costs & Supplies	3,925	1,000	2,000	10,000	10,000
100-1350-43510	Meeting & Sundry Supplies	1,500	1,500	2,000	3,600	5,000
100-1350-43520	Copies/Printing/Shipping/Xerox	1,500	1,500	1,750	4,000	2,000
100-1350-43600	Professional Services	20,000	20,000	51,750	32,000	32,000
100-1350-44050	Community Grants & Spec Events	165,705	105,000	148,250	209,500	204,500
100-1350-44320	Travel/Training	3,000	3,000	3,000	3,000	3,000
	Total Services & Supplies	196,109	132,480	209,740	264,800	259,200
	Division Total	356,652	297,640	486,711	618,124	612,524



DEPARTMENTAL BUDGETS

Recreation (1440)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1440-41000	Salary	297,319	303,675	303,675	315,093	315,093
100-1440-41001	Part Time Employees	481,292	481,292	481,292	472,650	472,650
100-1440-41002	Overtime	888	888	888	-	-
100-1440-41105	Workers Compensation	-	21,061	21,061	18,309	18,309
100-1440-41200	PERS Retirement	49,818	45,055	144,488	47,261	47,261
100-1440-41205	PARS Retirement	6,003	6,003	6,003	6,144	6,144
100-1440-41310	Medical Insurance	39,660	40,324	40,324	67,810	67,810
100-1440-41311	Medical/Dental Ins Retirees	8,148	8,148	8,148	6,035	6,035
100-1440-41313	OPEB Funding	-	-	-	-	-
100-1440-41400	Dental Insurance	1,947	2,040	2,040	6,141	6,141
100-1440-41500	Vision Care	1,800	1,800	1,800	1,890	1,890
100-1440-41600	EPMC	-	-	-	-	-
100-1440-41700	Uniform Value	-	-	-	-	-
100-1440-41800	LTD Insurance	1,936	1,975	1,975	2,501	2,501
100-1440-41900	Medicare	11,303	11,395	11,395	11,443	11,443
100-1440-41902	FICA	-	-	-	-	-
100-1440-41903	Employee Assistance Program	235	235	235	202	202
100-1440-41904	Life Insurance	1,181	1,181	1,181	620	620
100-1440-41905	Benefits in Lieu	-	-	-	-	-
100-1440-41906	Bonds	30	30	30	55	55
100-1440-41911	Liability Insurance	26,285	25,894	25,894	28,016	28,016
100-1440-41915	Educational Incentive	-	-	-	-	-
100-1440-41990	Cell Phone Stipend	-	-	-	1,440	1,440
	Total Salaries & Benefits	927,844	950,993	1,050,426	985,610	985,610
100-1440-42000	Uniforms/Safety Equipment	800	1,160	1,160	1,060	1,060
100-1440-42001	Communications	2,520	2,520	2,520	2,520	2,520
100-1440-43000	Equipment Maintenance	-	-	-	9,400	9,400
100-1440-43100	Gasoline/Diesel	-	-	-	1,600	1,800
100-1440-43300	Memberships/Subscriptions	660	660	660	1,150	1,150
100-1440-43500	Program Costs & Supplies	107,300	92,300	132,300	129,185	129,185
100-1440-43520	Copies/Printing/Shipping/Xerox	7,300	13,300	13,300	64,685	68,285
100-1440-43600	Professional Services	950	950	950	9,250	9,250
100-1440-43700	Pubs/Legal Notices/Filing Fees	46,285	50,785	50,785	-	-
100-1440-43800	Equipment Rental	3,547	3,000	3,000	4,000	4,000
100-1440-43900	Lease Helms Community Center	-	-	-	31,750	61,250
100-1440-44050	Community Grants & Spec Events	71,550	76,550	76,550	75,050	75,050
100-1440-44320	Travel/Training	1,650	3,550	3,550	12,150	11,150
	Total Services & Supplies	242,562	244,775	284,775	341,800	374,100
	Division Total	1,170,406	1,195,768	1,335,201	1,327,410	1,359,710



DEPARTMENTAL BUDGETS

Senior Services (1441)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1441-41000	Salary	-	-	-	72,846	72,846
100-1441-41001	Part Time Employees	-	-	-	114,714	114,714
100-1441-41002	Overtime	-	-	-	-	-
100-1441-41105	Workers Compensation	-	-	-	4,502	4,502
100-1441-41200	PERS Retirement	-	-	-	14,228	14,228
100-1441-41205	PARS Retirement	-	-	-	1,205	1,205
100-1441-41310	Medical Insurance	-	-	-	4,396	4,396
100-1441-41311	Medical/Dental Ins Retirees	-	-	-	-	-
100-1441-41313	OPEB Funding	-	-	-	-	-
100-1441-41400	Dental Insurance	-	-	-	2,618	2,618
100-1441-41500	Vision Care	-	-	-	540	540
100-1441-41600	EPMC	-	-	-	-	-
100-1441-41700	Uniform Value	-	-	-	-	-
100-1441-41800	LTD Insurance	-	-	-	627	627
100-1441-41900	Medicare	-	-	-	2,814	2,814
100-1441-41902	FICA	-	-	-	-	-
100-1441-41903	Employee Assistance Program	-	-	-	70	70
100-1441-41904	Life Insurance	-	-	-	177	177
100-1441-41905	Benefits in Lieu	-	-	-	6,000	6,000
100-1441-41906	Bonds	-	-	-	19	19
100-1441-41911	Liability Insurance	-	-	-	6,888	6,888
100-1441-41915	Educational Incentive	-	-	-	-	-
100-1441-41990	Cell Phone Stipend	-	-	-	480	480
	Total Salaries & Benefits	-	-	-	232,124	232,124
100-1441-42000	Uniforms/Safety Equipment	-	-	-	200	200
100-1441-42001	Communications	-	-	-	780	780
100-1441-43500	Program Costs & Supplies	-	-	-	2,550	2,550
100-1441-44320	Travel/Training	-	-	-	2,175	2,175
	Total Services & Supplies	-	-	-	5,705	5,705
	Division Total	-	-	-	237,829	237,829



DEPARTMENTAL BUDGETS

Para-Transit (1444)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
216-1444-41000	Salary	6,605	6,740	46,185	110,652	110,652
216-1444-41001	Part Time Employees	84,613	84,613	84,613	51,085	51,085
216-1444-41002	Overtime	123	123	123	-	-
216-1444-41105	Workers Compensation	-	2,452	2,452	3,752	3,752
216-1444-41200	PERS Retirement	1,039	940	50,388	19,898	19,898
216-1444-41205	PARS Retirement	1,100	1,100	1,100	378	378
216-1444-41310	Medical Insurance	1,893	1,975	1,975	42,518	42,518
216-1444-41311	Medical/Dental Ins Retirees	-	-	-	-	-
216-1444-41313	OPEB Funding	-	-	-	-	-
216-1444-41400	Dental Insurance	177	185	185	4,198	4,198
216-1444-41500	Vision Care	45	45	45	1,170	1,170
216-1444-41600	EPMC	-	-	-	-	-
216-1444-41700	Uniform Value	-	-	-	-	-
216-1444-41800	LTD Insurance	44	45	45	874	874
216-1444-41900	Medicare	1,324	1,326	1,326	2,345	2,345
216-1444-41902	FICA	-	-	-	-	-
216-1444-41903	Employee Assistance Program	47	47	47	137	137
216-1444-41904	Life Insurance	30	30	30	384	384
216-1444-41905	Benefits in Lieu	-	-	-	-	-
216-1444-41906	Bonds	1	1	1	37	37
216-1444-41911	Liability Insurance	3,080	3,014	3,014	5,741	5,741
216-1444-41915	Educational Incentive	-	-	-	-	-
216-1444-41990	Cell Phone Stipend	-	-	-	-	-
Total Salaries & Benefits		100,120	102,635	191,528	243,169	243,169
216-1444-42000	Uniforms	300	300	400	400	400
216-1444-42001	Communications	360	360	1,020	2,160	2,160
216-1444-43000	Vehicle Maintenance/Repair/Insu	10,800	10,800	10,800	10,800	10,800
216-1444-43100	Gasoline / Diesel	9,000	9,000	11,000	11,000	11,000
216-1444-43300	Memberships/Subscriptions	-	-	800	750	750
216-1444-43500	Program Costs & Supplies	30,500	30,500	32,000	31,000	31,000
216-1444-43520	Copies/Printing/Shipping/Xerox	-	-	7,000	7,000	7,000
216-1444-44320	Travel/Training	-	-	3,000	4,820	4,820
216-1444-46300	Equipment	171,010	-	89,875	-	-
216-1444-49004	Communications/Utilities/Netwo	-	-	-	-	-
Total Services & Supplies		221,970	50,960	155,895	67,930	67,930
Division Total		322,090	153,595	347,423	311,099	311,099



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DEPARTMENTAL BUDGETS

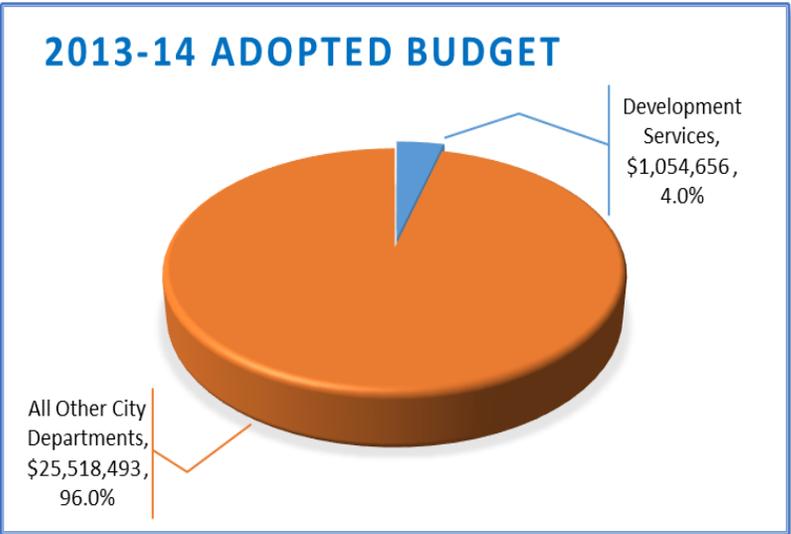
DEVELOPMENT SERVICES

Mission

To create a thriving and self-sustaining community through strategic planning, structured development, and excellent customer service.

Department Overview

The Development Services Department provides commercial and residential community planning services, building permits, business licenses and residential health and safety inspections. The City Council recently adopted a new General Plan for the City, General Plan 2030. As a continuum to this process, the City’s Zoning Ordinance is now being updated to give further detail to the General Plan designations that were created and to comply with recent changes in State regulations. The Department also works with surrounding jurisdictions, such as the Association of Bay Area Governments (ABAG) and the Metropolitan Transportation Commission (MTC), to focus on regional planning efforts that serve the interests of the City of San Pablo. The Department is also focused on environmental sustainability and incorporating these measures into the new Zoning Ordinance as well as incorporation of suitable “Green Building” construction measures that could be beneficial to the San Pablo community.



Major Services

Planning Division

Together with the community, the Planning Division works to implement the goals of the City as referenced through the General Plan, Specific Plans and City Council direction. The Division also provides support and recommendations to the Planning Commission and City Council on land use matters. Divisional planning activities reflect the City Council’s and community’s desire to enhance its identity through maintenance of the City’s character and history while expanding the economic base of the City with high-quality businesses as well as mixed use commercial development in targeted areas throughout the City.



DEPARTMENTAL BUDGETS

Building Division - Permits & Inspections

Building staff provide specialized assistance in reviewing all development plans, issuing building permits, and conducting inspections to ensure proper construction standards are followed and that Health and Safety Codes for building construction and rental housing are obeyed. Staff is responsible for ensuring that all established and mandated California Building Code requirements and inspections are followed and completed.

Business Licenses

The Development Services Department is also responsible for the issuance and renewal of City business licenses. The Planning and Building Divisions work cooperatively to ensure business compliance with City zoning codes, construction of tenant improvements, etc., as well as coordinating with other licensing agencies, such as the Health Department, Alcohol Beverage Control and so forth.

Major Accomplishments for FY 2011-2013

- Received a National American Planning Association (APA) Award and a Northern California APA Chapter Award for the San Pablo General Plan Health Element.
- Developed a regulating plan to guide and coordinate development of the Circle-S Site.
- Completed an extensive public outreach effort to inform a new design for San Pablo Avenue (north) that incorporates Complete Streets principles and facilitates pedestrian bike, and public transit access through the corridor.
- Coordinated efforts with City Council, City Attorney, and Code Enforcement to draft new ordinances and regulate problematic businesses within the City.
- Continued to work with ABAG and MTC in the development of a regional Sustainable Community Strategy, as mandated by SB 375, which will inform the City's jobs and housing allocations.
- Began the extensive process of updating the City's Zoning Ordinance to facilitate implementation of the goals and policies in the recently adopted General Plan.

Major Objectives

- Adopt and implement the new Zoning Ordinance regulations by November 2013.
- Adopt a subdivision map for the Circle-S site, which legally forms new parcels and delineates the public right of way areas, including required street widths, sidewalks, utility easements, landscape and public recreation areas, as well as storm water treatment areas by May 2015.
- Finalize and implement the plan to allow projects to be plan checked simultaneously by Planning, Public Works, and Building in order to speed up the approval process by December 2014.
- Complete policies and procedures to track business licensing and invoicing using sales tax data by September 2014.
- Follow up on submitted grant applications, and continue to pursue funding, if necessary, for strategic planning and development of right of way improvements along the City's major corridors (i.e. San Pablo Avenue, El Portal Drive, and Rumrill Boulevard).



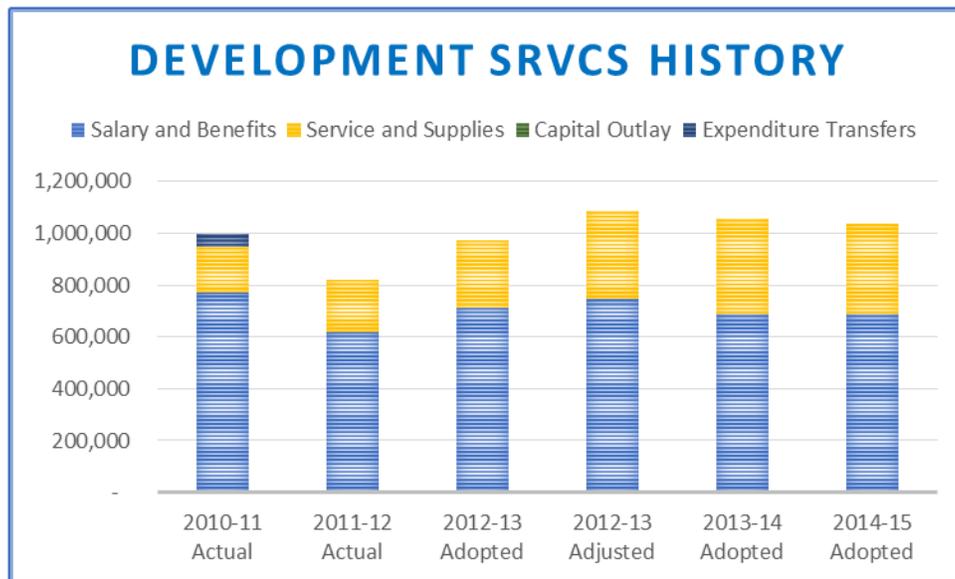
DEPARTMENTAL BUDGETS

Development Services Department Budget

Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Development Services						
Salary and Benefits	771,332	616,786	710,356	746,528	684,959	684,959
Service and Supplies	178,979	203,793	260,490	340,490	369,697	349,697
Capital Outlay	-	-	-	-	-	-
Expenditure Transfers	47,017	-	-	-	-	-
TOTAL	997,328	820,579	970,846	1,087,018	1,054,656	1,034,656

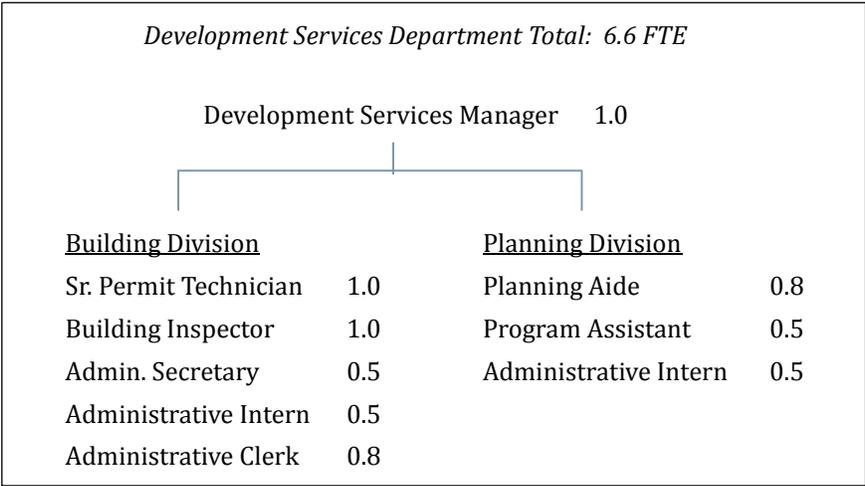
Major Changes

The \$1,054,656 Adopted Budget for the Development Services Department represents an increase of \$83,810 (9%) over the previous fiscal year budget. In addition to normal cost-of-living increases, the majority of this increase can be attributed to the following: replacement of the City Planner position with a new Development Services Manager position responsible for managing all departmental operations; and to the additional hours of the Administrative Clerk I position that increased the part-time position (0.5 FTE) to a benefited 80% position (0.8 FTE).



DEPARTMENTAL BUDGETS

Organizational Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

Development Services (1755)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
212-1755-41000	Salary	373,742	381,343	381,343	395,787	395,787
212-1755-41001	Part Time Salary	137,120	137,120	142,620	53,715	53,715
212-1755-41002	Overtime	3,291	3,291	3,291	3,000	3,000
212-1755-41105	Workers Compensation	-	14,063	14,063	10,776	10,776
212-1755-41200	PERS Retirement	59,235	53,577	84,249	59,364	59,364
212-1755-41205	PARS Retirement	1,783	1,783	1,783	698	698
212-1755-41310	Medical Insurance	66,317	69,105	69,105	73,997	73,997
212-1755-41311	Medical/Dental Ins Retirees	10,512	10,512	10,512	36,214	36,214
212-1755-41313	OPEB Funding	-	-	-	-	-
212-1755-41400	Dental Insurance	5,225	5,473	5,473	9,579	9,579
212-1755-41500	Vision Care	2,025	2,025	2,025	2,295	2,295
212-1755-41600	EPMC	-	-	-	-	-
212-1755-41700	Uniform Value	-	-	-	-	-
212-1755-41800	LTD Insurance	2,470	2,520	2,520	3,245	3,245
212-1755-41900	Medicare	7,499	7,609	7,609	6,735	6,735
212-1755-41902	FICA	-	-	-	-	-
212-1755-41903	Employee Assistance Program	282	282	282	245	245
212-1755-41904	Life Insurance	1,328	1,328	1,328	753	753
212-1755-41905	Benefits in Lieu	3,000	3,000	3,000	12,000	12,000
212-1755-41906	Bonds	34	34	34	66	66
212-1755-41911	Liability Insurance	17,438	17,291	17,291	16,490	16,490
212-1755-41915	Educational Incentive	-	-	-	-	-
212-1755-41990	Cell Phone Stipend	-	-	-	-	-
	Total Salaries & Benefits	691,301	710,356	746,528	684,959	684,959
212-1755-42000	Uniforms/Safety Equipment	760	90	90	200	200
212-1755-42001	Communications	960	960	960	960	960
212-1755-43000	Vehicle Maintenance/Repair/Inr	-	-	-	-	-
212-1755-43300	Memberships/Subscriptions	1,090	1,090	1,090	1,348	1,348
212-1755-43500	Program Office Supplies	29,600	20,100	20,100	35,215	35,215
212-1755-43510	Meeting & Sundry Supplies				250	250
212-1755-43520	Copies/Printing/Shipping/Xerox	7,500	6,000	6,000	8,600	8,600
212-1755-43600	Professional Services	293,300	218,500	298,500	309,064	289,064
212-1755-43700	Pubs/Legal Notices/Filing Fees	7,530	5,700	5,700	5,700	5,700
212-1755-44320	Travel/Training	10,250	8,050	8,050	8,360	8,360
	Total Services & Supplies	350,990	260,490	340,490	369,697	349,697
	Division Total	1,042,291	970,846	1,087,018	1,054,656	1,034,656



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DEPARTMENTAL BUDGETS

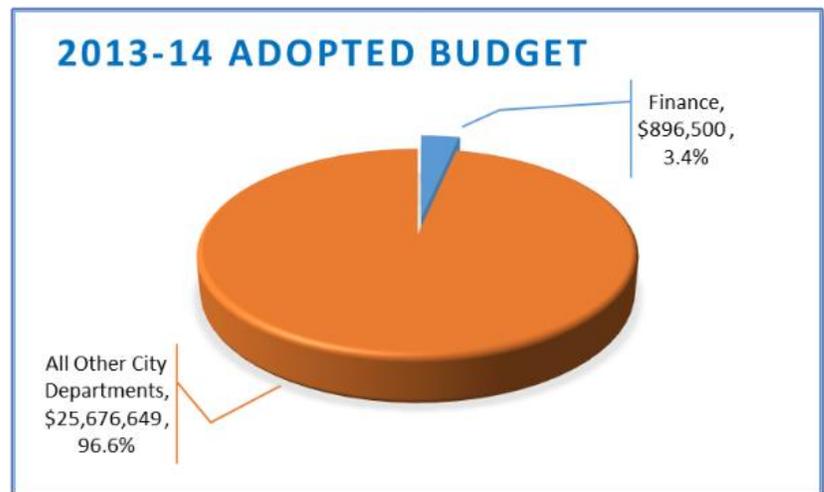
FINANCE

Mission

To assist the City Council, City Manager and operating departments in prudently managing financial resources and assets by providing accurate information and high-quality business and financial planning and management advisory services, including budgeting, debt management, accounting, purchasing, revenue collection and management and payables processing.

Department Overview

The Finance Department is responsible for overseeing the fiscal health of the City. The Department accomplishes this by providing financial information, policy analysis and recommendations that help the City Council and all City departments make decisions about how best to allocate and manage the City's financial resources. The department supports the organization's immediate as well as long-range resource allocation decisions and responds to both economic fluctuations and changes in the State's fiscal outlook. Finance Department staff evaluate the effects of budget changes on service levels, assist departments with business planning, support citywide economic development projects, and provide recommendations on proposals with a financial impact.



Major Services

Accounting

Account for the City's resources and disclose the financial condition of the City and the results of its operations in the year-end comprehensive annual financial report.

Budget

Manage preparation of the biennial operating budget and short- and long-range financial forecasts to ensure that resources are allocated appropriately and are adequate to meet financial obligations, and that the financial plan reflects the City Council Workplan and policy directives.



DEPARTMENTAL BUDGETS

Purchasing/Accounts Payable

Manage accounts payable and purchasing services to provide necessary resources to assist City departments in the accomplishment of their mission.

Revenue

Collect and audit all locally-controlled revenues to ensure compliance with applicable laws and application of best safekeeping practices. Complete citywide invoicing and accounts receivable processing to ensure receipt of all monies due.

Treasury

Manage the City's investments, debt financing, and banking functions.

Insurance

Administer the City's self-insurance and loss prevention program to ensure that City resources are safeguarded in the most effective way possible.

Major Accomplishments in FY 2011-2013

- Received awards for Excellence in Financial Reporting for the 16th consecutive year from the Government Finance Officers Association of the United States and Canada (GFOA).
- Transitioned all Redevelopment Agency assets and operations to the Successor Agency to comply with State law as a result of the elimination of redevelopment agencies statewide. Prepared and received approval from the Department of Finance on Recognized Obligation Payments Schedule (ROPS) I, II, III and FY 13-14A.
- Provided information and schedules for audits by Contra Costa County Due Diligence Review (DDR); State Controllers' Office, Gas Tax Audit and Asset Transfer Review; Financial Audit; DDR for All Funds and for Low/Moderate Income Housing Funds; and the Single Audit.
- Assisted in the partnership which successfully obtained New Market Tax Credit financing for the City's San Pablo Helms Community Center.
- Received City Council approval and adoption of the revised Purchasing Ordinance, and trained departments on the updated policy, which allows for more efficient procurement and contracting processes, thereby saving City resources.
- Provided assistance to complete the comprehensive Master/User Fee Study and in-depth review of Development Cost Center fees, and develop a Cost Allocation Plan and a full-burdened staff rate analysis to accurately account the true cost of providing City services.
- Implemented succession planning where the change in personnel in the department will improve the operations and efficiency of the department.



DEPARTMENTAL BUDGETS

Major Objectives

- Provide enhanced analytic tools to the divisions through the installation and implementation of Chameleon budgeting, forecasting and reporting software by September 2013. Provide training to ensure successful and seamless transition from Springbrook to the dashboard capabilities of Chameleon with its interactive reports, charts and graphics.
- Develop and publish a Biennial Budget in Brief by October 2013.
- Present to the City Council quarterly Financial Statements within 30 days of the close of the quarter.
- Apply for and receive awards for Excellence in Financial Reporting within the allotted time frame from the Government Finance Officers Association of the United States and Canada (GFOA).
- Develop a desk manual for each Finance Department position, and cross train employees to ensure that each position has a backup by June 2014.
- Develop a department policy and procedures manual by October 2014, which includes standards and guidelines for when tasks and reports are to be completed.
- Explore the integration of the accounting system with other City systems and establish a plan by December 2013 in partnership with the Information Technology Department.
- Create a capital equipment replacement fund and/or internal services fund by December 2014 to establish a methodology of funding capital equipment replacement over several years.
- Develop a reinvestment mechanism to support the municipal Climate Action Plan objectives by June 2015 to assist the City in reaching its green building, auditing, renewable energy, environmentally friendly purchasing and alternative transportation objectives.

Finance Department Budget

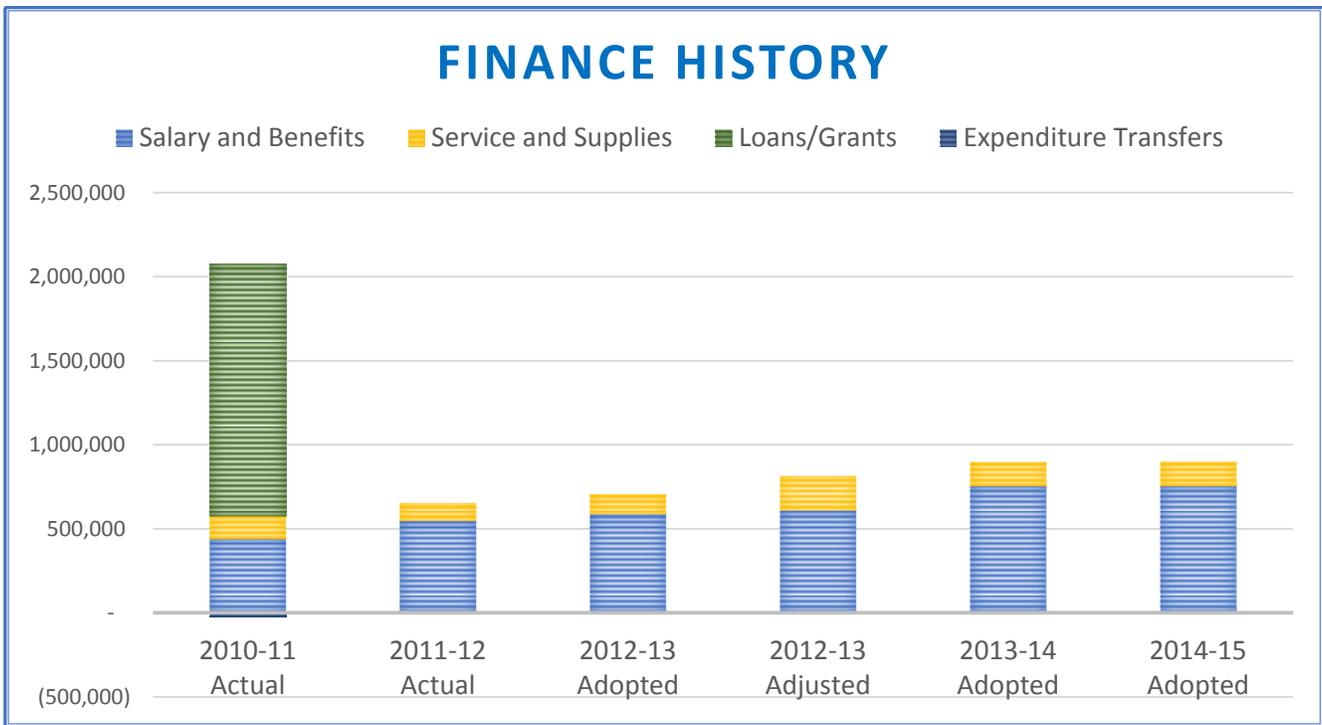
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Finance						
Salary and Benefits	441,506	548,325	587,088	611,044	752,725	752,725
Service and Supplies	134,564	105,240	118,840	202,655	143,775	144,998
Loans/Grants	1,500,000	-	-	-	-	-
Expenditure Transfers	(23,008)	-	-	-	-	-
TOTAL	2,053,061	653,564	705,928	813,699	896,500	897,723

Major Changes

The Finance Department budget of \$896,500 for FY 2013-14 represents an increase of \$190,572 (27%) from the FY 2012-13 Adopted Budget. This change is primarily attributable to the reorganization of the Department as well as increases in labor expenses over time. The reorganization of the unit was prompted by the retirement of the long-term Finance Director and included the following: change of the Finance Director position to Finance Manager; change in the Financial Analyst position to Finance Supervisor; and addition of a new Accountant position, which increased the FTE count from 4.5 to 5.5 to increase capacity and more closely reflect the actual workload. Lastly, expenses for part-time employees increased by over \$100,000 to account for the temporary rehiring of the retired Finance Director to complete special projects and assist in transition.



DEPARTMENTAL BUDGETS



Organizational Chart with Authorized Position Count

Finance Department Total: 6.0 FTE

Finance Manager	1.0	Financial Advisor	0.5
Finance Supervisor	1.0		
Accountant	1.0		
Fiscal Clerk II	1.0		
Fiscal Clerk I	1.0		
Administrative Intern	0.5		



DEPARTMENTAL BUDGETS

Budget Detail

Financial Services (1420)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1420-41000	Salary	413,118	421,419	421,419	434,990	434,990
100-1420-41001	Part Time Employees	-	-	23,956	101,587	101,587
100-1420-41002	Overtime	1,948	1,948	1,948	1,000	1,000
100-1420-41105	Workers Compensation	-	11,346	11,346	12,494	12,494
100-1420-41200	PERS Retirement	66,777	59,459	59,459	65,244	65,244
100-1420-41205	PARS Retirement	-	-	-	1,327	1,327
100-1420-41310	Medical Insurance	47,393	49,033	49,033	85,538	85,538
100-1420-41311	Medical/Dental Ins Retirees	2,592	2,592	2,592	2,953	2,953
100-1420-41313	OPEB Funding	-	-	-	-	-
100-1420-41400	Dental Insurance	4,344	4,550	4,550	7,714	7,714
100-1420-41500	Vision Care	2,250	2,250	2,250	2,250	2,250
100-1420-41600	EPMC	-	-	-	-	-
100-1420-41700	Uniform Value	-	-	-	-	-
100-1420-41800	LTD Insurance	2,698	2,752	2,752	3,448	3,448
100-1420-41900	Medicare	6,018	6,139	6,139	7,809	7,809
100-1420-41902	FICA	-	-	-	-	-
100-1420-41903	Employee Assistance Program	235	235	235	240	240
100-1420-41904	Life Insurance	886	886	886	738	738
100-1420-41905	Benefits in Lieu	-	-	-	-	-
100-1420-41906	Bonds	30	30	30	65	65
100-1420-41911	Liability Insurance	13,996	13,950	13,950	19,118	19,118
100-1420-41915	Educational Incentive	10,500	10,500	10,500	5,250	5,250
100-1420-41990	Cell Phone Stipend	-	-	-	960	960
	Total Salaries & Benefits	572,783	587,088	611,044	752,725	752,725
100-1420-42001	Communications	480	480	480	720	480
100-1420-43300	Memberships/Subscriptions	1,000	1,000	1,000	1,155	1,155
100-1420-43500	Program Costs & Supplies	4,500	2,500	2,500	5,400	5,400
100-1420-43520	Copies/Printing/Shipping/Xerox	8,560	8,560	8,560	7,850	7,850
100-1420-43600	Professional Services	126,000	103,000	136,215	120,150	121,613
100-1420-43530	Office Furniture & Equip't <\$5000	-	-	-	-	-
100-1420-44320	Travel/Training Staff	3,300	3,300	3,300	8,500	8,500
	Total Services & Supplies	143,840	118,840	152,055	143,775	144,998
	Division Total	716,623	705,928	763,099	896,500	897,723



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DEPARTMENTAL BUDGETS

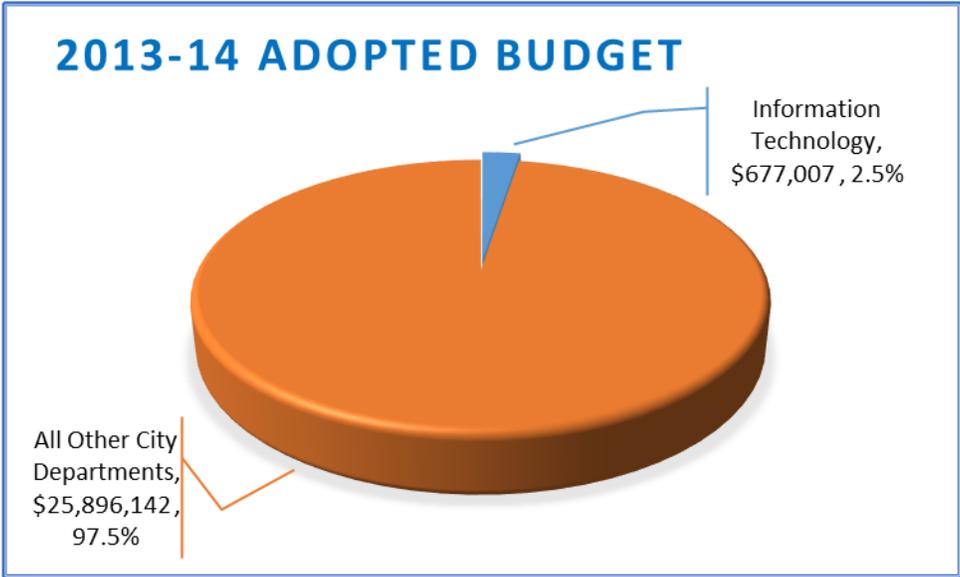
INFORMATION TECHNOLOGY

Mission

To provide the administration and support to keep the city network and networked computers in good working order.

Department Overview

Information Technology (IT) manages the City's information and computer infrastructure by providing network computer and telephone communications support for the City of San Pablo, the San Pablo Economic Development Corporation (EDC), West Contra Costa Transportation Advisory Committee, and the West Contra Costa Integrated Waste Management Authority. The work is primarily divided into three parts: network and system planning and management, database maintenance and management, and helpdesk and end-user support.



Major Services

IT is responsible for installing and maintaining the information network and communications systems, including computer hardware and software, land-line telephones and voicemail. The department coordinates service requests for the support and training of all networked computer users, including maintenance, troubleshooting and purchasing of computers, laptops, printers and other peripheral devices, as well as the telecommunications system.



DEPARTMENTAL BUDGETS

Major Accomplishments in FY 2011-2013

- Upgraded all computer workstations to Windows 8 and Microsoft Office 2013.
- Completed transition of City cell phone service into Personnel Department's new Stipend Policy.
- Provided audio/video capabilities into most conference rooms.
- Assisted in the installation of the Public Works OMS (Operation Management System).
- Managed the purchase, setup and distribution of tablet and notebook computers for City Councilmembers and executive staff.
- Extended the City Hall VoIP telephone and voice messaging system to remote sites, such as the Corp Yard and EDC.
- Replaced all city printers with the environmentally superior and technologically advanced Xerox ColorQube system with scan, fax and email capability.
- Outfitted Senior Center with workstations with internet access to meet client needs.
- Implemented high-speed radio data-transmission in Police patrol cars for quicker and more efficient operations.
- Upgraded citywide database service to SQL 2012 for quicker and more efficient operations.
- Completed the transfer of the financial database from the Progress system to SQL 2012 in preparation for implementation of Chameleon, the City's new budget management software.
- Expanded the City's WiFi connectivity to various hubs throughout the City Hall complex.

Major Objectives

- Replace the aging (circa 2006) computer network servers by November 2013 for quicker and more efficient operations.
- Replace aging (circa 2001) firewalls by March 2014 to improve network security.
- Upgrade the computer network to Windows 2012 by November 2013 to maintain current industry standards and operational efficiency.
- Upgrade the City's email service to Windows Exchange 2013 by June 2014 to maintain current industry standards and operational efficiency.
- Transfer all database services to SQL 2012 by April 2014 to standardize all city databases for operational efficiency.
- Video record City Council meetings and post to the City web site by September 2013 to improve transparency and access to City government.
- Move the Computer Room to its new location by March 2014 to assist in City organizational management and to maintain efficient operations.
- Expand the City's WiFi connectivity to additional sites as opportunities arise.



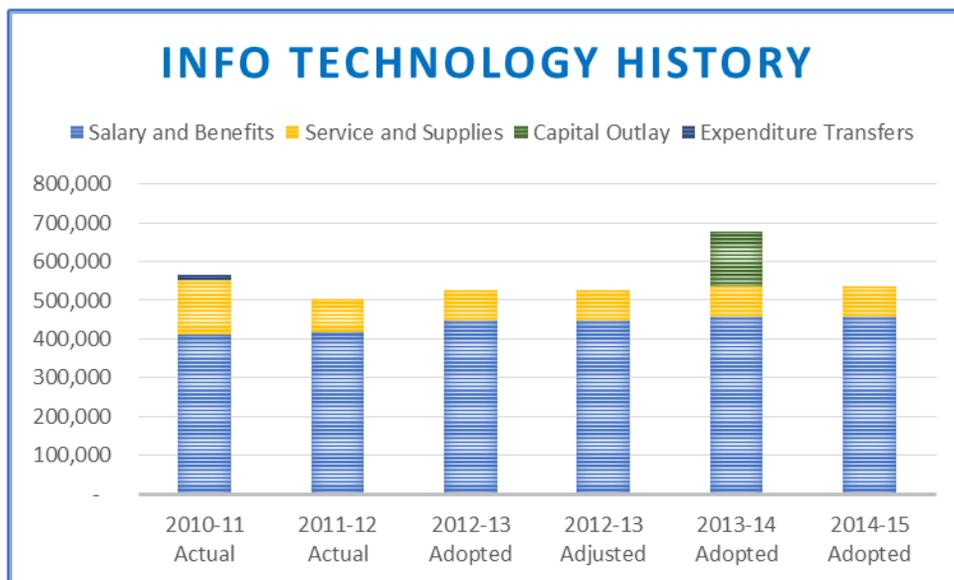
DEPARTMENTAL BUDGETS

Information Technology Department Budget

Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Information Services (MIS)						
Salary and Benefits	410,155	419,005	446,243	446,243	456,987	456,987
Service and Supplie	140,710	85,679	80,065	80,065	80,020	80,020
Capital Outlay	181	-	-	-	140,000	-
Expenditure Transfe	14,039	-	-	-	-	-
TOTAL	565,085	504,684	526,308	526,308	677,007	537,007

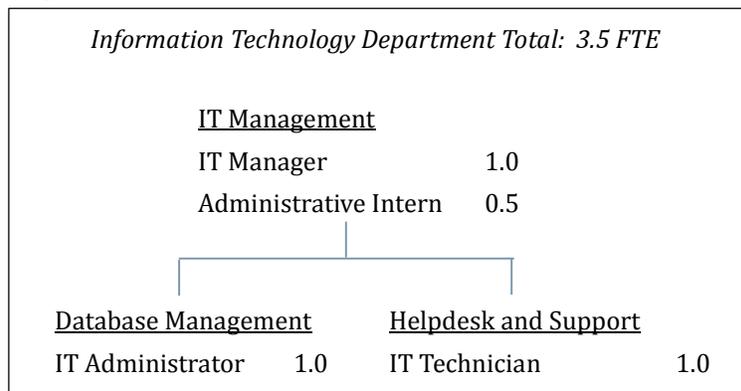
Major Changes

The Information Technology Adopted Budget for the two-year budget cycle for FY 2013-14 and 2014-15 has been established at \$677,007 and \$537,007 respectively. In Year 1 of the budget, this figure represents an increase of approximately \$151,000, \$140,000 of which is attributable to large capital expenses to upgrade the servers, firewall and switch. This is a one-time expense, hence the \$140,000 budget decrease in Year 2.



DEPARTMENTAL BUDGETS

Organizational Chart with Authorized Position Count



Budget Detail

Information Technology (1330)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1330-41000	Salary	300,554	306,565	306,565	302,475	302,475
100-1330-41001	Part Time Salary	12,160	12,160	12,160	15,005	15,005
100-1330-41002	Overtime	-	-	-	2,000	2,000
100-1330-41105	Workers Compensation	-	8,542	8,542	7,445	7,445
100-1330-41200	PERS Retirement	47,256	42,735	42,735	45,368	45,368
100-1330-41205	PARS Retirement	158	158	158	195	195
100-1330-41310	Medical Insurance	47,770	49,581	49,581	54,969	54,969
100-1330-41311	Medical/Dental Ins Retirees	2,640	2,640	2,640	2,825	2,825
100-1330-41313	OPEB Funding	-	-	-	-	-
100-1330-41400	Dental Insurance	4,149	4,346	4,346	-	-
100-1330-41500	Vision Care	1,350	1,350	1,350	4,826	4,826
100-1330-41600	EPMC	-	-	-	1,350	1,350
100-1330-41700	Uniform Value	-	-	-	-	-
100-1330-41800	LTD Insurance	1,954	1,993	1,993	2,417	2,417
100-1330-41900	Medicare	4,534	4,622	4,622	4,653	4,653
100-1330-41902	FICA	-	-	-	-	-
100-1330-41903	Employee Assistance Program	141	141	141	144	144
100-1330-41904	Life Insurance	886	886	886	443	443
100-1330-41905	Benefits in Lieu	-	-	-	-	-
100-1330-41906	Bonds	23	23	23	39	39
100-1330-41911	Liability Insurance	10,545	10,502	10,502	11,393	11,393
100-1330-41915	Educational Incentive	-	-	-	-	-
100-1330-41990	Cell Phone Stipend	-	-	-	1,440	1,440
Total Salaries & Benefits		434,119	446,243	446,243	456,987	456,987
100-1330-42001	Communications	1,440	1,440	1,440	1,440	1,440
100-1330-42005	Network Applications/Expenses	86,047	69,585	69,585	65,740	65,740
100-1330-43300	Memberships/Subscriptions	840	840	840	840	840
100-1330-43500	Program Costs & Supplies	8,000	8,000	8,000	10,000	10,000
100-1330-44320	Travel/Training	200	200	200	2,000	2,000
100-1330-46300	Equipment	-	-	-	140,000	-
Total Services & Supplies		96,527	80,065	80,065	220,020	80,020
Division Total		530,646	526,308	526,308	677,007	537,007

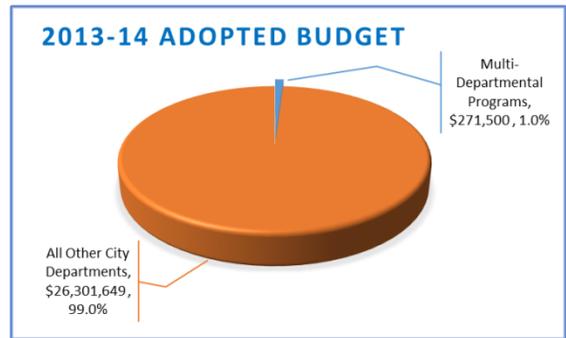


DEPARTMENTAL BUDGETS

MULTI-DEPARTMENT PROGRAMS

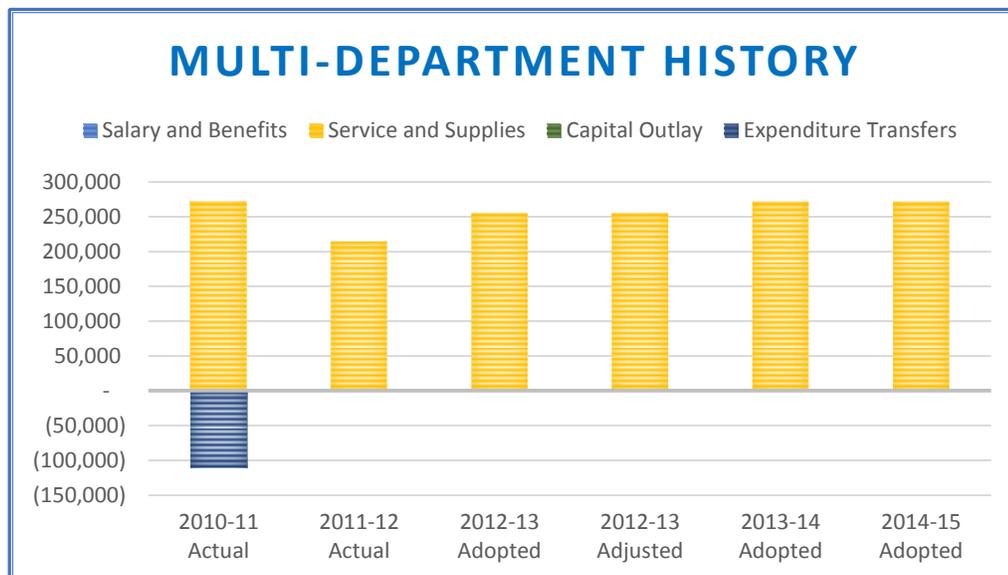
Unit Overview

Multi-Departmental Programs is not a department or division of the City; hence there are no employees assigned here. Rather, the Multi-Departmental Program budget is a financial mechanism to capture expenses that are citywide in nature and do not belong to any one department or are not allocated out to department budgets. The budget is part of the General Fund (100-8000). For budget purposes, the East Bay Regional Communications System (EBRCS) budget is also included here; this budget is maintained in Fund 160, but is used as a pass-through to the General Fund.



Multi-Departmental Programs Budget

Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Multi Department						
Salary and Benefits	-	-	-	-	-	-
Service and Supplies	271,840	214,391	255,000	255,000	271,500	271,500
Capital Outlay	-	-	-	-	-	-
Expenditure Transfers	(109,440)	-	-	-	-	-
TOTAL	162,400	214,391	255,000	255,000	271,500	271,500



DEPARTMENTAL BUDGETS

Budget Detail

Multi-Departmental Programs (8000)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-8000-42001	Communications	50,000	50,000	50,000	75,000	75,000
100-8000-43500	Program Costs & Supplies	25,000	25,000	25,000	8,500	8,500
100-8000-43520	Copies/Printing/Shipping/Xerox	-	-	-	-	-
100-8000-43550	Central Office Supplies	50,000	50,000	50,000	20,000	20,000
100-8000-44400	Utilities	104,000	105,000	105,000	60,000	60,000
100-8000-44450	Property/Fire/Crime Insurance	25,000	25,000	25,000	35,000	35,000
100-8000-49502	Administrative Transfer	-	-	-	-	-
	Total Services & Supplies	254,000	255,000	255,000	198,500	198,500
	Division Total	254,000	255,000	255,000	198,500	198,500
East Bay Communications (1600)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
160-0000-39999	Transfers In	-	-	-	-	-
160-1600-43500	Radios	72,801	-	-	73,000	73,000
	Total Services & Supplies	72,801	-	-	73,000	73,000
	Division Total	72,801	-	-	73,000	73,000



DEPARTMENTAL BUDGETS

POLICE

Mission Statement

To be "fully engaged" in everything we do, from the day-to-day to the life-threatening. We focus our efforts and resources on our community: crime reduction; quality of life; our youth; and gang reduction, prevention and intervention. We accomplish our mission by aggressively enforcing laws through responsive patrol work, conducting exceptional investigations and by offering several highly recognized community programs.

Department Overview

The San Pablo Police Department is a full-service community-based law enforcement agency, consisting of fifty-four (54) sworn police officers, twenty-one (21) full-time civilian employees, one (1) reserve officer, two (2) part-time police employees and three (3) crossing guards.

The agency's organization is separated into three major divisions: Patrol, Investigations and Support Services. Administratively, the Department manages its resources and accomplishes its objectives through one chief of police, one captain, three lieutenants and nine sergeants.

Major Services

Patrol

Provides uniformed patrol of the city to prevent crime, apprehend criminals and perform a wide variety of services for our residents by engaging in foot, bicycle and K-9 patrols, and by conducting graffiti, code and traffic enforcement.

Investigations

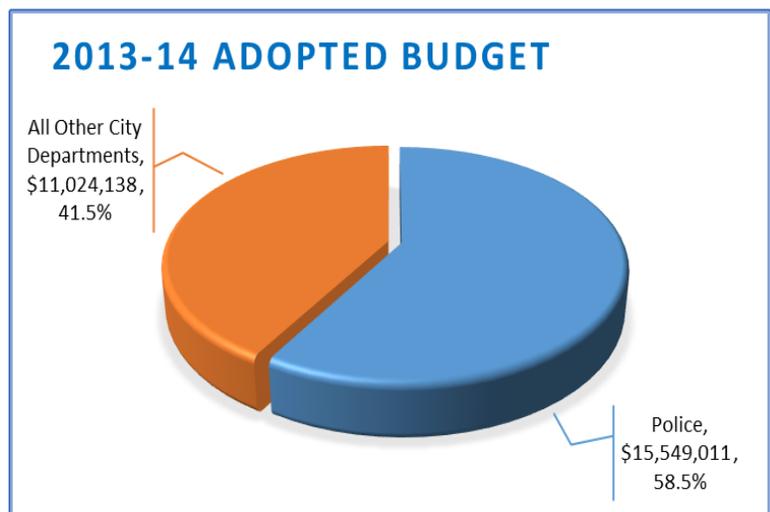
Conducts in-depth investigation of *Part 1* criminal offenses such as homicide and sexual assault, and presents the cases to the District Attorney's Office for prosecution. Disrupts and dismantles gang elements operating in the city.

Support Services

Performs a wide range of duties, including management and operation of the police facility, fleet maintenance, records management, and management of property and evidence.

Community Programs

Patrols the local schools and administers many unique and highly successful community programs.



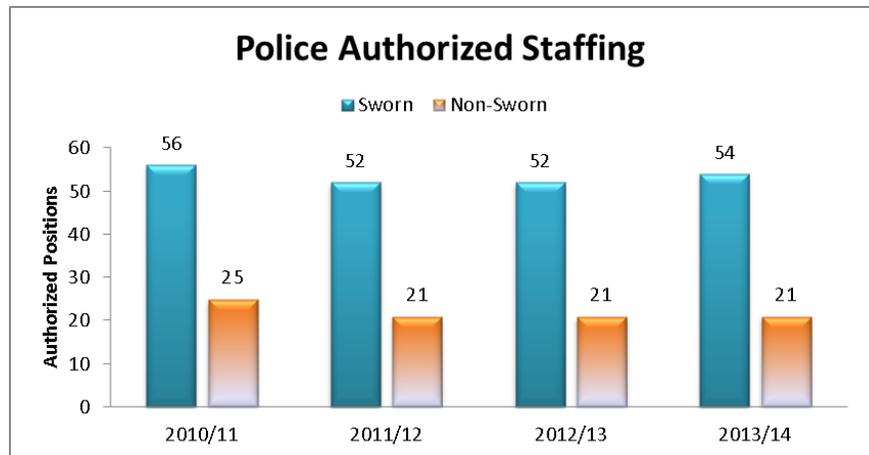
DEPARTMENTAL BUDGETS

Major Accomplishments for FY 2011-2013

- Cleared all ten homicides in the City (three in 2011 and seven in 2012). A 2010 Scripps Howard News Service study of crime records provided by the FBI indicated that *the majority of homicides now go unsolved at dozens of big-city police departments and nationwide clearances are below 65 percent.*

- Implemented in-field reporting, in which reports are created and maintained electronically in the automated records system, which significantly reduced data processing costs in both labor and supplies.

- Implemented three mobile automatic license plate recognition (ALPR) cameras in patrol vehicles; thereafter, stolen vehicle arrests increased by fifty percent.



- Received twenty-two "10851" award pins from the California Highway Patrol for officer excellence in the recovery of stolen vehicles and apprehension of suspects.
- Restructured patrol shifts to marshal resources toward robbery suppression in response to a significant increase in West Contra Costa robberies in 2012; this resulted in an eleven percent decrease in robberies as compared to the same quarter last year.
- Experienced a one percent decrease in violent crime in 2012 while other West Contra Costa cities experienced a four to twelve percent increase.
- Received five "23152" award pins from Mothers Against Drunk Driving (MADD) for the extraordinary efforts of officers in arresting drunk drivers.
- Completed the infrastructure backbone of the citywide surveillance program and deployed cameras at Downer and Dover Elementary schools. This effort virtually eliminated gang graffiti within the viewable area of the cameras and provided evidence in two gang-related shootings, including a crucial lead in solving one of the shootings that resulted in a homicide.
- Expanded recruiting efforts of police officers to attract more racially diverse, qualified applicants. Since implementation, hiring has consisted of three Hispanics, two Caucasians and one mixed-race officer (Asian/Caucasian), including one female and two fluent Spanish speakers.



DEPARTMENTAL BUDGETS

- Implemented Command Central to pull data from the PD automated records management system to create heat maps, pie charts, line and bar graphs, and other reports for statistical comparisons and for trend-spotting to assist in our intelligence led policing (ILP) efforts.
- Overhauled several community programs to improve or increase outreach, including transiting the Kids-to-Camp program to the nationally recognized GREAT Summer Program, and organizing National Night Out rather than inviting the community to come to us with Public Safety Day. In addition, expanded the six-week leadership program at Helms Middle School to a twelve-week multi-influenced program.
- Created flexibility in overlapping shifts to transform the bicycle program, which had become nonoperational because of inadequate staffing levels. Since implementation, officers have logged 150 hours of patrol time, resulting in on-view arrests, citations and community contacts.
- Deployed the LEAP System to provide link analysis to discover patterns, trends and associations from a variety of data sources to assist in solving criminal acts.
- Created a comprehensive Truancy Program to encourage school participation and to reduce criminal behavior and gang membership. The program addresses underlying social issues that contribute to truancy and provides an alternative to existing punitive sanctions that was approved by the Contra Costa County Superior Court and by City Council Resolution 2012-027.

Major Objectives

- Complete the citywide surveillance project as approved by City Council Resolution 2013-001. Analyze and evaluate the success of the program by September 2014; if successful, create plans for City Council review to develop the program further by July 2015.
- Deploy predictive policing software to provide analysis of past crime data to forecast possible locations and times where violent crimes might occur down to a 500-foot geographic area within the city by December 2013.
- Train an officer in the nationally recognized Neighborhood Watch programs, including Crime Prevention through Environmental Design (CEPTED), and revamp the existing neighborhood watch by July 2014 with the goal of increasing the number of participants and the geographic footprint of those participants.
- Upgrade ShotSpotter by September 2013 with the goal of having access for detectives and mobile police units.
- Develop a cadet/internship program for City Council consideration by July 2014 to prepare local residents for a career in police administration, thus accomplishing the City's goal of increasing diversity of qualified police officer applicants from within the San Pablo community.



DEPARTMENTAL BUDGETS

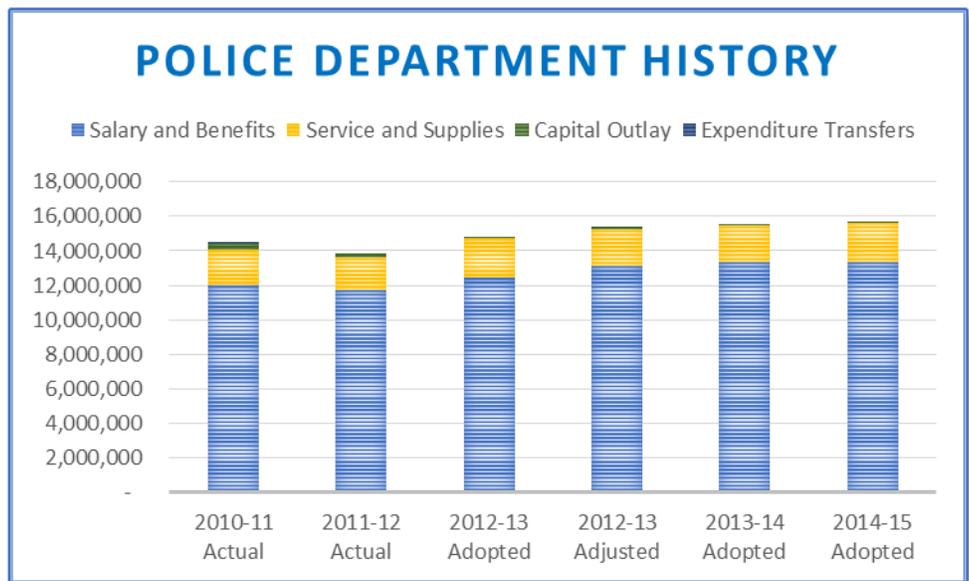
Police Department Budget

Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Police Department						
Salary and Benefits	12,040,317	11,697,165	12,474,691	13,090,232	13,318,110	13,318,110
Service and Supplies	2,047,904	1,952,969	2,269,132	2,143,021	2,190,901	2,306,510
Capital Outlay	331,876	178,715	50,000	183,846	40,000	40,000
Expenditure Transfers	48,763	-	-	-	-	-
TOTAL	14,468,861	13,828,850	14,793,823	15,417,099	15,549,011	15,664,620

Major Changes

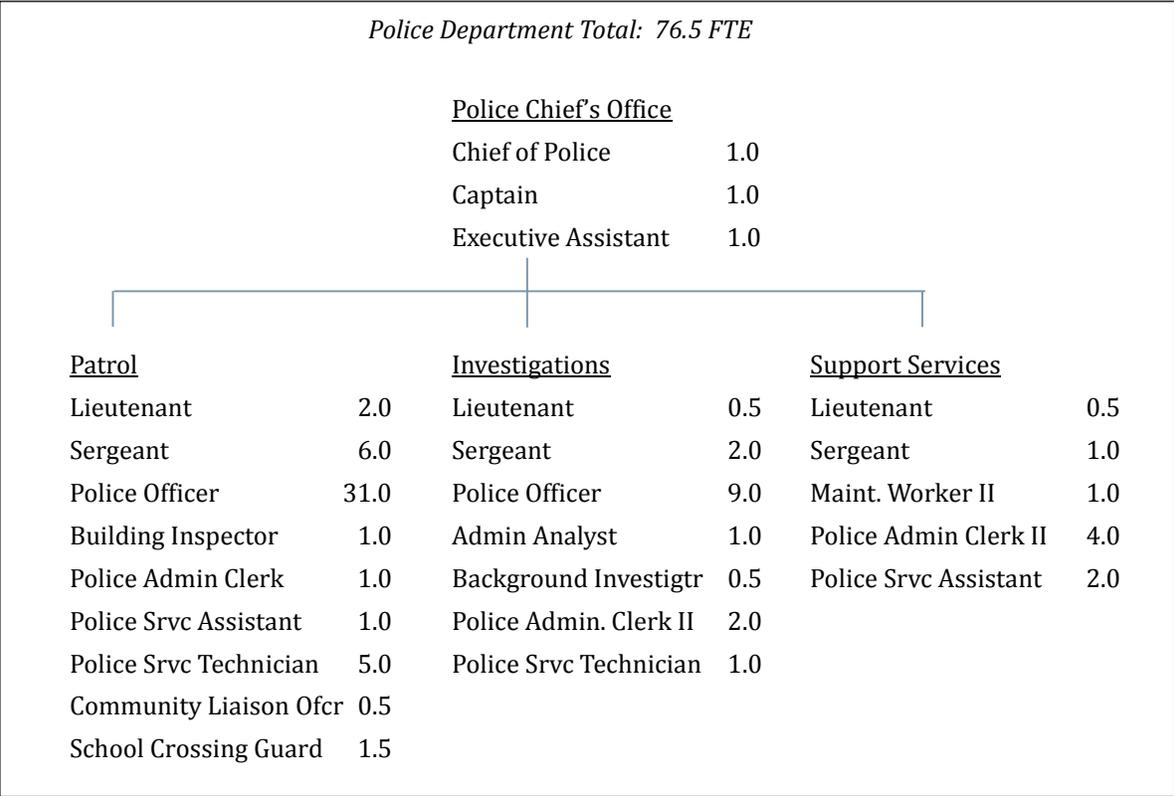
The FY 2013-14 Police Department Adopted Budget of \$15,549,011 represents an increase of \$755,188 (5%) over the FY 2012-13 Adopted Budget. This increase is primarily due to the addition of two full-time police officers funded by Measure Q for specific youth and gang assignments; the ending of COPS grant funding for 1.5 full-time police officers, and normal cost of living increases. The additional \$116,000 budgeted in Year 2 of the Biennial Budget is primarily to cover the cost of the last .5 COPS grant-funded officer.

In 2013, the Police Department implemented in-field reporting in which reports are created and maintained electronically in our automated records management system, eliminating the need for secondary data input. Thus, most of the duties assigned to the Police Senior Administrative Clerk position were eliminated, and the position was no longer needed. This savings from this position will be used to offset the cost of one additional Police Services Assistant, which is needed for sign abatement; this position has not been filled for three years and violations of this nature have increased significantly.



DEPARTMENTAL BUDGETS

Organizational Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

Police Department (1810)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1810-41000	Salary	7,318,724	7,314,875	7,529,400	8,126,585	8,126,585
100-1810-41001	Part Time Employees	222,680	222,680	222,680	108,829	108,829
100-1810-41002	Overtime	601,072	606,304	759,798	694,065	694,065
100-1810-41003	Casino Duty	-	-	-	-	-
100-1810-41105	Workers Compensation	-	226,014	226,014	208,907	208,907
100-1810-41200	PERS Retirement	1,960,674	1,795,318	2,042,840	1,942,573	1,942,573
100-1810-41205	PARS Retirement	2,417	2,417	2,417	1,415	1,415
100-1810-41305	Holiday Pay	-	173,500	173,500	-	-
100-1810-41310	Medical Insurance	779,713	824,116	824,116	1,028,313	1,028,313
100-1810-41311	Medical/Dental Ins Retirees	197,794	197,794	197,794	251,632	251,632
100-1810-41313	OPEB Funding	-	-	-	-	-
100-1810-41400	Dental Insurance	92,485	97,789	97,789	119,913	119,913
100-1810-41500	Vision Care	30,717	30,987	30,987	33,503	33,503
100-1810-41600	EPMC	-	-	-	-	-
100-1810-41700	Uniform Value	-	-	-	-	-
100-1810-41800	LTD Insurance	51,798	53,252	53,252	85,859	85,859
100-1810-41900	Medicare	119,023	122,284	122,284	130,567	130,567
100-1810-41902	FICA	-	-	-	-	-
100-1810-41903	Employee Assistance Program	3,472	3,472	3,472	3,573	3,573
100-1810-41904	Life Insurance	20,347	20,524	20,524	11,087	11,087
100-1810-41905	Benefits in Lieu	66,000	66,000	66,000	66,000	66,000
100-1810-41906	Bonds	533	533	533	968	968
100-1810-41911	Liability Insurance	276,790	277,879	277,879	319,664	319,664
100-1810-41915	Educational Incentive	110,250	110,250	110,250	73,500	73,500
100-1810-41990	Cell Phone Stipend	-	-	-	9,120	9,120
	Total Salaries & Benefits	11,854,488	12,145,988	12,761,529	13,216,073	13,216,073
100-1810-42000	Uniforms/Safety Equipment	71,600	65,000	65,000	65,000	65,000
100-1810-42001	Communications	27,500	27,500	54,800	54,800	54,800
100-1810-43000	Vehicle Maintenance/Repair/Ins	150,922	116,922	116,922	116,922	116,922
100-1810-43100	Gasoline / Diesel	160,000	180,000	180,000	147,190	147,190
100-1810-43300	Memberships/Subscriptions	19,450	8,750	10,850	8,750	8,750
100-1810-43500	Program Costs & Supplies	14,450	7,850	11,350	7,850	7,850
100-1810-43510	Meeting & Sundry Supplies	6,000	4,000	8,000	4,000	4,000
100-1810-43520	Copies/Printing/Shipping/Xerox	32,700	36,150	36,150	36,150	36,150
100-1810-43530	Office Furn & Equip <\$5000	6,600	2,000	4,000	2,000	2,000
100-1810-43600	Professional Services	1,346,248	1,497,210	1,397,210	1,424,489	1,540,098
100-1810-43610	Casino Background	35,000	10,000	10,000	10,000	10,000
100-1810-43800	Equipment Rental	23,200	23,200	27,200	23,200	23,200
100-1810-44000	Special Department Expenses	175,500	169,250	183,725	169,250	169,250
100-1810-44320	Travel/Training	58,600	69,300	57,206	69,300	69,300
100-1810-44400	Utilities	62,000	52,000	52,000	52,000	52,000
100-1810-46300	Equipment	95,110	50,000	90,696	40,000	40,000
	Total Services & Supplies	2,284,880	2,319,132	2,305,109	2,230,901	2,346,510
	Division Total	14,139,368	14,465,120	15,066,638	15,446,974	15,562,583



DEPARTMENTAL BUDGETS

Police Grants / COPS & CHRP (1830)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
217-1830-41000	Salary	198,921	200,271	200,271	60,626	60,626
217-1830-41001	Part Time Employees	-	-	-	-	-
217-1830-41002	Overtime	21,668	16,167	16,167	5,935	5,935
217-1830-41003	Casino Duty	-	-	-	-	-
217-1830-41105	Workers Compensation	-	6,961	6,961	1,544	1,544
217-1830-41200	PERS Retirement	57,777	63,186	63,186	15,942	15,942
217-1830-41205	PARS Retirement	-	-	-	-	-
217-1830-41305	Holiday Pay	-	-	-	-	-
217-1830-41310	Medical Insurance	30,281	24,823	24,823	12,279	12,279
217-1830-41311	Medical/Dental Ins Retirees	-	-	-	-	-
217-1830-41313	OPEB Funding	-	-	-	-	-
217-1830-41400	Dental Insurance	2,742	2,152	2,152	1,200	1,200
217-1830-41500	Vision Care	783	586	586	248	248
217-1830-41600	EPMC	-	-	-	-	-
217-1830-41700	Uniform Value	-	-	-	-	-
217-1830-41800	LTD Insurance	1,434	1,688	1,688	820	820
217-1830-41900	Medicare	3,199	3,766	3,766	965	965
217-1830-41902	FICA	-	-	-	-	-
217-1830-41903	Employee Assistance Program	141	161	161	27	27
217-1830-41904	Life Insurance	514	385	385	81	81
217-1830-41905	Bonds	-	-	-	-	-
217-1830-41906	Bonds	-	-	-	7	7
217-1830-41911	Liability Insurance	7,438	8,558	8,558	2,363	2,363
217-1830-41915	Educational Incentive	-	-	-	-	-
217-1830-41990	Cell Phone Stipend	-	-	-	-	-
	Total Salaries & Benefits	324,897	328,703	328,703	102,037	102,037
217-1830-42001	Communications	-	-	-	-	-
	Total Services & Supplies	-	-	-	-	-
	Division Total	324,897	328,703	328,703	102,037	102,037



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DEPARTMENTAL BUDGETS

PUBLIC WORKS

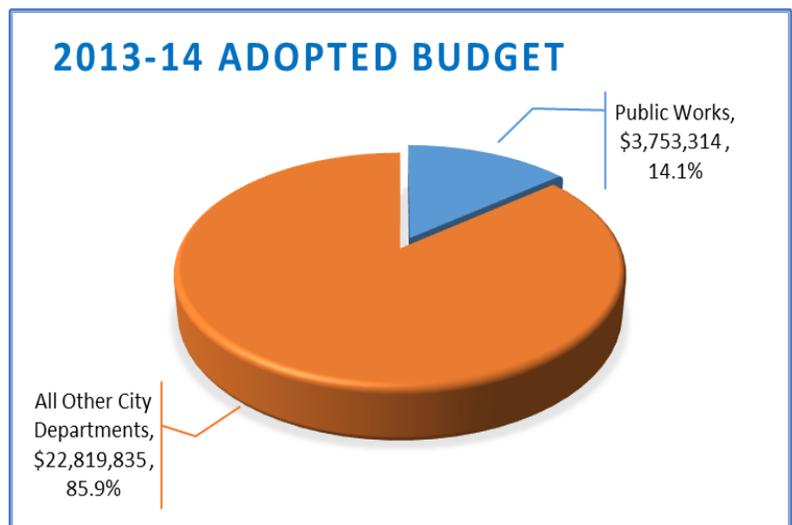
Mission

To create, improve and maintain public places and facilities that support a healthy, vibrant, and diverse community through the efficient use of available resources.

Department Overview

The Public Works Department is comprised of Engineering Services, Environmental Programs and Maintenance Services. Public Works is responsible for the daily maintenance and upkeep of City infrastructure, design and construction of new or improved public facilities, managing a safe and efficient citywide transportation network, the expedient review of development projects in accordance with the San Pablo Municipal Code and standards, and the City's efforts to be a good steward of the environment by reducing the impact on air, water and land resources. Department services are integral to the design and construction of multiple City projects and

infrastructure planning, such as development of the Circle-S site and San Pablo Dam Road/I-80 Interchange. Public Works partners with regional transportation, environmental, regulatory, and other agencies to ensure San Pablo's interests are considered.



Major Services

The Public Works Department is comprised of three divisions: Maintenance, Engineering, and Environmental Programs.

Engineering Services

Primarily funded by the General Fund, Engineering Services (1730) manages three core areas: the municipal capital improvement program (CIP), plan review and permits, and City engineering. The CIP program incorporates planning, administering and managing capital improvement projects, such as the street pavement management program, storm drainage system, traffic signals, sidewalks, trails and parks, and construction of new public facilities. The plan review and permits function includes the review of development projects and the issuance of grading, encroachment and transportation permits. Engineering involves the design and review of transportation corridors, flood plain management, etc.



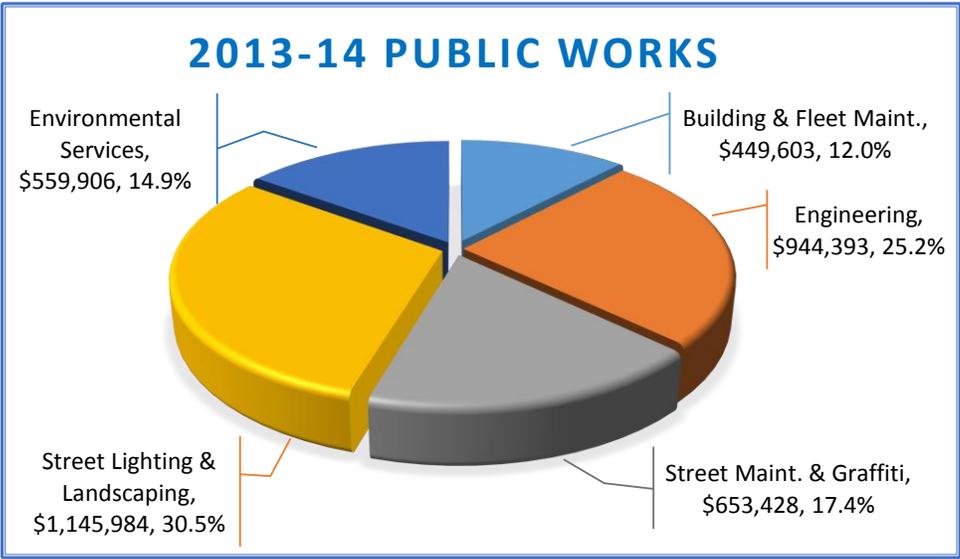
DEPARTMENTAL BUDGETS

Environmental Programs

Three core regulatory programs comprise the Environmental Programs Division (1740): the National Pollution Discharge Elimination System (NPDES), Solid Waste, and Climate Action. Mandated by the federal Clean Water Act, the purpose of NPDES in the City of San Pablo is to efficiently utilize available funding to reduce pollution of storm water to that ends up in creeks and the San Francisco Bay. The solid waste program reflects the City’s efforts to meet State AB 939 requirements mandating diversion of 50% of the City’s solid waste from the landfill through solid waste reduction, recycling, and composting programs. The purpose of Climate Action is to aid the City in meeting greenhouse gas emission targets outlined in AB 32, the California Global Warming Solutions Act. The Division is funded by a Stormwater Utility Assessment and by Solid Waste Franchise Fee revenues deposited in the General Fund.

Maintenance Services

The Maintenance Division is also comprised of three functional areas. Building and Fleet Maintenance provides maintenance and security of City-owned buildings and fleet vehicles, including City Hall grounds and landscaping, 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, and Brentz Lane Park. Additional facilities anticipated to come online in FY 2014-15 are the San Pablo Community Center at Helms Middle School and the Rumrill Sportsfields. Street Lighting and Landscaping maintains City-owned street lights, landscaping in the public right-of-way, parks and public facilities (e.g. structure maintenance, grounds upkeep and custodial service). Street



Maintenance and Graffiti Abatement provides general street maintenance, abatement of graffiti on public property along main thoroughfares, and removal of litter and debris from public areas. Funding comes from a variety of areas: Building and Fleet Maintenance (1780) is funded primarily by General Fund; Street Lighting and Landscaping (2110) is funded primarily by the Lighting & Landscaping Assessment District, while Street Maintenance and Graffiti Abatement (3110) is funded primarily by Gas Tax.



DEPARTMENTAL BUDGETS

Major Accomplishments in FY 2011-2013

- Completed replacement of Rumrill Bridge, funded primarily by the federal Highway Bridge Rehabilitation and Replacement program.
- Opened the new Wanlass Park, funded primarily by grant funds; received Outstanding New Park Award from California Parks and Recreation Society.
- Supported efforts with the Contra Costa Transportation Authority (CCTA) to enable progression of the San Pablo Dam Road / I-80 Interchange Project to achieve 95% design and full funding for a first construction phase to begin in 2015.
- Streamlined bid process by utilizing web based bid service provider for distribution of plans and specifications for city construction projects.
- Executed preparation of accelerated bid documents and contract award for Community Center at Helms Middle School and coordination for New Market Tax Credits funding; construction will be complete in early 2014.
- Completed the Wildcat Creek Daylighting project at Davis Park, primarily using grant funds.
- Managed design and installation of new City entry monuments and directional signage.
- Completed the Remedial Action Workplan for the former Burlington Northern Santa Fe (BNSF) site on Rumrill Boulevard and received plan approval from the State; this site will now be developed into the new Rumrill Sportsfields.
- Received federal American Recovery and Reinvestment Act (ARRA) funding to retrofit interior lighting in city buildings and City-owned street lights to achieve more energy efficient lighting.
- Installed weatherization measures on City buildings funded by a regional Environmental Protection Agency (EPA) grant.
- Received a grant to install trash capture devices on 78 storm drain catch basins.
- Developed and adopted a Climate Action Plan.
- Conducted a procurement process, negotiated a first design/build contract and secured low-interest loan financing for solar energy installations at city-owned buildings; work is currently in progress.
- Negotiated an amendment to the solid waste collection franchise amendment, enhancing service levels to include bulky item pickup, increased number of dump vouchers, and additional funding for the City's annual Community Grant Program.
- Completed rehabilitation of median island landscaping on San Pablo Ave (south).
- Installed plant materials and a new drip irrigation system at Brentz Lane Park.
- Removed over 600,000 pounds of trash from the public right-of-ways, mostly from illegal dumping, replaced or repaired over 700 street signs and completed over 2,000 graffiti related work orders.
- Remodeled the Teixeira House for use of Community Services Department.
- Implemented a maintenance management system to track and monitor graffiti and illegal dumping.

	FY 2013-14	Budget
Public Works Department	Adopted Budget	Percent
Building & Fleet Maintenance	449,603	12%
Engineering	944,393	25%
Street Maintenance & Graffiti	653,428	17%
Street Lighting & Landscaping	1,145,984	31%
Environmental Services	559,906	15%
TOTAL	3,753,314	100%



DEPARTMENTAL BUDGETS

Major Objectives

- Complete Municipal Solar Project (PW 611) by July 2014.
- Complete El Portal West Undergrounding project (PW 384) primarily funded with through the PG&E Rule 20A program in 2015.
- Complete Wildcat Creek Trail from 23rd Street to Davis Park (PW 219) by December 2014.
- Construct crosswalk safety systems at Market/21st and Rumrill/Folsom (each funded through TDA grants) by July 2014.
- Complete the San Pablo Community Center at Helms (PW 535) by June 2014.
- Coordinate with CCTA to begin construction of Phase 1 of the San Pablo Dam Road / I-80 interchange project in 2015.
- Adopt and implement ordinances to reduce solid waste in the form of plastic bags and polystyrene containers by January 2014.
- Renegotiate the NPDES permit with the Water Board by January 2015.
- Accomplish certification of City offices as a Green Business and develop a San Pablo Green Business Certification program by June 2015.
- Expand the use of the Division's current maintenance management system to track and monitor more maintenance activities, such as street lighting and landscape maintenance by December 2014.
- Replace play structure and fall protection surfacing at Davis Park by December 2014.
- Replace existing storage units at Corporation Yard by June 2015.
- Rehabilitate El Portal Soccer Field turf by June 2015.

Public Works Department Budget

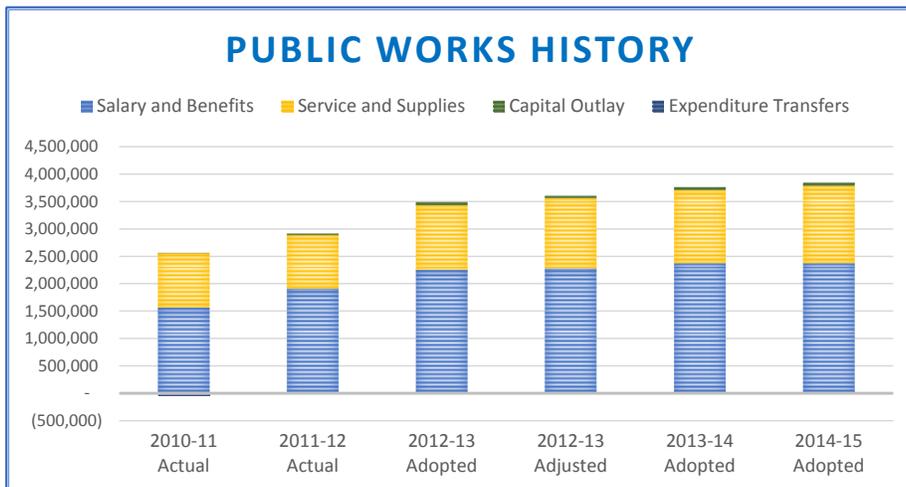
Description	2010-11 Actual	2011-12 Actual	2012-13 Adopted	2012-13 Adjusted	2013-14 Adopted	2014-15 Adopted
Public Works						
Salary and Benefits	1,568,050	1,912,330	2,253,690	2,280,113	2,375,550	2,375,550
Service and Supplies	993,443	984,068	1,177,748	1,285,470	1,334,686	1,413,240
Capital Outlay	1,076	20,452	52,000	31,820	43,078	43,078
Expenditure Transfers	(42,113)	-	-	-	-	-
TOTAL	2,520,456	2,916,850	3,483,438	3,597,403	3,753,314	3,831,868



DEPARTMENTAL BUDGETS

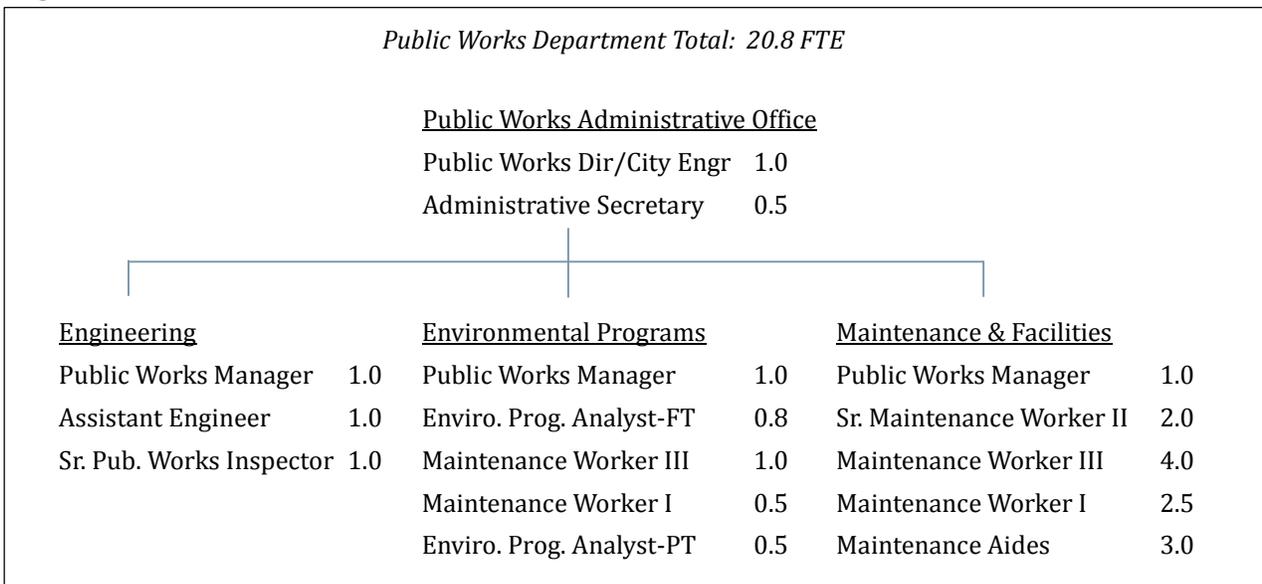
Major Changes in FY 2013-15

The FY 2013-14 Adopted Budget of \$3,753,314 represents an increase of \$269,867 over FY 2012-13 (8%). This change is primarily due to increases in staffing over the previous fiscal year. During FY 2011-13, Maintenance experienced significant staff reductions associated with retirements and budget decreases, which lowered the number of FTE's from 12.0 to 7.0. The FY 2013-15 budget includes the addition of 2.5 new entry level Maintenance Workers, one of which is split-funded with Environmental Programs. The number of part-time Maintenance Aides positions is also increasing, but this is due to new limitations on hours worked per week. In Engineering, staffing levels remain the same.



Staffing in Environmental Programs is increasing from a part-time Environmental Program Analyst position (0.5 FTE) to a full-time position (0.8 FTE) in addition to the split-funded Maintenance Worker I position (0.5 FTE) discussed above. Additionally, the Department reclassified and standardized the management of each functional area with a Public Works Manager position, each with a designated specialty: Engineering, Environmental Programs and Special Projects, and Maintenance and Facilities Management. A professional services contract for janitorial services at the new San Pablo Community Center was also included.

Organization Chart with Authorized Position Count



DEPARTMENTAL BUDGETS

Budget Detail

Engineering (1730)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
200-1730-41000	Salary	475,372	484,952	484,952	477,460	477,460
200-1730-41001	Part Time Employees	-	-	-	-	-
200-1730-41002	Overtime	595	595	595	2,000	2,000
200-1730-41105	Workers Compensation	-	13,093	13,093	11,307	11,307
200-1730-41200	PERS Retirement	76,567	68,550	99,223	71,614	71,614
200-1730-41205	PARS Retirement	-	-	-	-	-
200-1730-41310	Medical Insurance	48,466	50,453	50,453	57,474	57,474
200-1730-41311	Medical/Dental Ins Retirees	5,760	5,760	5,760	6,163	6,163
200-1730-41313	OPEB Funding	-	-	-	-	-
200-1730-41400	Dental Insurance	4,739	4,964	4,964	6,691	6,691
200-1730-41500	Vision Care	1,913	1,913	1,913	1,913	1,913
200-1730-41600	EPMC	-	-	-	-	-
200-1730-41700	Uniform Value	-	-	-	-	-
200-1730-41800	LTD Insurance	3,113	3,176	3,176	3,850	3,850
200-1730-41900	Medicare	6,945	7,084	7,084	7,067	7,067
200-1730-41902	FICA	-	-	-	-	-
200-1730-41903	Employee Assistance Program	235	235	235	204	204
200-1730-41904	Life Insurance	1,402	1,402	1,402	701	701
200-1730-41905	Benefits in Lieu	3,000	3,000	3,000	6,000	6,000
200-1730-41906	Bonds	32	32	32	55	55
200-1730-41911	Liability Insurance	16,151	16,098	16,098	17,302	17,302
200-1730-41915	Educational Incentive	-	-	-	5,250	5,250
200-1730-41990	Cell Phone Stipend	-	-	-	1,920	1,920
	Total Salaries & Benefits	644,289	661,305	691,978	676,971	676,971
200-1730-42000	Uniforms/Safety Equipment	360	300	300	367	367
200-1730-42001	Communications	6,110	6,110	7,610	3,120	3,120
200-1730-43000	Vehicle Maintenance/Repair/Ins	1,140	1,200	1,200	850	850
200-1730-43300	Memberships/Subscriptions/Dues	1,550	1,550	1,550	1,615	1,615
200-1730-43500	Program Costs & Supplies	62,006	60,000	60,000	62,000	62,000
200-1730-43510	Meeting & Sundry Supplies	24	900	900	300	300
200-1730-43520	Copies/Printing/Shipping/Xerox	3,500	2,000	2,000	3,350	3,350
200-1730-43600	Professional Services	150,000	150,000	187,374	158,000	158,000
200-1730-43700	Pubs/Legal Notices/Filing Fees	70	200	200	200	200
200-1730-44320	Travel/Training	900	2,400	2,400	900	900
200-1730-44400	Utilities	36,000	36,000	36,000	36,720	36,720
	Total Services & Supplies	261,660	260,660	299,534	267,422	267,422
	Division Total	905,949	921,965	991,512	944,393	944,393



DEPARTMENTAL BUDGETS

Environmental Services (1740)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
207-1740-41000	Salary	169,973	173,831	173,831	331,067	331,067
207-1740-41001	Part Time Employees	72,325	72,325	72,325	41,194	41,194
207-1740-41002	Overtime	1,075	1,075	1,075	2,000	2,000
207-1740-41105	Workers Compensation	-	6,626	6,626	8,775	8,775
207-1740-41200	PERS Retirement	30,611	27,455	27,455	55,835	55,835
207-1740-41205	PARS Retirement	656	656	656	-	-
207-1740-41310	Medical Insurance	39,343	41,016	41,016	45,278	45,278
207-1740-41311	Medical/Dental Ins Retirees	-	-	-	-	-
207-1740-41313	OPEB Funding	-	-	-	-	-
207-1740-41400	Dental Insurance	3,701	3,877	3,877	4,292	4,292
207-1740-41500	Vision Care	923	923	923	1,823	1,823
207-1740-41600	EPMC	-	-	-	-	-
207-1740-41700	Uniform Value	-	-	-	-	-
207-1740-41800	LTD Insurance	1,109	1,131	1,131	2,635	2,635
207-1740-41900	Medicare	3,529	3,585	3,585	5,484	5,484
207-1740-41902	FICA	-	-	-	-	-
207-1740-41903	Employee Assistance Program	141	141	141	194	194
207-1740-41904	Life Insurance	713	713	713	549	549
207-1740-41905	Benefits in Lieu	-	-	-	3,000	3,000
207-1740-41906	Bonds	17	17	17	53	53
207-1740-41911	Liability Insurance	8,207	8,146	8,146	13,427	13,427
207-1740-41915	Educational Incentive	-	-	-	-	-
207-1740-41990	Cell Phone Stipend	-	-	-	960	960
	Total Salaries & Benefits	332,322	341,516	341,516	516,566	516,566
207-1740-42000	Uniforms/Safety Equipment	150	150	150	1,950	1,950
207-1740-42001	Communications	1,390	2,060	1,360	1,260	1,260
207-1740-43300	Memberships/Subscriptions	600	100	1,500	3,000	3,556
207-1740-43500	Program Costs & Supplies	13,726	10,600	12,600	13,500	13,500
207-1740-43510	Meeting & Sundry Supplies	500	500	500	1,000	1,000
207-1740-43520	Copies/Printing/Shipping/Xerox	2,400	2,400	-	7,500	7,500
207-1740-43600	Professional Services	20,500	5,000	5,000	12,500	12,500
207-1740-44320	Travel/Training	500	500	500	2,630	2,630
	Total Services & Supplies	39,766	21,310	21,610	43,340	43,896
	Division Total	372,088	362,826	363,126	559,906	560,462



DEPARTMENTAL BUDGETS

Building & Fleet Maint. (1780)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
100-1780-41000	Salary	135,000	137,924	231,353	132,350	132,350
100-1780-41001	Part Time Employees	-	-	-	-	-
100-1780-41002	Overtime	11,200	11,200	11,200	15,000	15,000
100-1780-41105	Workers Compensation	-	3,997	3,997	3,430	3,430
100-1780-41200	PERS Retirement	21,226	19,227	19,227	19,851	19,851
100-1780-41205	PARS Retirement	-	-	-	-	-
100-1780-41310	Medical Insurance	35,963	37,525	37,525	43,964	43,964
100-1780-41311	Medical/Dental Ins Retirees	-	-	-	-	-
100-1780-41313	OPEB Funding	-	-	-	-	-
100-1780-41400	Dental Insurance	3,361	3,521	3,521	4,363	4,363
100-1780-41500	Vision Care	855	855	855	900	900
100-1780-41600	EPMC	-	-	-	-	-
100-1780-41700	Uniform Value	-	-	-	-	-
100-1780-41800	LTD Insurance	950	969	969	1,168	1,168
100-1780-41900	Medicare	2,120	2,162	2,162	2,143	2,143
100-1780-41902	FICA	-	-	-	-	-
100-1780-41903	Employee assistance Program	94	94	94	96	96
100-1780-41904	Life Insurance	561	561	561	295	295
100-1780-41905	Benefits in Lieu	-	-	-	-	-
100-1780-41906	Bonds	14	14	14	26	26
100-1780-41911	Liability Insurance	4,930	4,914	4,914	5,248	5,248
100-1780-41915	Educational Incentive	-	-	-	-	-
100-1780-41990	Cell Phone Stipend	-	-	-	480	480
	Total Salaries & Benefits	216,274	222,963	316,392	229,314	229,314
100-1780-42000	Uniforms/Safety Equipment	2,400	-	-	3,500	3,500
100-1780-42001	Communications	240	240	540	1,080	1,080
100-1780-43000	Vehicle Maintenance/Repair/Ins	6,800	7,800	7,800	6,000	6,000
100-1780-43100	Gasoline / Diesel	4,133	3,133	5,133	3,592	3,592
100-1780-43500	Program Costs & Supplies	27,000	27,000	27,000	27,000	27,000
100-1780-43600	Professional Services	147,180	146,320	170,838	59,862	59,862
100-1780-44320	Travel/Training	417	-	-	860	860
100-1780-44400	Utilities	-	-	-	108,395	119,018
100-1780-46100	Improvements	35,000	10,000	10,000	10,000	10,000
	Total Services & Supplies	223,170	194,493	221,311	220,289	230,911
	Division Total	439,444	417,456	537,703	449,603	460,225



DEPARTMENTAL BUDGETS

Street Lighting & Landscaping (2110)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
205-2110-41000	Salary	335,897	342,725	342,725	309,713	309,713
205-2110-41001	Part Time Employees	-	-	-	31,785	31,785
205-2110-41002	Overtime	5,487	5,487	5,487	13,000	13,000
205-2110-41105	Workers Compensation	-	9,332	9,332	8,258	8,258
205-2110-41200	PERS Retirement	52,813	47,776	47,776	46,454	46,454
205-2110-41205	PARS Retirement	-	-	-	413	413
205-2110-41310	Medical Insurance	47,016	48,484	48,484	53,169	53,169
205-2110-41311	Medical/Dental Ins Retirees	19,158	19,158	19,158	28,312	28,312
205-2110-41313	OPEB Funding	-	-	-	-	-
205-2110-41400	Dental Insurance	4,257	4,460	4,460	4,918	4,918
205-2110-41500	Vision Care	1,800	1,800	1,800	1,800	1,800
205-2110-41600	EPMC	-	-	-	-	-
205-2110-41700	Uniform Value	-	-	-	-	-
205-2110-41800	LTD Insurance	2,219	2,263	2,263	2,561	2,561
205-2110-41900	Medicare	4,950	5,049	5,049	5,161	5,161
205-2110-41902	FICA	-	-	-	-	-
205-2110-41903	Employee Assistance Program	188	188	188	192	192
205-2110-41904	Life Insurance	1,181	1,181	1,181	590	590
205-2110-41905	Benefits in Lieu	-	-	-	-	-
205-2110-41906	Bonds	30	30	30	52	52
205-2110-41911	Liability Insurance	11,511	11,474	11,474	12,636	12,636
205-2110-41915	Educational Incentive	-	-	-	-	-
205-2110-41990	Cell Phone Stipend	-	-	-	1,440	1,440
Total Salaries & Benefits		486,507	499,406	499,406	520,454	520,454
205-2110-42000	Uniforms/Safety Equipment	6,000	6,000	6,000	9,000	9,000
205-2110-42001	Communications	17,359	17,359	20,434	4,860	4,860
205-2110-43000	Vehicle Maintenance/Repair/Ins	28,000	28,000	28,000	28,000	28,000
205-2110-43100	Gasoline / Diesel	13,000	13,000	13,000	14,063	14,063
205-2110-43300	Memberships/Subscriptions	200	200	200	200	200
205-2110-43500	Program Costs & Supplies	79,687	66,100	66,100	80,400	80,400
205-2110-43530	Office Furn & Equipt <\$5000	12,700	12,700	12,700	6,000	6,000
205-2110-43600	Professional Services	76,032	82,760	98,160	119,086	119,086
205-2110-43800	Equipment Rental	2,000	2,000	2,000	5,607	5,607
205-2110-44320	Travel/Training	3,500	3,500	3,500	5,200	5,200
205-2110-44400	Utilities	290,000	300,000	300,000	330,275	397,651
205-2110-46100	Improvements	10,000	10,000	10,000	10,000	10,000
205-2110-46300	Equipment	12,839	16,000	16,000	12,839	12,839
Total Services & Supplies		551,317	557,619	576,094	625,530	692,906
Division Total		1,037,824	1,057,025	1,075,500	1,145,984	1,213,360



DEPARTMENTAL BUDGETS

Street Maintenance & Graffiti (3110)		FY 2011-12	FY 2012-13	FY 2012-13	FY 2013-14	FY 2014-15
Account Number	Description	Adopted	Adopted	Adjusted	Adopted	Adopted
200-3110-41000	Salary	271,434	277,401	191,722	212,445	212,445
200-3110-41001	Part Time Employees	100,945	100,945	88,945	63,570	63,570
200-3110-41002	Overtime	14,923	14,923	14,923	22,000	22,000
200-3110-41105	Workers Compensation	-	10,861	10,861	6,925	6,925
200-3110-41200	PERS Retirement	44,564	40,343	40,343	31,865	31,865
200-3110-41205	PARS Retirement	1,312	1,312	1,312	826	826
200-3110-41310	Medical Insurance	37,855	39,501	39,501	68,704	68,704
200-3110-41311	Medical/Dental Ins Retirees	-	-	-	-	-
200-3110-41313	OPEB Funding	-	-	-	-	-
200-3110-41400	Dental Insurance	6,497	6,807	6,807	6,345	6,345
200-3110-41500	Vision Care	1,800	1,800	1,800	1,575	1,575
200-3110-41600	EPMC	-	-	-	-	-
200-3110-41700	Uniform Value	-	-	-	-	-
200-3110-41800	LTD Insurance	1,939	1,978	1,978	1,856	1,856
200-3110-41900	Medicare	5,790	5,876	5,876	4,328	4,328
200-3110-41902	FICA	-	-	-	-	-
200-3110-41903	Employee Assistance Program	188	188	188	168	168
200-3110-41904	Life Insurance	1,181	1,181	1,181	516	516
200-3110-41905	Benefits in Lieu	12,000	12,000	12,000	-	-
200-3110-41906	Bonds	30	30	30	46	46
200-3110-41911	Liability Insurance	13,464	13,354	13,354	10,596	10,596
200-3110-41915	Educational Incentive	-	-	-	-	-
200-3110-41990	Cell Phone Stipend	-	-	-	480	480
	Total Salaries & Benefits	513,924	528,500	430,821	432,245	432,245
200-3110-42000	Uniforms/Safety Equipment	7,500	7,500	7,500	13,250	13,250
200-3110-42001	Communications	4,240	4,240	7,315	1,890	1,890
200-3110-43000	Vehicle Maintenance/Repair/Ins	9,800	4,800	4,800	11,800	11,800
200-3110-43100	Gasoline / Diesel	16,426	16,426	16,426	24,600	24,600
200-3110-43500	Program Costs & Supplies	101,000	68,200	68,200	74,000	74,000
200-3110-43530	Office Furn & Equipt <\$5,000	2,000	2,000	2,000	2,000	2,000
200-3110-43600	Professional Services	70,000	70,000	70,000	76,904	76,904
200-3110-43800	Equipment Rental	2,500	2,500	2,500	2,500	2,500
200-3110-44320	Travel/Training	4,000	4,000	4,000	4,000	4,000
200-3110-46300	Equipment	10,239	16,000	16,000	10,239	10,239
	Total Services & Supplies	227,705	195,666	198,741	221,183	221,183
	Division Total	741,629	724,166	629,562	653,428	653,428



Glossary of Budget & Financial Terms

AB 1600

This law codifies the legal requirement that fees on new development have the proper nexus to any project on which they are imposed. The fees must be segregated from the general fund and from other funds or accounts containing fees collected for other impacts or departments.

Accounting System

The total set of records and procedures which are used to record, classify, and report information on the financial status and operations of an entity.

Accrual Accounting

Revenues are recognized as soon as they are earned and expenses are recognized as soon as a liability is incurred, regardless of the timing of related cash inflows and outflows.

Activity

A unit of budgetary accountability and control that encompasses specific and distinguishable lines of work performance for the purpose of accomplishing a function for which the City is responsible.

Adopted Budget

The budget document formally approved by the City Council.

Allocated Costs

A method for allocating overhead time and other expenses to activities that provide direct services.

Appropriation

An authorization made by the City Council which permits officials to incur obligations against and to make expenditures of governmental resources for a specific purpose within the budget year, July 1 through June 30.

Appropriations Limit

State law which limits growth in government spending to changes in population and inflation. Passed by California voters in 1979, this is known by several names, including Proposition 4, the Gann Initiative, the Gann Appropriations Limit and the Spending Limit.

Assessed Valuation

The estimated value placed upon real and personal property by the County Assessor as the basis for levying property taxes.

Asset Forfeiture Fund

This fund accounts for the proceeds from sale of assets seized primarily from illegal narcotics activities. Asset Forfeiture funds are used for law enforcement purposes.



APPENDIX

Assets

Property owned by the City which has monetary value.

Assigned Fund Balances

Amounts constrained by the City's intent to be used for a specific purpose, but are neither restricted nor committed. Intent is expressed and may be changed at the discretion of the City Council or its designee.

Audit

A systematic examination of the City's financial records and processes which concludes in a written financial report. It includes test of management's internal accounting controls and is intended to:

- Ascertain whether financial statements fairly present financial positions and results of operations;
- Test whether transactions have been legally performed; and,
- Identify areas for possible improvements in accounting practices and procedures

Authorized Positions

Positions approved by the City Council which may or may not have funding (see Budgeted Positions).

Balance Sheet

A statement which presents the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date.

Balanced Budget

Budgeted revenue levels are equivalent to budgeted expenditure levels.

Base Budget

Those resources necessary to meet an established and existing service level.

Basis of Budgeting

Basis of budgeting refers to the method used for recognizing revenues and expenditures in budget. The City uses the modified accrual basis of accounting for budgetary purposes in which income is recognized as revenue when earned, only so long as it is collectible within the period or soon enough afterwards to be used to pay liabilities of the current period. Encumbrances outstanding at year-end are re-appropriated in the next year and reported as reservations of fund balance.

Beginning Fund Balance

Fund balance available in a fund from the end of the prior year for use in the following year.

Biennial Budget

A budget that spans over two fiscal years.

Bond Debt (Debt Instrument)

A written promise to pay (debt) a specified sum of money (called principal or face value) at a specified future date (called the maturity date) along with periodic interest paid at a specified percentage of the principal (interest rate). Bonds are typically used for long-term debt to pay for specific capital expenditures.



APPENDIX

Budget (Operating)

A plan of financial operation listing an estimate of proposed expenditures (appropriations) for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates).

Budget Adjustment

A change of expenditure levels and corresponding resources needed to accomplish an existing service level or unanticipated service. All budget modifications are reflected in the current year Adjusted Budget and are approved by the City Council.

Budget Calendar

The schedule of key dates or milestones which the City follows in the preparation and adoption of the budget.

Budget Cycle

The process and timeframe through which the budget is prepared, proposed, adopted, adjusted, expended and closed. San Pablo operates on a two-year budget cycle.

Budget Document

The official written statement prepared by City staff documenting the City Council-approved spending plan.

Budget Message

A discussion of the proposed budget presented by the City Manager in writing as a part of, or supplement to, the budget document. The budget message explains principal budget issues against the background of financial experience in recent years and presents recommendations made.

Budgeted Positions

The number of full-time equivalent positions to be funded in the budget. Example: Funding of two half-time positions would equal one full-time equivalent position.

Budget Supplement

A request for an increase or decrease in an existing service level (over and above the base budget).

CAFR

The Comprehensive Annual Financial Report (CAFR, pronounced “ka-fer”) is a report on assets, liabilities, revenues and expenditures in a standardized format that must conform to the Government Accounting Standards Board (GASB) accounting and financial reporting standards. The CAFR describes what actually was spent and the status of assets and liabilities at the end of the fiscal year.

Capital Asset

Assets of significant value and having a useful life of more than one year. Capital assets are also called fixed assets.

Capital Budget

A plan of proposed capital project expenditures and the means of financing them for a given period of time.



APPENDIX

Carry-over Balance

Balance of funds brought forward from prior years.

CIP

Capital Improvement Plan or Program. A five-year plan for expenditures setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures. Expenditures may include the design, construction, or purchase of land, buildings, or facilities.

Capital Outlay

Expenditures used for the acquisition of capital assets. Includes the cost of land, buildings, permanent improvements, machinery, large tools and rolling and stationary equipment.

Capital Projects

Projects for the purchase or construction of capital assets. Typically a capital project encompasses a purchase of land and/or the construction of a building or facility.

Capital Project Fund

Used to account for financial resources used for the acquisition or construction of major capital facilities.

CDBG

Community Development Block Grant. The CDBG program is a flexible program that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at the US Department of Housing and Urban Development (HUD). The CDBG program provides annual grants on a formula basis to 1180 general units of local government and states.

Certificate of Deposit

A negotiable or non-negotiable receipt for monies deposited in a bank or financial institution for a specified period at a specified rate of interest.

Committed Fund Balances

Fund balances having constraints imposed by formal action of the City Council which may be altered only by formal action (resolution) of the City Council.

Contingency

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for.

C.O.P.

Certificate of Participation. Provides long-term financing through a lease or installment sale agreement that does not constitute indebtedness under the state constitutional debt limit and does not require voter approval.



APPENDIX

DDR

Due Diligence Review. In terms of the dissolution of redevelopment, the State requires each Successor Agency to employ a licensed accountant, approved by the county auditor-controller and with experience and expertise in local government accounting, to determine the unobligated balances available for transfer to taxing entities.

Debt Service

Payment of interest, and repayment of principal to holders of the City's debt instruments.

Debt Service Fund

Used to account for the accumulation of resources for, and payment of, general long-term debt.

Deficit

The excess of an entity's liabilities over its assets (see Fund Balance); or the excess of expenditures or expenses over revenues during an accounting period.

Department

An organizational unit comprised of divisions or programs. It is possible for a department to be comprised of only one division.

Division

A functional grouping of related activities within a department. There are usually several activities within a division.

Encumbrance

Obligations in the form of purchase orders or contract commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved. Encumbrances are eliminated when paid or when a liability is recorded. Carry-forward encumbrances are obligations and appropriations which are transferred to the subsequent fiscal year.

Expenditures

The payment against an appropriation for goods received or services rendered.

Fair Market Value

The value of a piece of real estate in the open market. Used to determine the assessed value of property for taxing purposes.

Fees

A charge to cover the cost of services (e.g., building inspection fee, zoning fee, etc.).

Fiscal Year

The twelve-month period beginning July 1st and ending the following June 30th.



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Fixed Asset

A tangible item of a long-term character such as land, buildings, furniture, and other equipment with a unit cost in excess of \$5,000.

Franchise Tax

A 7% tax paid by franchisees (utilities) for the right to operate exclusively in the City.

FTE

Full Time Equivalent. One or more employee positions totaling one full year of service or approximately 2080 hours a year.

Fund

An independent fiscal and accounting entity with a self-balancing set of accounts recording cash and/or other resources together with all related liabilities, obligations, reserves, and equities which are segregated for the purpose of carrying on specific activities or attaining certain objectives.

Fund Balance

Remaining balance available following the reduction for resources not available for spending or “legal restrictions” (reservation) and intended future use of resources (designation).

GAAP

Generally Accepted Accounting Principles. The standard framework of guidelines for financial accounting. It includes the standards, conventions, and rules accountants follow in recording and summarizing transactions, and in the preparation of financial statements.

Gas Tax Fund

This fund is required by State law to account for gas tax revenues received from the State and expended for construction and maintenance of City streets

General Fund

The fund supported by taxes, fees, and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund. This fund accounts for the general operating programs of the City.

General Obligation Bond

When the City pledges its full faith and credit to repayment of the bonds it issues, then those bonds are general obligation (G.O.) bonds. Sometimes the term is also used to refer to bonds which are to be repaid from taxes and other general revenues. In California, G.O. bonds issued after 1977 must be authorized by public referenda with two-thirds voter approval.



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General Plan

The General Plan is a long-range planning document that provides the City a framework for action and the direction in which to focus that action. General Plan Elements are areas in which the City has elected to administer and manage the delivery of services to its community.

GFOA

Government Finance Officers Association. The GFOA is the professional association of state/provincial and local finance officers in the United States and Canada.

Grant

A contribution of assets (usually cash) by one governmental unit or other organization to another. Typically, these contributions are made to local governments from the State and Federal Governments, and must be used for specified purposes and within a specified time period.

Interfund Transfers

Monies appropriated from one fund to another fund. This is done to reimburse the fund for expenses or to finance the operation of the other fund.

Impact Fees

Fees imposed in connection with approval of a development project for the purpose of defraying all or a portion of the cost of public facilities related to the development project.

Infrastructure

All city-owned facilities supporting the operation of the governmental unit. Infrastructure includes streets, roads, bridges, curbs and gutters, parks, water and sewer lines, storm drains, sewer lift stations, all government buildings and related facilities.

Internal Service Fund

Funds used to account for the financing of goods or services provided by one department or agency to other departments or agencies of the City.

Investments

Securities and real estate purchased and held for the production of income in the form of interest, dividends, rentals or base payments.

Liability

A debt or other legal obligation arising out of transactions in the past which must be liquidated, renewed or refunded at some future date. NOTE: The term does not include encumbrances.

Liquidity

The extent to which one form of an asset can be exchanged into another form with minimal loss of value (e.g. the sale of real property for cash). Liquid assets have some or all of the following features: they can be sold rapidly, with minimal loss of value, any time within market hours.



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LSA

Local Successor Agency. An entity designated to serve as the successor to the dissolved redevelopment agency. The LSA is charged, generally, with carrying out the enforceable obligations of the former redevelopment agency, repaying outstanding debts of the former redevelopment agency, and disposing of the former redevelopment agency's non-housing property and assets.

Mandate (Mandated Services)

A legal requirement, usually imposed by State or Federal law. This term is used to refer to City services, which are provided to comply with State or Federal laws

Maturities

The dates on which the principal or stated values of investments or debt obligations mature and may be reclaimed.

Measure C

A one-half cent sales tax measure passed in Contra Costa County in 1988 for transportation projects. Expired in March 2009, this measure provided for a BART extension, freeway improvements, better bus service, enhanced bicycle facilities and more transportation options for senior citizens and people with disabilities.

Measure J

Passed in November 2004, this measure provided for the continuation of the Measure C one half-cent transportation sales tax for 25 more years beyond the original expiration date of 2009.

Measure Q

A General (not Special) Tax approved by City of San Pablo voters in June 2012. Authorizes a temporary (10-year), tiered increase in the City's sales tax rate, earmarked for public safety, youth services, economic development and other general purposes. Increases the State/County sales tax rate (currently 8.25%) by 1/2-cent for 5 years (8.75%), then reduces by 1/4-cent for the next 5 years (8.5%). The tax sunsets (expires) after 10 years and reverts back to the State/County rate.

Mission

A unifying statement of why an organization exists.

Modified Accrual

Recognizes increases and decreases in financial resources only to the extent that they reflect near-term inflows and outflows of cash. Amounts are recognized as revenue when earned, only so long as they are collectible within the period or soon enough afterwards—generally 45 days—to be used to pay liabilities of the current period.

MOU

Memorandum of Understanding. The City of San Pablo uses an MOU to define the relationship between the City and its represented employees. The MOU creates a platform for a clear understanding of each party's commitments/purpose.



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Municipal Code

A book that contains City Council approved ordinances presently in effect. The Code defines City policies in various categories.

Net Assets

The excess of all City assets over all liabilities, regardless of fund. Generally a fund's cash and receivables, less its liabilities.

Objectives

Identifies the specific, desired results of the activities of a program.

Operating Budget

A programmatic, financial, and organizational plan for furthering the goals of the City Council through departments of the City, which does not include projects funded in the capital improvement budget.

Operating Expenses

Expenses incurred as a result of day-to-day operations.

Operating Fund

Resources derived from recurring revenue sources used to finance ongoing operating expenditures and pay-as-you-go capital expenses.

Ordinance

A formal legislative enactment by the City Council. It has the full force and effect of law within the City boundaries unless it is in conflict with any higher form of law, such as a State statute or constitutional provision. An ordinance has higher legal standing than a resolution. A law set forth by a government authority, specifically, a municipal regulation.

Performance Measures

Specific quantitative measures of work performed within an activity or program (e.g., total miles of streets cleaned), or a specific quantitative measure of results obtained through a program or activity (e.g., reduced incidence of vandalism due to new street lighting program).

PERS

Public Employees Retirement System. A pension plan administered by the State of California for government agencies, also referred to as "Cal-PERS."

Program

A group of people working together to deliver a discrete service to identifiable users as part of an operational service.

Property Taxes – secured

Taxes on real and personal property located upon that property of the same owner.



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Property Taxes – unsecured

Taxes on property for which the value of the lien is not sufficient to assure payment of the tax.

Proposed Budget

The working document for the fiscal year under discussion.

Proposition 111

State measure (1990) increasing gasoline and diesel fuel tax rates by 9 cents per gallon over a five-year period. Since 1994 this tax has been assessed at 18 cents per gallon.

Purchase Order

Authorizes the delivery of specific goods or services, and incurrence of debt for them.

Purpose/Goal

This element explains the need for the activity and the reason for its existence.

Re-appropriation

A governing body action that transfers spending authority from a completed fiscal year to the subsequent spending plan.

Redevelopment Agency (RDA)

A financial and operation tool dedicated to remove blight and breathe new life into deteriorated areas of the city. The RDA is responsible for many of the improvements to the city's infrastructure (street and sewer improvements), renewal of the downtown area, construction of community facilities, affordable housing, and economic development. California State Governor Jerry Brown dissolved all RDA's statewide in 2011 and required their dismantling through Local Successor Agencies.

Reserves

An account used to indicate that a portion of fund equity that is legally restricted for a specific purpose.

Resolution

A special order of the City Council that requires less legal formality than an ordinance in terms of public notice and the number of public readings prior to approval.

Resources

Total dollars available for appropriations including estimated revenues, fund transfers, and beginning fund balances.

Restricted Use Funds

Funds having external restrictions imposed by creditors, grantors, contributors, laws, regulations, or enabling legislation which requires the resources to be used only for a specific purpose. Includes encumbrances and non-spendable amounts subject to restrictions.



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Revenues

Total dollars received from taxes, fees, permits, licenses, interest, and intergovernmental sources including grants within the fiscal year.

Revenue Bonds

Bonds which pledge one specific revenue source to repayment. In addition to a pledge of revenues, such bonds some-times may be secured by a lien against property.

Revenue Estimate

A formal estimate of how much revenue will be earned from a specific revenue source for some future period; typically, a future fiscal year.

ROPS

Recognized Obligation Payment Schedule. The schedule used by successor agencies to report enforceable obligations to the State.

Salary Savings

That percentage or dollar amount of salaries which can be expected to be unspent during the fiscal year due to vacancies and employees receiving less than the top-step pay of the classification.

Sales Tax

The City receives one percent of the 8.75% of taxes assessed on retail sales or leases of tangible personal property in the City.

Service Level

Indicates a project's effect on existing levels of service provision or identifies a new service to be provided to the public.

Special Revenue Fund

Separate fund used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

Strategic Goals/Objectives

Representing elements or sub-elements of a strategic plan, the City's planned response to address service delivery needs and priorities.

Structural Deficit

The amount by which a government's spending is more than it receives in taxes in a particular period, whether the economy is performing well or not. Structural deficit issues can only be addressed by explicit and direct government policies, such as reducing service levels, cutting spending, increasing the tax base, and/or increasing tax rates. This problem can be characterized as more "chronic" or long-term in nature.



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TOT

Transient Occupancy Tax. Also known as “hotel tax” on persons staying in a hotel, inn, motel, tourist home, or other lodging facility. San Pablo’s TOT is currently 12%.

Transfers

The movement of funds from one budgeted line-item account to another.

UI

Unemployment Insurance.

Unassigned Fund Balance

Represents residual amounts that have not been restricted, committed, or assigned.

Unit Cost

Cost of producing one unit of product or service, usually based on averages. Unit costs may be stated in terms of gallons, feet, tons, individual units, etc.

Unrestricted Funds

The portion of Net Assets which is not designated for a specific purpose.

User Charges

The payment of a fee for direct receipt of a public service by the party benefiting from the service.

UUT

Utility Users Tax. A 7% general tax on cable television, telephone, electricity, natural gas and water service.

Year-End

Refers to the end of the fiscal year, meaning “as of June 30th.”

Yield

The rate earned on an investment based on the price paid.



Investment Policy for the City of San Pablo and Successor Agency to the Redevelopment Agency Of the City of San Pablo

The City of San Pablo, California is located in West Contra Costa County just minutes from the San Francisco, Berkeley, and Oakland Bay Area. Historically one of the oldest Spanish settlements in the region, San Pablo has become a thriving residential and business community with a population of about 30,000 in an area of approximately three square miles.

The City Council has adopted this Investment Policy (the Policy) in order to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, risk tolerance, and safekeeping and custodial procedures for the investment of the funds of the City of San Pablo (the City) and the Successor Agency to the Redevelopment Agency of the City of San Pablo (the Agency). All City and Agency funds will be invested in accordance with this Policy and with applicable sections of the California Government Code.

This Policy was endorsed and adopted by the City Council on January 22, 2012. It replaces any previous investment policy or investment procedures of the City or the Agency.

SCOPE

The provisions of this Policy shall apply to all financial assets of the City and the Agency as accounted for in the City and Agency's Comprehensive Annual Financial Report. These financial assets include the following:

- General Fund
- Special Revenue Funds
- Capital Project Funds
- Debt Service Funds
- Trust and Agency Funds
- Any new fund created by the legislative body, unless specifically exempted.

Assets excluded from this Policy include the City's Deferred Compensation Plan, OPEB Trust funds, and proceeds of debt issuances. The City's Deferred Compensation Plan is excluded because it is managed by a third party administrator and the investments are determined by the individual plan participants. Proceeds of debt issuances shall be invested in accordance with the investment objectives of this Policy, however, such proceeds are generally invested in accordance with permitted investment provisions of their specific bond indentures.



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All cash shall be pooled for investment purposes. The investment income derived from the pooled investment account shall be allocated to the contributing funds based upon the proportion of the respective average balances relative to the total pooled balance. Investment income shall be distributed to the individual funds not less than annually.

OBJECTIVES

The City's and Agency's funds shall be invested in accordance with all applicable City and Agency policies and codes, State statutes, and Federal regulations, and in a manner designed to accomplish the following objectives, which are listed in priority order:

1. Preservation of capital and protection of investment principal.
2. Maintenance of sufficient liquidity to meet anticipated cash flows.
3. Attainment of a market rate of return.
4. Diversification to avoid incurring unreasonable market risks.

DELEGATION OF AUTHORITY

The management responsibility for this investment program is delegated annually by the City Council to the Treasurer, as provided for in California Government Code Section 53607. The City and Agency's Treasurer has further delegated the daily authority of the investment program to the Finance Director, hereinafter referred to as the Investment Officer. The Finance Director may delegate the authority to conduct investment transactions and to manage the operation of the investment portfolio(s) to other specifically authorized staff members. No person may engage in an investment transaction except as expressly provided under the terms of this Policy.

The Investment Officer shall develop administrative procedures and internal controls, consistent with this Policy, for the operation of the investment program. Such procedures shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the City or Agency.

The City and Agency may engage the support services of outside investment advisors with respect to its investment program, so long as it can be demonstrated that these services produce a net financial advantage or necessary financial protection of the City's and Agency's financial resources.

PRUDENCE

The standard of prudence to be used by investment officials for managing the investment program is California Government Code Section 53600.3, the prudent investor standard, which states that "when investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency."



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The overall investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The City and Agency recognize that no investment is totally without risk and that the investment activities of the City and the Agency are a matter of public record. Accordingly, the City and the Agency recognize that occasional measured losses may occur in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the portfolio(s).

The Investment Officer and authorized investment personnel acting in accordance with established procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that deviations from expectations are reported in a timely fashion to the City Council and appropriate action is taken to control adverse developments.

ETHICS AND CONFLICTS OF INTEREST

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall subordinate their personal investment transactions to those of the City or the Agency. In addition, City Council members, the City Manager, and the Investment Officer shall file a Statement of Economic Interests each year as required by California Government Code Section 87203 and regulations of the Fair Political Practices Commission.

AUTHORIZED SECURITIES AND TRANSACTIONS

All investments and deposits of the City or the Agency shall be made in accordance with California Government Code Sections 16429.1, 53600-53609 and 53630-53686. Any revisions or extensions of these code sections will be assumed to be part of this Policy immediately upon being enacted.

The City and the Agency have further restricted the eligible types of securities and transactions as follows:

1. United States Treasury bills, notes or bonds with a final maturity not exceeding five years from the date of trade settlement.
2. Federal Instrumentality (government sponsored enterprise) debentures, discount notes, callable and step-up securities, and mortgage-backed securities with a final maturity not exceeding five years from the date of trade settlement. The aggregate investment in mortgage-backed securities shall not exceed 20% of the portfolio.
3. Federal Agency mortgage-backed securities and debentures with a final maturity not exceeding five years from the date of trade settlement. The aggregate investment in mortgage-backed securities shall not exceed 20% of the portfolio.



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4. Medium-Term Notes issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States, with a final maturity not exceeding five years from the date of trade settlement, and rated at least A, A2 or the equivalent by a Nationally Recognized Statistical Ratings Organization (NRSRO). The aggregate investment in medium-term notes shall not exceed 30% of the City's or the Agency's total portfolio, and no more than 5% of the portfolio may be invested in any single issuer.
5. Negotiable certificates of deposit if issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Section 53601(i), shall be fully insured by the FDIC with a corresponding FDIC certification number, and shall be delivered through the Depository Trust Company. Such deposits shall have a maturity not exceeding five years from the date of trade settlement.

Non-Negotiable certificates of deposit if issued by a nationally or state-chartered bank, or by a federally licensed or state-licensed branch of a foreign bank. Purchases of negotiable certificates of deposits are subject to the limitations of Sections 53601(n) and 53638 and shall be fully insured by the FDIC with a corresponding FDIC certification number. Such deposits shall have a maturity not exceeding five years from the date of trade settlement.

Private sector entities may be used to place certificates of deposit subject to the limitations of Sections 53601.8.

The aggregate investment in certificates of deposit shall not exceed 30% of the portfolio and no more than 5% of the portfolio may be invested in any single issuer.

6. Prime Commercial Paper with a maturity not exceeding 270 days from the date of trade settlement with the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall meet all of the following conditions in either sub-paragraph A. or sub-paragraph B. below:

A. The entity shall (1) be organized and operating in the United States as a general corporation, (2) have total assets in excess of \$500,000,000 and (3) have debt other than commercial paper, if any, that is rated at least A or the equivalent by a NRSRO.

B. The entity shall (1) be organized within the United States as a special purpose corporation, trust, or limited liability company, (2) have program wide credit enhancements, including, but not limited to, over collateralization, letters of credit or surety bond and (3) have commercial paper that is rated at least A-1 or the equivalent by a NRSRO.

No more than 5% of the City's or Agency's total portfolio shall be invested in the commercial paper of any one issuer, and the aggregate investment in commercial paper shall not exceed 25% of the City's or the Agency's total portfolio.

7. Eligible Banker's Acceptances with a maturity not exceeding 180 days from the date of trade settlement, drawn on and accepted by a commercial bank whose senior long-term debt is



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rated at least A or the equivalent by a NRSRO at the time of purchase. Banker's Acceptances shall be rated at least A-1, P-1 or the equivalent at the time of purchase by a NRSRO. If the bank has senior debt outstanding, it must be rated at least A or the equivalent by a NRSRO. The aggregate investment in banker's acceptances shall not exceed 30% of the City's or Agency's total portfolio, and no more than 5% of the City's or Agency's total portfolio shall be invested in banker's acceptances of any one bank.

8. Repurchase Agreements with a final termination date not exceeding 30 days collateralized by U.S. Treasury obligations or Federal Instrumentality securities listed in items 1 and 2 above with the maturity of the collateral not exceeding ten years. For the purpose of this section, the term collateral shall mean purchased securities under the terms of the City's or Agency's approved Master Repurchase Agreement. The purchased securities shall have a minimum market value including accrued interest of 102% of the dollar value of the funds borrowed. Collateral shall be held in the City's or Agency's custodian bank, as safekeeping agent, and the market value of the collateral securities shall be marked-to-the-market daily.

Repurchase Agreements shall be entered into only with broker/dealers and who are recognized as Primary Dealers with the Federal Reserve Bank of New York, or with firms that have a Primary Dealer within their holding company structure. Repurchase agreement counterparties shall execute a City or Agency approved Master Repurchase Agreement with the City. The Finance Director shall maintain a copy of the City's or Agency's approved Master Repurchase Agreement and a list of the broker/dealers who have executed same.

9. State of California's Local Agency Investment Fund (LAIF), pursuant to California Government Code Section 16429.1.
10. Money Market Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) have a constant net asset value per share of \$1.00; (3) invest only in the securities and obligations authorized in the applicable California statutes and (4) have a rating of at least AAAM or the equivalent by at least two NRSROs. The aggregate investment in money market funds shall not exceed 20% of the City's or the Agency's total portfolio, and no more than 10% of the portfolio maybe invested in any one fund.

Securities that have been downgraded to a level that is below the minimum ratings described herein may be sold or held at the City's discretion. The portfolio will be brought back into compliance with Investment Policy guidelines as soon as is practical.

The foregoing list of authorized securities and transactions shall be strictly interpreted. Any deviation from this list must be preapproved by resolution of the City Council.

The City and the Agency shall avoid investing in entities that profited from the slave trade.

COLLATERALIZATION

California Government Code 53652 requires banks and savings and loan institutions to pledge government securities with a market value of 110% of the City's or Agency's cash on deposit or first trust deed mortgage notes with a value of 150% of the cash on deposit as collateral for those



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deposits. This collateral shall be held in a separate pool by another institution in the City's and Agency's name and places it ahead of general creditors of the institution.

INVESTMENT DIVERSIFICATION

The City and the Agency shall diversify investments to avoid incurring unreasonable risks inherent in over-investing in specific instruments, individual financial institutions or maturities. Nevertheless, the asset allocation in the investment portfolio should be flexible depending upon the outlook for the economy, the securities markets, and the City's and Agency's anticipated cash flow needs.

PORTFOLIO MATURITIES AND LIQUIDITY

To the extent possible, investments shall be matched with anticipated cash flow requirements and known future liabilities. The City and the Agency shall not invest in securities maturing more than five years from the date of trade settlement, unless the City Council has, by resolution, granted authority to make such an investment at least three months prior to the date of investment. Notwithstanding the five year maturity limitation, the City Council grants its express authority per Government Code Section 53601 to invest in certain obligations with maturities extending beyond five years.

Due to the inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio(s) should be continuously invested in readily available funds such as local government investment pools or money market funds, to ensure that appropriate liquidity is maintained to meet ongoing obligations.

SELECTION OF BROKER/DEALERS

The Investment Officer shall maintain a list of broker/dealers approved for investment purposes, and it shall be the policy of the City and the Agency to purchase securities only from those brokers and the firms they represent. Each approved broker/dealer must possess an authorizing certificate from the California Commissioner of Corporations as required by Section 25210 of the California Corporations Code.

To be eligible, a firm must meet at least one of the following criteria:

1. be recognized as Primary Dealers by the Federal Reserve Bank of New York or have a primary dealer within their holding company structure, or
2. report voluntarily to the Federal Reserve Bank of New York, or
3. qualify under Securities and Exchange Commission (SEC) Rule 15c3-1 (Uniform Net Capital Rule).

The Investment Officer will select broker/dealers on the basis of their expertise in public cash management and their ability to provide service to the account(s) and will review their qualifications annually. Each authorized broker/dealer shall submit and annually update a City and Agency approved Broker/Dealer Information Request form that includes the firm's most



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recent financial statements and proof of Financial Industry Regulatory Authority (FINRA) registration, state registration, and adequate insurance coverage.

In the event that an external investment advisor is not used in the process of recommending a particular transaction in the portfolio(s), authorized broker/dealers shall attest in writing that they have received a copy of this Policy.

The City or the Agency may purchase commercial paper from direct issuers even though they are not on the approved broker/dealer list as long as they meet the criteria outlined in Item 6 of the Authorized Securities and Transactions section of this Policy.

COMPETITIVE TRANSACTIONS

All investment transactions shall be conducted competitively with authorized broker/dealers. At least three broker/dealers shall be contacted for each transaction and their bid or offering prices shall be recorded.

If the City or Agency is offered a security for which there is no other readily available competitive offering, then the Investment Officer will document quotations for comparable or alternative securities.

SELECTION OF BANKS

The Investment Officer shall maintain a list of FDIC insured banks approved to provide depository and other banking services for the City and Agency. To be eligible, a bank shall qualify as a depository of public funds in the State of California as defined in California Government Code Section 53630.5 and shall secure deposits in excess of FDIC insurance coverage in accordance with California Government Code Section 53652.

SAFEKEEPING AND CUSTODY

The Investment Officer shall select one or more banks to provide safekeeping and custodial services for the City and the Agency. A Safekeeping Agreement approved by the Investment Officer shall be executed with each custodian bank prior to utilizing that bank's safekeeping services.

Custodian banks will be selected on the basis of their ability to provide services for the City's and Agency's account(s) and the competitive pricing of their safekeeping related services.

The purchase and sale of securities and repurchase agreement transactions shall be settled on a delivery versus payment basis. All securities shall be perfected in the name of the City or the Agency. Sufficient evidence to title shall be consistent with modern investment, banking and commercial practices.



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All investment securities purchased by the City or the Agency will be delivered by book entry and will be held in third-party safekeeping by a custodian bank approved by the Investment Officer, its correspondent bank or its Depository Trust Company (DTC) participant account.

All Fed wireable book entry securities owned by the City or the Agency shall be held in the Federal Reserve system in a customer account for the custodian bank which will name the City or Agency as "customer."

All DTC eligible securities shall be held in the custodian bank's DTC participant account and the custodian bank shall provide evidence that the securities are held for the City or the Agency as "customer."

PORTFOLIO PERFORMANCE

The investment portfolio(s) shall be designed to attain a market rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements. The performance of the City's and Agency's investments shall be compared to the average yield on the U.S. Treasury security that most closely corresponds to the portfolio's weighted average effective maturity. When comparing the performance of the portfolio(s), its rate of return will be computed net of all fees and expenses.

MARKING TO MARKET

The market value of the portfolio(s) shall be calculated at least quarterly and a statement of this market value shall be issued at least quarterly. This will ensure that review of the investment portfolio, in terms of value and price volatility, has been performed consistent with the GFOA Recommended Practice on "Mark-to-Market Practices for State and Local Government Investment Portfolios and Investment Pools."

REPORTING

At least quarterly, the Investment Officer shall submit to the City Council a report of the investment earnings and performance results of the investment program. The report shall include the following information:

1. Investment type, issuer, date of maturity, par value and dollar amount invested in all securities, and investments and monies held by the City or the Agency;
2. A description of the funds, investments and programs;
3. A market value as of the date of the report (or the most recent valuation as to assets not valued monthly) and the source of the valuation;
4. A statement of compliance with the investment policy or an explanation for non-compliance; and
5. A statement of the City's or the Agency's ability to meet expenditure requirements for six months, and an explanation of why money will not be available if that is the case.



POLICY REVIEW

Any investment currently held that does not meet the guidelines of this Policy shall be exempted from these requirements. At maturity or liquidation, such monies shall be reinvested only as provided by this Policy.

This Policy and any Amendments to it shall be reviewed at least annually to ensure its consistency with the overall objectives of preservation of principal, liquidity, yield and diversification, and its relevance to current law and economic trends. Any changes to this Policy or its Amendments shall be approved by City Council resolution.



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GFOA's GLOSSARY OF CASH MANAGEMENT TERMS

Accrued Interest - The accumulated interest due on a bond as of the last interest payment made by the issuer.

Agency - A debt security issued by a federal or federally sponsored agency. Federal agencies are backed by the full faith and credit of the U.S. Government. Federally sponsored agencies (FSAs) are backed by each particular agency with a market perception that there is an implicit government guarantee. An example of federal agency is the Government National Mortgage Association (GNMA). An example of a FSA is the Federal National Mortgage Association (FNMA).

Amortization - The systematic reduction of the amount owed on a debt issue through periodic payments of principal.

Average Life - The average length of time that an issue of serial bonds and/or term bonds with a mandatory sinking fund feature is expected to be outstanding.

Basis Point - A unit of measurement used in the valuation of fixed-income securities equal to 1/100 of 1 percent of yield, e.g., "1/4" of 1 percent is equal to 25 basis points.

Bid - The indicated price at which a buyer is willing to purchase a security or commodity.

Book Value - The value at which a security is carried on the inventory lists or other financial records of an investor. The book value may differ significantly from the security's current value in the market.

Callable Bond - A bond issue in which all or part of its outstanding principal amount may be redeemed before maturity by the issuer under specified conditions.

Call Price - The price at which an issuer may redeem a bond prior to maturity. The price is usually at a slight premium to the bond's original issue price to compensate the holder for loss of income and ownership.

Call Risk - The risk to a bondholder that a bond may be redeemed prior to maturity.

Cash Sale/Purchase - A transaction which calls for delivery and payment of securities on the same day that the transaction is initiated.

Collateralization - Process by which a borrower pledges securities, property, or other deposits for the purpose of securing the repayment of a loan and/or security.

Commercial Paper - An unsecured short-term promissory note issued by corporations, with maturities ranging from 2 to 270 days.

Convexity - A measure of a bond's price sensitivity to changing interest rates. A high convexity indicates greater sensitivity of a bond's price to interest rate changes.

Coupon Rate - The annual rate of interest received by an investor from the issuer of certain types of fixed-income securities. Also known as the "interest rate."



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Credit Quality - The measurement of the financial strength of a bond issuer. This measurement helps an investor to understand an issuer's ability to make timely interest payments and repay the loan principal upon maturity. Generally, the higher the credit quality of a bond issuer, the lower the interest rate paid by the issuer because the risk of default is lower. Credit quality ratings are provided by nationally recognized rating agencies.

Credit Risk - The risk to an investor that an issuer will default in the payment of interest and/or principal on a security.

Current Yield (Current Return) - A yield calculation determined by dividing the annual interest received on a security by the current market price of that security.

Delivery Versus Payment (DVP) - A type of securities transaction in which the purchaser pays for the securities when they are delivered either to the purchaser or his/her custodian.

Derivative Security - Financial instrument created from, or whose value depends upon, one or more underlying assets or indexes of asset values.

Discount - The amount by which the par value of a security exceeds the price paid for the security.

Diversification - A process of investing assets among a range of security types by sector, maturity, and quality **rating**.

Duration - A measure of the timing of the cash flows, such as the interest payments and the principal repayment, to be received from a given fixed-income security. This calculation is based on three variables: term to maturity, coupon rate, and yield to maturity. The duration of a security is a useful indicator of its price volatility for given changes in interest rates.

Fair Value - The amount at which an investment could be exchanged in a current transaction between willing parties, other than in a forced or liquidation sale.

Federal Funds (Fed Funds) - Funds placed in Federal Reserve banks by depository institutions in excess of current reserve requirements. These depository institutions may lend fed funds to each other overnight or on a longer basis. They may also transfer funds among each other on a same-day basis through the Federal Reserve banking system. Fed funds are considered to be immediately available funds.

Federal Funds Rate - Interest rate charged by one institution lending federal funds to the other.

Government Securities - An obligation of the U.S. government, backed by the full faith and credit of the government. These securities are regarded as the highest quality of investment securities available in the U.S. securities market. See "Treasury Bills, Notes, and Bonds."

Interest Rate - See "Coupon Rate."

Interest Rate Risk - The risk associated with declines or rises in interest rates which cause an investment in a fixed-income security to increase or decrease in value.



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Internal Controls - An internal control structure designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management. Internal controls should address the following points:

1. **Control of collusion** - Collusion is a situation where two or more employees are working in conjunction to defraud their employer.
2. **Separation of transaction authority from accounting and record keeping** - By separating the person who authorizes or performs the transaction from the people who record or otherwise account for the transaction, a separation of duties is achieved.
3. **Custodial safekeeping** - Securities purchased from any bank or dealer including appropriate collateral (as defined by state law) shall be placed with an independent third party for custodial safekeeping.
4. **Avoidance of physical delivery securities** - Book-entry securities are much easier to transfer and account for since actual delivery of a document never takes place. Delivered securities must be properly safeguarded against loss or destruction. The potential for fraud and loss increases with physically delivered securities.
5. **Clear delegation of authority to subordinate staff members** - Subordinate staff members must have a clear understanding of their authority and responsibilities to avoid improper actions. Clear delegation of authority also preserves the internal control structure that is contingent on the various staff positions and their respective responsibilities.
6. **Written confirmation of transactions for investments and wire transfers** - Due to the potential for error and improprieties arising from telephone and electronic transactions, all transactions should be supported by written communications and approved by the appropriate person. Written communications may be via fax if on letterhead and if the safekeeping institution has a list of authorized signatures.
7. **Development of a wire transfer agreement with the lead bank and third-party custodian** - The designated official should ensure that an agreement will be entered into and will address the following points: controls, security provisions, and responsibilities of each party making and receiving wire transfers.

Inverted Yield Curve - A chart formation that illustrates long-term securities having lower yields than short-term securities. This configuration usually occurs during periods of high inflation coupled with low levels of confidence in the economy and a restrictive monetary policy.

Investment Company Act of 1940- Federal legislation which sets the standards by which investment companies, such as mutual funds, are regulated in the areas of advertising, promotion, performance reporting requirements, and securities valuations.

Investment Policy - A concise and clear statement of the objectives and parameters formulated by an investor or investment manager for a portfolio of investment securities.

Investment-grade Obligations - An investment instrument suitable for purchase by institutional investors under the prudent person rule. Investment-grade is restricted to those obligations rated BBB or higher by a rating agency.

Liquidity - An asset that can be converted easily and quickly into cash.



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Local Government Investment Pool (LGIP) - An investment by local governments in which their money is pooled as a method for managing local funds.

Mark-to-market - The process whereby the book value or collateral value of a security is adjusted to reflect its current market value.

Market Risk - The risk that the value of a security will rise or decline as a result of changes in market conditions.

Market Value - Current market price of a security.

Maturity - The date on which payment of a financial obligation is due. The final stated maturity is the date on which the issuer must retire a bond and pay the face value to the bondholder. See "Weighted Average Maturity."

Money Market Mutual Fund - Mutual funds that invest solely in money market instruments (short-term debt instruments, such as Treasury bills, commercial paper, bankers' acceptances, repos and federal funds).

Mutual Fund - An investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments. Mutual funds are regulated by the Investment Company Act of 1940 and must abide by the following Securities and Exchange Commission (SEC) disclosure guidelines:

1. Report standardized performance calculations.
2. Disseminate timely and accurate information regarding the fund's holdings, performance, management and general investment policy.
3. Have the fund's investment policies and activities supervised by a board of trustees, which are independent of the adviser, administrator or other vendor of the fund.
4. Maintain the daily liquidity of the fund's shares.
5. Value their portfolios on a daily basis.
6. Have all individuals who sell SEC-registered products licensed with a self-regulating organization (SRO) such as the National Association of Securities Dealers (NASD).
7. Have an investment policy governed by a prospectus which is updated and filed by the SEC annually.

Mutual Fund Statistical Services - Companies that track and rate mutual funds, e.g., IBC/Donoghue, Lipper Analytical Services, and Morningstar.

National Association of Securities Dealers (NASD) - A self-regulatory organization (SRO) of brokers and dealers in the over-the-counter securities business. Its regulatory mandate includes authority over firms that distribute mutual fund shares as well as other securities.

Net Asset Value - The market value of one share of an investment company, such as a mutual fund. This figure is calculated by totaling a fund's assets which includes securities, cash, and any accrued earnings, subtracting this from the fund's liabilities and dividing this total by the number of shares outstanding. This is calculated once a day based on the closing price for each security in the fund's portfolio. (See below.) $[(\text{Total assets}) - (\text{Liabilities})]/(\text{Number of shares outstanding})$

No Load Fund - A mutual fund which does not levy a sales charge on the purchase of its shares.



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Nominal Yield - The stated rate of interest that a bond pays its current owner, based on par value of the security. It is also known as the "coupon," "coupon rate," or "interest rate."

Offer - An indicated price at which market participants are willing to sell a security or commodity. Also referred to as the "Ask price."

Par - Face value or principal value of a bond, typically \$1,000 per bond.

Positive Yield Curve - A chart formation that illustrates short-term securities having lower yields than long-term securities.

Premium - The amount by which the price paid for a security exceeds the security's par value.

Prime Rate - A preferred interest rate charged by commercial banks to their most creditworthy customers. Many interest rates are keyed to this rate.

Principal - The face value or par value of a debt instrument. Also may refer to the amount of capital invested in a given security.

Prospectus - A legal document that must be provided to any prospective purchaser of a new securities offering registered with the SEC. This can include information on the issuer, the issuer's business, the proposed use of proceeds, the experience of the issuer's management, and certain certified financial statements.

Prudent Person Rule - An investment standard outlining the fiduciary responsibilities of public funds investors relating to investment practices.

Regular Way Delivery - Securities settlement that calls for delivery and payment on the third business day following the trade date (T+3); payment on a T+1 basis is currently under consideration. Mutual funds are settled on a same day basis; government securities are settled on the next business day.

Reinvestment Risk - The risk that a fixed-income investor will be unable to reinvest income proceeds from a security holding at the same rate of return currently generated by that holding.

Repurchase Agreement (repo or RP) - An agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.

Reverse Repurchase Agreement (Reverse Repo) - An agreement of one party to purchase securities at a specified price from a second party and a simultaneous agreement by the first party to resell the securities at a specified price to the second party on demand or at a specified date.

Rule 2a-7 of the Investment Company Act - Applies to all money market mutual funds and mandates such funds to maintain certain standards, including a 13- month maturity limit and a 90-day average maturity on investments, to help maintain a constant net asset value of one dollar (\$1.00).



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Safekeeping - Holding of assets (e.g., securities) by a financial institution.

Serial Bond - A bond issue, usually of a municipality, with various maturity dates scheduled at regular intervals until the entire issue is retired.

Sinking Fund - Money accumulated on a regular basis in a separate custodial account that is used to redeem debt securities or preferred stock issues.

Swap - Trading one asset for another.

Term Bond - Bonds comprising a large part or all of a particular issue which come due in a single maturity. The issuer usually agrees to make periodic payments into a sinking fund for mandatory redemption of term bonds before maturity.

Total Return - The sum of all investment income plus changes in the capital value of the portfolio. For mutual funds, return on an investment is composed of share price appreciation plus any realized dividends or capital gains. This is calculated by taking the following components during a certain time period. (Price Appreciation) + (Dividends paid) + (Capital gains) = Total Return

Treasury Bills - Short-term U.S. government non-interest bearing debt securities with maturities of no longer than one year and issued in minimum denominations of \$10,000. Auctions of three- and six-month bills are weekly, while auctions of one-year bills are monthly. The yields on these bills are monitored closely in the money markets for signs of interest rate trends.

Treasury Notes - Intermediate U.S. government debt securities with maturities of one to 10 years and issued in denominations ranging from \$1,000 to \$1 million or more.

Treasury Bonds - Long-term U.S. government debt securities with maturities of ten years or longer and issued in minimum denominations of \$1,000. Currently, the longest outstanding maturity for such securities is 30 years.

Uniform Net Capital Rule - SEC Rule 15C3-1 outlining capital requirements for broker/dealers.

Volatility - A degree of fluctuation in the price and valuation of securities.

"Volatility Risk" Rating - A rating system to clearly indicate the level of volatility and other non-credit risks associated with securities and certain bond funds. The ratings for bond funds range from those that have extremely low sensitivity to changing market conditions and offer the greatest stability of the returns ("aaa" by S&P; "V-1" by Fitch) to those that are highly sensitive with currently identifiable market volatility risk ("ccc-" by S&P, "V-10" by Fitch).

Weighted Average Maturity (WAM) - The average maturity of all the securities that comprise a portfolio. According to SEC rule 2a-7, the WAM for SEC registered money market mutual funds may not exceed 90 days and no one security may have a maturity that exceeds 397 days.

When Issued (WI) - A conditional transaction in which an authorized new security has not been issued. All "when issued" transactions are settled when the actual security is issued.



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Yield - The current rate of return on an investment security generally expressed as a percentage of the security's current price.

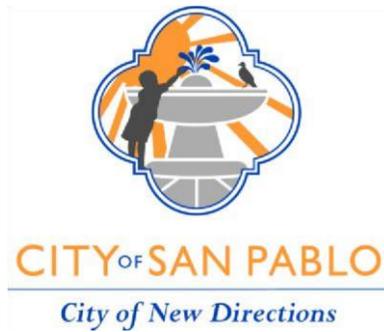
Yield-to-call (YTC) - The rate of return an investor earns from a bond assuming the bond is redeemed (called) prior to its nominal maturity date. **Yield Curve** - A graphic representation that depicts the relationship at a given point in time between yields and maturity for bonds that are identical in every way except maturity. A normal yield curve may be alternatively referred to as a positive yield curve.

Yield-to-maturity - The rate of return yielded by a debt security held to maturity when both interest payments and the investor's potential capital gain or loss are included in the calculation of return.

Zero-coupon Securities - Security that is issued at a discount and makes no periodic interest payments. The rate of return consists of a gradual accretion of the principal of the security and is payable at par upon maturity.

This glossary has been adapted from an article, entitled "Investment terms for everyday use," that appeared in the April 5, 1996, issue of Public Investor, GFOA's subscription investment newsletter.





PURCHASING

STANDARD OPERATING PROCEDURES

FINANCE DEPARTMENT

8/1/2012



APPENDIX

CITY OF SAN PABLO PURCHASING PROCEDURES

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CITY OF SAN PABLO PURCHASING PROCEDURES

A. PURPOSE.

These Purchasing Procedures implement the City's purchasing ordinance, (San Pablo Municipal Code Chapter 3.16) as authorized by Section 3.16.020 A. These procedures define in more detail the policies and procedures for the procurement and disposition of goods and services for the City. Procedures for Public Works Contracts are excluded from these Purchasing Procedures; such contracts shall be bid as required by the Uniform Public Construction Cost Accounting Act set forth in Chapter 3.16 of the San Pablo Municipal Code, and the State Public Contracts Code, Sections 22000 through 22045. The dollar thresholds set forth in the Public Contracts Code shall take precedence over the dollar thresholds set forth in the Municipal Code.

B. POLICY.

The City Manager directs and supervises the acquisition of all goods and services under the authority of §2.04.230.¹ The City Manager has assigned the responsibility for administering purchasing policies and procedures to individual departments through the Director of Finance Director (§ 3.16.020). This decentralized system of purchasing (§3.16.030) provides the departments with the ability to contact vendors directly.

It is the City's policy to establish efficient procedures for the purchase of goods and general services at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to clearly define authority for the purchasing function, and to assure the quality of purchases.

C. DEFINITIONS.

Best value. The best value to the city based on all factors, including: cost; contractor's ability, capacity or skill; ability to perform within the time required; character, integrity, reputation, judgment, experience and efficiency; quality of contractor's performance on previous purchases or contracts, if applicable; and the ability of the contractor to provide future maintenance, repair, parts and services, if necessary.

Bid. A written offer, more formal than a quote, to furnish supplies, equipment, vehicles, services in conformity with the specifications, delivery terms, and conditions required at a guaranteed maximum cost. The initiating Department will sometimes prepare a Notice Inviting Bids, which is formal notification, through posting and advertisement, that the City is soliciting goods or services. (See §3.16.080 A.1.) This gives widespread exposure to the City's needs, expanding the vendor base, and fulfills the legal responsibility of giving a fair opportunity to all vendors for supplying the City's needs. The notice must include a general description of the goods or general services to be purchased; state where bid forms and specifications may be secured; and state the final time and place for submitting bids. For

¹ Section 2.14.230 outlines the powers and duties of the City Manager: "The City Manager shall be responsible for the purchase of all supplies for all of the departments or divisions of the City. No expenditures shall be submitted or recommended to the City Council except on report and approval of the City Manager".



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purchases of over \$25,000, the notice must be published at least 10 days before the bid opening date. The Purchasing Officer, or a designee, will publicly open and declare the content of bids received at the time and place specified in the notice. The bid results will be made available to all interested parties as soon as possible following the bid reading.

Bid security. Financial security provided to guarantee that a bidder will enter into a contract with the city if a bid is awarded. It may be in the form of cash, cashier's check, certified check, or surety bond, in an amount not to exceed 10% of the aggregate amount of the bid.

Professional services or consultant services. The services of an attorney, architect, accountant, engineer, financial consultant, planning or environmental consultant, investment advisor, bank or trustee officer, or other professional.

Public Works Project. (1) Construction, reconstruction, erection, alteration, renovation, improvement, demolition or repair work involving any publicly owned, leased, or operated facility; or (2) Painting or repainting of any publicly owned, leased or operated facility. Public project does not include maintenance work: (1) routine, recurring, and usual work for the preservation or protection of any publicly owned or operated facility for its intended purposes; (2) minor repainting; (3) resurfacing of streets and highways at less than one inch thickness; or (4) landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems. (Public Contract Code 22002).

Purchase order (PO). A document generated by the Finance Department to formalize a purchase transaction with a vendor or to assure the proper set-aside of funds for a purchase. The purchase order should contain sufficient information to fill the order in an accurate and timely fashion. The vendor's acceptance of a purchase order constitutes a contract.

Quote. A verbal or written promise from the vendor/contractor guaranteeing that the cost of specific goods, supplies, or services.

Request for proposal (RFP). All documents used for soliciting competitive proposals. The RFP defines, in detail, the terms, conditions, and specifications of goods or services required by the City. An RFP is primarily intended for large, complex projects where cost and performance are equally important.

Request for qualifications (RFQ). A request seeking a written presentation of the professional qualifications and experience of a proposed contractor, vendor or professional.

Supplies. Goods in a manufactured state kept in the ordinary course of business for regular use or consumption (e.g., pencils, light bulbs, street signs).



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D. TYPES OF PURCHASING TRANSACTIONS.

There are many types of purchasing transactions in the City. These policies relate ONLY to the first two below: the purchase of goods and services.

1. Goods.

Goods include tangible goods, supplies, equipment, vehicles, materials, printing and insurance. If goods and services are combined in one contract, the requirements for a general services contract apply.

2. Services.

- a. General services. (See §3.16.110.)
- b. Professional services contracts. (See § 3.16.110.)

3. Public works contracts.

4. Franchise agreements.

5. Labor contracts with employees.

E. PURCHASING GUIDELINES.

1. Vendor relations.

City employees will conduct all purchasing functions in a professional manner and shall promote equal opportunity and fairness in all vendor relations.

Ethics and standards of behavior. All purchasing functions shall be conducted impartially to assure fair competitive access by responsible vendors. In addition, public employees should conduct themselves, and the purchasing process, in a manner that will foster public confidence in the procurement process.

2. Local preference.

Purchasing goods and services from local vendors is desired because it stimulates the local economy and recognizes that our local vendors are valued members of our community. If factors such as quality, previous performance, and availability are equal among vendors, a vendor whose business is located in City of San Pablo shall be awarded a contract if their quote or bid is within 5% of the low bid. Section 3.16.100 C.



CITY OF SAN PABLO PURCHASING PROCEDURES

3. Multi-year contracts.

A contract for supplies or services may be entered into for any period of time deemed to be in the best interest of the City, provided that the term of the contract and renewal provisions are included in the original solicitation process. Adequate funds must be available to fulfill the first fiscal year's obligation at the time of contract execution. Subsequent years' appropriations are subject to authorization by the City Council. (Cal. Const. art.XVI, §18).

4. Purchasing authority. See §2.04.230

Contracting authority. The City Manager, or his or her designee, is authorized to enter into and sign on behalf of the city the following contracts. At the discretion of the City Manager, any contract may be submitted to the City Council for its approval.

- a. **Goods and services contracts.** A purchase or contract for goods or services if funds have been appropriated in the budget. The City Manager may also enter into change orders or amendments, which, cumulatively, do not exceed 15% of the original contract price. (Cite to Authorizing Resolution here.)
- b. **Professional services contracts.** A purchase or contract for professional services for up to \$25,000 if funds have been appropriated in the budget. The City Manager may also enter into change orders or amendments, which, cumulatively, do not exceed 15% of the original contract price.

5. Business license.

Any person or company providing services or delivering goods to the City must have a City business license, unless otherwise set forth in the bid solicitation. The department making the purchase or contracting for the service is responsible for checking that the vendor or contractor has a business license.

6. Insurance and Indemnity.

Insurance and indemnity may be required in connection with a purchase or contract: which involves service performed on city property; is a professional services contract; or whenever there is an inherent risk of personal injury in the activity involved. When insurance and indemnity are required, the contractor / consultant / vendor should hold the city harmless, agree to defend, and maintain insurance for property damage, general liability and workers' compensation (if there are any employees) in the form and amounts determined by the City Attorney in conjunction with the Contra Costa Municipal Pooling Authority. See Subsection G below for further information.

7. Record keeping.

Each department is responsible for maintaining its own purchasing records. At the conclusion of a contract, the original contract and any bids, specifications, and other pertinent data shall be retained by the department for a period of at least three years. These are public records, available for public inspection upon request.



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F. PURCHASING AND PAYMENT PROCEDURES.

PURCHASE ORDERS

1. Purchase Orders represent a commitment related to unperformed contracts for goods or services between a city department and a vendor. When a PO is issued, Finance staff enters the information into the accounting system and creates an “encumbrance” against the line-item budget identified in the PO. The use of encumbrance accounting is a critical element of budgetary control in governmental accounting systems and serves three distinct purposes:
 - a. Provides a written contract between the City of San Pablo and a vendor.
 - b. Decreases the available budget by an amount equal to the purchase order. This procedure lessens the chance of overspending a line-item budget.
 - c. At the end of the fiscal year, unexpended encumbrances are added to the next fiscal year’s line item budget so that sufficient budget is available to meet the prior fiscal year’s commitments. Encumbrances without any activity for a period of one year will be released at the end of the fiscal year.

2. When is a Purchase Order Needed?

A purchase order request must be prepared under the following circumstances and when the amount exceeds \$10,000:

 - a. Professional service contracts
 - b. Equipment purchases
 - c. Monthly maintenance contracts that exceed \$10,000 annually
 - d. Public Works contracts

3. Requesting a Purchase Order

Preparing purchase orders is the responsibility of the Fiscal Clerk I. Before he/she can generate a PO, a Purchase Order Request form must be submitted. This form provides the relevant information needed to prepare the PO. A sample copy of the Purchase Order Request and Purchase Order form are included in the forms section of this manual.

4. Processing Payments Against a Purchase Order

When an invoice is received against a PO, the PO number shall be indicated on the Accounts Payable Coversheet. This action will ensure that the invoice payment will be



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deducted from the outstanding encumbrance associated with the PO. The Department that is using the PO shall track expenditures and remaining budget funds.

5. When Not to Use a Purchase Order

A PO is not to be used after receipt of goods or services. A PO should be requested when a contract is executed or goods are ordered.

6. Special Situations

- a. If a PO request is for a project that was not included in the Biennial Operating Budget or Capital Improvements Project budget, attach a copy of the City Council Resolution or minutes showing approval of the expenditures and the name of the contractor. Please be sure to indicate the account that should be encumbered.
- b. If funding needs to be transferred from one or more accounts, please indicate the account where expenditures were originally budgeted. Finance will prepare the budget revision form to transfer the funds at the same time the purchase order is prepared.

REQUEST FOR PAYMENT

1. Routine Payment

When you wish to pay a vendor, prepare a Request for Payment Form. A sample copy of the form is included in the forms section of this manual.

- a. Complete the form. (If the request is for a partial payment on a purchase order, the purchase order number must be written in on the "P.O. Number" field on the Request for Payment Form.)
- b. Attach the original invoice and packing slips if available, to substantiate the payment and the receipt of the goods or services; sign the request as the preparer.
- c. Obtain appropriate signatures for approval, depending on the amount.

Approval limits:

- Supervisor up to \$1,000
- Division Manager up to \$5,000
- ACM / Department Heads up to \$10,000
- City Manager up to \$25,000

For those items over \$25,000 the City Manager needs to approve plus City Council Resolution

- d. Submit these documents to the Fiscal Clerk I.



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2. Urgent/emergency payment (manual check)

The issuance of manually prepared checks is discouraged and should be done only when the specific circumstances necessitate expediting payment. When requesting urgent/emergency payment, the requesting department should personally deliver the request to the Finance Director with the required approval signatures. In addition:

- a. Complete a Request for Payment Form, noting on the request "HAND CHECK"
- b. Note the date and time the check is needed.
- c. Note whether the check should be mailed or held for pickup.

OPEN ACCOUNTS

1. Open accounts are created by the Finance Department and are entered into with vendors that are expected to supply products or services to the City on an ongoing and/or regular basis where the total volume or total dollar amount cannot be reasonably estimated.
2. When an employee purchases an item on an open account, he/she should sign the receipt (legibly) and show a City photo identification card. Examples of open accounts include:
recurring costs such as office equipment, paper and envelopes.

CREDIT CARD PURCHASES

1. City credit cards are issued by the Finance Department only with the express authorization of the City Manager and shall be used for City business only - no cash withdrawals are allowed.
2. Whenever possible, City credit cards should NOT be used to pay for either general, large dollar amount or professional services to the City (maintenance agreements, rentals, etc). It is preferred, due to past occasions of abuse in other public agencies, that all services be invoiced and paid for by City checks to the vendors, not charged to City credit cards. Use of City credit cards for personal purchases shall be grounds for discipline, up to and including termination. A crime under Penal Code section 424 occurs and is complete when a City credit card is used to make a personal purchase or to pay for a personal item or when advanced funds that are not used are not promptly returned. Restitution to the City is not a defense to the crime of misappropriation of public funds. (People v. Omar Bradley (Aug.1, 2012) 2012 DJDAR 10597). Violation of Section 424 may be punished by imprisonment in state prison and will disqualify the violator from holding any public office in the State of California.



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3. Credit Card Limits: Each credit card has both a single item limit and monthly limit. In general the limits are:
 - Clerical: \$2,000
 - Supervisor: \$5,000
 - Division Manager: \$2,000 to \$5,000
 - ACM/Department Head: \$5,000 to \$10,000
 - Department Credit Card: \$7,500 to \$15,000

CREDIT CARD PAYMENTS

1. Retain receipt for every purchase made with your City credit card and hold onto the original receipt until the billing statement arrives at the end of the month. Ensure that the item purchased is properly clarified with a budget code and purchase description on the receipt.
2. Whenever meals are charged, write on the receipt the names of those attending and the business purpose of the meal
3. Monthly statement worksheet is posted online after the 22nd of each month in the citywide folder N:\\Citywide\\CalCard Monthly Transactions. Departments are responsible for completing their own section of the worksheet by providing accounting code and description for each transaction. After completion, each department must obtain Department review and approval for payment.
4. Forward the completed worksheet with the original receipts to the Finance Department for payment no later than the 10th of the subsequent month.

PETTY CASH

1. Petty cash is available to City staff as a reimbursement if personal funds have already been used. A petty cash fund is maintained in the Finance, Recreation and Police departments. Petty cash may be used to make minor purchases of up to \$50 when no other purchasing option is available.
2. For reimbursement of personal funds already spent:
 - a. Complete the petty cash form including the date, amount, account code, and description. (A copy of this form appears in the forms section of this manual).
 - b. Attach the receipt to the form.
 - c. Write the name of the person being reimbursed on the "Received By" line.
 - d. If someone other than that person collects the funds, they must initial the form.
 - e. Have an authorized signer for that department sign.
3. For a large cash advance (several hundred dollars), please plan ahead and request a check in the weekly A/P check run.



CITY OF SAN PABLO PURCHASING PROCEDURES

G. INSURANCE REQUIREMENTS.

Insurance may be required in connection with a purchase or contract: which involves service performed on City property; is a professional services contract; or whenever there is an inherent risk of personal injury in the activity involved. When insurance and indemnity are required, the contractor should hold the City harmless, agree to defend, and maintain insurance for commercial general liability, automobile liability and workers' compensation (if there are any employees) in the form and amounts determined by the City Attorney.

The City Attorney has prepared standard insurance requirements, which are included under the "Contracts" tab and should be incorporated into any vendor-provided contract whenever insurance and indemnification are required. These standards may be lessened in particular cases upon a determination by the Contra Costa Municipal Pooling Authority, in consultation with the City Attorney, that the risk is manageable and acceptable. It is the responsibility of the department staff preparing the contract to obtain insurance certificates from the contractor evidencing the required insurance, and to attach such certificates to the original contract to be filed with the City Clerk.

- A. General, Automotive, and Employer's Liability, and Workers' Compensation Provisions. On or before beginning any of the services or work called for by any term of this agreement, Contractor or Consultant, at its own cost and expense, shall carry, maintain for the duration of the agreement, and provide proof thereof that is acceptable to the City the insurance specified herein below with insurers and under forms of insurance satisfactory in all respects to the City. Contractor or Consultant shall not allow any subcontractor to commence work on any subcontract until all insurance required of the Consultant has also been obtained for the subcontractor. Consultants shall maintain limits no less than set forth below.

If the contractor or consultant maintains higher limits than the minimums shown above, the City shall be entitled to coverage for the higher limits maintained by the contractor or consultant.

1. General Liability: \$2,000,000
(Includes operations, products and completed operations.)
Per occurrence for bodily injury, personal injury, and property damage.
2. Automotive Liability: \$1,000,000
Per accident for bodily injury and property damage
3. Workers' Compensation: As Required by the State of California. The Workers' Compensation policy shall be endorsed with a waiver of subrogation in favor of the City for all work performed by the Contractor or Consultant, its employees, agents and subcontractors.
4. Employers' Liability: \$1,000,000 each accident;



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\$1,000,000 policy limit bodily injury by disease, \$1,000,000 each employee bodily injury by disease.

5. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by City. At the option of City, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the City, its officers, officials, employees and volunteers; or the Contractor or Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claim administration, and defense expenses.

6. Other Insurance Provisions

The General Liability and Automobile Liability policies are to contain, or be endorsed to contain, the following provisions:

- The City, its officers, officials, employees, and volunteers are to be covered as insureds with respect to liability arising out of automobiles owned, leased, hired or borrowed by or on behalf of the Contractor / Consultant; and with respect to liability arising out of work or operations performed by or on behalf of the Contractor / Consultant including materials, parts or equipment furnished in connection with such work or operations. General Liability coverage shall be provided in the form of an Additional Insured endorsement (form CG 20 10 11 85, or forms CG2010 version 10/01 and GC 2037 versions 10/01 or equivalent) to the Contractor / Consultant's insurance policy, or as a separate owner's policy.
- For any claims related to this project, the Contractor / Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, and volunteers. Any insurance or selfinsurance maintained by the City, its officers, officials, employees, or volunteers shall be excess of the insurance and shall not contribute with it.
- Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days prior written notice has been provided to the City.
- Each of the following shall be included in the insurance coverage or added as an endorsement to the policy:
 - i. City, its officers, employees, agents, and volunteers are to be covered as insureds as respects each of the following: liability



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arising out of activities performed by or on behalf of Contractor / Consultant, including the insured's general supervision of Consultant; products and completed operations of Contractor / Consultant; premises owned, occupied or used by Consultant; or automobiles owned, leased, hired, or borrowed by Contractor / Consultant. The coverage shall contain no special limitations on the scope of protection afforded to City, its officers, employees, agents, or volunteers.

- ii. The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.
 - iii. An endorsement must state that coverage is primary insurance and that no other insurance affected by the City will be called upon to contribute to a loss under the coverage.
 - iv. Any failure of Contractor / Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.
 - v. Notice of cancellation or non-renewal will be provided to the additional insured as provided in the policy.
- **Deductibles and Self Insured Retentions.** Contractor / Consultant shall disclose the self-insured retentions and deductibles before beginning any of the services or work called for by any term of this agreement. During the period covered by this agreement, upon express written authorization of City Manager, Contractor / Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The City Manager may condition approval of an increase in deductible or self-insured retention levels upon a requirement that Contractor / Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.
 - **Notice of Reduction in Coverage.** In the event that any coverage required under this section of the agreement is reduced, limited, or materially affected in any other manner, Contractor / Consultant shall provide written notice to City at the earliest possible opportunity and in no case later than five days after notified of the change in coverage.

7. Waiver of Subrogation.

Contractor / Consultant hereby agrees to waive subrogation which any insurer of Contractor / Consultant may acquire from Consultant by virtue of the payment of any loss. Contractor / Consultant agrees to obtain any



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endorsement that may be necessary to effect this waiver of subrogation.

8. Acceptability of Insurers.

Insurance is to be placed with insurers with a current A.M. Best rating of no less than A: VII unless otherwise acceptable to the Entity. Exception may be made for the State Compensation Insurance Fund when not specifically rated.

9. Verification of Coverage.

Contractor / Consultant shall furnish the City with endorsements effecting coverage required by this clause. The endorsements are to be signed by a person authorized by that Insurer to bind coverage on its behalf. The endorsements are to be on forms provided by the city, unless the insurance company will not use the City's forms. All endorsements are to be received and approved by the City before work commences. However, failure to do so shall not operate as a waiver of these insurance requirements. As an alternative to the City's forms, the Contractor / Consultant's insurer may provide complete copies of all required insurance policies, including endorsements effecting the coverage required by the specifications. If the project extends beyond the expiration of the current coverage period show on the certificate of insurance, the contractor must submit a new certificate of insurance to City.

10. Subcontractors.

Contractor / Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein.

H. CONTRACTS.

1. General Services Contracts.

The following provisions apply to general services agreements for goods or services. Splitting of the purchase of goods or services into smaller orders for purposes of evading the competitive bidding provisions is not permitted.

- a. Services less than or equal to \$25,000. (See §3.16.090)
 1. Obtain verbal or written quotes for services (preferably three).
 2. Select quotation representing the best value and considering any local preference.
 3. Prepare contract and PO request form. If necessary review vendor's contract form, and submit to city attorney for approval.



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4. If using vendor's form, attach standard insurance requirements (see form under "Contracts" tab) if work is to be performed on City property or involves unusual risk.
 5. Obtain appropriate insurance certificates from vendor, if required.
 6. If work is to be performed on City property or involves unusual risk, have city attorney initial contract to signify approval of insurance.
 7. Have vendor sign agreement and obtain business license.
 8. The City Manager, or his/her designee, is authorized to sign contracts for goods or services if funds have been appropriated in the budget.
 9. If funds have not been appropriated in the budget, City Council approval must be obtained.
- b. Services greater than \$25,000 (See § 3.16.080)
1. Prepare notice inviting bids including a general description of the articles or general services to be purchased; where bid forms and specifications may be secured; and final time and place for submitting bids.
 2. Publish notice 10 days before the bid opening date at least once in a newspaper of general circulation.
 3. Consider requiring bidders' security or performance bond, or both.
 4. Open bids and prepare a tabulation of all bids received.
 5. Department director awards contract to lowest responsible bidder, taking local preference into account.
 6. Review vendor's contract form, and prepare purchase order.
 7. If using vendor's form, attach standard insurance requirements (a sample copy of this form is included in the forms section of this manual) if work is to be performed on City property or involves unusual risk.
 8. Obtain appropriate insurance certificates from vendor, if required.
 9. If work is to be performed on City property or involves unusual risk, have City Attorney initial contract to signify approval of insurance.



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10. Have vendor sign agreement and obtain business license.
 11. The City Manager, or his/her designee, is authorized to sign contracts for goods or services if funds have been appropriated in the budget.
 12. If funds have not been appropriated in the budget, City Council approval must be obtained.
- c. Exceptions. (See §3.16.110)

The department may dispense with quotation or bidding procedures for purchasing goods or general services in any of the following circumstances:

1. Emergency. In an emergency as defined in §3.16.110 D.
2. Specialized Services Combined With Equipment/Products. (§3.16.110B). Examples include hardware, software or communications equipment combined with training and servicing.
3. Sole or limited source (§ 3.16.110 C). Occasionally, required goods are unique, of a proprietary nature, or of specific design or construction. In these cases, quotation or bidding procedures could be meaningless. The department shall keep a written record of the basis for this determination.
4. Cooperative purchasing. (§ 3.16.110 E) If such purchases are based on an agreement or cooperative purchasing program entered into by any of the following, regardless of whether the City is a named party to the agreement or an actual participant in such a program: (a) any public agency situated within the state, if the underlying purchase was made using quotation or bid procedure substantially similar to the city's; or (b) the California Multiple Award Schedules (CMAS).
5. Leases and Lease/Purchases, and Used Equipment. (§ 3.16.110 F and G) Used items, or items obtained by lease or lease purchase, are exempt from the bidding requirements.

The affected department head shall state in writing the basis for a determination that this section applies.

2. Professional Services Agreements. (See § 3.16-110 A.)

The following provisions apply to contracts with professionals for services by architects, accountants, attorneys, engineers, planners, environmental consultants, technicians, and similar services. Such contracts need not be competitively bid, but must be awarded on the basis of demonstrated competence and on the professional qualifications necessary for the satisfactory performance of the services required at a



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fair and reasonable price to the City. Government (Code section 4526). Price can be considered, and fee information solicited, but may not be the sole determining factor.

a. Professional Services less than or equal to \$25,000

1. Obtain quotes for services (preferably three) or prepare requests for proposals (RFP) or requests for qualifications (RFQ) for large or complex projects.
2. Select quotation based on demonstrated competence and qualifications, and then considering price, which may be the sole determining factor.
3. Prepare short form Professional Services Agreement (see form under "Contracts" tab).
4. Have vendor sign agreement and obtain business license.
5. Submit agreement and insurance certificates to City Attorney for approval.
6. The City Manager, or his/her designee, is authorized to sign professional services agreements for services up to \$25,000 if funds have been appropriated in the budget.

b. Professional Services over \$25,000

1. Obtain quotes for services (preferably three) or prepare requests for proposals (RFP) or requests for qualifications (RFQ) for large or complex projects.
2. Select quotation based on demonstrated competence and qualifications, and then considering price, which may be the sole determining factor.
3. Prepare Professional Services Agreement (see form under "Contracts" tab).
4. Have vendor sign agreement and obtain business license.
5. Submit agreement to City Council for approval.
6. Submit agreement and insurance certificate to city attorney for approval after City Council authorizes entering into contract.
7. City Manager can sign agreement after City Council approves and City Attorney approves insurance.



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I. RECEIVING OF GOODS/EQUIPMENT.

1. Inspections and testing.

The ordering Department shall inspect and/or test all goods upon receipt (or services upon completion), to assure conformance with the specifications set forth in the order. If a product is determined to be unusable, or not what was ordered, the Department shall reject it and return it to the vendor as the vendor directs, and at the vendor's expense, for credit or replacement.

2. Acceptance.

When goods have been received or a project has been completed to the satisfaction of the ordering Department and the specifications, the packing slip and/or other completion documentation shall be signed-off by the employee receiving or inspecting. Information to be noted on the documents must include, at a minimum, the employee's signature and a legible rendering of their name and the date of receipt/completion. The employee signing must note on the receiving documents any deviation from the exact ordering specifications.





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