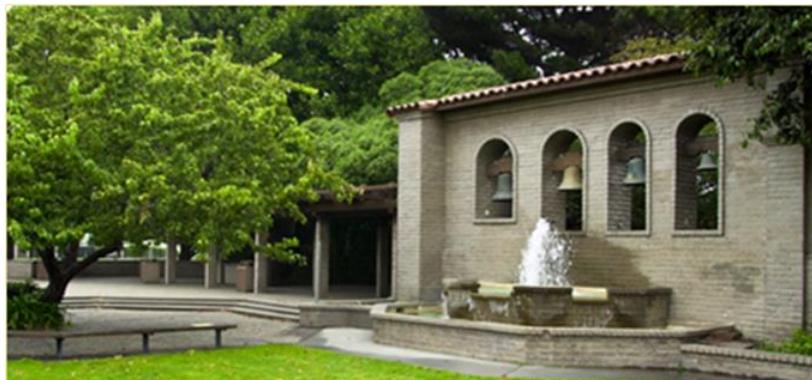


# CITY OF SAN PABLO

## BIENNIAL OPERATING BUDGET FY 2015/17



**CITY OF SAN PABLO**  
*City of New Directions*



### CITY COUNCIL

KATHY CHAO ROTHBERG, MAYOR

RICH KINNEY, VICE MAYOR

CECILIA VALDEZ, COUNCILMEMBER

GENOVEVA GARCIA CALLOWAY, COUNCILMEMBER

PAUL MORRIS, COUNCILMEMBER

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**CITY OF SAN PABLO**

*City of New Directions*

**CITY OF SAN PABLO  
ELECTED OFFICIALS AND  
ADMINISTRATIVE PERSONNEL**

**JULY 1, 2015**

**ELECTED PERSONNEL**

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

**ADMINISTRATIVE PERSONNEL**

City Manager	Matt Rodriguez
City Attorney	Lynn Tracy Nerland
Asst. CM/Personnel Administrator	Reina J. Schwartz
Chief of Police	Lisa G. Rosales
City Engineer	Barbara Hawkins
Finance Director	J. Kelly Sessions
Asst. to the CM/Economic Development	Charles Ching
Asst. to the CM/Personnel	Tina Gallegos
Community Services Manager	Greg Dwyer
Development Services Manager	Michele Rodriguez
Information Technology Manager	Larry Johnson

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**Date of Release: July 1, 2015**



**CITY MANAGER BUDGET MESSAGE:**  
**FINAL FY 2015-17 TWO-YEAR BIENNIAL GENERAL FUND (GF) 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 Two-Year Biennial GF Operating Budget (FINAL BUDGET) for Fiscal Year 2015-17. Pursuant to San Pablo Municipal Code Section 3.04.230, the FINAL BUDGET document enclosed herein provides detailed financial information about the policies, expenditures and revenues forecasted for the City’s upcoming two-year operational period beginning July 1, 2015 and ending June 30, 2017.

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**BUDGET & FISCAL ACCOMPLISHMENTS**

Previously, the City Council adopted the Biennial Operating Budget for the period FY 2013-15 which will conclude this June 30, 2015. Since January 2015, the new budget cycle was initiated by the City Manager, and internal budget planning has been completed by City Departments. The new FINAL BUDGET for the FY 2015-17 period was prepared, presented and submitted for formal consideration and adopted by the City Council in June 2015. During this budget process, there were several noteworthy fiscal reform achievements that are highlighted, as follows:

**✚ GF Designated Reserves Allocation Growth**

For the projected year-end FY 2014-15 period, the City is completing a successful and financially productive year. All City Departments are on-target to spend nearly all of their respective allocated budgets through June 30, 2015. However, the City’s GF Operating Budget through its audit process has realized a substantial budget surplus at the end of the previous FY 2012/13 and FY 2013/14 periods, respectively. These year-end budget surpluses consists of cost savings related to staffing attrition, cost savings from FTE retirements, unforeseen revenue increases from one-time federal and state grants, increased sales tax revenue, and other external revenue sources combined.

Since January 2014, following Fiscal Resiliency Policies adopted in October 2013, the City Council has maintained the fiscal practice of allocating year-end audited fund balance to new GF Designated Reserves. Much of this year-end audited fund balance is being allocated as one-time budget allocations by the City Council during the course of the fiscal operating period. In February 2015, the City Council approved a new allocation of \$12.5M in year-end audited fund balance for special designated future purposes. Some large allocations approved by the City Council from GF Designated Reserves during FY 2014/15 included: \$400,000 to fund City-wide annual vehicle fleet replacement, a \$500,000 annual SPEDC operating subsidy,



CITY MANAGER FINAL BUDGET MESSAGE FOR FY 2015-17  
(Revised July 1, 2015)

\$400,000 to fund EMS Squad Operating Agreement, and \$5M designated under Capital Project Reserves for ongoing economic development and project planning for the following projects implemented during FY 2014/15 which include: proposed County Library Relocation Project, Circle S/Plaza San Pablo Master Plan, and City-wide Municipal Broadband Fiber Optic Project.

Additionally, the ongoing and continued practice of using year-end audited fund balance for future allocations (which totaled \$12.5M in FY 2014/15) was also instrumental in achieving favorable bond ratings from rating agencies for restructuring the Local Successor Agency's (LSA)/RDA debt obligations incurred by the former redevelopment agency in September 2014, and assisted with acquiring terms for a recent \$18.5M issuance of new Lease Revenue Bonds (Series 2015A and 2015B) by the City, and its Joint Powers Financing Authority in March 2015.

However, with increased operating expenses planned for the FY 2015-17 and beyond, there are risks associated with adding new financial cost obligations to the General Fund Operating Budget if and when year-end audited fund balance diminishes in future years.

#### **✚ Restructured \$56.5M in RDA/LSA Debt Obligations**

The City and LSA re-issued \$56.5M in new bonds initiated in June 2014 and completed in September 2014 which resulted in a new AA- bond rating by S&P and a total restructuring of the City's future annual debt service obligations. This was a significant re-structuring of the former redevelopment agency debt obligations and resulted in approximately \$2M annually in debt service cost savings for the City's GF Operating Budget. Upon entering the new FY 2015-16 period, these annual cost savings combined with other budget cost strategies will enable the City to fund other pre-identified financial contingencies on the horizon, and 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.

#### **✚ RDA Dissolution Statute Compliance (June 2014)**

During FY 2014/15, the City and Local Successor Agency (LSA), successfully completed all redevelopment (RDA) dissolution requirements which was achieved with adoption by the State of CA Department of Finance (DOF) of the City/LSA's Long Range Property Management Plan (LRPMP) in June 2014. Once approved, the City continues to complete ongoing economic development projects on former RDA assets, and explore and effectively invest in attainment of other external sources of alternative project funding, including the U.S. Treasury's New Market Tax Credit (NMTC) Financing Program implemented for key public projects since FY 2013/14.

Additionally, an adopted LRPMP enables the LSA to dispose of former RDA assets within the redevelopment project area with all sale proceeds to the State of CA. Plaza San Pablo, a former RDA asset, is the City/LSA's main economic development site. Despite the site being an asset of the State of CA, the City can realize other economic benefits such as: new job creation, sales tax generation, and other business development which results in economic spillover/synergy within the City.



### **✚ U.S. Treasury New Market Tax Credit Financing Program**

Since FY 2013/14, the City and SPEDC have leveraged General Fund (GF) designated reserves funding from year-end fund balance, along with state or other grants obtained by the City, to construct new public facility projects, such as the San Pablo Community Center completed in June 2014, and the new Rumrill BNSF Sports Field Project slated for completion in August 2015. These two (2) projects involved a partnership with the San Pablo Economic Development Corporation (SPEDC), using its non-profit (501c 3) designation, to serve as a conduit for NMTC financing and enabled the City to enlarge its project funding to build these significant new public facilities in San Pablo. NMTC allocations to the City and SPEDC to date have totaled approximately \$5.3M in NMTC investor investment for the development of the City's newest public facility projects.

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### **GRADUAL OPTIMISM, BUT RISKS REMAIN**

After reviewing these fiscal reform achievements, the City Manager informed the City Council during his Annual Report for CY 2014 that he expected FY 2015-17 to be a period focused on **"gradual optimism, with a note of caution, as risks do remain."** This theme will continue for FY 2015-17 once more as recommended by the City Manager.

### **✚ Fiscal Resiliency Reserve Policy Reforms**

The City'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. This means that the City **DOES NOT** maintain a windfall of revenue to spend year-to-year in the GF Operating Budget. There continues to emerge the ability to use one-time GF Designated Reserve Funding Allocations for CIP and economic development projects. But, based on fiscal reform achievements, the City's fiscal situation is **very cautious** for the next FY 2015-17 GF Operating Budget cycle.

There must be continued resolve by City Council and City staff to monitor and ensure that modest revenue increases or year-end audited fund balance is carefully managed as the City's budget stabilizes, with revenues and expenses in **close alignment** each fiscal year period.

#### **FINANCIAL FOCUS FOR FY 2015-17**

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

**(continued)**



- ❖ **Keeping to a clear and strong financial plan and maintaining the City's 50% General Fund Catastrophic Reserve Policy, using all year-end surplus cost savings (or year-end fund balance) to build up the City's GF Designated Reserves, and careful deployment of these one-time resources to meet unforeseen contingencies and economic development projects undertaken by the City is the continued focus of this current City Administration in making prudent and sound financial recommendations to the City Council.**
- ❖ **In October 2013, the City Council adopted new *Fiscal Resiliency Reserve Policy* to ensure long-term economic viability while working on long-term economic development projects (i.e. Circle S project site; DMC site, Municipal Broadband Fiber Optic Project, etc.). These future projects using increased one-time GF Designated Reserves from year-end cost savings (or audited fund balance) and must be managed very prudently to generate investment and return on the City's economic development projects.**

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## **KEY COST FACTORS FOR FY 2015-17 BUDGET PERIOD**

### **✚ Casino San Pablo Revenue**

In accordance with the MSA between the City and Lytton Tribe, the City has realized incremental growth each year from Casino San Pablo based on actuals received to the City. Currently, Casino San Pablo revenue represents nearly 60% of all General Fund Operating Revenue for FY 2015-17. For the period ending June 30, 2014, the single audit from the City's Auditor indicated a total of \$17.9M received from Casino San Pablo. For the period ending June 30, 2015, it is anticipated that Casino revenue may increase to \$18.3M based on current cash flow actuals to date (unaudited). A fiscally conservative revenue projection of \$18M will be included in the FY 2015/17 GF Operating Budget in case of any future revenue fluctuations. This is a prudent approach to ensure the City's major revenue source is conservatively projected to cover all associated expenses in the Preliminary DRAFT FY 2015-17 GF Operating Budget.

### **✚ FY 2015-17 Capital Improvement Budget Funds (Tier 1): \$1.2M**

The City Manager is recommending a total of \$1.2M from the City's GF Operating Budget to fund CIP program expenditures (Tier I CIP projects), such as annual city-wide street pavement maintenance and other designated public projects as approved by City Council. Additionally, during FY 2014/15, following appointment of the City's new City Engineer, a \$2.9M CIP cost reconciliation internal audit was completed using previously approved CIP budget allocations. Thus, the \$2.9M cost reconciliation combined with the new GF transfer of \$1.2M will provide ample project funds for expenditure as part of the FY 2015-17 CIP Budget to coincide with adoption of the FY 2015-17 Two-Year GF Operating Budget. Modifications will likely follow



during the Mid-Year Budget Review to adjust CIP funding due to changes in project planning or grant resources received during the next FY 2015-16 period.

### **✚ Salary & Benefit Costs Increased**

For FY 2015/17 GF Operating Budget contains a 2.0% COLA adjustment for all Miscellaneous and Public Safety employees in accordance with adopted 3-year Employee Labor MOUs, effective July 1, 2015. A 2.0% COLA is also included for FY 2016/17 in accordance with the Employee Labor MOUs, effective July 1, 2016. Total Salary and Benefit Costs budgeted for FY 2015/16 is \$21.7M (including proposed additional FTE as well as the additional cost of the Smoothing payment required by CalPERS) which is essentially flat when compared with the current year budget. This was accomplished by closely evaluating annual actual expenses relative to budgeted expenses and more closely aligning the up-front budget with actual experience, since labor increases associated with the Employee Labor MOUs are now known.

### **✚ No (0) FTE Layoffs for 5 consecutive years**

The City Council has not been faced with the decision to proceed with any FTE layoffs to balance the City's operating budget since FY 2010/11. This represents five (5) consecutive FY periods without FTE layoffs as a budget balancing cost saving measure. There are no recommended FTE Layoffs by the City Manager for FY 2015-17.

### **✚ Sales Tax Measure K and New EMS Operating Agreement with Contra Costa County Fire Protection District (ConFire)**

In June 2014, San Pablo voters passed a new Sales Tax Measure K which provided a quarter (1/4) cent sales tax increase in perpetuity to fund emergency medical services at County Fire Station #70 in San Pablo. The City projects that Measure K Sales Tax proceeds will generate approximately \$600,000 annually. This will be allocated as new revenue to the City's GF Operating Budget but earmarked to offset the \$1.2M new EMS Operating Agreement with ConFire to fund and operate a new EMS Squad Unit at County Fire Station #70. This \$1.2M operating expense will be subsidized by the City's GF Operating Budget escalating after three years to \$1.5M beginning in FY 2018/19.

### **✚ Economic Development & New Asset Management**

Beginning in FY 2014/15, the City Manager's Office has a functioning Economic Development Program which consists of increased program expenditures related to ongoing project planning, consultant costs, construction management, and other asset management costs. For the upcoming FY 2015-17 period, these costs are anticipated to increase by \$416,201 from FY 2014/15 projected actual levels (unaudited). This increased funding allocation is a direct result of ongoing project management of key economic development projects, including but not limited to: private development and public improvements for Plaza San Pablo, City-wide RDA asset disposition, and asset acquisition from the City's successful real estate negotiations with the West Contra Costa Health Care District (WCCHCD). The City acquired certain WCCHCD assets for \$7.5M using Lease Revenue Taxable Bonds issued by the City, and its Joint Powers



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(Revised July 1, 2015)

Financing Authority in February 2015 during FY 2014/15. As part of this transaction, the City will be including operating and maintenance costs for asset management for two (2) medical office buildings and a 2.5 acre parking lot adjacent to Casino San Pablo acquired from WCCHCD. These new operating and maintenance costs will be substantially offset by existing lease revenue from tenants in these medical office buildings. Lease revenue is projected at \$300,000 – 350,000 annually from asset acquisition, and will assist in paying a portion of the City's debt service obligations for the \$18.5M Lease Revenue Bonds issuance in March 2015 which totals approximately \$915,000 annually.

#### **Future New Market Tax Credit (NMTC) Financing Projects**

The City and the SPEDC will continue to work in partnership to help attain additional NMTC funding from project investors for future projects where applicable. For the upcoming NMTC cycle in 2015-17, if approved by the U.S. Congress, there are two major projects of significance under private-public partnership development scenarios being developed for consideration which include:

- El Portal Language Institute and Park Reconstruction Project (New)
- City Administration Building and Medical Use Facility for Lot 5 of Plaza San Pablo (New)

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### **ECONOMIC RISKS FOR FY 2015-17 BUDGET PERIOD**

#### **FY 2015-17 GF Operating Budget Outlook**

For FY 2015-17 the City will not be faced with a significant budget deficit or shortfall. With the improved financial outlook over the last two year budget cycle, the City Manager is proposing a FINAL BUDGET that is balanced with a narrow margin which holds the line on major spending, avoids the need for significant spending cuts, and allows for investment in staffing resources and GF Designated Reserves in a cautionary manner due to increases in operational requirements, and management of new public facilities (i.e. San Pablo Community Center, Rumrill Sports Field Project). Additionally, with increased revenue of \$1,304,184 from FY 2013/14 from the implementation of the Measure Q (MQ) Sales Tax Measure passed by the local voters in June 2012, there will be additional GF budget allocation tied to MQ expenditure programs to augment GF budget spending. Additionally, with the implementation of succession planning due to key retirements during the last 2012-2014 period, the City has nominal increases in staffing allocation where internal service delivery, efficiencies, and cost impacts can be managed, with no service level impacts to the community.

#### **City's Major Economic Risk**

Despite our good progress, significant work toward achieving a more desirable level of budget stability, with a focus on securing necessary amendments to the City's Municipal Services Agreement (MSA) with the Lytton Tribe and Casino San Pablo is **critically needed**. 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. Several attempts have been made by the City Manager to address this issue with Lytton Tribal representatives. There has been no response from the Lytton Tribe despite submittal of revised MSA language by City officials. This remains a critical objective for the City to ensure our long term financial outlook.

### **New GF Revenue Sources Needed**

The City must continue to implement and support economic diversification strategies which aim at generating new General Fund revenue sources 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. Additionally, a potential future acquisition of the DMC site for economic development with mixed use development uses which would complement the community and enhance the economic vitality of Casino San Pablo. The WCCHCD approved an asset disposition plan in May 2015 for the DMC site and the City maintains a "right of first refusal" to potentially acquire this site in the future. If acquired, the DMC site could be the City's major in-fill economic development site to create new revenue sources and job creation for the City's GF Budget.

Until new revenue sources are achieved, proper fiscal management, internal controls, new economic revenue, and expenditure discipline for ongoing City Departmental expenditure levels while balancing City Council priorities must be achieved during the next FY 2015-17 budget cycle. With competing demands for limited resources, economic development strategies must be in place and exercised to generate new revenue opportunities at all times.

### **City Manager Fiscal Risk Warnings**

Fiscal deficits could quickly return the City if the following risks are not properly acknowledged and addressed over the next FY 2015-17 budget period, as follows:

- 1) **City must create new economic development:** Projects that will yield new economic revenue diversification, support ongoing new in-fill development, and result in job creation to increase revenues to the City's GF Operating Budget annually must be supported.
- 2) **Avoid Frivolous GF Spending:** The pace of economic recovery is still uncertain: Limited revenue gains must not be dampened by **frivolous spending** as revenues remain considerably unpredictable. Expenses cannot exceed revenues; it's basic math.
- 3) **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.
- 4) **Rising retiree health care costs unsustainable:** Health care costs are projected to rise by nearly 40 – 60% for some public agencies over the next one to three years. We must continue to monitor this growing unsustainable liability. Retirement perks must be eliminated – the City can no longer afford these post-retirement benefits.



- 5) **Investment in Deferred Maintenance:** Critical infrastructure and City asset replacement (i.e. fleet vehicles, equipment, and computers) will need to be monitored and replacement policies updated and formalized for City Departments as this allows for the delivery of key public services.
- 6) **Preservation of Casino Revenue:** Class II gaming must be preserved and combatting economic threats (i.e. Mega Casinos) to the City's **single most important revenue source** to the City's General Fund must be undertaken to avoid a Class III enterprise for Casino San Pablo unless an MSA amendment can be obtained to keep current revenue levels constant to avoid reductions by 50-60% of current projected revenue levels.
- 7) **CalPERS Method 5 Smoothing Policy:** Ongoing implementation and development of a contingency funding plan for addressing liabilities associated with the CalPERS Method 5 Smoothing Policy is needed, through designating future year-end audited fund balance to deal with these actuarial cost impacts projected during 2015-2020 period.
- 8) **Practicable Labor Partnerships:** Annual salary and labor costs must be practical and modest increases achieved within the City's revenue capabilities. Labor partnerships are essential as 3-year adopted Employee Labor MOUs are set to expire on June 30, 2017.

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## MEETING THE FISCAL CHALLENGES

### ✚ Budget Strategies for FY 2015-17

During the previous FY 2013-15 budget cycle, the City's Budget Team eliminated potential risks which would have resulted in operating deficits. As the City developed the DRAFT BUDGET for FY 2015-17, 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 2013-15 base-year levels;
- (3) Projecting realistic revenues to meet projected expenditures;
- (4) Implementation of recent Measure Q and K Sales Tax Measures;
- (5) Funneling "one-time funds" following year-end audit to create positive balances in the GF Designated Reserves for economic development

### ✚ Major Cost Factors for FY 2015-17

Please note that the FINAL BUDGET for FY 2015-17 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 FINAL BUDGET to be continually monitored. Increases in Year 1 (FY 2015/16) of the FINAL BUDGET include the following:



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- **Employee Labor Costs:** Effective July 1, 2015, a 2% cost-of-living increase (COLA) for miscellaneous and safety employees will be implemented. This represents a \$275,000 increase from the final year of multi-year employee labor groups' MOU's which expired on June 30, 2014. All negotiated cost factors and/or savings realized from collective bargaining with employee labor groups are incorporated into the FY 2015-17 period.
- **PERS Method 5 Smoothing Policy Impacts:** As previously advised during FY 2013-15, a cost of \$1,213,510 is budgeted in FY 2015-16 to address the new mortality rate assumptions, lowered investment rates of return, etc. under the CalPERS adopted Method 5 Smoothing Policy adopted in 2013 which increases to \$1.5M in FY 2016-17.
- **New Staffing Increase:** An increase of approximately \$400,000 in new FTE allocation for FY 2015-16, including \$204,000 in Community Services and \$107,000 in Public Works to meet operational needs is recommended as a Supplemental Budget request from the City Manager.
- **Workers' Compensation Costs:** An increase of \$490,000 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 2015-16.
- **Unemployment Insurance (UI) Costs:** An increase of approximately \$33,000 to reflect a 6.6% increase in the City's UI costs are included for FY 2015-16.
- **Professional Services Costs:** An increase of approximately \$972,000 in professional services costs are anticipated across City Departments to cover expenses related to economic development, ConFire EMS consulting (\$42,000); Full Service Community Schools, Team for Youth, and additional program offerings at the Community Center and through Measure Q (\$280,000); lease/rental payments for the Community Center (\$85,000) and Rumrill Sports Park (\$60,000); on-call contractual services in Public Works (\$357,000), and other planned contingencies for FY 2015-17.
- **Community Affairs:** An increase of \$1,200,000 to cover the cost of the EMS Operating Agreement with CCCFPD at County Fire Station #70. This annual operational cost is partially offset by an increase of approximately \$650,000 from the Measure K Sales Tax initiative for FY 2015-16.
- **Special Department Expenses:** An increase of \$916,000 in debt service obligations for the 2015A and 2015B Lease Revenue Bonds issued in March 2015 used to purchase WCCHCD properties, fund the County Library Relocation Project, and proposed Municipal Fiber-Optic Broadband Project in FY 2015/16.
- **Network Expenditures:** An increase of approximately \$40,000 to address critical computer infrastructure needs in FY 2015-16. This keep vital City services functioning internally.
- **Utilities:** An increase of \$175,660 in annual loan payments for the Solar Project (this increased cost should be offset by savings in electric energy bills); approximately \$68,000 annually due to EBMUD rate increases; and approximately \$50,000 for the higher price of gasoline.
- **Program Costs and Supplies:** An increase of \$75,000 for median improvements to address drought concerns for FY 2015-16.



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- **No FTE Layoffs:** For FY 2015-16, there are no anticipated employee FTE layoffs planned as a cost savings or budget reduction strategy.

**✚ Major Revenue Factors for FY 2015-17**

For FY 2015-17, 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 DRAFT BUDGET, as follows:

- **Casino Revenue:** A total of \$18 million budgeted for FY 2015-16, a slight decrease is budgeted from the projected \$18.3 million projected for end of FY 2014-15, based on actuals of \$17,951,434 received in FY 2013-14.
- **Property Tax Revenue:** No adjustments from prior years. However, a nominal increase of approximately \$11,000 (3.6%) is anticipated for FY 2015-16 in assessed valuation.
- **Sales Tax Revenue:** A projected increase of \$20,000 over FY 2014-15 projected amounts is anticipated due to Measure Q Sales Tax Measure generation for FY 2015-17. The Measure K Sales Tax revenue is budgeted at \$650,000, an increase of \$270,000 over anticipated receipts in the current fiscal year (the first Measure K receipts arrived in January 2015). An overall projected increase of \$31,142 (1.5%) is budgeted for other Sales Tax receipts due to increases in retail and internet sales for FY 2015-17.
- **Franchise Tax Revenue:** A projected decrease of approximately \$50,000 (7.0%) is budgeted in FY 2015-16 due to lowered projected actuals for the period ending FY 2014-15. Franchise Tax revenue is generally associated with the City's Refuse Franchise Fee with Republic Services, Inc.
- **Gas Tax Revenue (State of CA Apportionment):** A projected decrease of approximately \$34,500 (6.3%) from FY 2014 actuals is conservatively budgeted in FY 2015-17 due to the lower cost of fuel in the State of California

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**FINAL ADOPTED BUDGET RECOMMENDATIONS – BUDGET SUMMARY**

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



<b><u>FINAL ADOPTED FY 2015-17 TWO YEAR GF BUDGET SUMMARY:</u></b>		
	<b><u>FY 2015-16</u></b>	<b><u>FY 2016-17</u></b>
<b>TOTAL OPERATING REVENUES:</b>	<b>\$35.6M</b>	<b>\$35.6M</b>
<b>TOTAL OPERATING EXPENDITURES:</b>		
<b>Total Salary &amp; Benefits</b>	<b>\$20.1M</b>	<b>\$21.0M</b>
<b>Total Service and Supplies</b>	<b>\$12.0M</b>	<b>\$12.1M</b>
<b>PERS Smoothing (2015-2020)</b>	<b>\$ 1.2M</b>	<b>\$ 1.5M</b>
<b>CIP Budget Transfer</b>	<b>\$ 1.2M</b>	<b>\$ 1.0M</b>
<b>TOTAL EXPENDITURES:</b>	<b>(\$34.5M)</b>	<b>(\$35.6M)</b>
<b>NET BUDGET TOTAL:</b>	<b>\$1.1M</b>	<b>\$0.0M</b>
<b><u>CITY MANAGER SUPPLEMENTAL BUDGET RECOMMENDATIONS:</u></b>		
<b>Additional FTE Staffing</b>	<b>\$0.4M</b>	<b>--</b>
<b><u>GF Designated Reserves:</u></b>		
<b>Future PERS Smoothing Increases</b>	<b>\$0.3M</b>	<b>--</b>
<b>Park Improvements</b>	<b>\$0.4M</b>	<b>--</b>
<b>SUMMARY TOTAL(S):</b>	<b>\$0.0M</b>	<b>\$0.0M</b>

**BUDGET SERVICES AD-HOC SUBCOMMITTEE REVIEW**

On May 28, 2015, the City Manager and City’s Budget Team reviewed the proposed expenditure plans for City Departments and projected revenues with the Budget Ad-Hoc SubCommittee (Mayor Chao Rothberg/Vice-Mayor Kinney). Following discussion of the preliminary DRAFT BUDGET, the Budget Ad-Hoc SubCommittee reviewed the City Manager’s proposed recommendations for the City Council’s Public Budget Hearing scheduled on June 1, 2015, and proceeded following the public budget hearing, with budget adoption on June 15, 2015 by the City Council.



**City Manager Supplemental Policy Recommendation #1:**

**✚ Additional FTE Staffing Resources = \$400,000**

The City Manager recommends a supplemental budget request of approximately \$400,000 for Additional FTE allocation of (+10.35 FTE Net Increase) to meet City operational requirements in the following City Departments:

<b>City Departments:</b>	<b>FTE Increase:</b>
<b>City Attorney</b>	<b>+0.20 FTE</b>
<b>City Manager</b>	<b>(0.50 FTE)</b>
<b>Community Services</b>	<b>+8.55 FTE</b>
<b>Development Services</b>	<b>+0.60 FTE</b>
<b>Finance</b>	<b>+0.00 FTE</b>
<b>I.T.</b>	<b>+0.00 FTE</b>
<b>Police</b>	<b>+0.50 FTE</b>
<b>Public Works</b>	<b>+1.00 FTE</b>
<b>Total Net FTE Increase:</b>	<b>+10.35 FTE</b>

A majority of net FTE Increases are budget neutral with the exception of a significant resource allocation of part-time staffing needed in Community Services for facilities operation and maintenance of the San Pablo Community Center and new Rumrill Sports Field Project upon completion in August 2015.

**City Manager Supplemental Policy Recommendation #2:**

**✚ GF Designated Reserve Allocation / PERS Method 5 Smoothing = \$300,000**

**✚ GF Designated Reserve Allocation / Park Improvements = \$400,000**

The City Manager recommends a supplemental budget policy request of \$700,000 in the remaining proposed budget surplus be earmarked to augment existing GF Designated Reserve Allocations for the following:

**• PERS Method 5 Smoothing Policy Increases (2015-2020)**

CalPERS (PERS) adopted a Method 5-year smoothing policy in 2013 which will impact all PERS contract agencies for a 5-year period beginning in FY 2015/16 through FY 2019/2020. This is to counteract gains and losses experienced during the Great Recession period in the PERS Investment Fund and to avoid substantial costs increases to PERS Contribution Rates for contract agencies such as the City of San Pablo. It is estimated that Method 5 Smoothing Policy increase will have a cumulative impact of \$6.5M during the next 5 year period on the City's GF Budget. In January 2014, the City Council already earmarked \$1,000,000 for this contingency and an



additional \$300,000 is being recommended by the City Manager for this ongoing expense over the next 5-year period. Additional fund balance will need to be earmarked following completion of subsequent year-end audits as a funding priority since the GF Budget Revenues will not be sufficient to handle this long-term financial liability.

- **Park Improvements**

In May 2015, the City Council received a presentation from First 5 of West Contra Costa which received a grant from Kaiser Permanente to provide a community supported evaluation of the City's existing park facilities. The data shared with the City will be used to provide one-time CIP funding to be allocated during FY 2015-17 period for capital repairs and long term capital improvements to all City parks. Additionally, the Rumrill Sports Park Field Project will require a projected project subsidy of up to \$100,000 from the GF to complete the project by August 2015. Since the NMTC Financing for the project cannot be modified, the City must cover additional construction expenses associated with the revised environmental clean-up and abatement costs associated with the revised Remediation Action Workplan (RAW) required by State Department of Toxics Substances Control. In January 2014, the City Council already earmarked \$500,000 for this contingency and allocated approximately \$63,000 during FY 2014/15 for an EBMUD water meter required for the project. This remaining balance will be sufficient to cover the anticipated Rumrill Sports Field Project shortfall of up to \$100,000, with additional GF Designated Reserve allocation being recommended by the City Manager to supplant these allocations during FY 2014/15 as approved by the City Council. Additional one-time funding and allocation for future park improvements identified by First 5 of West Contra Costa Audit during the upcoming FY 2015-17 period will be needed to address park facilities deficiencies and capital improvements.

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## **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.

### **✚ FISCAL RESILIENCY RESERVE POLICY**

On October 21, 2013, in order to protect the fiscal solvency of the City and to achieve greater fiscal resiliency, the City Council took the important step of establishing the *Fiscal Resiliency Reserve Policy* (Resolution 2013-159). This new policy adopted by City Council Resolution established several new reserves and funded each at the recommended level in accordance with a pre-designated formula along with audited financial figures provided by the Comprehensive Annual Financial Report (CAFR).



<b><u>FISCAL RESERVES FOR FY 2015-17 PERIOD:</u></b>		
	<b><u>FY 2015/16</u></b>	<b><u>FY 2016/17</u></b>
Catastrophic Reserve (50%)	\$17,088,368	\$17,428,752
Budget Stabilization Reserve (5%)	\$ 1,708,837	\$ 1,742,875
City Manager's Contingency Account(1%)	\$ 341,767	\$ 348,575
<b><u>PROPOSED GF DESIGNATED RESERVES FOR FY 2015/16:</u></b>		
General Fund Stabilization Reserves	\$ 3,955,297*	
Future Capital Project Reserves	\$ 8,550,000*	
<b>Projected Total:</b>	<b>\$ 12,505,297*</b>	
<i>*Projected GF Designated Reserve &amp; Capital Project Reserve for CC adoption 06/15/15.</i>		

## **CONCLUSION AND ACKNOWLEDGEMENTS**

The City Manager wishes to thank the City's Budget Team and City employees who participated in the budget planning process for FY 2015-17. Without their support, the City Manager would not be able to present a "balanced budget" for review and consideration to the City Council for the FY 2015-17 period.

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 previous base year 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 adding increased operating costs resulting in constant downsizing of the organization must be achieved. There needs to be constant monitoring of efficient spending (versus the reluctance to make frivolous spending) in the future due to the fiscal risk warnings outlined by the City Manager in this Budget Message. Additionally, the City Manager recommends following the financial guiding principles as we continue to exercise "**fiscal resiliency**" in the coming two-year period, as follows:

- **Continue service delivery efficiencies using new emerging technologies to minimize annual operating costs; and**
- **Promote revenue growth opportunities; and**
- **Spend within Allocated Budget Levels; and**
- **Target one-time funding investments to meet economic development goals**



 **ACKNOWLEDGEMENTS**

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 Manager Reina J. Schwartz, Finance Director Kelly Sessions, and Assistants to the City Manager Charles Ching and Tina Gallegos. My thanks also extend to all City employee support staff for their reflections and focus on the “bigger budget picture”.

Finally, I also want to thank the City Council for their support of this City Administration. My staff and I greatly appreciated the opportunity to work with the City Council and public on the biennial budget adoption process and to implement the Final Adopted Budget for the 2015-17 fiscal year period.

**Respectfully submitted:**



**Matt Rodriguez, City Manager**

**Date:** 7-1-15



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## 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 January 1, 2014, the City had a population of approximately 29,465 and encompassed 2.6 square miles. The City maintains a 2015/16 Total Operating Funds Budget of \$33.7 million with 178.4 full-time equivalent (FTE) employees.

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 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



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to perform both their objectives and the City Council's strategic goals and initiatives. These funding requests are then balanced 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.



## ECONOMIC 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 2007/08. However, with the improving economy, the median sales prices of San Pablo homes have increased 39.3% and 20.3% in 2013 and 2014 respectively, with a total increase in sales price by 79.0% from their low in 2011. In general, the recession had far greater impacts in communities such as San Pablo's, which experienced high property appreciation during the previous decade. Significantly, foreclosure rates across the county are now approaching their pre-recession norm. Because of increased property values, property taxes, one of the General Fund's top revenue sources, grew dramatically in fiscal year (FY) 2013/14, but still falls far short of previous high-values recorded in FY 2007/08.

As the local economy continues to improve, regional unemployment rates continue to drop. The unemployment rate for Contra Costa County was only 5.7% for November 2014, giving residents more incentive to go back to shopping. Contra Costa County sales increased by 5.3% over the same time period last year, while San Pablo sales were up 5.8% after factoring out reported aberrations. While most statewide agencies suffered double digit percentage declines during the recession, San Pablo



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stayed flat or experienced minor increases, in large part due to the fact that the City never had a sales tax base that depended on large ticket items, such as vehicle sales or big box retail. In this context, sales tax revenue is projected to increase slowly and steadily as the economy continues to improve and as businesses continue to view San Pablo as an attractive market.

Despite the recovering economy, interest rates continue to be at all-time low or near record-low levels, thus keeping investment income at very low levels. The low interest rates and subsequent low returns are not expected to change in the short-term. This low interest rate environment will have a greater negative



impact on San Pablo than other jurisdictions, because of the large cash reserves maintained to meet reserve policy requirements. Only a few short years ago, the City was able to earn nearly 5% on its cash reserves. Over the next two years, rates of return are expected to remain in the 0.2 – 1.0% range.

In December 2012, the City received its first tax receipts from Measure Q, a voter-approved sales tax measure passed in June 2012. Projected to generate \$1,045,000 in its first full year of collection, actuals of \$1,322,784 outperformed estimates in FY 2013/14 by \$277,784. In FY 2014/15, the second full year of operation, Measure Q generated \$1,535,635, outperforming budget by nearly \$500,000. 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.

In December 2014, the City began receiving its first tax receipts from Measure K, another voter-approved sales tax measure. Measure K, however, is a special tax collected in perpetuity that can only be used to fund emergency medical services in the City of San Pablo. At a rate of one-quarter cent of all taxable sales, the tax generated \$483,469 in its first partial year of operation. Measure K taxes are projected in the current budget at \$650,000 annually.

During and immediately after the Great Recession, the City made a concerted effort to lower expenditures in the near- and long-term, including reduced employee benefits and labor givebacks. During the last budget cycle, this strategy paid off as the City was able to propose a balanced budget without the need to dip further into reserve accounts. This was especially significant, since the City was able to fund capital projects at \$2 million annually, despite the loss of approximately \$3 million in annual revenue with the dissolution of the redevelopment agency. To ensure San Pablo's continued positive prognosis, the City will need to continue on this path of prudent fiscal practices to ensure the ability to meet future obligations, including increased pension costs, capital outlays and, emergency medical services, etc.



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## FINANCIAL OUTLOOK

**Improved Financial Management:** The City has developed a solid financial management system comprised of several key components, including conservative budgeting and spending practices; fiscal policies and procedures to guide future action with adequate cash reserve requirements to weather coming financial storms, future liabilities and unexpected emergencies; and regular short-term and long-term budgetary performance reviews and monitoring. These actions have resulted in the following:

- A credit rating of "AA-" by Standard & Poor's Rating Services (S&P) on January 9, 2015. S&P cited the City's strong financial performance supported by strong fiscal management practices as key credit positives.
- Net increases to fund balance for the past several years, leading to healthy cash reserves. In 2014, the net increase to the General Fund balance was \$8,779,294.
- Adoption of the "Fiscal Resiliency Reserve Policy" in October 2013 which created additional framework, usage, and payback requirements when dipping into cash reserves. Perhaps most importantly, the policy created designated cash reserves to fund known large expenditures, which have not yet materialized, such as vehicle replacements, OPEB liabilities, capital projects, etc. These designated reserves are updated annually.
- Introduction of the Chameleon budgeting system in July 2013 with monthly financial reports prepared for managers citywide, in addition to the City's Five-Year Financial Plan.
- Completion of labor negotiations in July 2014 in which all bargaining groups accepted modest and sustainable salary increases of 2.0% per year for three years.

**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 plan assets of \$7,250,081 as of June 30, 2014, and thus reducing the Annual Required Contribution (ARC) to \$196,633 for Fiscal Year 2015.

## MAJOR INITIATIVES – IMPLEMENTING OUR WORK PLAN

**Services for Families and Youth:** In 2010, the City created the Youth Services Program 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. In



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2012, the City of San Pablo government structure was revised and Youth Services became a division in the Community Services Department. 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 shares 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 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 (YFTF) is modeled on the successful history of the Mayor’s Gang Prevention Task Force (MGPTF) in the City of San José and the recent efforts of Santa Rosa’s MGPTF. These two municipalities 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



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violence and/or engaging in behaviors related to the gang lifestyle. In 2015, the YFTF is expanding its focus to better align with the Full Service Community Schools Initiative enabling the City to prevent violence while also supporting and enhancing programming that meets the needs of the whole child. The service areas for 2015-2019 are Community Schools Coordination, Out of School Time, Violence Prevention and Intervention, and Youth Leadership and Development.

***San Pablo Team for Youth:*** San Pablo Team for Youth (TFY) 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. TFY is the funding mechanism for developing and deploying youth services that support the mission of San Pablo's Youth Futures Task Force. In 2015, TFY will become the funding arm for the Community Schools Initiative.

***Childhood Obesity Prevention Task Force:*** The San Pablo City Council hosted its first Childhood Obesity Prevention Task Force meeting in March 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. Since then, the Task Force worked collaboratively with stakeholders to develop a Community Action Plan (CAP) that was adopted by City Council on April 10, 2014. The CAP 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 identifies program and policy priority areas, which will guide collaborative efforts towards a healthier San Pablo. In November 2014, the Council approved a \$50,000 funding allocation to support the implementation of health and physical activity programming for residents, focusing on children and young adults.

### COMMUNITY ENGAGEMENT

A pillar for any community is the ability to engage its residents in worthwhile community activities. 2014 turned out to be a banner year for the City of San Pablo as the National Civic League announced San Pablo as a winner of the 2014 All-America City Award, the country's most prestigious award for outstanding, community-based civic accomplishments. Created in 1949, the All-America City Award is the oldest community recognition program in the nation. This year's awards had a special focus on successful efforts to address the underlying conditions that affect the health of our communities.

The City of San Pablo submitted an application listing three examples of successful community exchange, civic engagement, collaboration, and innovation. The projects in the application were the Health Element & the Childhood Obesity Prevention Task Force, the San Pablo Economic



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Development Corporation (SPEDC), and the San Pablo Police Department's Community Partnership Programs.

The City of San Pablo also 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 through the programs below:

**Government Outreach:** The City's website provides access to City services and City officials, 24-hours a day, 7-days a week, from the comfort and convenience of 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 an Easter egg hunt, summer Farmer's Markets, a Halloween/Open House event, 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:** Since November 2012, the City Council has maintained a contract with a social media professional services provider to administer all City social media accounts to actively promote City activities, programs and services. Community engagement vis-à-vis social media such as the City's Facebook page and Twitter account continues to rise exponentially.

## ECONOMIC DEVELOPMENT



The City of San Pablo works cooperatively with the San Pablo Economic Development Corporation (SPEDC), a 501(c) (3), to develop programs aimed at eliminating barriers to employment, business attraction/enhancement and site development. These efforts are geared toward creating local jobs for San Pablo residents and reducing the unemployment rate, which at 11.8% in September 2014 is certainly an improvement over the last few years, but is still

considerably higher than the rest of Contra Costa County. This task has proven more difficult in the wake of the elimination of the Redevelopment Agency, but through partnerships and refocusing available resources, the City continues to see progress in this effort. Indeed, the City's partnership with the SPEDC



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in its progressive tattoo-removal program, "Removing Barriers," has garnered international attention.

## FISCAL STABILITY

**Compensation & Labor Negotiation Strategy:** This initiative attempts to implement a fiscally responsible cost reduction and containment strategy which will allow the City to remain competitive in recruiting and retaining valuable employees while allowing for long-term fiscal sustainability for the City. With this framework, management staff met with employee labor groups throughout the spring of 2014 to develop labor agreements which were set to expire on June 30, 2014 for both public safety and non-public safety employees. With the help of City Council members and city employees and their respective bargaining units, the City was able to eliminate retiree medical benefits for elected officials, as well as reduce the City's long-term retiree medical costs for employees. Ultimately, labor agreements were struck which called for modest and sustainable salary increases of 2.0% per year for the next three years. Coupled with previous concessions in which employees contribute 10.3% or 12.3% of their salary depending on job title to fund a significant portion of their retirement cost, the City is now in a good place to maintain fiscal stability, while remaining an attractive and desirable place to work.

**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. As a result, General Fund revenues in the Charges for Service category nearly doubled from \$390,940 in FY 2011/12 to \$674,404 in FY 2012/13, and experienced significant gains of 37% in FY 2013/14 to \$921,802. An update to the Master Fee Schedule is planned in FY 2015/16.

## INFRASTRUCTURE

**Redevelopment Agency:** For decades, most California cities, including San Pablo, relied on local redevelopment agencies as a tool to revitalize blighted areas and provide funding for much needed infrastructure projects. This practice ended on January 31, 2012 when the Redevelopment Agency (RDA) was required by the State to be dissolved. With the dissolution of the RDA, the City has had to secure alternative funding projects that were previously funded through Redevelopment. As a strategy, the City has used general fund revenues, and federal, state and local grants to fund such projects.



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The City, acting as Successor Agency to the RDA is now in the final phase of “clean-up” and various RDA unwind procedures. In September 2013, the City obtained its Finding of Completion validating that its RDA payment obligations were met. Going forward, this status allows the Successor Agency 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.

On June 3, 2014 and September 4, 2014, the City’s Successor Agency completed a refinancing of outstanding Redevelopment Agency bond debt. By combining multiple issues of bond debt into Series 2014A and Series 2014B Tax Allocation Bonds (TAB’s), the Successor Agency was able to issue bonds totaling \$54,565,000, which saved taxpayers over \$5,000,000 in debt service payments. While most of the savings was realized by the State, this transaction helped the City consolidate loan payments and simplify loan administration.

## CAPITAL PROJECTS

***San Pablo Community Center (PW 535):*** The City of San Pablo and the SPEDC worked with Noll & Tam Architects and Planners to design and construct the San Pablo Community Center at Helms Middle School. Together they celebrated the grand opening of the San Pablo Community Center (SPCC) on June 5, 2014. The Community Center is a 10,500 square foot facility that includes a large multi-purpose space with a kitchen, two smaller meeting/class rooms, a teen lounge, a computer room, and a fitness room. Located on a 20,000 square foot site adjacent to the Helms Middle School, the City partnered with the West Contra Costa Unified School District City to



develop a ground lease and a joint use agreement for the exterior fields and the gymnasium when school is not in session. The Community Center, however, is entirely a City-operated facility. The project was funded using a variety of sources, including a New Market Tax Credits grant application and grant funds from the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Proposition 84). The facility is LEED-certified (Leadership in Energy and Environmental Design, an internationally-recognized green building certification system). The Community Center was honored as the Outstanding Facility for 2014 by the California Park & Recreation Society’s District 3 (Alameda and Contra Costa Counties). Attendance in all programs increased by 50% in the first six months of operation.

***Day-lighting Wildcat Creek at Davis Park (PW 579):*** The Wildcat Creek Day-lighting Project restored the underground section of Wildcat Creek to a natural above-ground state (for many years, the creek had flowed through a concrete box culvert located under the baseball field). The creek is now relocated to a natural, open (“day-lighted”) creek channel along the northern boundary of the Park with a paved walking trail installed next to the creek. The project also includes new and improved ball field lighting and a



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reorientation of the baseball and soccer fields. As part of the creek restoration project, the City also installed a new pedestrian bridge across Wildcat Creek, west of the Brookside Avenue entrance. These improvements were based on the City's 2007 Davis Park Master Plan. The formal ribbon cutting ceremony was held on May 18, 2013.

The benefits of this project include returning the creek to its natural state with the associated wildlife/habitat improvements. Furthermore, the project increases 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 allows fish to once again swim upstream past Davis Park and provide a habitat for birds. The "day-lighting" of the creek also eliminates an unattractive nuisance (the culvert) and enhances the creek habitat for wildlife, fish, and residents to enjoy. The primary funding source is the State Rivers Parkway Grant.

***Rumrill Sports Park (Former BNSF Site):*** The former Burlington Northern & Santa Fe (BNSF) Railroad Corporation yard, a brownfield, was sold to the City of San Pablo and developed into a much-needed



multi-use sports park (Rumrill Sports Park) for the residents of the City. Built at 1509 Rumrill Boulevard, the new 4.5-acre park features three synthetic turf youth playing fields with lighting for night games and a smaller practice field available for youth leagues, pick-up games, and practices. The park also contains, 62 parking spaces, a picnic/barbeque area, tot lot, offices, restrooms, security cameras and vendor kiosks that offer healthy food. The family- and youth-centric facility is designed to promote "healthy eating, active living" for the San Pablo community. This park

concept was developed through a series of community outreach meetings in which residents of San Pablo identified the need for more open space structured for youth play.

Because the park is located on an old rail yard, the dirt was contaminated and had to be mitigated. Working with environmental consultants Ninyo & Moore and the State of California's Department of Toxic Substance Control (DTSC), the City developed a Removal Action Workplan (RAW) to clean the site. Once approved, construction contractor O.C. Jones & Sons, Inc. began working on the remediation of the contaminated dirt in late August 2014. Swinerton Construction Management oversaw park construction which was completed in August 2015.



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The City received \$6.96 million in funding for the project as follows:

- State of California Proposition 84 Statewide Parks Program: \$3,000,000
- New Markets Tax Credits \$2,817,360
- Environmental Protection Agency Grant \$600,000
- East Bay Regional Park Measure WW \$425,538
- Department of Resources, Recycling and Recovery (Cal Recycle) Grant \$125,064

***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 (San Pablo, El Cerrito, Albany and Piedmont) 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) was awarded the construction contract at a final approved cost of \$1,703,995. The City received a 15-year, 1% interest rate loan from the California Energy Commission to cover \$1,150,000 of the project costs with the balance coming from the City's General Fund. In addition, the City has reserved California Solar Initiative Rebates totaling \$250,000 to be disbursed over the first five years. The Project will offset 24% of the City's total electricity usage and reduce greenhouse gas emissions by 18%, thus helping the City reach its Climate Action Plan goals. Construction of the project was completed in early 2014, and electric vehicle charging stations became operational later that fall.



***Wildcat Creek Trail Project:*** This project involves the construction of a paved pedestrian / bicycle trail along the north bank of Wildcat Creek between Davis Park and 23rd Street (approximately 900 lineal feet). The trail will be an extension of the existing trail system from Davis Park to the Bay, and a crucial link in the future Wildcat Creek Regional Trail connecting the Bay and Ridge Trails. Included in the project scope is a pocket park at the trail head on 23rd Street, and lighting and creek restoration along the trail. Funding sources include a Transportation Development Act (TDA) grant, Environmental Enhancement and Mitigation Program grant, Bay Trail Project grant, and Redevelopment Agency Bond Proceeds. The project is currently under construction.



# CITY PROFILE

***Development of Plaza San Pablo:*** The City is working to develop the site at Plaza San Pablo, formerly known as Circle S. Construction of roads, lighting and other infrastructure needs is currently underway. One aspect of the plan includes moving the current Walgreen’s Drug Store that occupies the corner of San Pablo Avenue and Church Lane to a new location on San Pablo Avenue next to the West County Health Center. The old Walgreen’s site will then be converted into a modern branch library for the City. A long-term lease for the library site has been signed, and building design is complete and has been approved by City Council. The library project is estimated to cost approximately \$5 million.

***Undergrounding of Utilities on El Portal West:*** The City took the lead in preparing plans and construction documents which are now complete. The City will front the money for construction of the \$950,000 project, and the utility companies will reimburse the City for their portions of the cost, estimated to be \$850,000. Requests for proposals will be issued in 2016 with construction planned to begin later that year or early 2017.

***Overlay or Road Resurfacing Projects:*** The City has been busy repairing 3.3 miles of City streets with road overlays and resurfacings. Public Works Project 528 was completed in December 2014 and included the overlay of portions of San Pablo Avenue (from San Pablo Dam Road to Tulare) and Emeric (from Rumrill to San Pablo Avenue). Total project cost was \$987,548 and was partially covered by grant funds of \$454,000. Public Works Project 595 includes road resurfacing on 15 different City streets. This project was completed in late spring 2015 at a total cost of approximately \$2.2 million.

## 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 project 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 as well as trailblazer signs to direct diverted traffic back onto the freeway downstream of incidents. The project also includes traffic signal priority for buses, traveler information, and traffic surveillance and monitoring. This is a multi-agency project involving the jurisdictions along the corridor,



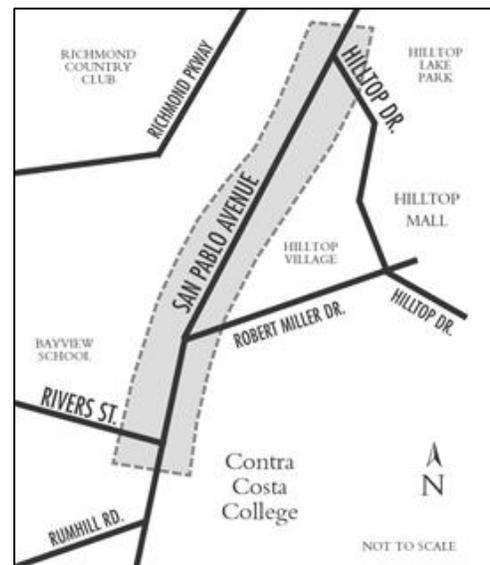
## CITY PROFILE

CalTrans, transit agencies, and regional agencies. In 2014, construction of the project was completed as well as an agreement amongst all of the involved agencies that the Transportation Authorities for both Alameda and Contra Costa Counties would be responsible for system operations, maintenance, and management. Major funding for this \$90 million project came from local sales tax measures in Contra Costa and Alameda and from State Proposition 1B funding.

**Wayfinding Sign Planning and Installation:** The West Contra Costa Transportation Advisory Commission (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 Phase 1 of the project is now complete. The City was later able to secure \$330,000 in necessary funding to install the signs through Contra Costa's Measure J transportation sales tax. The construction contract for installation was approved in December 2014, with Phase 2 construction beginning in February 2015.

**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. This study is being funded by a CalTrans Environmental Justice Transportation Planning Grant. A project design consultant was secured and began design work in July 2015. Design is expected to take approximately one year.

**Major Interchange Improvements:** The cities of San Pablo and Richmond are co-sponsors of this project, which involves replacement and widening of the San Pablo Dam Road overcrossing, relocation of the McBryde Avenue access from westbound I-80, relocation of the 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 of this \$113 million project is now complete with construction being separated into phases. Phase One construction is scheduled to begin in late 2015 using \$29 million in funding secured in part from the Contra Costa Measure J transportation sales tax. Phase Two construction is not ready yet as funding is still being secured. The project, managed by the Contra Costa Transportation Authority (CCTA), includes a public outreach component with design input from the community.



# CITY PROFILE

## PUBLIC SAFETY

***Bicycle Patrol Unit:*** The Bicycle Patrol Unit consists of twelve 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 and expanded the program to include patrols of our local schools.

***Graffiti Abatement Team:*** The 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. The Team upgraded the technology for graffiti sensors and cameras.

***Youth Education Services Unit:*** The Youth Education Services Unit (Y.E.S.) provides classes to San Pablo children, grades 3 through 7, as well as a part-time police officer at the elementary school and a full-time one at the middle school. Discussion 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. 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.

***G.R.E.A.T. Summer Program:*** This is a two week summer program staffed by police and 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 three-day/two-night camping trip with members of the police department who volunteer their time to provide a positive and structured camping experience.

***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 in both English and Spanish 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.



## CITY PROFILE

**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 one night per week, two to three 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 provides basic disaster response skills to assist neighborhood volunteers in offering vital support to family, associates, and local community members while they await help from first responders due to large-scale emergencies. 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



**Listos:** Listos is a basic emergency and disaster readiness public education program with a grass-roots approach that specifically targets Spanish-speaking populations. Listos' culturally appropriate Spanish language curriculum uses the strengths and bonds within the Latino community to educate and prepare its members for emergencies or disasters.

**Homicide Clearance Rates:** The San Pablo Police 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. Recent history confirms the Department's reputation. From January 1, 2013 through December 31, 2014, the City experienced five homicides, clearing all but one.

**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.



# CITY PROFILE

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

## SPECIAL PROJECTS / TECHNOLOGY

The Information Technology Division has four major projects to accomplish. These projects are to upgrade the Computer Room, upgrade the Network Servers, upgrade the Network Backup System, and upgrade the Network Anti-Virus Software. The Computer Room upgrade will be occurring once Building 2 has been renovated. This will require the expanded area to be wired for power, data communications, alarms, fire suppression, air conditioning, and power backup. The Network Servers are reaching end-of-life and are being replaced along with upgrading their Operating Systems and Services. Our Network Backup System Vendor has gone downhill and no longer effectively provides the granular-level backup we require to retrieve selective data. We are shifting to an “appliance” based backup system that we are implementing. Microsoft has stopped promoting their Network Endpoint Anti-Virus solution. We are replacing this Microsoft Application with a new Anti-Virus Solution.

## STRATEGIC PLANNING / SPECIAL PROJECTS

**Rumrill Complete Streets:** The City received a \$250,000 Department of Transportation grant to complete a multi-jurisdictional plan on Rumrill Blvd. between the Contra Costa Community College, and thru the City of Richmond to their Bart Station. The purpose of the plan is to identify public improvements to increase walking, bicycling, access to public transportation.

**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 varies 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. The Plan 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 Plan also provides



## CITY PROFILE

vision and policies for how the Avenue can become a vibrant, accessible, and sustainable mixed-use corridor. Most recently the City received a \$5M construction grant for Complete Streets improvements to increase bicycling, walking, and access to public transportation. Additionally, the City received a \$174,000 economic development grant to brand and market San Pablo as the medical arm of the East Bay.

***Citywide Zoning:*** The City completed an update of its zoning ordinance which was adopted on May 18, 2015. The City's previous ordinance was last comprehensively updated in August 2002 and did 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 building set back measurements 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, to promote and protect public health, safety, peace, comfort, and general welfare in conformance with the General Plan 2030, and to do so with input and guidance from the community at large.



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# CITY PROFILE

## Demographics

### CATEGORY

#### POPULATION BY AGE

<b>TOTAL POPULATION</b>	<b>29,438</b>	<b>100.0%</b>
Under 5 years	2,029	6.9%
5 to 14 years	4,323	14.7%
15 to 24 years	4,970	16.9%
25 to 49 years	9,999	34.0%
50 to 69 years	5,764	19.6%
70 and over	2,353	8.0%

#### PLACE OF BIRTH

<b>TOTAL POPULATION</b>	<b>29,324</b>	<b>100.0%</b>
Native	16,933	57.7%
Foreign born	12,391	42.3%

#### U.S. CITIZENSHIP STATUS

<b>TOTAL POPULATION</b>	<b>12,391</b>	<b>100.0%</b>
Naturalized U.S. citizen	4,620	37.3%
Not a U.S. citizen	7,771	62.7%

#### HOUSEHOLDS BY TYPE

<b>TOTAL HOUSEHOLDS</b>	<b>8,748</b>	<b>100.0%</b>
Households with one or more people under 18 years	3,917	(X)
Households with one or more people 65 years and over	1,776	(X)
Married-couple family	4,155	47.5%
Male householder, no wife present	592	6.8%
Female householder, no husband present	1,311	15.0%
Other households	2,690	30.7%
Average household size	3	(X)
Average family size	4	(X)

#### MARITAL STATUS

<b>PEOPLE 15 YEARS AND OVER</b>	<b>23,054</b>	<b>100.0%</b>
Never married	9,804	42.5%
Now married (not separated)	9,593	41.6%
Separated	595	2.6%
Widowed	1,129	4.9%
Divorced	1,933	8.4%



# CITY PROFILE

## CATEGORY (Continued)

### LANGUAGE SPOKEN AT HOME

<b>POPULATION 5 YEARS AND OVER</b>	<b>27,171</b>	<b>100.0%</b>
English only	8,927	32.9%
Spanish	13,849	51.0%
Asian and Pacific Islander languages	3,668	13.5%
Other languages	727	2.7%

### SCHOOL ENROLLMENT

<b>POPULATION 3 YEARS AND OVER ENROLLED IN SCHOOL</b>	<b>1,869</b>	<b>100.0%</b>
Nursery school, preschool	82	4.4%
Kindergarten	269	14.4%
Elementary school (grades 1-8)	722	38.6%
High school (grades 9-12)	272	14.6%
College undergraduate years	497	26.6%
Graduate or professional school	27	1.4%

### EDUCATIONAL ATTAINMENT

<b>POPULATION 25 YEARS AND OVER</b>	<b>18,090</b>	<b>100.0%</b>
Less than 9th grade	4,213	23.3%
9th to 12th grade, no diploma	2,384	13.2%
High school graduate (includes equivalency)	4,426	24.5%
Some college, no degree	3,748	20.7%
Associate's degree	1,019	5.6%
Bachelor's degree	1,699	9.4%
Graduate or professional degree	601	3.3%
Percent high school graduate or higher	(X)	63.5%
Percent bachelor's degree or higher	(X)	12.7%

### EMPLOYMENT STATUS

<b>POPULATION 16 YEARS AND OVER</b>	<b>24,964</b>	<b>100.0%</b>
Employed labor force	14,307	57.3%
Unemployed	2,218	8.9%
Not in labor force	8,439	33.8%
Mean travel time to work (minutes)	30	(X)



# CITY PROFILE

<b>CATEGORY (Continued)</b>		
<b>INCOME AND BENEFITS (IN 2013 INFLATION-ADJUSTED DOLLARS)</b>		
<b>Total Households</b>	<b>8,863</b>	<b>100.0%</b>
Less than \$24,999	2,375	26.8%
\$25,000 to \$49,999	2,641	29.8%
\$50,000 to \$74,999	1,728	19.5%
\$75,000 to \$99,999	1,161	13.1%
\$100,000 to \$149,999	718	8.1%
\$150,000 or more	239	2.7%
Median household income (dollars)	42,708	(X)
Mean household income (dollars)	52,536	(X)
<b>PERCENTAGE OF FAMILIES AND PEOPLE WHOSE INCOME IN THE PAST 12 MONTHS IS BELOW THE POVERTY LEVEL</b>		
<b>All Families</b>	<b>(X)</b>	<b>19.0%</b>
With related children under 18 years	(X)	25.0%
With related children under 5 years only	(X)	42.0%
<b>Married Couple Families</b>	<b>(X)</b>	<b>10.0%</b>
With related children under 18 years	(X)	12.0%
With related children under 5 years only	(X)	6.0%
<b>Families with female householder, no husband present</b>	<b>(X)</b>	<b>36.0%</b>
With related children under 18 years	(X)	49.0%
With related children under 5 years only	(X)	88.0%
<b>HOUSING OCCUPANCY</b>		
<b>Total Housing units</b>	<b>9,673</b>	<b>100.0%</b>
Owner-occupied housing units	3,910	40.4%
Renter-occupied housing units	4,838	50.0%
Vacant housing units	925	9.6%

Source: Estimates from U.S. Census Bureau, 2009-2013 5-Year American



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# BUDGET OVERVIEW

## Budget Overview

February 2015 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 2015-17 two-year cycle based on service levels and activity goals.

This process, overseen by the City Manager, was completed in May 2015. The City Manager's proposed budget was presented to the City Council and the made available to the public on June 1, 2015, with final adoption of the FY 2015-17 budget on June 15, 2015.

### TWO-YEAR BUDGET PREPARATION CALENDAR

February 3, 2015	<u>FY 2015-17 Budget Process Kick-Off</u> <ul style="list-style-type: none"><li>• Distribute departmental budget narratives</li><li>• Finance begins revenue forecasting</li><li>• Finance begins labor costing</li><li>• City Engineer finalizes CIP project list</li></ul>
February 25, 2015	<u>Departmental Budget Narratives Due</u>
February 25, 2015	<u>Begin Departmental Budgeting</u> <ul style="list-style-type: none"><li>▪ Departments prepare Supplies, Services and Capital Budget requests</li><li>▪ Finance begins assembling budget narratives</li><li>▪ City Engineer develops CIP project costs and priority ranking</li></ul>
March 25, 2015	<u>Departmental &amp; CIP Budgets Due (Supplies, Services and Capital)</u> <ul style="list-style-type: none"><li>▪ Finance begins analysis of budget submissions</li><li>▪ Finance finalizes revenue and labor cost projections</li><li>▪ City Engineer finalizes proposed CIP project listing and cost</li></ul>
March 30 – April 9, 2015	<u>Finance Conducts Budget Reviews with Department Heads</u> <ul style="list-style-type: none"><li>▪ Finance begins balancing of revenues with labor expense and all departmental budget requests</li></ul>
April 13 - 23, 2015	<u>City Manager Conducts Budget Reviews with Department Heads</u>
May 4, 2015	<u>City Council Sets Budget Hearing Date at City Council Meeting</u> <ul style="list-style-type: none"><li>▪ Hearing date is set for June 1, 2015</li></ul>



# BUDGET OVERVIEW

May 7, 2015	<u>Departmental Position Changes and Other Labor Requests Due</u>
May 22, 2015	<u>Staff Distributes Proposed Budget to City Council</u>
May 28, 2015	<u>City Manager &amp; Budget Services Ad Hoc Sub-Committee Review</u> <ul style="list-style-type: none"><li>▪ City Manager reviews budget and CIP recommendations to Committee</li><li>▪ Finance presents revenue and labor cost estimates</li></ul>
June 1, 2015	<u>City Council Budget Workshop (Public Budget Hearing)</u> <ul style="list-style-type: none"><li>▪ City Manager Delivers Budget Message</li><li>▪ Send out public notice – at least 5 days before hearing</li><li>▪ Overview</li><li>▪ General Fund</li><li>▪ Special Funds, including Measure Q and Measure K</li><li>▪ Capital Projects (subject to carryover)</li></ul>
June 15, 2015	<u>Submission of Budget Resolution for City Council Adoption</u> <ul style="list-style-type: none"><li>▪ Public Budget Hearing (continued)</li><li>▪ Budget Adoption</li></ul>
July 1, 2015	<u>New Fiscal Year Begins</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.



# BUDGET OVERVIEW

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.

## **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 2015-17).

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 OVERVIEW

## 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.

## 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.



# BUDGET OVERVIEW

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.



# BUDGET OVERVIEW

## Description of Funds

### GENERAL FUND

The General Fund is the basic operating fund of the City, and accounts for all resources and transactions not accounted for in another fund.

#### *General Fund (100, 102, 150, 160, 170, 705, 720)*

Major revenue sources of the General Fund are business licenses, property taxes, sales taxes, utility users' tax, franchise fees, unrestricted revenues from the State, fines and forfeitures and interest income. Expenditures from this fund support all functional areas of the City, including public safety, recreation, public works, planning, general administration, and other essential city services. Fund 102 is a new fund within the General Fund Group and accounts for vehicle purchases by the City.

### SPECIAL REVENUE FUNDS

Special Revenue Funds account for the proceeds of specific revenue sources (other than trusts for individuals, private organizations, or other governments, or for major capital projects) that are legally restricted to expenditures for specific purposes.

#### *Asset Seizures (225, 226)*

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.

#### *Development Services (212)*

This fund accounts for revenues generated from permit and inspection fees associated with building construction and development and disburses funds to support these activities.

#### *Gas Tax (200)*

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 with a limited amount available for engineering.



# BUDGET OVERVIEW

## ***Housing and Community Development (HCD) Grant (245)***

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

## ***Law Enforcement Services (202, 211, 217, 218)***

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

## ***Low and Moderate Income Housing Assets (250, 280)***

These funds account for the activities related to the housing assets assumed by the City as Housing Successor to the former Redevelopment Agency. The activities are governed by California redevelopment law, and all revenues from the collection of loan repayments must be used to provide housing for people with low and moderate incomes.

## ***Measure C / J (215)***

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

## ***Measure K (201)***

This fund accounts for the Transactions and Use (Sales) Tax Ordinance to fund approximately one-half of the cost to provide enhanced emergency medical services from San Pablo Fire Station #70.

## ***National Pollution Discharge Elimination System (NPDES, 207)***

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.

## ***Paratransit (216)***

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

## ***Public Safety (203)***

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



# BUDGET OVERVIEW

## *Street Lighting and Landscaping (205)*

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.

## *Traffic Congestion Relief (213)*

This fund accounts for the revenues received from the State of California under AB 2928. The allocations must be spent on local streets and roads maintenance, rehabilitation and reconstruction projects according to the State's Traffic Congestion Relief Plan.

## **CAPITAL FUNDS**

Capital Projects Funds account for the acquisition, construction or improvement of major capital facilities, other than those financed by proprietary funds for individuals, private organizations, or other governments.

## *Public Works Construction (320, 330)*

These funds account for the City's major capital improvement projects (CIP). Fund 320 accounts for public works projects citywide, while Fund 330 accounts specifically for projects related to city-owned buildings. Project descriptions and details are contained in the City's CIP budget.

## *Lease Revenue Bonds Series 2015 (315, 317, 415, 417)*

The Lease Revenue Bonds Series 2015A are tax-exempt bonds (Fund 315) issued to finance capital improvement projects in the City. Security for the bonds includes lease of the City of San Pablo City Hall Complex and the City of San Pablo Police Department building. Use of bond proceeds must have a governmental purpose, therefore, making interest earnings tax-exempt to the investors. The Series 2015B Bonds were also issued to finance capital improvement projects in the City (Fund 317). However, use of these bond proceeds does not need to be for a governmental purpose; therefore, interest earnings are taxable to the investors.

Funds 415 and 417 were established specifically for the purpose of managing the cost of issuance (COI) and original issue discount (OID) for the Series 2015A and 2015B Lease Revenue Bonds; now that these initiation expenses are complete, the funds will not be active going forward.



# BUDGET OVERVIEW

## **PRIVATE PURPOSE TRUST FUNDS**

Private-purpose trust funds are used to report trust arrangements, other than pension and investment trusts, under which principal and income benefit individuals, private organizations, or other governments.

### *Retiree Health Savings Plan Trust Fund*

The fund is used to account for the medical and dental benefits for former employees of the City.

### *Successor Agency to the Redevelopment Agency (340, 350, 360, 455-459, 464, 465)*

These funds are used to account for the activities of the Successor Agency of the former Redevelopment Agency of the City of San Pablo.



# BUDGET OVERVIEW

## Budgetary Assumptions FY 2015-17

1. All salaries are budgeted at Step 4, including vacant positions. Budgeted salaries also include in-lieu benefits, cell phone stipends, and other specialty pays and wages.
2. Per current MOU's, a 2.0% COLA for salaries is included in each fiscal year for miscellaneous, sworn and part-time positions.
3. All positions are budgeted at two-party medical and full-family dental coverage in Year 1 with a 5% premium increase budgeted for Year 2.
4. All formula-driven benefits and insurances such as Medicare (1.45% of salary) are based on actual cost. If budgetary adjustments are necessary, they will be made at mid-cycle.
5. Pension rates are calculated by PERS and are budgeted in the document in the following amounts. These rates are for the employer cost only and do not include the employee portion of PERS.

### PERS Rate Increases

Fiscal Year	Miscellaneous Employees		Sworn Employees	
	Classic	PEPRA	Classic	PEPRA
FY 15/16	9.671%	6.237%	18.524%	11.153%
FY 16/17	10.1%	6.237%	19.6%	11.153%

6. Because of significant investment losses and decreasing mortality rates, CalPERS has implemented changes to their actuarial assumptions, which has likewise changed the formulas and method of payment for pension benefits, also known as "PERS Method 5 Rate Smoothing." Consequently, CalPERS is requiring separate, catch-up payments for unfunded pension liabilities. These amounts are included in the Non-departmental Budget (8000) at \$1,213,510 in Year 1 and \$1,432,659 in Year 2 of the budget as estimated by CalPERS.
7. Other Post-Employment Benefits (OPEB), namely health insurance coverage for retirees, is included in the budget. Per the City's actuarial valuation, this cost is calculated at \$425,029 in FY 14/15 and \$431,437 in FY 15/16 using the "pay-as-you-go" methodology.
8. With the improving economy, MPA, the City's insurance authority, ended discounted premiums for Worker's Compensation insurance. Therefore, these amounts are fully budgeted at \$503,606.



# BUDGET OVERVIEW

## Gann Appropriations Limit FY 2015/16

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 2015/16 was 0.78%, Contra Costa County's population change was 1.28% and California's per capita personal income change was 3.82%. By choosing the County's population change, a larger appropriation limit is calculated.

Converting the above factors (population increase of 1.28% and per capita personal income increase of 3.82%) results in the following:  $1.0128 \times 1.0382 = 1.0515$ .

Multiplying the 2014/15 Appropriation Limit of \$35,532,190 (see below) by 1.0515 results in a FY 2015/16 Appropriation Limit of 37,361,705. 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					
2006/07 Appropriation Limit	\$	25,976,793	X	1.0500	\$ 27,275,633
2007/08 Appropriation Limit	\$	27,275,633	X	1.0560	\$ 28,803,068
2008/09 Appropriation Limit	\$	28,803,068	X	1.0571	\$ 30,447,723
2009/10 Appropriation Limit	\$	30,447,723	X	1.0267	\$ 31,260,678
2010/11 Appropriation Limit	\$	31,260,678	X	0.9854	\$ 30,804,272
2011/12 Appropriation Limit	\$	30,804,272	X	1.0330	\$ 31,820,605
2012/13 Appropriation Limit	\$	31,820,605	X	1.0463	\$ 33,294,310
2013/14 Appropriation Limit	\$	33,294,310	X	1.0593	\$ 35,268,471
2014/15 Appropriation Limit	\$	35,268,471	X	1.0075	\$ 35,532,190
2015/16 Appropriation Limit	\$	35,532,190	X	1.0515	\$ 37,361,705



# BUDGET OVERVIEW

## Chart of Accounts

<b>SALARIES AND BENEFITS</b>		
41000	Salary	Salaries and wages paid for services rendered by full- and part-time employees, including holiday pay.
41002	Overtime	Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
41004	Other Earnings	Earnings in addition to salaries and wages, including casino duty pay, educational incentive pay and cell phone stipends.
41210	Pension Benefits	Funds set aside to pay pension benefits for full-time employees through the PERS retirement system and deferred compensation plan benefits for part-time employees through the PARS system.
41300	Healthcare	Medical, dental and vision insurance benefits for full-time employees, including in-lieu benefits for those employees declining medical coverage.
41311	Retiree Healthcare	Medical and dental insurance benefits for full-time employees who retire from the City of San Pablo.
41901	Other Insurances	Employee benefit costs and insurance, including worker's compensation, liability insurance, unemployment insurance, disability insurance, Medicare, life insurance, employee assistance program and cafeteria plan fees.
<b>SERVICE AND SUPPLIES</b>		
42000	Uniforms / 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. May also include personal protective equipment (PPE) or other attire worn to protect employee 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 Expenses	Costs related to the purchase, maintenance and/or replacement of hardware and software that comprise the network.
43000	Vehicle, Equipment Maintenance & Repairs	Service costs required to maintain and repair all vehicles, equipment, machinery, etc.
43100	Gasoline/Diesel Fuel	Costs for fuel required to power vehicles and/or necessary equipment to run City programs and 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 of books, pamphlets, newsletters, and other reading material; costs related to mailing and shipping, including United States Postal Service, UPS and/or FedEx.



# BUDGET OVERVIEW

SERVICE AND SUPPLIES (Continued)		
43530	Equipment < \$5,000	Equipment costing less than \$5,000 to maintain and/or operate programs.
43550	Office Supplies	Standard office supplies and material required for day-to-day use in the office.
43600	Professional Services	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	Casino San Pablo Background	Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment, etc.
43700	Publications / Legal Notices / Filing Fee	Costs associated with communicating information about public hearings, court actions, bids and proposals, unclaimed property, liens, zoning ordinances, etc.
43800	Equipment Rental	Rental of large or complex special equipment and/or machinery. May include special construction equipment, tools, lighting, tents, sound systems, etc.
43900	Rent/Building	Lease payments for the San Pablo Community Center.
44000	Special Department Expenses	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	Community Affairs	Funds allocated for specific community grants and/or related costs for purchases associated with special events.
44100	Pre-Employment Expenses	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	Travel / Training Staff	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	Utilities	Electricity, natural gas, water and sewage services.
44444	CM Contingency Account	Funding equivalent to 1% of the annual Total Operating Funds budget—including transfers to CIP—for unforeseen, unplanned, one-time expenditures. Appropriated in the City Manager's budget and approved annually by City Council.
44450	Property / Fire / Crime Insurance	Costs that are paid to the Municipal Pooling Authority (MPA) for necessary City insurances.
46100	Improvements	Capital and facility improvements that are not considered part of general maintenance and cost more than \$5,000.
46300	Equipment > \$5,000	Vehicles and other large equipment purchases costing more than \$5,000.



## Employee Benefits & Insurance

### HEALTHCARE (41300)

#### *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%.

#### *Dental Insurance (41400)*

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

#### *Vision Care / Co-Pay Rebate Program (41500)*

With the exception of the Police MOU, the City's labor agreements provide reimbursement up to \$450 annually 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.

#### *Benefits In-lieu (41905)*

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

### PENSION BENEFITS (41210)

#### *PERS Retirement (41200, 41201)*

This account reflects the total cost to the City for membership in the Public Employees Retirement System (PERS). Expenses are paid to PERS in two ways to fund the program: (1) a percentage of gross salaries to fund future retirement expenses; and (2) a flat amount to fund changes to the PERS actuarial assumptions (e.g. mortality rate decreases—people living longer), and to cover investment losses during the Great Recession.



# BUDGET OVERVIEW

State law requires that PERS retirement costs be split into an employer portion and an employee portion. City bargaining units have further agreed that employees pay part of the employer-portioned cost in exchange for a greater benefit. Therefore, public safety employees hired before January 1, 2013 receive the 3% at 50 benefit, in which the employees pay the full 9% of salary for the employee portion plus 3.3% of salary for 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, get a lower benefit amount: public safety employees receive 2.7% at 57 and pay 11.5% of salary, while miscellaneous employees receive a 2.0% at 62 benefit and pay 6.25%.

## ***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. Since July 1, 2008, all part-time employees have been enrolled in PARS.

## **OTHER INSURANCES**

### ***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.

### ***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



# BUDGET OVERVIEW

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.

## *Disability Insurance (41800)*

The City provides disability insurance for all its employees. Under short-term disability (STD), the plan pays a disabled employee two-thirds of his or her salary (of the first \$3,465 of Weekly Pre-Disability Earnings) after a 29-day waiting period for up to nine weeks. After STD is exhausted, long-term disability (LTD) kicks in. The LTD plan pays a disabled employee two-thirds of his or her salary (up to a maximum of \$10,000) after a 90-day waiting period until Social Security Normal Retirement Age, determined by the employee's age when disability begins.

## *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.

## *Unemployment Insurance (41912)*

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

## *Worker's Compensation / Wellness (41105)*

Budgeted at a rate of 3.6%, 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 lifestyle.

## **OTHER EARNINGS**

### *Educational Incentive (41915)*

The City's labor agreements (M.O.U.'s) grant employees the opportunity to take educational courses which are job related. Upon successful completion of courses and if adequate grades are maintained, the City reimburses the employee's tuition and books, up to a maximum 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 use of their personal cellphone or smartphone for conducting City business. Reimbursements range from \$15 to \$50 per month.



# BUDGET OVERVIEW

## RETIREE HEALTH

### *Health and Dental Insurance – Retirees (41311)*

The City pays a portion or all of the medical insurance costs for retirees on a reimbursement basis, depending on labor agreements or individual employee contracts. By State law, the City pays all retirees the PEMHCA minimum amount of \$119 per month (lifetime benefit). In addition, employees may receive a supplemental benefit ranging from \$135 per month after 10 years of service until age 65 up to covering the full cost of medical and dental insurance after five years of service for contract employees and 10 years of service for executive-level employees.

*\* 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.*



## Measure Q Reporting Requirements

**DATE:** August 1, 2015  
**TO:** Matt Rodriguez, City Manager  
**FROM:** J. Kelly Sessions, Finance Director  
**RE:** **Measure Q Reporting Requirements**

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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 Oversight Committee was first appointed in FY 2013/14 and has been meeting annually ever since. The first Measure Q program revenues were received at the end of FY 2012/13, and the Oversight Committee reviewed and certified \$329,304 in program expenditures in April 2014. The Committee last met in April 2015 to review FY 2013/14 progress and program expenditures. The Committee reviewed \$942,194 in program expenditures and issued a report to the City Council certifying the appropriate use of funds and effectiveness of the program.

The independent audit firm of Maze & Associates conducted an "Independent Accountant's Report on Applying Agreed Upon Procedures for Measure Q Collection, Management and Expenditures" to assist the City in complying with the requirements of Section 3.25.140 of Ordinance 2012-005 for both FY 2012/13 and FY 2013/14. In both fiscal year reports, Maze & Associates concluded that all revenues and expenditures were accounted for as reported.

At this time, Measure Q revenues for FY 2015/16 are budgeted at \$1,370,821, an increase of 1.5% over FY 2014/15 year end estimates, and \$1,391,383 for FY 2016/17, a 1.5% increase over the previous fiscal year end estimates. Maze & Associates is in the process of conducting their audit and will report on the results before the end of the calendar year.



## Measure K Reporting Requirements

**DATE:** August 1, 2015  
**TO:** Matt Rodriguez, City Manager  
**FROM:** J. Kelly Sessions, Finance Director  
**RE:** **Measure K Reporting Requirements**

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Section 3.26.140 of the San Pablo Municipal Code requires the following:

*All [Measure K] revenue from the tax shall be restricted revenue used solely to fund emergency medical services for the city of San Pablo.... The city intends to negotiate an agreement with the fire protection district under which city will remit payment to the district on an agreed-upon basis in order to help fund the cost of providing a supplemental EMS squad at Station 70....*

To ensure appropriate usage of Measure K funding, Section 3.26.140 of the Municipal Code further 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 K 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." (Ord. 2014-007 § 1 (part), 2014)

The Measure K Oversight Committee has been appointed and is the same committee as Measure Q. Their first meeting is tentatively planned for Spring 2016 to review program revenues which were first collected in January 2015 and to report on associated expenditures. The report to the City Council is tentatively planned for April 2016.

The city's independent auditors have not completed their report on Measure K funds, but their audit findings are on track to be released before the end of 2015.

The Measure K sales tax is currently projected to generate approximately \$685,000 annually. Measure K revenues received in the program's first eight months of operation total \$438,469.24 (unaudited).

Measure K revenues are included in the FY 2015-17 Proposed Budget. Upon completion of the forthcoming Measure K audit, the City Council will be advised on program activity and may act on any recommendations to revise the budget as appropriate.



# BUDGET OVERVIEW

## RESOLUTION 2015-097

### RESOLUTION 2015-097

#### RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN PABLO ADOPTING THE BIENNIAL BUDGET FOR FISCAL YEAR 2015-17 AND THE CIP BUDGET FOR FISCAL YEAR 2015-17

WHEREAS, the Budget Services Ad-Hoc Subcommittee has reviewed in detail the proposed Preliminary Draft 2015-17 Biennial Operating Budget and the Preliminary Draft 2015-17 Capital Improvement Project (CIP) Budget at their meeting on May 28, 2015; and

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

WHEREAS, the City Council conducted a noticed public hearing on June 1, 2015, to review the Preliminary Draft 2015-17 Biennial City budget and the Preliminary Draft 2015-17 CIP Budget in detail and to receive public input.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of San Pablo that the FY 2015-17 Biennial Operating Budget and FY 2015-17 CIP Budget are approved.

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

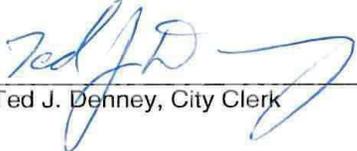
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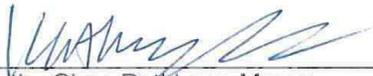
ADOPTED this 15<sup>th</sup> day of June, 2015, by the following vote to wit:

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

ATTEST:

APPROVED:

  
\_\_\_\_\_  
Ted J. Denney, City Clerk

  
\_\_\_\_\_  
Kathy Chao Rothberg, Mayor



**FINAL ADOPTED VERSION**



**CITY<sup>OF</sup> SAN PABLO**

*City of New Directions*

**CITY OF SAN PABLO CITY COUNCIL PRIORITY WORKPLAN**

**FY 2015-17 CITY COUNCIL ADOPTED WORKPLAN**

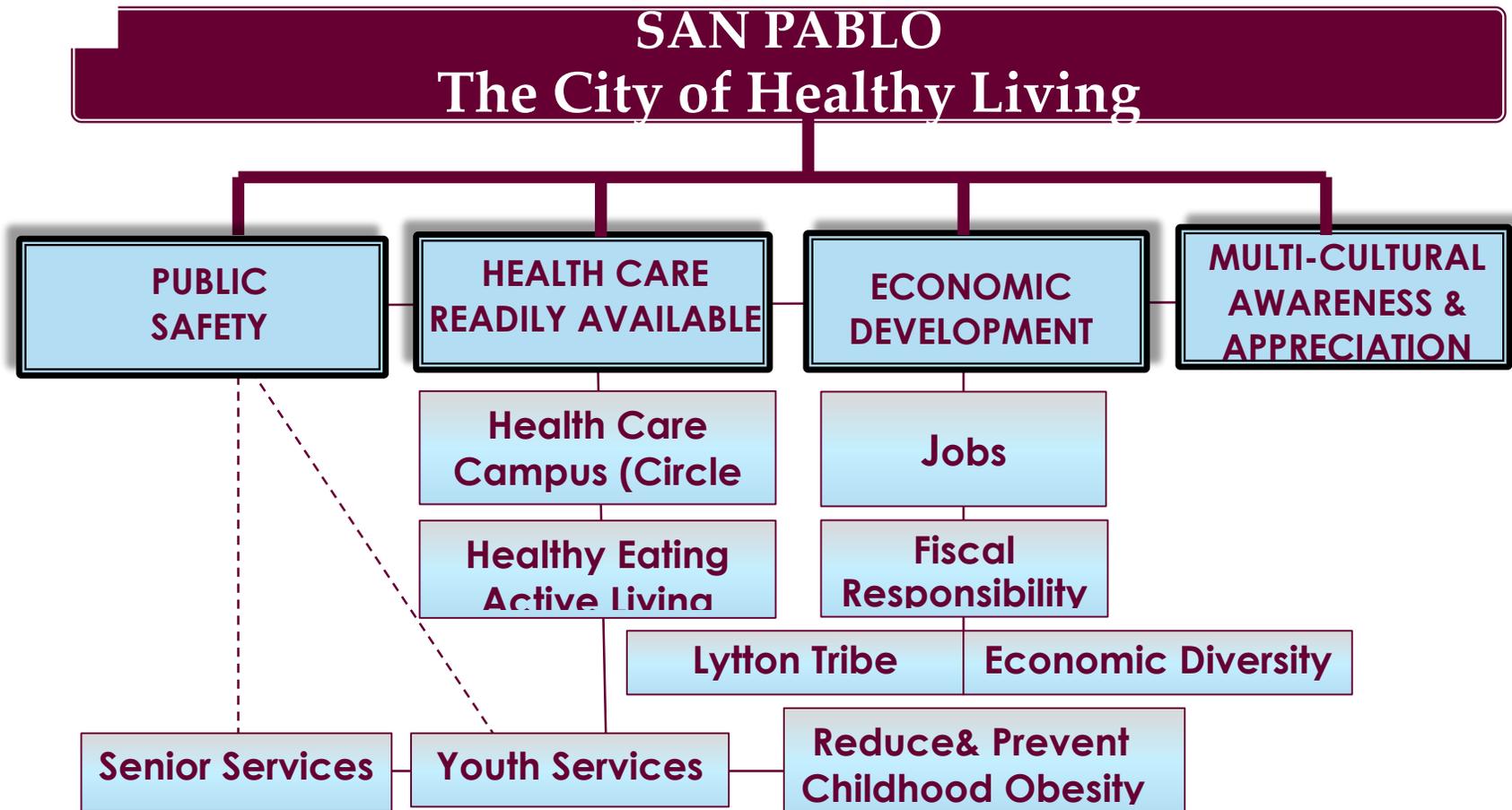




## San Pablo City Council Priority Work Plan - Major Policy Goals

### 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.



**July 1, 2015**

**(12) STRATEGIC POLICY INITIATIVES**

*Amenities/Quality of Life*

*City Branding & Image Promotion*

*Civic Engagement & Community Outreach*

*Customer Service*

*Economic Development*

*Fiscal Sustainability*

*Healthy Eating Active Living Initiatives*

*Infrastructure*

*Neighborhood Improvements*

*Public Safety*

*Services for Families, Seniors & Youth*

*Strategic Planning / Special Projects*



# CITY WORKPLAN

## COUNCIL STRATEGIC POLICY INITIATIVES

<b>POLICY AREA: AMENITIES/QUALITY OF LIFE</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. City Council Annual Priority Workplan Updates	CC & CM	N/A	ACTIVE	ONGOING FY 2015-17
2. San Pablo Community Foundation Grant Program / Special Event & Program Activity Funding (Non-profit, 501 c3)	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
3. Municipal Services Agreement Amendment (Casino)	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
4. Quality of Life balanced with Core Service Levels	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
5. GREEN/LEED Building Standards	CM & DS	GF	ACTIVE	ONGOING IMPLEMENTATION OF CALGREEN BUILDING CODE FY2015-17
6. Public Art Memorial and Community Murals Program	CC, CM, CS, & DS	GF	ACTIVE	ONGOING FY 2015-17 (KINNEY)
7. Community Solar Projects/Programs	CC, CM, & PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
a. Solar Road Tiles	TBD	TBD	ACTIVE	ONGOING FY 2015-17
b. ET3 Technology	TBD	TBD	ACTIVE	ONGOING FY 2015-17
c. Solar Programs for Residential Properties	TBD	TBD	ACTIVE	ONGOING FY 2015-17
8. Federal & Funding Mechanism to Support CC College & Partnership	CC, CM, DS, & EDC	CCC	ACTIVE	ONGOING FY 2015-17
9. AB 32/SB 375: Community Choice Aggregate (CCA) Energy Program (Marin Clean Energy JPA)	CC & PW	GF	ACTIVE	ONGOING FY 2015-17
10. Public Information Signage	PW	GF; Grant	ACTIVE	COMPLETION TARGETED FOR FY 2015-16
11. Revise City Logo to "City of Healthy Living"	CM	GF	ACTIVE	ONGOING FY 2015-17
<b>POLICY AREA: CITY BRANDING &amp; IMAGE PROMOTION</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. All-American City Award Branding & Promotion	CM & ALL	GF	ACTIVE	ONGOING FY 2015-17
2. Community Landmark Event Planning (Joint w/ SPEDC)	CM & EDC	TBD	ACTIVE	ONGOING FY 2015-17
3. City Landmark Signage (Archway & Hillside Sign)	CM & ED	TBD	DEF	DEFERRED IN CIP
4. San Pablo Avenue PDA Implementation/ Medical Services Branding	CM & DS	TBD	ACTIVE	ONGOING FY 2015-17
5. Public Art Fee Implementation	CM & DS	TBD	NEW	NEW ITEM FY 2015-17
6. Update the Residential & Commercial Design Guidelines	DS	GF	NEW	NEW ITEM FY 2015-17
<b>POLICY AREA: CIVIC ENGAGEMENT/COMMUNITY OUTREACH</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. City Hall Open House (N.E.T. Event)	ALL	GF	ACTIVE	ONGOING FY 2015-17
2. Annual City eNews Service	CM & IT	GF	ACTIVE	ONGOING FY 2015-17
3. Citizen Service Request Management System	CM & IT	GF	ACTIVE	ONGOING FY 2015-17



# CITY WORKPLAN

<b>POLICY AREA: CIVIC ENGAGEMENT/COMMUNITY OUTREACH (Continued)</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
4. Volunteer Service Academy or Programs	ALL	GF	ACTIVE	ONGOING FY 2015-17
5. Civic Engagement Plan:	CM	GF	ACTIVE	ONGOING FY 2015-17
5.1. Volunteer Recognition Program <i>(every 2 years)</i>	ALL	TBD	ACTIVE	ONGOING FY 2015-17
5.2. C.E.R.T. English/Spanish Training	PD	GF	ACTIVE	ONGOING FY 2015-17
5.3. City Benchmark Survey (Annual)	CM	GF	ACTIVE	ONGOING FY 2015-17
5.4. Neighborhood Engagement Team (NET) Annual Events	ALL	GF	ACTIVE	ONGOING FY 2015-17
6. Immigration Integration Legislation, Projects & Services	CM	GF	ACTIVE	ONGOING FY 2015-17
6.1. California Dream Act of 2011 (AB 120/131) Implementation	CM	GF	ACTIVE	ONGOING FY 2015-17
6.2. Development of Immigrants Resource Center	CM	GF	ACTIVE	ONGOING FY 2015-17
6.3. Grant Assistance for Immigrant Integration Projects or Services	CM	GF	ACTIVE	ONGOING FY 2015-17
6.4. Immigrants Rights' Annual Event	CM	GF	ACTIVE	ONGOING FY 2015-17
6.5. Secure Communities Program Reform (AB 1081 - Ammiano Bill)	CM	GF	ACTIVE	ONGOING FY 2015-17
6.6. Support for any new Federal/State Legislation	CM	GF	ACTIVE	ONGOING FY 2015-17
7. Monthly Councilmember Website Streaming Message	CM & IT	GF	ACTIVE	ONGOING FY 2015-17
8. Neighborhood Canvassing By Staff	CM	GF	ACTIVE	ONGOING FY 2015-17
9. Rotate City Council Meetings at Schools	CM	GF	ACTIVE	ONGOING FY 2015-17
10. Special Election / Appointive Officials (City Clerk/City Treasurer only)	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
11. Social Media Programs (Facebook, Twitter)	CM & EDC	GF	ACTIVE	ONGOING FY 2015-17
12. Web-Link Access for CBOs/FBOs Services	CA, CM, & IT	GF	ACTIVE	ONGOING FY 2015-17
13. Webcasting City Council Meetings	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
14. City/EDC Joint Quarterly Newsletter	CM & EDC	GF	ACTIVE	ONGOING FY 2015-17
15. Community Translation Equipment or Services	ALL	GF	ACTIVE	ONGOING FY 2015-17
16. Child care Services for Residents (Official City Meetings)				
<b>POLICY AREA: CUSTOMER SERVICE / INTERNAL SERVICES</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. Automation of Personnel Records	CM & HR	GF	ACTIVE	ONGOING FY 2015-17
2. Departmental Operational Audits/Studies by CMO	CM	GF	ACTIVE	ONGOING FY 2015-17
3. E-Commerce (Paperless/Internet Services)	CM & IT	GF	ACTIVE	ONGOING FY 2015-17
4. G.I.S. Mapping System	ALL	GF; Grant	ACTIVE	ONGOING FY 2015-17
5. Information Kiosk at City Hall	CM	TBD	ACTIVE	ONGOING FY 2015-17
6. Interfacing City Departments with Major Goals & Strategic Policy Initiatives	CM	TBD	ACTIVE	ONGOING FY 2015-17
7. Records Retention Schedule Policy	CA, CM, & City Clerk	GF	ACTIVE	ONGOING FY 2015-17
8. Succession Planning & Re-Organization for City Departments	CM & HR	GF	ACTIVE	ONGOING FY 2015-17
9. Development of Fellowship Program	CM & HR	TBD	ACTIVE	ONGOING FY 2015-17
10. Develop & Refine Employee Wellness Committee/Program	CM & HR	GF	ACTIVE	ONGOING FY 2015-17
11. Review existing third-party provider contracts and assess needs for possible cost savings	CM	GF	NEW	NEW ITEM FY 2015-17



# CITY WORKPLAN

POLICY AREA: CUSTOMER SERVICE / INTERNAL SERVICES (Continued)				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
12. Local Vendor Purchasing Policy for City contract services	CM & FIN	GF	NEW	NEW ITEM FY 2015-17
13. Residential Construction Customer Guide	DS	GF	NEW	NEW ITEM FY 2015-17
14. Update to Website	ALL	GF	NEW	NEW ITEM FY 2015-17
15. Revamp land use history storage	DS	GF	NEW	NEW ITEM FY 2015-17
16. Citywide CEQA procedures	DS	GF	NEW	NEW ITEM FY 2015-17
17. Creekside Setback Study	PW	GF	NEW	NEW ITEM FY 2015-17
POLICY AREA: ECONOMIC DEVELOPMENT				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
1. Business & Economic Programs				
1.1. Job Creation and Business Opportunities	CM, ED, & DS	GF	ACTIVE	ONGOING FY 2015-17
1.2. Joint City/EDC Ombudsman Program	CM & EDC	TBD	ACTIVE	ONGOING FY 2015-17
1.3. Creation of New Business and Aggressive Attraction Recruitment Tools & Programs	CM, ED, & EDC	GF	ACTIVE	ONGOING FY 2015-17
1.4. Implementation of Long-Range Property Management Program	CM & ED	GF	ACTIVE	ONGOING FY 2015-17
1.5. Digital LED Billboard & Casino Sign Parcel Project	CM & ED	GF	ACTIVE	ONGOING FY 2015-17
1.6. Rumrill Priority Development Area	DS & PW	GRANT	NEW	NEW ITEM FY 2015-17
1.7. San Pablo Economic Development Study	DS	GRANT	NEW	NEW ITEM FY 2015-17
1.8. Aggressive City Asset Liquidation	CM & ED	GF	NEW	NEW ITEM FY 2015-17
1.9. City Economic Development Master Plan and Promotion	CM & ED	GF	NEW	NEW ITEM FY 2015-17
1.10. Explore New Regional Feeder Investment Opportunities	CM & ED	GF	NEW	NEW ITEM FY 2015-17
1.11. Explore New Foreign/International Economic Investment Trade Opportunities	CM & ED	GF	NEW	NEW ITEM FY 2015-17
2. Development Projects (NMTC Financing)				
2.1. BNSF/Rumrill Sports Field Project	CM, ED, & EDC	NMTC	ACTIVE	WILL BE COMPLETED IN AUGUST 2015
2.2. Walgreens & County Library Relocation Project	CM, ED, & EDC	NMTC	ACTIVE	ONGOING FY2015-17
2.3. Circle S (Plaza San Pablo) Phase II Mixed Use Development	CM, ED, & EDC	GF; NMTC	ACTIVE	ONGOING FY2015-17
2.4. Plaza San Pablo Phases 3 & 4	CM, ED, & Private	TBD	ACTIVE	ONGOING FY2015-17
2.5. Doctor's Medical Center Relocation & General Plan, Zoning, & Specific Plan Zone Overlay Modification	CM, ED, & Private	TBD	ACTIVE	ONGOING FY 2015-17
2.6. Private Equity Partnerships (Lytton Tribe)	CM & ED	TBD	ACTIVE	ONGOING FY 2015-17
3. Housing Programs/Projects				
3.1. Affordable Higher Quality & Market Rate Rental Housing Projects	CM & ED	GF	ACTIVE	ONGOING FY 2015-17
POLICY AREA: FISCAL SUSTAINABILITY				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
1. Budget Spending Controls	ALL	GF	ACTIVE	ONGOING FY 2015-17
2. Elimination of General Fund Subsidies	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
3. Federal/State Legislative Lobbyist Services	CM & CC	GF	ACTIVE	ONGOING FY 2015-17



# CITY WORKPLAN

POLICY AREA: FISCAL SUSTAINABILITY (Continued)				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
4. Future Labor Relations Partnerships	CM & HR	GF	ACTIVE	ONGOING FY 2015-17
5. General Fund Reserves Protection (Fund Balance)	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
6. City-wide Master Fee Schedule Update	ALL	GF	ACTIVE	ONGOING FY 2015-17
7. Multi-Year /5-year Financial Forecast	CM & FIN	GF	ACTIVE	ONGOING FY 2015-17
8. New Revenue Enhancements	CM	GF	ACTIVE	ONGOING FY 2015-17
9. Fiscal Resiliency Policies:				
9.1. Two-Year Biennial Operating Budget	CM & FIN	GF	ACTIVE	ONGOING FY 2015-17
9.2. Spending Cap & Facility Use Policy for Maple Hall Waivers	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
9.3. Spending Cap & Special Event Sponsorships (Discretionary Spending)	CC & CM	GF	ACTIVE	ONGOING FY 2015-17
9.4. Financial Impact of CalPERS Rate Increase	CC, CM & FIN	GF	ACTIVE	ONGOING FY 2015-17
10. Budget System Software Improvements (Chameleon)	FIN	GF	ACTIVE	ONGOING FY 2015-17
11. Develop/Update City Financial Policies	FIN	GF	ACTIVE	ONGOING FY 2015-17
12. Improve Internal Operations & Desk Manuals	FIN	GF	ACTIVE	ONGOING FY 2015-17
13. Develop Bldg. #2 Office Relocation (Finance & IT)	FIN & IT	GF	ACTIVE	ONGOING FY 2015-17
14. Increase Financial Transparency (Biennial Budget)	FIN	GF	ACTIVE	ONGOING FY 2015-17
15. Enhance Revenue/Accounts Receivables Collection	FIN	GF	ACTIVE	ONGOING FY 2015-17
16. Establish new chart of accounts/best management practice	FIN	GF	NEW	NEW ITEM FY 2015-17
17. Develop and manage Capital Improvement Project (CIP) budget within financial system	FIN	GF	NEW	NEW ITEM FY 2015-17
18. Create internal service funds to budget for administrative expenses and replacement costs	FIN	GF	NEW	NEW ITEM FY 2015-17
19. Re-establish multi-year financial forecast/develop a 10-year financial plan	FIN	GF	NEW	NEW ITEM FY 2015-17
20. Reduce at least 25% of Memorandum on Internal Controls (MOIC) backlog issues	FIN	GF	NEW	NEW ITEM FY 2015-17
21. Establish and implement month-end and year-end close schedules	FIN	GF	NEW	NEW ITEM FY 2015-17
22. Create centralized billing, accounts receivable and aging processes	FIN	GF	NEW	NEW ITEM FY 2015-17
23. Establish online timesheet and payroll processing	FIN	GF	NEW	NEW ITEM FY 2015-17
24. Scan journal entries and cash receipts in the financial system	FIN	GF	NEW	NEW ITEM FY 2015-17
<b>POLICY AREA: HEALTHY EATING ACTIVE LIVING INITIATIVES</b>				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
1. Cycle San Pablo Annual Activities	CM & CS	GF; Grant	ACTIVE	ONGOING FY 2015-17
2. Childhood Obesity Prevention Task Force Work Plan	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.1. Collaborative Funding Partnerships	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
3. Farmer's Market Promotion & Support (Annually)	CS	GF	ACTIVE	ONGOING FY 2015-17
4. Healthy Eating Active Living Campaign	City-wide	GF	ACTIVE	ONGOING FY 2015-17
5. Healthy Educational Forums (Youth, Families, Seniors)	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
6. Marketing and Community Outreach	CM & CS	GF	ACTIVE	ONGOING FY 2015-17



# CITY WORKPLAN

<b>POLICY AREA: HEALTHY EATING ACTIVE LIVING INITIATIVES (Continued)</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
7. Nutrition Olympics Annual Event	CS	GF	ACTIVE	ONGOING FY 2015-17
8. Random Acts of Recreation Program	CS	GF	ACTIVE	ONGOING FY 2015-17
9. Funding Mechanism for Childhood Obesity Prevention Programs	CM	TBD	ACTIVE	ONGOING FY 2015-17
10. Affordable Health Care Act for CA Implementation	CM & HR	TBD	ACTIVE	ONGOING FY 2015-17
11. Outdoor Recreation Equipment (CIP Projects & Existing Parks)	CS & PW	TBD	ACTIVE	SEEKING FUNDING; FY 2015-16
12. Low Cost Recreation Youth Programs for Income Sensitive Residents	CS	TBD	NEW	NEW FOR FY 2015-17
13. Low Cost Recreation Senior Programs for Income Sensitive Residents	CS	TBD	NEW	NEW FOR FY 2015-17
<b>POLICY AREA: INFRASTRUCTURE</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
<b>1. Administration/Operations</b>				
1.1. AB 32 - Climate Action Plan Implementation	PW & DS	GF	ACTIVE	ONGOING FY 2015-17
1.2. All Hazard Mitigation Plan/Federal Disaster Mitigation Act of 2000	PW	GF	NEW	NEW ITEM FY2015-17
1.3. CEQA Compliance: Internal Project Review & Support	DS	GF	ACTIVE	ONGOING FY 2015-17
1.4. Clean Water Program/New Municipal Regional Permit (MRP)	PW	GF	ACTIVE	ONGOING FY 2015-17
1.5. Computerized Maintenance Management System (Cartegraph)	PW	GF	ACTIVE	ONGOING FY 2015-17
1.6. Develop Public Facilities for Active Living (Parks, Open Space, Sidewalks, Trails, Bike Lanes, etc.)	PW	Grants	ACTIVE	ONGOING FY 2015-17 (SEE REFERENCE TO PW 219 BELOW)
1.7. Keep San Pablo Clean Litter Control Initiative	PW	TBD	ACTIVE	ONGOING FY 2015-17
1.8. Promotion of Reusable & Biodegradable Products (Reusable Bags, Plastic Bag Ban, Styrofoam Ban, Dump Voucher Program, etc.)	PW	GF	ACTIVE	ONGOING FY 2015-17
1.9. Solid Waste Oversight and Support (Rates, Services, Recycling)	PW	GF	ACTIVE	ONGOING FY 2015-17
1.10. Stormwater Rain Gardens Feasibility Project (Circle S; El Portal)	PW	Grants	ACTIVE	ONGOING FY 2015-17
1.11. ADA Transition Plan	PW	GF; Grants	ACTIVE	ONGOING FY 2015-17
1.12. WCCTAC & TAC Coordination & Support	PW & DS	GF	ACTIVE	ONGOING FY 2015-17
1.13. Water Conservation Ordinance	PW & DS	GF	NEW	NEW ITEM FY 2015-17
1.14. Formalize New IT Replacement Schedule & Policy for PCs	IT	GF	NEW	NEW; COMPLETION EXPECTED JULY 2015
1.15. Upgrade City Computer Network Infrastructure	IT	GF	NEW	NEW; COMPLETION EXPECTED JULY 2017
1.16. Upgrade City VoIP Phone System	IT	GF	NEW	NEW; COMPLETION EXPECTED JULY 2017
1.17. Complete Transition to New Office Location	IT	GF	NEW	NEW; COMPLETION EXPECTED JULY 2017
1.18. Replace Xerox ColorQube Multifunction Printer Leases	IT	GF	NEW	NEW; COMPLETION EXPECTED DEC. 2016
<b>2. Building Maintenance</b>				
2.1. ADA Upgrades (Bldg. #3 Customer Service Area)	PW & DS	GF	ACTIVE	ONGOING FY 2015-17
2.2. Repair roof to Davis Park Senior Center/Multi-purpose room	PW	GF	ACTIVE	ONGOING FY 2015-17
2.3. Repair roof to Kennedy Plaza Bell Wall	PW	GF	ACTIVE	ONGOING FY2015-17
2.4. Repair Church Lane Senior Center Roof	PW	GF	NEW	NEW ITEM FY2015-17



# CITY WORKPLAN

<b>POLICY AREA: INFRASTRUCTURE (Continued)</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
2.5. Corp Yard Small Shop Building Replacement	PW	GF	NEW	NEW ITEM FY 2015-17
<b>3. Street Maintenance</b>				
3.1. Annual repainting crosswalk and stop	PW	GF	ACTIVE	ONGOING FY 2015-17
3.2. Annual curb painting (white, red, yellow, green zones)	PW	GF	ACTIVE	ONGOING FY 2015-17
3.3. Annual Creek Cleanup Program	PW	GF	ACTIVE	ONGOING FY 2015-17
3.4. Annual Creek De-Silting Program	PW	GF	ACTIVE	ONGOING FY 2015-17
3.5. Annual Crack Sealing and Pothole Patching	PW	GF	ACTIVE	ONGOING FY 2015-17
3.6. Annual Storm Drain Cleaning	PW	GF	ACTIVE	ONGOING FY 2015-17
3.7. Dumpster Days Events	PW	GF	ACTIVE	ONGOING FY 2015-17
3.8. Eliminate Damaged Tree Wells City-wide	PW	GF	ACTIVE	ONGOING FY 2015-17
3.9. Eliminate Sidewalk Tripping Hazards from City Trees (Liability & Property Owner Education)	PW	GF	ACTIVE	ONGOING FY 2015-17
3.10. Graffiti Abatement Programs	PW	GF	ACTIVE	ONGOING FY 2015-17
3.11. Litter Pick-Up Programs	PW	GF	ACTIVE	ONGOING FY 2015-17
3.12. Re-Stripe Parking Lots (Davis Park & El Portal Soccer Field)	PW	GF	ACTIVE	ONGOING FY 2015-17
3.13. Transportation for America (T4) Funding Campaign	PW	GF	ACTIVE	ONGOING FY 2015-17
3.14. Street Sign Maintenance, Upgrade and Replacement Program	PW	GF	ACTIVE	ONGOING FY 2015-17
3.15. Street Sweeping Services (Contract)	PW	GF	ACTIVE	ONGOING FY 2015-17
3.16. Hillcrest & OakPark Parcels Geotechnical Review & Repair Plan	PW	GF	ACTIVE	ONGOING FY 2015-17
3.17. Storm Drain Upgrade Program	PW	GF	NEW	NEW ITEM FY 2015-17
3.18. "Fun Youth-Designed" Pedestrian Crosswalks (Road 20)	PW	TBD	NEW	NEW ITEM FY 2015-17
<b>4. Park and Median Island Maintenance</b>				
4.1. Adopt-A-Spot Program (City-wide)	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
4.2. City-wide Park Maintenance (Davis Park, Kennedy Plaza, Wanlass Park, Brentz Lane Park, Pocket Parks)	PW	GF	ACTIVE	ONGOING FY 2015-17
4.3. City-wide Median Island Landscape	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
4.4. Re-landscape 23 <sup>rd</sup> Street Median Island	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
4.5. Re-landscape in front of Davis Park Entrance Sign	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
4.6. Re-landscape in front of Adobe Museum	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
4.7. Rumrill Blvd. Median Island Maintenance Program	PW	GF; Grant	ACTIVE	ONGOING FY 2015-17
<b>5. Support for Special Services</b>				
5.1. Annual Public Works Week BBQ	PW	GF	ACTIVE	ONGOING FY 2015-17
5.2. Cinco De Mayo Event	All	GF	ACTIVE	ONGOING FY 2015-17
5.3. Community Special Events Support (Overtime/In-Kind Support)	All	GF	ACTIVE	ONGOING FY 2015-17
5.4. Fourth of July Event	All	GF	ACTIVE	ONGOING FY 2015-17
<b>6. Capital Improvement Projects</b>				
6.1. Municipal Buildings (Division 3300)				
6.1.1. MB 036 Adobe/Blume House Restorations	PW	GF	ACTIVE	ONGOING FY 2015-17
6.1.2. MB 043 ADA Upgrades/Municipal Buildings	PW	GF	ACTIVE	ONGOING FY 2015-17
6.1.3. MB 050 City Hall - Repainting	PW	GF	DEF	DEFERRED IMPLEMENTATION



# CITY WORKPLAN

<b>POLICY AREA: INFRASTRUCTURE (Continued)</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
6.1.4. City Hall Courtyards Resurfacing Project	PW	TBD	DEF	DEFERRED IN CIP
6.1.5. Expanding Council Chambers & AV System Upgrade	PW, IT, & DS	GF	ACTIVE	ONGOING FY 2015-17
6.1.6. MB 052 Maple Hall Expansion / Replacement / Seismic Retrofit	PW	GF	DEF	DEFERRED IMPLEMENTATION
6.1.7. City Hall Buildings Roof Repair	PW	GF	NEW	NEW ITEM FY 2015-17
6.1.8. Upgrade Exterior Lighting for all City Facilities	PW	GF	NEW	NEW ITEM FY 2015-17
<b>6.2. Public Works (Division 3000)</b>				
6.2.1. PW 330 City-wide Sidewalk Repairs	PW	GF	ACTIVE	ONGOING FY 2015-17
6.2.2. PW 384 El Portal West Utility Undergrounding	PW	Rule 20A	ACTIVE	ONGOING FY 2015-17
6.2.3. PW 467 Bridge Maintenance	PW	GF	ACTIVE	ONGOING FY 2015-17
6.2.4. PW 469 Traffic Signal Loop Detector Repairs	PW	Grant	ACTIVE	ONGOING FY 2015-17
6.2.5. PW 483 I-80/San Pablo Dam Road Interchange	PW	MC; TBD	ACTIVE	ONGOING FY 2015-17
6.2.6. PW 495 Corporation Yard Relocation Project	PW	TBD	DEF	DEFERRED IMPLEMENTATION
6.2.7. PW 507 City-wide Traffic Calming Measures	PW	MC	DEF	DEFERRED IN CIP
6.2.8. PW 508 Road 20/El Portal Intersection Reconfiguration	PW	TBD	DEF	DEFERRED IMPLEMENTATION
6.2.9. RR Quiet Zones (All RR Crossings)	PW & DS	TBD	ACTIVE	ONGOING FY 2015-17
6.2.10. PW 529A Davis Park Master Plan	PW	GF; Grant	DEF	DEFERRED IN CIP
6.2.11. PW 529B Davis Park Master Plan: Feasibility of Community Gymnasium Project	PW	(TBD)	ACTIVE	ONGOING FY 2015-17
6.2.12. PW 531 BNSF Site Clean-Up and Development of Soccer Fields Project	PW	Grants; GF; NMTC	ACTIVE	ONGOING FY 2015-17
6.2.13. PW 571 El Portal Gateway Segment B	PW	Grant	ACTIVE	ONGOING FY 2015-17
6.2.14. PW 574 Crosswalk Safety System (Rumrill Blvd.)	PW	Grant	ACTIVE	ONGOING FY 2015-17
6.2.15. PW 575 San Pablo Archway Rehabilitation (Design & Relocation)	PW	TBD	DEF	DEFERRED IN CIP
6.2.16. PW Annual Pavement Maintenance Project (2015)	PW	GF; Prop B	ACTIVE	ONGOING FY 2015-16
6.2.17. PW 607 Rumrill Complete Streets Corridor Mobility Plan	PW	Grant	ACTIVE	ONGOING FY 2015-17
6.2.18. PW 612 San Pablo Ave. Complete Streets (San Pablo/Richmond)	PW	OBAG; GF	ACTIVE	ONGOING FY 2015-17
6.2.19. PW (TBD)Giant Rd. Trade Center Revitalization	PW	TBD	DEF	DEFERRED IN CIP
6.2.20. PW (TBD) One-Way Street Implementation)	PW	TBD	DEF	DEFERRED IN CIP
6.2.21. PW (TBD) El Portal Field Lighting Enhancement Project	PW	TBD	DEF	DEFERRED IN CIP
6.2.22. Yuba Ave Drainage Diversion	PW	GF	NEW	FY 2015-16 CIP
6.2.23. Replace Drain Pipe Under Hillcrest Road	PW	GF	NEW	FY 2015-16 CIP
6.2.24. Randy Lane Drainage Relocation	PW	GF	NEW	FY 2015-16 CIP
6.2.25. Wildcat Creek Restoration Evaluation behind Plaza San Pablo	PW	GF	NEW	FY 2015-16 CIP
6.2.26. Subdrain Inspection/Cleaning by Princeton Plaza	PW	GF	NEW	FY 2015-16 CIP
6.2.27. Monitor/Replace Hydrangers by Princeton Plaza	PW	GF	NEW	FY 2015-16 CIP
6.2.28. Miscellaneous Park Improvements – with First Five Recommendations	PW	GF	NEW	FY 2015-16 CIP



# CITY WORKPLAN

<b>POLICY AREA: INFRASTRUCTURE (Continued)</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
6.2.29. Bridge Repair at Giant Avenue over San Pablo Creek	PW	GF	NEW	FY 2016-17 CIP
6.2.30. Davis Park @ 21st Street Playground Structure	PW	GF	NEW	FY 2016-17 CIP
6.2.31. City Streetlights to LED Retrofit	PW	GF	NEW	FY 2016-17 CIP
6.2.32. School Zone Traffic Safety within Public Right-of-Way	PW	GF	NEW	FY 2016-17 CIP
6.2.33. Explore feasibility of Sub-Grade/Sound Barrier for RR Tracks (Western City Boundary)	PW	TBD	NEW	NEW ITEM FY 2015-17
6.2.34. City-wide Bus Shelter Program Improvements	PW	TBD	NEW	NEW ITEM FY 2015-17

<b>POLICY AREA: NEIGHBORHOOD IMPROVEMENTS</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. Building/Code Enforcement Inspection Services/Program Enhancements (Staffing)	DS & PD	GF	ACTIVE	ONGOING FY 2015-17
2. Future Housing for Students or Local Employers	CM, ED, & ES	TBD	DEF	UNDER REVIEW (POST RDA PROJECT)
3. International Student Housing Project	CM, ED, & ES	TBD	DEF	UNDER REVIEW (POST RDA PROJECT)
4. Mortgage Foreclosure Partnerships	CE & DS	GF	ACTIVE	ONGOING FY 2015-17
5. Mobile Home Park Inspections & Enforcement	CE & DS	GF	ACTIVE	ONGOING FY 2015-17

<b>POLICY AREA: PUBLIC SAFETY</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. Community Outreach	PD	GF	ACTIVE	ONGOING FY 2015-17
2. City-wide Security System	PD	GF	ACTIVE	ONGOING FY 2015-17
3. Community Special Events Support (Overtime)	PD	GF	ACTIVE	ONGOING FY 2015-17
4. East Bay Regional Communications System Authority (EBRCSA) Support	PD	GF	ACTIVE	ONGOING FY 2015-17
5. Emergency Preparedness Activity Enhancements & EOC Operations				
5.1. Building Permits & Safety	PD	GF	ACTIVE	ONGOING FY 2015-17
5.2. Community Handbook	PD	GF	ACTIVE	ONGOING FY 2015-17
6. Youth Outreach	PD	GF	ACTIVE	ONGOING FY 2015-17
7. Facility Expansion (PD)	PD	GF	DEF	UNDER REVIEW – DEFERRED IMPLEMENTATION
8. Gang Reduction & Intervention Program (GRIP)				
8.1. Federal/State Funding for Re-Training	PD & EDC	Grant	ACTIVE	NEW CITY COUNCIL RECOMMENDED POLICY (CHAO ROTHBERG)
9. Graffiti Program Enhancements, Surveillance & Abatement Program	PW & PD	GF	ACTIVE	ONGOING FY 2015-17
10. Increase Sworn Officers/Enhanced PD Services	PD	GF	ACTIVE	ONGOING FY 2015-17
11. Opposition to Crude Oil Rail Transport & BNSF Rail Connector Project, & Other Hazardous / Volatile Materials	CM & PD	TBD	ACTIVE	ONGOING FY 2015-17
12. Police Assistance League (P.A.L. - Hybrid or Regional Program)	PD	TBD	ACTIVE	ONGOING FY 2015-17
13. Police Cadet Program (Post-Explorers)	PD	GF	ACTIVE	INCLUDED IN YOUTH OUTREACH



# CITY WORKPLAN

POLICY AREA: PUBLIC SAFETY (Continued)				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
14. Public Safety Business Owner Safety Training	PD & EDC	GF	ACTIVE	ONGOING FY 2015-17
15. PRIORITY Oriented Policing Program	PD	GF	ACTIVE	ONGOING FY 2015-17
16. Remodel Detective Division to Improve Efficiency	PD	GF	DEF	ON HOLD
17. Traffic Safety Program	PD	GF	ACTIVE	ONGOING FY 2015-17
18. Support for August Night Out/Annual Law Enforcement Event	PD	GF	ACTIVE	ONGOING FY 2015-17
19. Feasibility of Police Sub-Stations	PD	TBD	DEF	DEFERRED IMPLEMENTATION
20. EMS Hybrid Squad for FS #70 - Operating Agreement	CM	GF	NEW	ONGOING FY 2015-17
21. Technology improvements	PD	GF	NEW	NEW ITEM FY 2015-17

POLICY AREA: SERVICES FOR FAMILIES, SENIORS & YOUTH				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
1. Community Celebrations/Events				
1.1. Black History Month Celebration	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
1.2. Cinco de Mayo Celebration	ALL	GF	ACTIVE	ONGOING FY 2015-17
1.3. Fourth of July Celebration	CM, PD, PW, & CS	GF	ACTIVE	ONGOING FY 2015-17
1.4. Family Night Events	CS	GF	ACTIVE	ONGOING FY 2015-17
1.5. Y.E.S. Unit Annual Community Awards Dinner	PD	GF	ACTIVE	ONGOING FY 2015-17
1.6. Back to School Closet Annual Event	CS	GF	ACTIVE	ONGOING FY 2015-17
1.7. Family Giving Tree Annual Event	CS	GF	ACTIVE	ONGOING FY 2015-17
1.8. Holiday Tree Lighting Annual Event	CS	GF	ACTIVE	ONGOING FY 2015-17
1.9. Movies in the Park Annual Event	CS	GF	ACTIVE	ONGOING FY 2015-17
2. Municipal Programs/Services				
2.1. Adult/Youth Sports Programs	CS	GF	ACTIVE	ONGOING FY 2015-17
2.2. Teen after-school programming at SPCC	CS	GF	ACTIVE	ONGOING FY 2015-17
2.3. After-School Programming (WCCUSD Support)	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.4. Capacity Building for Non-profits/Community Groups	CM, CS, & DS	TBD	ACTIVE	ONGOING FY 2015-17
2.5. Develop Community Service Asset Map	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.6. Connect Students to Service Learning Opportunities	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.7. ESL Classes/Programming @ SPCC	CM & CS	GF	ACTIVE	BEGINNING IMPLEMENTATION FY 2015-17
2.8. Enhance Joint Use Agreement with WCCUSD	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.9. Medical Workforce Development Programs/Partnerships	CM, EDC, DS, CCC, & RHS	TBD	ACTIVE	ONGOING FY 2015-17
2.10. Operating Space for Non-profit Organizations	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
2.11. Partnership with CC College	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
2.12. Partnership with WCCUSD; Full Service Community Schools Coordinator	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.13. Self-Defense Forum/Training	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
2.14. Women's Shelter (For All Women)	CC & CM	TBD	ACTIVE	ONGOING FY 2015-17



# CITY WORKPLAN

POLICY AREA: SERVICES FOR FAMILIES, SENIORS & YOUTH (Continued)				
POLICY ITEM	DEPARTMENT	FUNDING	STATUS	MILESTONES
2.15. Fitness Boot Camp	CS	GF	NEW	NEW ITEM FY 2015-17
2.16. Teen Leadership	CS	GF	NEW	NEW ITEM FY 2015-17
2.17. Teen Center Mentor Program	CS	GF	NEW	NEW ITEM FY 2015-17
2.18. HEAL Contract classes (Nutrition & fitness)	CS	GF	NEW	NEW ITEM FY 2015-17
<b>3. Seniors Programs/Services</b>				
3.1. Senior Programs & Services	CS	GF	ACTIVE	ONGOING FY 2015-17
3.2. Senior & Disabled Transportation Programs	CS	MJ	ACTIVE	ONGOING FY 2015-17
3.3. Continue to expand mobility management	CS	GF	NEW	NEW ITEM FY 2015-17
3.4. Increase multi-cultural programs	CS	GF	NEW	NEW ITEM FY 2015-17
3.5. Elder Abuse Training	CS	TBD	NEW	NEW ITEM FY 2015-17
<b>4. Youth Programs/Services</b>				
4.1. Community Schools Collaborative	CM, PD & CS	GF	ACTIVE	ONGOING FY 2015-17
4.2. Expand and enhance San Pablo Youth Commission	CM & CS	GF	ACTIVE	ONGOING FY 2015-17
4.3. Expand Summer Youth Employment Program with Other Agencies Business Partnerships; Year-round and stipends	CM & CS	GF; MQ	ACTIVE	ONGOING FY 2015-17
4.4. San Pablo Full Service Community Schools (FSCS) Initiative (All Elementary and Helms Middle Schools)	CM & CS	MQ	ACTIVE	ONGOING FY 2015-17
4.4.1. Career & College Day @ Helms	CM & CS	MQ	ACTIVE	ONGOING FY 2015-17
4.4.2. After-School Tutoring Program	CM & CS	MQ	ACTIVE	ONGOING FY 2015-17
4.4.3. Summer Transition Programs	CM & CS	MQ	ACTIVE	ONGOING FY 2015-17
4.4.4. Address & Implement 3rd Grade Reading Proficiency	CM & CS	MQ	ACTIVE	ONGOING FY 2015-17
4.5. Mini-Science Fair Support for Students (Grades 9-12)	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
4.6. West Contra Costa Out of School Time (WCCOST) Initiative	CM & CS	TBD	ACTIVE	ONGOING FY 2015-17
4.7. San Pablo Team for Youth Community Grant Program and RFQ	CM & CS	GF; MQ	ACTIVE	BIENNIAL IMPLEMENTATION FY2015-17 (MEASURE Q FUNDED & EXPANDED)
4.8. Annual Youth Summit	CS	GF; MQ	ACTIVE	ONGOING FY 2015-17
4.9. Youth Events – Fine & Performing Arts	CS	GF; TBD	ACTIVE	ONGOING FY 2015-17
4.10. Girls Circle Program & Facilitator Training	CS	GF; Fees	ACTIVE	ONGOING FY 2015-17
4.11. Youth College Support Services	CS	TBD	ACTIVE	ONGOING FY 2015-17
4.12. Family Engagement	CS	MQ	NEW	NEW ITEM FY 2015-17
4.13. San Pablo Bus Pass Program	CS	GF	NEW	NEW ITEM FY 2015-17
4.14. Richmond Art Center Programming at San Pablo Elementary Schools	CS	MQ	NEW	NEW ITEM FY 2015-17
4.15. Establish database for youth services	CS	MQ	NEW	NEW ITEM FY 2015-17
4.16. Literacy Initiative & S.T.E.M.	CS	MQ	NEW	NEW ITEM FY 2015-17
4.17. Girls (12-18 years old) Recreation Programming	CS	TBD	NEW	NEW ITEM FY 2015-17
4.18. New Scholarship Program for City-wide Recreation Programs for Youth	CS	TBD	NEW	NEW ITEM FY 2015-17



# CITY WORKPLAN

<b>POLICY AREA: STRATEGIC PLANNING / SPECIAL PROJECTS</b>				
<b>POLICY ITEM</b>	<b>DEPARTMENT</b>	<b>FUNDING</b>	<b>STATUS</b>	<b>MILESTONES</b>
1. City Street Vendor Business Licensing Program	CM, FIN, PD, & DS	GF	ACTIVE	ONGOING FY 2015-17
2. New Green Building Ordinance	CA, CM, BLDG, & DS	N/A	ACTIVE	IMPLEMENTING CALGREEN BUILDING CODE FY 2015-17
3. Update SPMC: Sidewalk & Sewer Lateral Repair Ordinance	CM, CA, & PW	TBD	ACTIVE	ONGOING FY 2015-17
4. Legal Issues & Legislation				
4.1. Prop. 218 Elections/Local Measures	CA & CM	GF	ACTIVE	ONGOING FY 2015-17
4.2. Mega Casinos Legal Strategy (Pt. Molate ; North Richmond Casinos)	CA & CM	GF	ACTIVE	ONGOING FY 2015-17
4.3. F. Project Labor Agreement Ordinance & Local Hiring Provisions for PW Projects	CA & CM	TBD	ACTIVE	ONGOING FY 2015-17
4.4. G. Reduce Military Spending and Re-direct to Domestic Priorities Legislation	CC	N/A	ACTIVE	ONGOING FY 2015-17
5. Development Projects				
5.1. Housing Element Update (State HCD Compliance)	CM & DS	GF	ACTIVE	ONGOING FY 2015-17
5.2. City-wide G.I.S. Mapping (Underutilized & Vacant Properties)	CM & DS	GF	ACTIVE	ONGOING FY 2015-17
5.3. Bicycle & Pedestrian Master Plan Implementation	CM & DS	GF	ACTIVE	ONGOING FY 2015-17
5.4. Official Naming of Community or Parks Facilities	CM	GF	NEW	NEW ITEM FY 2015-17
6. Special Projects (External/Internal)				
6.1. 23 <sup>rd</sup> Street Re-named to Cesar Chavez Boulevard	CC, CM & PW	TBD	ACTIVE	ONGOING FY 2015-17
6.2. Future Annexations (County Unincorporated Areas)	CA & CM	GF	DEF	DEFERRED IMPLEMENTATION
6.3. Future Open Space Preservation (Behind Raley's)	CA, CM, & PW	GF	ACTIVE	ONGOING FY 2015-17
6.4. IT Server Replacement & Upgrade	CM, IT, & DS	GF	ACTIVE	ONGOING FY 2015-17
6.5. Laserfiche Upgrade & Migration	CM & IT	GF	ACTIVE	ONGOING FY 2015-17
6.6. Municipal Broadband Wireless Network	CM, IT, & DS	GF; MISC	ACTIVE	ONGOING FY 2015-17
6.7. Permit Entitlements for International Student Housing Project	CM	TBD	DEF	DEFERRED IMPLEMENTATION
6.8. Traffic Impact Fees/Report	CM, FIN, & PW	GF	ACTIVE	ONGOING FY 2015-17
6.9. Traffic Congestion Feasibility Studies: (I-80 ICM MOU; BART Feasibility Study)	CM & PW	TBD	ACTIVE	ONGOING FY 2015-17
6.10. Feasibility of Skate Park	CC, CM, PW, & REC	Grant: NMTC	ACTIVE	COMPLETED WITH COMMUNITY CENTER @ HELMS PROJECT; ONGOING FY 2015-17
6.11. Feasibility of Dog Park	CC, CM, & PW	TBD	ACTIVE	ONGOING FY 2015-17
6.12. El Portal School Master Plan and Park Reconstruction Project	DS & CM	GF	NEW	NEW ITEM FY 2015-17
6.13. Update to Citywide liquor Ordinance	DS, PD, & City Atty	GF	NEW	NEW ITEM FY 2015-17
6.14. Multi-family overlay amendment to the Zoning Map	DS	GF	NEW	NEW ITEM FY 2015-17
<b>- END OF POLICY ITEMS -</b>				



# CITY WORKPLAN

## KEY/SYMBOLS:

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



# CITY WORKPLAN



## EXHIBIT A - CITY COUNCIL AD HOC (TEMPORARY) SUBCOMMITTEES (Authorized for Calendar Year 2015) (CITY COUNCIL APPROVED 01/20/15)



NOTE: Due to Ralph M. Brown Act regulations, state law requires Ad Hoc SubCommittees to be temporary in nature, project-specific, and must meet infrequently, and require a specific purpose or objective within specific duration. All City Council Ad Hoc SubCommittees established by Resolution of the City Council must coincide with adopted policy items under the FY 2013-15

### PROPOSED CITY COUNCIL AD HOC SUBCOMMITTEES

### COUNCILMEMBERS ASSIGNED (MAX.: 2 ELECTED OFFICIALS ONLY)

*(Mayor Recommendations per SPMC 2.16.070)*

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|---|---|
| <p><b>(1) <u>CHILDHOOD OBESITY PREVENTION</u></b><br/><i>(Recommends policies and funding to the City Council for childhood obesity prevention and programs; Represents City Council on COP Task Force;)</i></p> <p><b>(2) <u>CEQA &amp; LAND USE/ZONING:</u></b><br/><i>(Recommends policies to the City Council on CEQA compliance and review Land Use &amp; Zoning regulations related to City environmental regulations;)</i></p> <p><b>(3) <u>CRUDE OIL BY RAIL/RAILROAD SAFETY:</u></b><br/><i>(Recommends policies to the City Council on crude oil by rail controversy; Coordinates with League of CA Cities, Federal and State agencies on regulatory regulations;)</i></p> <p><b>(4) <u>IMMIGRANT PROGRAMS AND SERVICES:</u></b><br/><i>(Recommends policies to the City Council on immigrant programs and services (i.e. Municipal ID Program)</i></p> <p><b>(5) <u>LAW ENFORCEMENT COMMUNITY PROGRAMS:</u></b><br/><i>(Recommends policies to the City Council on law enforcement activities, programs and services (i.e. City-wide Surveillance Programs)</i></p> <p><b>(6) <u>LOCAL HIRING ORDINANCE &amp; PLA ORDINANCE:</u></b><br/><i>(Recommends policies to the City Council on development of a Local Hiring and Project Labor Agreement Ordinances for public projects)</i></p> <p><b>(7) <u>MUNICIPAL BROADBAND NETWORK:</u></b><br/><i>(Recommends policies to the City Council on establishing a new Municipal Broadband Network to enhance telecommunications in the City;)</i></p> <p><b>(8) <u>PLAZA SAN PABLO &amp; IN-FILL DEVELOPMENT:</u></b><br/><i>(Recommends policies to the City Council or funding on all Plaza San Pablo development projects; City/Local Successor Agency properties; and in-fill development; Specific projects include: Walgreens, County Medical Office Building, New County Library Project, Laurel Terrace Senior Housing Project &amp; Parking Structure, City Streetscape Improvements Project, and Future Medical Facility/Hospital project; Also includes: non-RDA in-fill projects, and DMC site;)</i></p> <p><b>(9) <u>RECREATION AND SENIOR SERVICES:</u></b><br/><i>(Recommends policies to the City Council or funding on all recreation and community services activities and programming;)</i></p> <p><b>(10) <u>TWO YEAR OPERATING AND C.I.P. BUDGET PLANNING:</u></b><br/><i>(Recommends policies to the City Council on City budget preparation on Two-Year Operating and Capital Improvement Program Budgets;)</i></p> | <p><b>(CALLOWAY / VALDEZ)</b></p> <p><b>(KINNEY / MORRIS)</b></p> <p><b>(MORRIS / VALDEZ)</b></p> <p><b>(CALLOWAY / VALDEZ)</b></p> <p><b>(CHAO ROTHBERG / MORRIS)</b></p> <p><b>(CALLOWAY / VALDEZ)</b></p> <p><b>(CHAO ROTHBERG / KINNEY)</b></p> <p><b>(CHAO ROTHBERG / VALDEZ)</b></p> <p><b>(MORRIS / KINNEY)</b></p> <p><b>(CHAO ROTHBERG / KINNEY)</b></p> |
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# BUDGET SUMMARY

## SCHEDULE 1 Estimated Fund Balance by Fund and Division, FY 2015/16

### Schedule 1 Estimated Fund Balance by Fund and Division

	Estimated Fund Bal. 2014/15	Adopted Revenue 2015/16	Transfers In	Total Available	Adopted Expenditures 2015/16	Transfers Out	Estimated Fund Bal. 2015/16
<b>General Fund</b>							
General Fund (102,160,705,720)	1,559,836	30,861,561		32,421,397	28,078,106	2,196,687	2,146,604
<b>Reserve Funds:</b>							
Catastrophic Reserve (150)	17,130,879			17,130,879			17,130,879
Budget Stabilization Reserve (170)	1,713,088			1,713,088			1,713,088
Designated Reserves (100)	11,917,505			11,917,505			11,917,505
<b>Total General Fund</b>	<b>32,321,308</b>	<b>30,861,561</b>		<b>63,182,869</b>	<b>28,078,106</b>	<b>2,196,687</b>	<b>32,908,076</b>
<b>Special Revenue Funds</b>							
Asset Seizures (225, 226)	50,585			50,585			50,585
Development Services (212)	293,687	1,016,755		1,310,442	1,144,856		165,586
Gas Tax (200)	246,510	977,468	996,687	2,220,665	2,220,665		
HCD Grant (245)	92,535			92,535			92,535
Law Enforcement Services (202, 211, 217, 218)	227,579	115,372		342,951			342,951
Measure C (215)	517,404	346,785		864,189			864,189
Measure K (201)		650,000		650,000	650,000		
N.P.D.E.S. (207)	302,120	345,212		647,332	352,351		294,981
Paratransit (216)	514,396	299,050		813,446	331,127		482,319
Public Safety (203)	353,054	102,724		455,778			455,778
Street Lighting and Landscaping (205)	356,816	837,386		1,194,202	957,546		236,656
Traffic Congestion Relief (213)		500		500			500
<b>Total Special Revenue Funds</b>	<b>2,954,686</b>	<b>4,691,252</b>	<b>996,687</b>	<b>8,642,625</b>	<b>5,656,545</b>		<b>2,986,080</b>
<b>Capital Funds</b>							
Public Works Construction (320, 330)	9,082,664		1,200,000	10,282,664	19,244,500		(8,961,836)
<b>Total Capital Funds</b>	<b>9,082,664</b>		<b>1,200,000</b>	<b>10,282,664</b>	<b>19,244,500</b>		<b>(8,961,836)</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>44,358,658</b>	<b>35,552,813</b>	<b>2,196,687</b>	<b>82,108,158</b>	<b>52,979,151</b>	<b>2,196,687</b>	<b>26,932,320</b>

- (a) Transfer Public Safety Augmentation Funds to General Fund and Supplemental Law Enforcement Fund to help support police services
- (b) Transfer RDA tax increment funds to Housing Set-Aside (20%)
- (c) Transfer from General Fund to SL&L, Gas Tax, NPDES & Neighborhood Services to cover revenue shortage
- (d) Transfer RDA funds for debt service
- (e) Transfer from General Fund Reserves for Lake School
- (k) Transfer Funds into Budget Stabilization Fund
- (f) Loan from Housing Setaside to fund SERAF and cash shortages
- (h) Fund Capital Projects
- (j) Fund Transfer from RDA to Small Business Program to cover cash needs
- (i) Transfer Funds into Budget Stabilization Fund



# BUDGET SUMMARY

## SCHEDULE 1 Estimated Fund Balance by Fund and Division, FY 2016/17

### Schedule 1 Estimated Fund Balance by Fund and Division

	Estimated Fund Bal. 2015/16	Adopted Revenue 2016/17	Transfers In	Total Available	Adopted Expenditures 2016/17	Transfers Out	Estimated Fund Bal. 2016/17
<b>General Fund</b>							
General Fund (102,160,705,720)	2,146,604	30,666,427	(379,040)	32,433,991	29,041,642	2,188,882	1,203,467
<b>Reserve Funds:</b>							
Catastrophic Reserve (150)	17,130,879		344,582	17,475,461			17,475,461
Budget Stabilization Reserve (170)	1,713,088		34,458	1,747,546			1,747,546
Designated Reserves (100)	11,917,505			11,917,505			11,917,505
<b>Total General Fund</b>	<b>32,908,076</b>	<b>30,666,427</b>		<b>63,574,503</b>	<b>29,041,642</b>	<b>2,188,882</b>	<b>32,343,979</b>
<b>Special Revenue Funds</b>							
Asset Seizures (225, 226)	50,585			50,585			50,585
Development Services (212)	165,586	1,240,887		1,406,473	1,109,717		296,756
Gas Tax (200)		977,468	1,188,882	2,166,350	2,166,350		
HCD Grant (245)	92,535			92,535			92,535
Law Enforcement Services (202, 211, 217, 218)	342,951	115,372		458,323			458,323
Measure C (215)	864,189	346,785		1,210,974			1,210,974
Measure K (201)		650,000		650,000	650,000		
N.P.D.E.S. (207)	294,981	345,212		640,193	359,452		280,741
Paratransit (216)	482,319	299,050		781,369	332,706		448,663
Public Safety (203)	455,778	102,724		558,502			558,502
Street Lighting and Landscaping (205)	236,656	837,386		1,074,042	965,528		108,514
Traffic Congestion Relief (213)	500	500		1,000			1,000
<b>Total Special Revenue Funds</b>	<b>2,986,080</b>	<b>4,915,384</b>	<b>1,188,882</b>	<b>9,090,346</b>	<b>5,583,753</b>		<b>3,506,593</b>
<b>Capital Funds</b>							
Public Works Construction (320, 330)	(8,961,836)		1,000,000	(7,961,836)	3,516,200		(11,478,036)
<b>Total Capital Funds</b>	<b>(8,961,836)</b>		<b>1,000,000</b>	<b>(7,961,836)</b>	<b>3,516,200</b>		<b>(11,478,036)</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>26,932,320</b>	<b>35,581,811</b>	<b>2,188,882</b>	<b>64,703,013</b>	<b>38,141,595</b>	<b>2,188,882</b>	<b>24,372,536</b>

- (a) Transfer Public Safety Augmentation Funds to General Fund and Supplemental Law Enforcement Fund to help support police services
- (b) Transfer RDA tax increment funds to Housing Set-Aside (20%)
- (c) Transfer from General Fund to SL&L, Gas Tax, NPDES & Neighborhood Services to cover revenue shortage
- (d) Transfer RDA funds for debt service
- (e) Transfer from General Fund Reserves for Lake School
- (k) Transfer Funds into Budget Stabilization Fund
- (f) Loan from Housing Setaside to fund SERAF and cash shortages
- (h) Fund Capital Projects
- (j) Fund Transfer from RDA to Small Business Program to cover cash needs
- (i) Transfer Funds into Budget Stabilization Fund



# BUDGET SUMMARY

## SCHEDULE 2 Revenue Within Fund, FY 2015/16

Schedule 2 Revenue within Fund						
	2012-13 Actual	2013/14 Actual	2014/15 Actual *	2014/15 Adopted	2015/16 Adopted	2016/17 Adopted
<b>General Fund (102,160,705,720)</b>						
Current Secured Property Taxes	155,845	589,073	749,363	282,567	213,802	215,940
Current Unsecured Property Tax	41,851	46,716	40,174	42,000	49,152	50,627
Supplemental Property Taxes	29,736	21,845	28,521	5,000	26,210	26,997
Property Taxes UAONU	11,331	11,998	11,731	11,000	13,307	13,707
Property Taxes HOPTR	11,991	11,533	9,897	6,000	14,083	14,505
Sales Taxes	1,454,139	1,484,955	1,663,789	1,445,286	1,538,881	1,561,964
Sales Taxes - Measure Q	700,897	1,322,784	1,535,635	1,045,000	1,370,821	1,391,383
Sales Tax In Lieu	468,552	548,465	490,239	520,714	568,382	576,908
Motel Taxes	356,177	424,570	455,006	250,000	476,867	500,710
UUT Cable	231,682	282,533	315,956	225,000	294,422	300,310
UUT Energy	1,146,363	1,170,766	1,109,158	1,100,000	1,194,181	1,218,065
UUT Phone	807,578	760,037	694,122	800,000	707,595	707,595
UUT Water	288,169	340,619	348,273	315,000	339,495	356,470
Trailer Space Fee	38,893	34,879	46,598	35,000	40,000	40,000
Transfer Tax	47,035	57,663	53,532	45,000	50,658	50,658
Casino Business License	17,105,522	17,951,434	19,390,921	14,750,000	18,000,000	18,000,000
Franchise Tax	627,473	719,358	884,123	540,000	669,273	669,273
Grants	33,602	3,213,799	1,504,669		100,000	
Police Grants/Reimb	117,438	152,544	75,094	109,750	109,750	
Abandoned Vehicle AB 4114	86,086	64,930	69,892	60,000	64,930	64,930
PILOT - Casino Fees	1,792,638	1,828,490	1,865,060	1,810,564	1,865,060	1,902,361
Vehicle License Collections	16,471	13,632	13,167		13,167	13,167
Property Tax in Lieu of VLF	1,638,243	1,699,783	1,948,143	1,680,346	1,753,329	1,577,996
Mandated Cost Reimbursement	12,830	16,676	223,376	12,000	23,212	23,212
Successor Agency Reimbursement			610,487			
Administrative Costs to CCC	(2,466)	(3,241)	(2,880)	(2,500)	(3,241)	(3,241)
Member Reimbursement	12,144	32,236	35,195	31,270	35,614	35,614
Other Charges	192,145	461,155	1,789		33,936	33,936
Police Services	111,316	112,174	288,896	100,000	114,788	114,788
PD Services-Backgroud Check	65,713	44,588	56,588	30,000	47,933	47,933
Sale of Police Reports/Life-Scan/Vehicle Release	49,871					
False Alarm Fees	15,410	9,900	12,783	16,000	12,655	12,655
Casino Gaming Commission	24,000	22,000	32,000	24,000	27,000	27,000
Recreation Program Fees	167,258	192,502	224,754	175,000	192,502	192,502
Senior Citizen P/T Salaries	40,000	10,000	70,000	40,000	10,000	10,000
Recreation Special Events	8,691	8,437	4,822	5,000	2,443	2,443
Court Fines	117,823	92,358	117,078	85,000	98,999	98,999
Vehicle/Parking Fines	54,728	65,928	102,989	60,000	71,902	79,092
Graffiti Fines	449	2,867	8,080		1,565	1,565



# BUDGET SUMMARY

Schedule 2 Revenue within Fund (Continued)						
	2012-13 Actual	2013/14 Actual	2014/15 Actual *	2014/15 Adopted	2015/16 Adopted	2016/17 Adopted
<b>General Fund (102,160,705,720)</b>						
Interest	66,355	75,614	424,453	100,000	170,833	187,917
Principal - Loans	524,943	90,359		90,359		
Interest - Clearing		22,826	(12,232)		16,954	16,954
Interest - Loans	26,167	680		679		
Maple Hall Rent	26,556	21,633	17,103	30,000	19,743	19,743
Maple Hall Fees	3,429	4,185	5,262	3,000	3,906	4,297
Rent City Income	102,318	62,955	207,485	75,000	448,167	448,167
Garbage Fees		61,046		15,000		
Donations	2,530	47,000	45,650		500	500
Lawsuit Proceeds			12,437			
Code enforcement fees	26,033	17,344	22,523	345,000	22,605	22,605
Other Revenue	12,015	90,496	108,933	10,000	36,180	36,180
Prior Year Audit/Other Transfers	146,470					
<b>Total General Fund</b>	<b>29,014,440</b>	<b>34,314,124</b>	<b>35,920,634</b>	<b>26,323,035</b>	<b>30,861,561</b>	<b>30,666,427</b>
<b>Asset Seizures (225, 226)</b>						
Asset Seizure Revenue	45,012	6,120	8,237			
Interest	457	226	276			
<b>Total Asset Seizures</b>	<b>45,469</b>	<b>6,346</b>	<b>8,513</b>			
<b>Development Services (212)</b>						
Business Licenses	282,657	339,677	310,416	270,000	339,677	424,596
Disability Access & Education			1,413			
Bldg Standards Admin Sp Revol	238,997	209,009	174,332	300,000	209,009	261,261
Electrical Permit	22,118	32,383	35,945	26,000	37,175	46,468
Thermal Energy	960	1,344	1,405		1,491	1,863
Documentation Fee	26,171	34,616	35,804	25,000	35,905	44,882
Plumbing Permit	27,636	42,699	41,687	33,000	43,333	54,167
Mechanical Permit	12,194	18,436	19,397	15,000	20,265	25,332
Zoning Fee	28,925	10,183	13,264	15,000	15,116	18,895
Boarding Permit	12,038	2,450	1,158	10,000	1,416	1,770
Grants			176,724		92,160	92,160
Residential H&S Rental	58,172	59,511	43,020	56,000	37,603	47,003
Residential H&S Multiple Renta	45,327	66,264	39,656	40,000	34,739	43,423
Residential H&S Resale	46,375	34,031	40,272	39,000	39,504	49,380
Plan Review	25,174	62,172	61,672	22,000	58,084	72,605
Design Review	9,488	23,217	10,158	7,500	23,217	29,021
Interest			172			
Other Revenue	76	28,061	35,773		28,061	28,061
<b>Total Development Services</b>	<b>836,308</b>	<b>964,053</b>	<b>1,042,268</b>	<b>858,500</b>	<b>1,016,755</b>	<b>1,240,887</b>



# BUDGET SUMMARY

Schedule 2 Revenue within Fund (Continued)						
	2012-13 Actual	2013/14 Actual	2014/15 Actual *	2014/15 Adopted	2015/16 Adopted	2016/17 Adopted
<b>Gas Tax (200)</b>						
Grading Permit	225	7,875	10,775	1,000	15,000	15,000
Paving Permit	1,400	10,745	756	500	1,000	1,000
Drainage Permit	150		450			
Encroachment Permit	5,150	2,050	5,500	3,000	3,500	3,500
Transportation Permit	608	720	672	1,000	500	500
Gas Tax 2103	252,430	425,337	339,981	454,784	310,874	310,874
Gas Tax 2107	227,807	224,731	245,271	223,476	214,545	214,545
Gas Tax 2107.5	6,000	6,000	12,000	6,000	6,000	6,000
Gas Tax 2106	109,151	110,086	126,590	104,305	112,043	112,043
Gas Tax 2105	139,022	211,206	190,465	150,101	172,973	172,973
Other Charges	3,968	18,572	31,544		23,663	23,663
Inspection Fees	150					
Sidewalk Permit	10,650	21,000	18,234	9,000	15,750	15,750
Plan Review	75	75	2,775		1,350	1,350
Street Cut Permit	74,350	87,600	147,346	50,000	99,950	99,950
Map Review			982			
Other Revenue		(40,458)	320		320	320
<b>Total Gas Tax</b>	<b>831,136</b>	<b>1,085,539</b>	<b>1,133,661</b>	<b>1,003,166</b>	<b>977,468</b>	<b>977,468</b>
<b>HCD Grant (245)</b>						
Interest	328	284	845			
<b>Total HCD Grant</b>	<b>328</b>	<b>284</b>	<b>845</b>			
<b>Law Enforcement Services (202, 211, 217, 218)</b>						
Para Transit Measure C Allocation	447,187	200,783	135,120	156,894	115,372	115,372
<b>Total Law Enforcement Services</b>	<b>447,187</b>	<b>200,783</b>	<b>135,120</b>	<b>156,894</b>	<b>115,372</b>	<b>115,372</b>
<b>Measure C (215)</b>						
Measure C Revenue	307,831	359,642	385,352	307,831	343,785	343,785
Interest	2,152	3,105	6,379	3,370	3,000	3,000
<b>Total Measure C</b>	<b>309,983</b>	<b>362,747</b>	<b>391,731</b>	<b>311,201</b>	<b>346,785</b>	<b>346,785</b>
<b>Measure K (201)</b>						
Sales Tax Measure K			483,469		650,000	650,000
<b>Total Measure K</b>			<b>483,469</b>		<b>650,000</b>	<b>650,000</b>
<b>N.P.D.E.S. (207)</b>						
Grants			8,953	8,000		
C3 Single Family		21,050				
C3 Commercial		450	6,000		3,000	3,000
C3 Subdivision	250					
Special Assessments	338,045	341,712	322,912	335,184	341,712	341,712
Interest			(109)			
Other Revenue		750	500		500	500
<b>Total N.P.D.E.S.</b>	<b>338,295</b>	<b>363,962</b>	<b>338,256</b>	<b>343,184</b>	<b>345,212</b>	<b>345,212</b>



# BUDGET SUMMARY

Schedule 2 Revenue within Fund (Continued)						
	2012-13 Actual	2013/14 Actual	2014/15 Actual *	2014/15 Adopted	2015/16 Adopted	2016/17 Adopted
<b>Paratransit (216)</b>						
Paratransit Measure C	204,246	226,249	330,309	180,000	275,000	275,000
MTC Fare Box	16,264	21,579	26,947	15,000	20,128	20,128
Interest	1,750	1,456	6,300		3,922	3,922
<b>Total Paratransit</b>	<b>222,260</b>	<b>249,284</b>	<b>363,556</b>	<b>195,000</b>	<b>299,050</b>	<b>299,050</b>
<b>Public Safety (203)</b>						
Sales Tax	98,701	104,657	120,175		102,724	102,724
<b>Total Public Safety</b>	<b>98,701</b>	<b>104,657</b>	<b>120,175</b>		<b>102,724</b>	<b>102,724</b>
<b>Street Lighting and Landscaping (205)</b>						
Special Assessments	834,841	837,386	839,871	835,000	837,386	837,386
Other Revenue		1,647				
<b>Total Street Lighting and Landscaping</b>	<b>834,841</b>	<b>839,033</b>	<b>839,871</b>	<b>835,000</b>	<b>837,386</b>	<b>837,386</b>
<b>Traffic Congestion Relief (213)</b>						
Interest	513	443	246		500	500
<b>Total Traffic Congestion Relief</b>	<b>513</b>	<b>443</b>	<b>246</b>		<b>500</b>	<b>500</b>
<b>Public Works Construction (320, 330)</b>						
Grants	1,538,468	2,265,329	3,312,433			
Interest	64,249	79,317				
Other Revenue	46,182	1,022,785				
<b>Total Public Works Construction</b>	<b>1,648,899</b>	<b>3,367,431</b>	<b>3,312,433</b>			
<b>Grand Total All City Revenues</b>	<b>34,628,360</b>	<b>41,858,686</b>	<b>44,090,778</b>	<b>30,025,980</b>	<b>35,552,813</b>	<b>35,581,811</b>
<b>GRAND TOTAL ALL FUNDS</b>	<b>34,628,360</b>	<b>41,858,686</b>	<b>44,090,778</b>	<b>30,025,980</b>	<b>35,552,813</b>	<b>35,581,811</b>

\* Unaudited



# BUDGET SUMMARY

## SCHEDULE 3 Budget and Expenditures by Fund and Division, FY 2015-17

Schedule 3 Budget and Expenditures by Fund and Division						
Fund and Division	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual * Expended	2014/15 Adopted Budget	2015/16 Adopted Budget	2016/17 Adopted Budget
<b>General Fund (102,160,705,720)</b>						
1110 City Council	1,467,469	1,489,436	847,293	1,192,388	1,995,485	2,180,647
1210 City Attorney	424,653	422,145	300,879	453,708	440,850	439,819
1310 City Manager	1,368,178	1,476,519	1,224,649	1,575,847	1,570,072	1,610,624
1320 Economic Development	264,602	327,936	474,524	232,000	1,661,546	1,505,674
1330 Information Technology	499,289	622,252	295,194	550,443	580,904	610,540
1350 Youth Services	347,198	510,994	380,527	605,868	695,010	845,027
1420 Finance/City Treasurer	883,317	891,313	540,164	917,068	977,703	965,900
1440 Recreation	1,198,099	1,020,299	1,024,035	1,439,010	1,692,270	1,706,705
1441 Senior Center	6	155,194	87,209	240,913	231,032	235,874
1600 East Bay Regional Communication	107,815	73,015	73,015	73,000	75,000	75,000
1780 Building Maintenance	528,688	304,966	415,161	702,111	384,351	390,833
1810 Police	14,468,163	14,706,213	15,642,251	16,187,993	14,770,167	15,081,205
8000 Multi-Departmental Programs	176,251	167,982	167,543	198,500	3,003,716	3,393,794
<b>Total General Fund</b>	<b>21,733,728</b>	<b>22,168,264</b>	<b>21,472,444</b>	<b>24,368,849</b>	<b>28,078,106</b>	<b>29,041,642</b>
<b>Asset Seizures (225, 226)</b>						
2250 Adjudicated Asset Seizure	96,152	28,889	30,999	45,486	0	0
<b>Development Services (212)</b>						
1755 Development Services	999,510	871,815	1,076,426	1,052,644	1,144,856	1,109,717
<b>Gas Tax (200)</b>						
1730 Engineering	970,359	928,007	676,646	965,565	1,136,835	1,142,705
3110 Street Maintenance	610,447	509,456	460,755	665,482	1,083,830	1,023,645
<b>Total Gas Tax</b>	<b>1,580,806</b>	<b>1,437,463</b>	<b>1,137,401</b>	<b>1,631,047</b>	<b>2,220,665</b>	<b>2,166,350</b>
<b>HCD Grant (245)</b>						
<b>Law Enforcement Services (202, 211, 217, 218)</b>						
1830 Police Grants	447,187	107,267	19,880	124,880	0	0
<b>Measure C (215)</b>						
<b>Measure K (201)</b>						
1110 City Council	0	0	347,702	0	650,000	650,000
<b>N.P.D.E.S. (207)</b>						
1740 N.P.D.E.S.	270,428	465,235	273,596	574,111	352,351	359,452
<b>Paratransit (216)</b>						
1444 Paratransit	207,227	225,607	190,533	317,963	331,127	332,706
<b>Public Safety (203)</b>						



# BUDGET SUMMARY

Schedule 3 Budget and Expenditures by Fund and Division (Continued)						
Fund and Division	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual * Expended	2014/15 Adopted Budget	2015/16 Adopted Budget	2016/17 Adopted Budget
<b>Street Lighting and Landscaping (205)</b>						
<i>2110 Street Lighting / Landscape</i>	963,994	1,079,323	840,711	1,294,503	957,546	965,528
<b>Traffic Congestion Relief (213)</b>						
<b>Public Works Construction (320, 330)</b>						
3200 Public Works Projects	11,087,100	2,581,777	10,183,842	5,499,581	19,244,500	3,516,200
3300 Municipal Building Projects	3,931	28,945	242,228	187,744	0	0
<b>Total Public Works Construction</b>	<b>11,091,031</b>	<b>2,610,722</b>	<b>10,426,070</b>	<b>5,687,325</b>	<b>19,244,500</b>	<b>3,516,200</b>
<b>GRAND TOTALS</b>	<b>37,390,063</b>	<b>28,994,585</b>	<b>35,815,762</b>	<b>35,096,808</b>	<b>52,979,151</b>	<b>38,141,595</b>

\* Unaudited



# BUDGET SUMMARY

## SCHEDULE 4 Expenditures by Category, FY 2015-17

Schedule 4 Expenditures by Category						
Fund	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual * Expended	2014/15 Adopted Budget	2015/16 Adopted Budget	2016/17 Adopted Budget
<b>General Fund (102,160,705,720)</b>						
Salaries	10,888,823	11,662,708	11,808,478	12,836,298	12,770,567	13,006,208
Employee Benefits	5,310,462	4,922,617	3,548,696	5,641,245	5,727,173	6,157,618
Service and Supplies	5,177,377	5,428,472	5,586,068	5,447,735	9,281,786	9,687,636
Capital Outlay	357,066	154,467	529,202	443,571	298,580	190,180
<b>Total General Fund</b>	<b>21,733,728</b>	<b>22,168,264</b>	<b>21,472,444</b>	<b>24,368,849</b>	<b>28,078,106</b>	<b>29,041,642</b>
<b>Asset Seizures (225, 226)</b>						
Service and Supplies	0	28,889	0	15,741	0	0
Capital Outlay	96,152	0	30,999	29,745	0	0
<b>Total Asset Seizures</b>	<b>96,152</b>	<b>28,889</b>	<b>30,999</b>	<b>45,486</b>	<b>0</b>	<b>0</b>
<b>Development Services (212)</b>						
Salaries	375,412	388,485	479,711	468,512	567,437	578,737
Employee Benefits	255,081	178,903	(28,743)	234,435	219,319	227,880
Service and Supplies	369,017	304,427	625,458	349,697	358,100	303,100
<b>Total Development Services</b>	<b>999,510</b>	<b>871,815</b>	<b>1,076,426</b>	<b>1,052,644</b>	<b>1,144,856</b>	<b>1,109,717</b>
<b>Gas Tax (200)</b>						
Salaries	733,082	748,663	725,006	807,901	1,040,409	1,061,085
Employee Benefits	369,905	273,399	(218,289)	334,541	393,025	409,424
Service and Supplies	477,819	414,991	566,831	478,366	692,231	650,841
Capital Outlay	0	410	63,853	10,239	95,000	45,000
<b>Total Gas Tax</b>	<b>1,580,806</b>	<b>1,437,463</b>	<b>1,137,401</b>	<b>1,631,047</b>	<b>2,220,665</b>	<b>2,166,350</b>
<b>HCD Grant (245)</b>						
<b>Law Enforcement Services (202, 211, 217, 218)</b>						
Salaries	313,071	62,965	0	69,123	0	0
Employee Benefits	112,358	24,408	(14)	35,863	0	0
Capital Outlay	21,758	19,894	19,894	19,894	0	0
<b>Total Law Enforcement Services</b>	<b>447,187</b>	<b>107,267</b>	<b>19,880</b>	<b>124,880</b>	<b>0</b>	<b>0</b>
<b>Measure C (215)</b>						
<b>Measure K (201)</b>						
Service and Supplies	0	0	347,702	0	650,000	650,000
<b>Total Measure K</b>	<b>0</b>	<b>0</b>	<b>347,702</b>	<b>0</b>	<b>650,000</b>	<b>650,000</b>
<b>N.P.D.E.S. (207)</b>						
Salaries	185,960	330,627	326,758	387,643	222,087	226,487
Employee Benefits	63,369	104,914	(121,020)	142,572	75,564	78,815
Service and Supplies	21,099	29,694	67,858	43,896	54,700	54,150
<b>Total N.P.D.E.S.</b>	<b>270,428</b>	<b>465,235</b>	<b>273,596</b>	<b>574,111</b>	<b>352,351</b>	<b>359,452</b>
<b>Paratransit (216)</b>						
Salaries	42,803	105,097	132,471	166,196	174,380	177,859
Employee Benefits	25,517	37,501	(14,305)	83,837	65,617	68,417
Service and Supplies	48,669	83,009	72,367	67,930	91,130	86,430
Capital Outlay	90,238	0	0	0	0	0
<b>Total Paratransit</b>	<b>207,227</b>	<b>225,607</b>	<b>190,533</b>	<b>317,963</b>	<b>331,127</b>	<b>332,706</b>



# BUDGET SUMMARY

Schedule 4 Expenditures by Category (Continued)						
Fund	2012/13 Actual Expended	2013/14 Actual Expended	2014/15 Actual * Expended	2014/15 Adopted Budget	2015/16 Adopted Budget	2016/17 Adopted Budget
<b>Public Safety (203)</b>						
<b>Street Lighting and Landscaping (205)</b>						
Salaries	277,845	299,952	302,817	369,381	305,678	311,736
Employee Benefits	174,357	137,646	(99,117)	167,216	148,468	153,992
Service and Supplies	511,792	514,693	637,011	735,067	483,400	479,800
Capital Outlay	0	127,032	0	22,839	20,000	20,000
<b>Total Street Lighting and Landscaping</b>	<b>963,994</b>	<b>1,079,323</b>	<b>840,711</b>	<b>1,294,503</b>	<b>957,546</b>	<b>965,528</b>
<b>Traffic Congestion Relief (213)</b>						
<b>Public Works Construction (320, 330)</b>						
Salaries	78,874	2,487	0	0	0	0
Employee Benefits	29,992	732	(2,138)	0	0	0
Service and Supplies	1,076,301	956,484	2,546,918	107,744	0	0
Capital Outlay	9,905,864	1,651,019	7,881,290	5,579,581	19,244,500	3,516,200
<b>Total Public Works Construction</b>	<b>11,091,031</b>	<b>2,610,722</b>	<b>10,426,070</b>	<b>5,687,325</b>	<b>19,244,500</b>	<b>3,516,200</b>
<b>GRAND TOTALS</b>	<b>37,390,063</b>	<b>28,994,585</b>	<b>35,815,762</b>	<b>35,096,808</b>	<b>52,979,151</b>	<b>38,141,595</b>

\* Unaudited



# REVENUES

## Revenue Detail: FY 2015-17

Revenue Detail FY 2015-2017						
Account	2012/13 Actual	2013/14 Actual	2014/15 Actual *	2015/16 Adopted	2016/17 Adopted	
<b>General Fund (100,102,150,160,170,705,720)</b>						
31101	Current Secured Property Taxes	155,845	589,073	749,363	213,802	215,940
31102	Current Unsecured Property Tax	41,851	46,716	40,174	49,152	50,627
31103	Supplemental Property Taxes	29,736	21,845	28,521	26,210	26,997
31104	Property Taxes UAONU	11,331	11,998	11,731	13,307	13,707
31105	Property Taxes HOPTR	11,991	11,533	9,897	14,083	14,505
31300	Sales Taxes	1,454,139	1,484,955	1,663,789	1,538,881	1,561,964
31303	Sales Taxes - Measure Q	700,897	1,322,784	1,535,635	1,370,821	1,391,383
31310	Sales Tax In Lieu	468,552	548,465	490,239	568,382	576,908
31601	Motel Taxes	356,177	424,570	455,006	476,867	500,710
31602	UUT Cable	231,682	282,533	315,956	294,422	300,310
31603	UUT Energy	1,146,363	1,170,766	1,109,158	1,194,181	1,218,065
31604	UUT Phone	807,578	760,037	694,122	707,595	707,595
31605	UUT Water	288,169	340,619	348,273	339,495	356,470
31606	Trailer Space Fee	38,893	34,879	46,598	40,000	40,000
31607	Transfer Tax	47,035	57,663	53,532	50,658	50,658
31610	Casino Business License	17,105,522	17,951,434	19,390,921	18,000,000	18,000,000
31820	Franchise Tax	627,473	719,358	884,123	669,273	669,273
33403	Grants	33,602	3,213,799	1,504,669	100,000	0
33405	Police Grants/Reimb	117,438	152,544	75,094	109,750	0
33415	Abandoned Vehicle AB 4114	86,086	64,930	69,892	64,930	64,930
33416	PILOT - Casino Fees	1,792,638	1,828,490	1,865,060	1,865,060	1,902,361
33504	Vehicle License Collections	16,471	13,632	13,167	13,167	13,167
33510	Property Tax in Lieu of VLF	1,638,243	1,699,783	1,948,143	1,753,329	1,577,996
33515	Mandated Cost Reimbursement	12,830	16,676	223,376	23,212	23,212
33520	Successor Agency Reimbursement	0	0	610,487	0	0
34000	Administrative Costs to CCC	(2,466)	(3,241)	(2,880)	(3,241)	(3,241)
34005	Member Reimbursement	12,144	32,236	35,195	35,614	35,614
34101	Other Charges	192,145	461,155	1,789	33,936	33,936
34201	Police Services	111,316	112,174	288,896	114,788	114,788
34202	PD Services-Background Check	65,713	44,588	56,588	47,933	47,933
34203	Sale of Police Reports/Life-Scan/Vehicle Release	49,871	0	0	0	0
34204	False Alarm Fees	15,410	9,900	12,783	12,655	12,655
34206	Casino Gaming Commission	24,000	22,000	32,000	27,000	27,000
34700	Recreation Program Fees	167,258	192,502	224,754	192,502	192,502
34703	Senior Citizen P/T Salaries	40,000	10,000	70,000	10,000	10,000



# REVENUES

## Revenue Detail FY 2015-2017 (Continued)

Account		2012/13 Actual	2013/14 Actual	2014/15 Actual *	2015/16 Adopted	2016/17 Adopted
<b>General Fund (100,102,150,160,170,705,720)</b>						
34705	Recreation Special Events	8,691	8,437	4,822	2,443	2,443
35101	Court Fines	117,823	92,358	117,078	98,999	98,999
35102	Vehicle/Parking Fines	54,728	65,928	102,989	71,902	79,092
35103	Graffiti Fines	449	2,867	8,080	1,565	1,565
36102	Interest	66,355	75,614	424,453	170,833	187,917
36104	Principal - Loans	524,943	90,359	0	0	0
36105	Interest - Clearing	0	22,826	(12,232)	16,954	16,954
36106	Interest - Loans	26,167	680	0	0	0
36301	Maple Hall Rent	26,556	21,633	17,103	19,743	19,743
36303	Maple Hall Fees	3,429	4,185	5,262	3,906	4,297
36307	Rent City Income	102,318	62,955	207,485	448,167	448,167
36308	Garbage Fees	0	61,046	0	0	0
36500	Donations	2,530	47,000	45,650	500	500
39010	Lawsuit Proceeds	0	0	12,437	0	0
39905	Code enforcement fees	26,033	17,344	22,523	22,605	22,605
39906	Other Revenue	12,015	90,496	108,933	36,180	36,180
39910	Prior Year Audit/Other Transfers	146,470	0	0	0	0
<b>Total General Fund</b>		<b>29,014,440</b>	<b>34,314,124</b>	<b>35,920,634</b>	<b>30,861,561</b>	<b>30,666,427</b>
<b>Gas Tax (200)</b>						
32006	Grading Permit	225	7,875	10,775	15,000	15,000
32011	Paving Permit	1,400	10,745	756	1,000	1,000
32014	Drainage Permit	150	0	450	0	0
32015	Encroachment Permit	5,150	2,050	5,500	3,500	3,500
32016	Transportation Permit	608	720	672	500	500
33504	Gas Tax 2103	252,430	425,337	339,981	310,874	310,874
33505	Gas Tax 2107	227,807	224,731	245,271	214,545	214,545
33506	Gas Tax 2107.5	6,000	6,000	12,000	6,000	6,000
33507	Gas Tax 2106	109,151	110,086	126,590	112,043	112,043
33508	Gas Tax 2105	139,022	211,206	190,465	172,973	172,973
34101	Other Charges	3,968	18,572	31,544	23,663	23,663
34102	Inspection Fees	150	0	0	0	0
34103	Sidewalk Permit	10,650	21,000	18,234	15,750	15,750
34104	Plan Review	75	75	2,775	1,350	1,350
34107	Street Cut Permit	74,350	87,600	147,346	99,950	99,950
34108	Map Review	0	0	982	0	0
39906	Other Revenue	0	(40,458)	320	320	320
<b>Total Gas Tax</b>		<b>831,136</b>	<b>1,085,539</b>	<b>1,133,661</b>	<b>977,468</b>	<b>977,468</b>



# REVENUES

## Revenue Detail FY 2015-2017 (Continued)

Account		2012/13 Actual	2013/14 Actual	2014/15 Actual *	2015/16 Adopted	2016/17 Adopted
<b>Measure K (201)</b>						
31301	Sales Tax Measure K	0	0	483,469	650,000	650,000
	<b>Total Measure K</b>	<b>0</b>	<b>0</b>	<b>483,469</b>	<b>650,000</b>	<b>650,000</b>
<b>Public Safety (203)</b>						
31300	Sales Tax	98,701	104,657	120,175	102,724	102,724
	<b>Total Public Safety</b>	<b>98,701</b>	<b>104,657</b>	<b>120,175</b>	<b>102,724</b>	<b>102,724</b>
<b>Street Lighting and Landscaping (205)</b>						
35500	Special Assessments	834,841	837,386	839,871	837,386	837,386
39906	Other Revenue	0	1,647	0	0	0
	<b>Total Street Lighting and Landscaping</b>	<b>834,841</b>	<b>839,033</b>	<b>839,871</b>	<b>837,386</b>	<b>837,386</b>
<b>N.P.D.E.S. (207)</b>						
33403	Grants	0	0	8,953	0	0
33455	C3 Single Family	0	21,050	0	0	0
33456	C3 Commercial	0	450	6,000	3,000	3,000
33457	C3 Subdivision	250	0	0	0	0
35500	Special Assessments	338,045	341,712	322,912	341,712	341,712
36102	Interest	0	0	(109)	0	0
39906	Other Revenue	0	750	500	500	500
	<b>Total N.P.D.E.S.</b>	<b>338,295</b>	<b>363,962</b>	<b>338,256</b>	<b>345,212</b>	<b>345,212</b>
<b>Development Services (212)</b>						
32001	Business Licenses	282,657	339,677	310,416	339,677	424,596
32003	Disability Access & Education	0	0	1,413	0	0
32004	Bldg Standards Admin Sp Revol	238,997	209,009	174,332	209,009	261,261
32005	Electrical Permit	22,118	32,383	35,945	37,175	46,468
32006	Thermal Energy	960	1,344	1,405	1,491	1,863
32007	Documentation Fee	26,171	34,616	35,804	35,905	44,882
32008	Plumbing Permit	27,636	42,699	41,687	43,333	54,167
32009	Mechanical Permit	12,194	18,436	19,397	20,265	25,332
32010	Zoning Fee	28,925	10,183	13,264	15,116	18,895
32020	Boarding Permit	12,038	2,450	1,158	1,416	1,770
33403	Grants	0	0	176,724	92,160	92,160
33452	Residential H&S Rental	58,172	59,511	43,020	37,603	47,003
33453	Residential H&S Multiple Renta	45,327	66,264	39,656	34,739	43,423
33454	Residential H&S Resale	46,375	34,031	40,272	39,504	49,380
34104	Plan Review	25,174	62,172	61,672	58,084	72,605



# REVENUES

## Revenue Detail FY 2015-2017 (Continued)

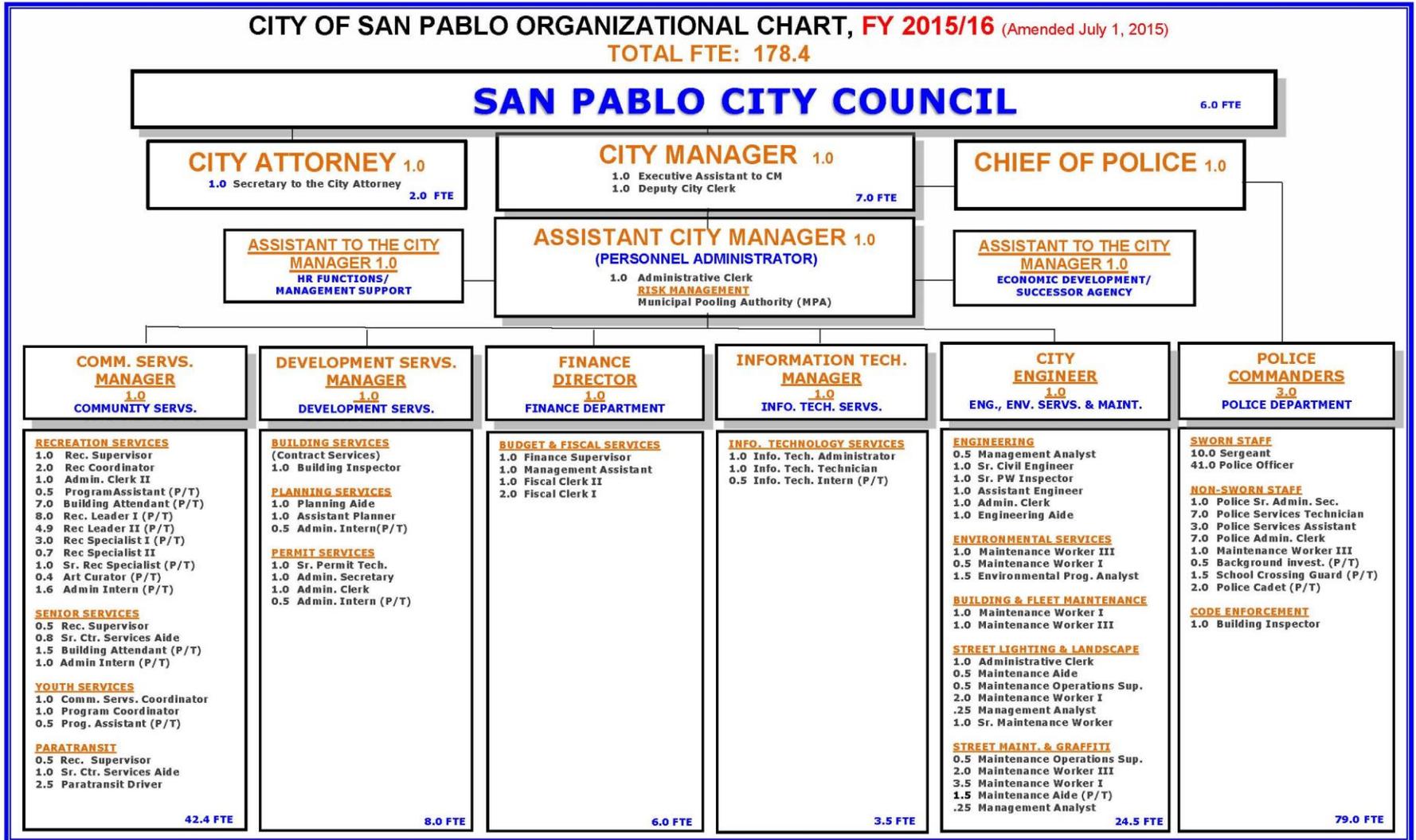
Account		2012/13 Actual	2013/14 Actual	2014/15 Actual *	2015/16 Adopted	2016/17 Adopted
<b>Development Services (212)</b>						
34112	Design Review	9,488	23,217	10,158	23,217	29,021
36102	Interest	0	0	172	0	0
39906	Other Revenue	76	28,061	35,773	28,061	28,061
<b>Total Development Services</b>		<b>836,308</b>	<b>964,053</b>	<b>1,042,268</b>	<b>1,016,755</b>	<b>1,240,887</b>
<b>Traffic Congestion Relief (213)</b>						
36102	Interest	513	443	246	500	500
<b>Total Traffic Congestion Relief</b>		<b>513</b>	<b>443</b>	<b>246</b>	<b>500</b>	<b>500</b>
<b>Measure C (215)</b>						
33509	Measure C Revenue	307,831	359,642	385,352	343,785	343,785
36102	Interest	2,152	3,105	6,379	3,000	3,000
<b>Total Measure C</b>		<b>309,983</b>	<b>362,747</b>	<b>391,731</b>	<b>346,785</b>	<b>346,785</b>
<b>Paratransit (216)</b>						
33509	Paratransit Measure C	204,246	226,249	330,309	275,000	275,000
33704	MTC Fare Box	16,264	21,579	26,947	20,128	20,128
36102	Interest	1,750	1,456	6,300	3,922	3,922
<b>Total Paratransit</b>		<b>222,260</b>	<b>249,284</b>	<b>363,556</b>	<b>299,050</b>	<b>299,050</b>
<b>Law Enforcement Services (202, 211, 217, 218)</b>						
33403	Para Transit Measure C Allocation	447,187	200,783	135,120	115,372	115,372
<b>Total Law Enforcement Services</b>		<b>447,187</b>	<b>200,783</b>	<b>135,120</b>	<b>115,372</b>	<b>115,372</b>
<b>Asset Seizures (225, 226)</b>						
35200	Asset Seizure Revenue	45,012	6,120	8,237	0	0
36102	Interest	457	226	276	0	0
<b>Total Asset Seizures</b>		<b>45,469</b>	<b>6,346</b>	<b>8,513</b>	<b>0</b>	<b>0</b>
<b>GRAND TOTAL ALL FUNDS</b>		<b>32,979,133</b>	<b>38,490,971</b>	<b>40,777,500</b>	<b>35,552,813</b>	<b>35,581,811</b>

\* Unaudited



# STAFFING

## Organization Chart



# STAFFING

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# STAFFING

## Budgeted FTE Counts, FY 2015-2017

DEPARTMENT & BUDGET NUMBER (Continued)	FTE	JOB CLASSIFICATION	LABOR UNIT
<b>CITY COUNCIL (#1110)</b>	6.00	City Council Members	Elected Officials
<b>TOTAL CITY COUNCIL SUBTOTAL</b>	<b>6.00</b>		
<b>CITY ATTORNEY (#1210)</b>	1.00	City Attorney	Contract Employee
	1.00	Secretary to City Attorney	Confidential
<b>TOTAL CITY ATTORNEY SUBTOTAL</b>	<b>2.00</b>		
<b>CITY MANAGER (#1310)</b>	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
	1.00	Admin Clerk I	Public Employees' Union, Local One
	<b>6.00</b>		
<b>CITY MANAGER - ECONOMIC DEVELOPMENT (#1320)</b>	1.00	Assistant to the City Manager ED	Division Managers
	<b>1.00</b>		
<b>TOTAL CITY MANAGER SUBTOTAL</b>	<b>7.00</b>		
<b>COMMUNITY SERVICES / YOUTH SERVICES DIVISION (#1350)</b>	0.40	Community Services Manager	Division Managers
	1.00	Youth Services Program Coordinator	AIE
	1.00	Community Services Coordinator	AIE
	0.50	Program Assistant YS	Part Time
	<b>2.90</b>		
<b>COMMUNITY SERVICES / RECREATION (#1440)</b>	0.40	Community Services Manager	Division Managers
	1.00	Recreation Supervisor	AIE
	2.00	Recreation Coordinator	AIE
	1.00	Administrative Clerk II	Public Employees' Union, Local One
	1.60	Administrative Intern	Public Employees' Union, Local One
	0.50	Program Assistant	Part Time
	0.40	Art Gallery Curator	Part Time
	7.00	Building Attendant	Part Time
	8.00	Recreation Leader I	Part Time
	4.90	Recreation Leader II	Part Time
	3.00	Recreation Specialist I	Part Time
	0.70	Recreation Specialist II	Part Time
	1.00	Sr. Recreation Specialist	Part Time
	<b>31.50</b>		



# STAFFING

DEPARTMENT & BUDGET NUMBER (Continued)	FTE	JOB CLASSIFICATION	LABOR UNIT
<b>COMMUNITY SERVICES / SENIOR SERVICES (#1441)</b>	0.20	Community Services Manager	Division Managers
	0.50	Recreation Supervisor	AIE
	0.80	Senior Center Services Aide	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
	1.50	Building Attendant	Part Time
	<b>4.00</b>		
<b>COMMUNITY SERVICES / PARATRANSIT(#1444)</b>	0.50	Recreation Supervisor	AIE
	1.00	Paratransit Driver (Full-time)	Public Employees' Union, Local One
	1.00	Senior Center Services Aide	Public Employees' Union, Local One
	1.50	Para Transit Driver (Part-time)	Part Time
	<b>4.00</b>		
<b>TOTAL COMMUNITY SERVICES SUBTOTAL</b>	<b>42.40</b>		
<b>DEVELOPMENT SERVICES (#1755)</b>	1.00	Development Services Manager	Division Managers
	1.00	Assistant Planner	AIE
	1.00	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
	1.00	Administrative Secretary	Public Employees' Union, Local One
	1.00	Admin Clerk I	Public Employees' Union, Local One
	1.00	Administrative Intern	Part Time
<b>TOTAL DEVELOPMENT SERVICES SUBTOTAL</b>	<b>8.00</b>		
<b>FINANCIAL SERVICES (#1420)</b>	1.00	Finance Director	Executive Management
	1.00	Finance Supervisor	AIE
	1.00	Management Assistant	AIE
	1.00	Fiscal Clerk II	Confidential
	2.00	Fiscal Clerk I	Public Employees' Union, Local One
<b>TOTAL FINANCIAL SERVICES SUBTOTAL</b>	<b>6.00</b>		
<b>INFORMATION TECHNOLOGY (#1330)</b>	1.00	Information Technology Manager	Division Managers
	1.00	Information Technology Administrator	AIE
	1.00	Information Technician	AIE
	0.50	Administrative Intern	Part Time
<b>TOTAL INFORMATION TECHNOLOGY SUBTOTAL</b>	<b>3.50</b>		



# STAFFING

DEPARTMENT & BUDGET NUMBER (Continued)	FTE	JOB CLASSIFICATION	LABOR UNIT
<b>POLICE (#1810)</b>	1.00	Chief of Police	Executive Management
	3.00	Commander	SPPEA (Sworn)
	10.00	Sergeants	SPPEA (Sworn)
	41.00	Officers	SPPEA (Sworn)
	1.00	Building Inspector	Public Employees' Union, Local One
	1.00	Police Sr. Admin Secty.	SPPEA (Non-sworn)
	1.00	Maintenance Worker III	Public Employees' Union, Local One
	7.00	Police Administrative Clerk II	SPPEA (Non-sworn)
	3.00	Police Service Assistants	SPPEA (Non-sworn)
	7.00	Police Services Technicians	SPPEA (Non-sworn)
	0.50	Background Investigator	Part Time
	2.00	Police Cadets	Part Time
1.50	Crossing Guard	Part Time	
<b>TOTAL POLICE SUBTOTAL</b>	<b>79.00</b>		
<b>PUBLIC WORKS/ENGINEERING (#1730)</b>	1.00	City Engineer	Executive Management
	1.00	Assistant Engineer	Executive Management
	1.00	Sr. Civil engineer	Division Managers
	1.00	Sr. PW Inspector	AIE
	0.50	Management Analyst	AIE
	1.00	Engineering Aide	Public Employees' Union, Local One
	1.00	Administrative Clerk I	Public Employees' Union, Local One
	<b>6.50</b>		
	1.00	Maintenance Worker III	Public Employees' Union, Local One
	0.50	Maintenance Worker I	Public Employees' Union, Local One
	1.00	Environmental Program Analyst	AIE
	0.50	Environmental Program Analyst	Part Time
	<b>3.00</b>		
<b>PUBLIC WORKS/BUILDING &amp; FLEET MAINTENANCE (#1780)</b>	1.00	Maintenance Worker I	Public Employees' Union, Local One
	1.00	Maintenance Worker III	Public Employees' Union, Local One
	<b>2.00</b>		



# STAFFING

DEPARTMENT & BUDGET NUMBER (Continued)	FTE	JOB CLASSIFICATION	LABOR UNIT
<b>PUBLIC WORKS/STREET LIGHTING &amp; LANDSCAPING (#2110)</b>	0.50	Maintenance Supervisor	AIE
	0.25	Management Analyst	AIE
	1.00	Sr. Maintenance Worker	Public Employees' Union, Local One
	2.00	Maintenance Worker I	Public Employees' Union, Local One
	1.00	Administrative Clerk I	Public Employees' Union, Local One
	0.50	Maintenance Aide	Part Time
	<b>5.25</b>		
<b>PUBLIC WORKS/STREET MAINTENANCE &amp; GRAFFITI (#3110)</b>	0.50	Maintenance Supervisor	AIE
	0.25	Management Analyst	AIE
	2.00	Maintenance Worker III	Public Employees' Union, Local One
	3.50	Maintenance Workers I	Public Employees' Union, Local One
	1.50	Maintenance Aides	Part Time
	<b>7.75</b>		
<b>TOTAL PUBLIC WORKS SUBTOTAL</b>	<b>24.50</b>		
<b>Full-Time FTE</b>	<b>140.40</b>		
<b>Part-Time FTE</b>	<b>38.00</b>		
<b>GRAND TOTAL FTE</b>	<b>178.4</b>		



# STAFFING

<b>DEPARTMENT SUMMARY</b>	
<b>City Council - 1110</b>	<b>6.00</b>
<b>City Attorney - 1210</b>	<b>2.00</b>
<b>City Manager's Office - 1310</b>	<b>7.00</b>
City Manager's Office - 1310	6.00
City Manager Economic Develop. -	1.00
<b>Financial Services - 1420</b>	<b>6.00</b>
<b>Information Technology - 1330</b>	<b>3.50</b>
<b>Community Services Division</b>	<b>42.40</b>
Youth Services Division - 1350	2.90
Recreation - 1440	31.50
Senior Services - 1441	4.00
Paratransit - 1444	4.00
<b>Development Services - 1755</b>	<b>8.00</b>
<b>Police</b>	<b>79.00</b>
<b>Public Works</b>	<b>24.50</b>
Engineering - 1730	6.50
NPDES - 1740	3.00
Building & Fleet Maintenance - 17	2.00
Street Lighting & Landscaping - 2	5.25
Street Maintenance & Graffiti - 31	7.75
<b>TOTAL FTE</b>	<b>178.40</b>
<b>CITY TOTALS</b>	
<b>Full-Time Employees</b>	<b>140.40</b>
<b>Part-Time and Seasonal Employees</b>	<b>38.00</b>
<b>TOTAL FTE</b>	<b>178.40</b>



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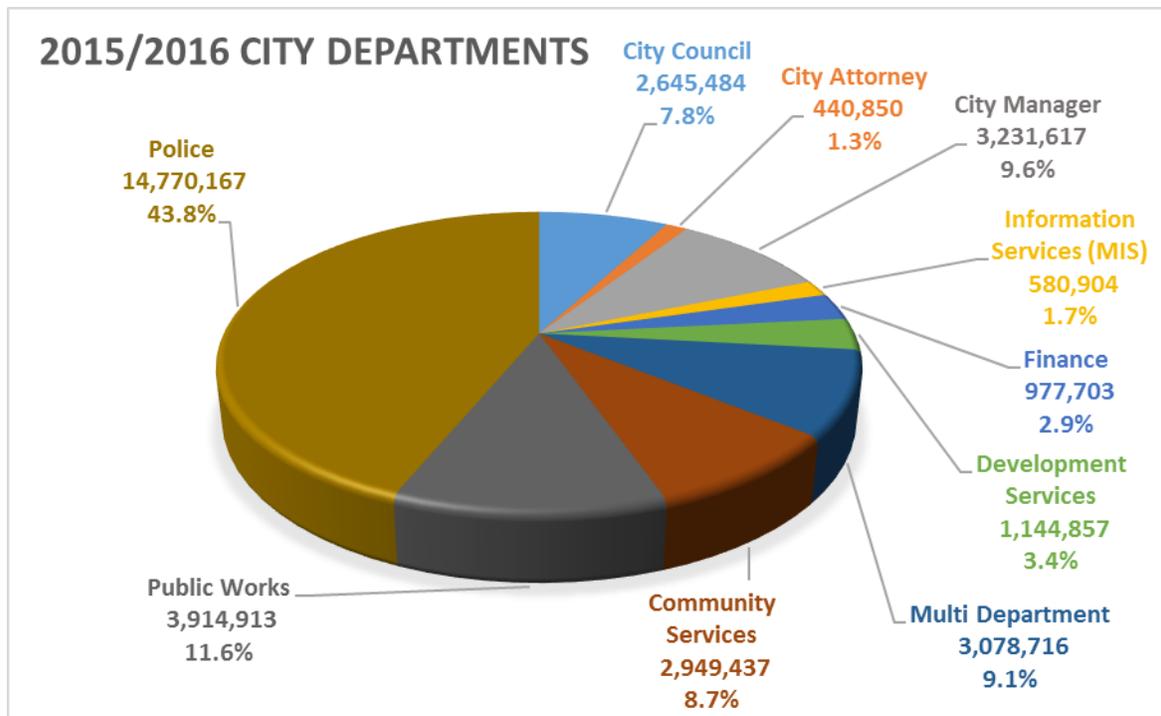


# DEPARTMENTAL BUDGETS

## Departmental Budgets

### SUMMARY SCHEDULE OF ALL DEPARTMENTS

The City of San Pablo budget all for operating departments and funds totals \$33,734,649 in Year 1 of the budget cycle and \$34,625,389 in Year 2. Approximately 44% of the budget goes to fund police services, while Public Works, the next largest departmental budget, consumes 11% of the budget. Overall, the FY 2015/16 budget represents a citywide increase of approximately \$4.3 million or 15% over the FY 2014/15 Adopted Budget. Changes in budget assumptions (e.g. budgeting all positions at Step 4 rather than top step and medical insurance at two-party rather than full family medical) is a budget picture that is closer to reality and results in a labor budget that is flat over last year, despite the addition of over 10 FTE at a cost of approximately \$391,000 and 2.0% cost of living increases for all. The bulk of the additional FTE were in Community Services.



# DEPARTMENTAL BUDGETS

The Services and Supplies budget increased from \$7.6 million in FY 2014/15 to 12.0 million in FY 2015/16, an increase of \$4.4 million or 57%. Approximately \$3.2 million of these increases is due to the following new expenses in Year 1 of the budget:

- \$1.2 million annually for enhanced emergency medical services provided at Fire Station 70 (this new expense is offset by approximately \$650,000 in Measure K Sales Tax revenue).
- \$916,000 in annual debt service payments for debt service on the 2014 Lease Revenue Bonds.
- \$350,000 in contract expense for economic development services from the SPEDC.
- \$243,000 in annual lease payments for the new library property at Walgreens, increasing to \$463,000 in Year 2.
- \$170,000 for maintenance of the City's Medical Office Buildings (offset entirely by annual lease payments)

## DEPARTMENTAL BUDGET

City Departments	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
City Council	1,467,470	1,489,438	1,592,388	2,645,484	2,830,646
City Attorney	424,653	422,144	453,708	440,850	439,818
City Manager	1,632,780	1,804,455	2,656,824	3,231,617	3,116,298
Information Services (MIS)	499,289	622,250	578,616	580,904	610,540
Finance	883,319	891,314	917,763	977,703	965,900
Development Services	999,510	871,817	1,516,187	1,144,857	1,109,717
Multi Department	284,066	240,997	271,500	3,078,716	3,468,794
Community Services	1,752,527	1,912,091	2,614,714	2,949,437	3,120,308
Public Works	3,343,912	3,286,991	4,584,014	3,914,913	3,882,162
Police	15,011,502	14,842,368	16,835,597	14,770,167	15,081,206
<b>TOTAL</b>	<b>26,299,029</b>	<b>26,383,865</b>	<b>32,021,311</b>	<b>33,734,649</b>	<b>34,625,389</b>

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Council (1110)</b>					
Total Salary and Benefits	121,476	126,586	134,462	189,583	195,060
Total Service and Supplies	1,345,994	1,362,852	1,457,926	2,455,901	2,635,586
<b>City Council</b>	<b>1,467,470</b>	<b>1,489,438</b>	<b>1,592,388</b>	<b>2,645,484</b>	<b>2,830,646</b>
<b>City Attorney (1210)</b>					
Total Salary and Benefits	385,839	389,154	418,228	397,650	407,418
Total Service and Supplies	38,815	32,990	35,480	43,200	32,400
<b>City Attorney</b>	<b>424,653</b>	<b>422,144</b>	<b>453,708</b>	<b>440,850</b>	<b>439,818</b>



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Manager</b>					
<b>City Manager (1310)</b>					
Total Salary and Benefits	1,067,366	1,057,725	1,131,463	1,018,482	1,044,621
Total Service and Supplies	300,812	418,794	756,224	551,590	566,003
<b>Subtotal</b>	<b>1,368,178</b>	<b>1,476,519</b>	<b>1,887,687</b>	<b>1,570,072</b>	<b>1,610,624</b>
<b>Economic Development (1320)</b>					
Total Salary and Benefits	-	-	-	154,905	159,034
Total Service and Supplies	264,602	327,936	769,137	1,506,640	1,346,640
<b>Subtotal</b>	<b>264,602</b>	<b>327,936</b>	<b>769,137</b>	<b>1,661,545</b>	<b>1,505,674</b>
<b>City Manager</b>	<b>1,632,780</b>	<b>1,804,455</b>	<b>2,656,824</b>	<b>3,231,617</b>	<b>3,116,298</b>
<b>Information Services (1330)</b>					
Total Salary and Benefits	434,123	443,746	470,423	427,376	438,612
Total Service and Supplies	65,166	178,504	108,193	153,528	171,928
<b>Information Services (MIS)</b>	<b>499,289</b>	<b>622,250</b>	<b>578,616</b>	<b>580,904</b>	<b>610,540</b>
<b>Finance (1420)</b>					
Total Salary and Benefits	714,794	675,036	772,070	754,803	774,000
Total Service and Supplies	168,525	216,278	145,693	222,900	191,900
<b>Finance</b>	<b>883,319</b>	<b>891,314</b>	<b>917,763</b>	<b>977,703</b>	<b>965,900</b>
<b>Development Services (1755)</b>					
Total Salary and Benefits	630,493	567,390	702,947	786,757	806,617
Total Service and Supplies	369,017	304,427	813,240	358,100	303,100
<b>Development Services</b>	<b>999,510</b>	<b>871,817</b>	<b>1,516,187</b>	<b>1,144,857</b>	<b>1,109,717</b>
<b>Multi Department</b>					
<b>Multi Department (8000)</b>					
Total Salary and Benefits	-	-	-	1,213,510	1,432,659
Total Service and Supplies	176,251	167,982	198,500	1,790,206	1,961,135
<b>Subtotal</b>	<b>176,251</b>	<b>167,982</b>	<b>198,500</b>	<b>3,003,716</b>	<b>3,393,794</b>
<b>East Bay Regional Communication (1600)</b>					
Total Salary and Benefits	-	-	-	-	-
Total Service and Supplies	107,815	73,015	73,000	75,000	75,000
<b>Subtotal</b>	<b>107,815</b>	<b>73,015</b>	<b>73,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Multi Department</b>	<b>284,066</b>	<b>240,997</b>	<b>271,500</b>	<b>3,078,716</b>	<b>3,468,794</b>
<b>Community Services</b>					
<b>Youth Services (1350)</b>					
Total Salary and Benefits	200,408	270,165	346,668	307,170	314,751
Total Service and Supplies	146,790	240,828	265,014	387,840	530,275
<b>Subtotal</b>	<b>347,198</b>	<b>510,993</b>	<b>611,682</b>	<b>695,010</b>	<b>845,026</b>
<b>Recreation (1440)</b>					
Total Salary and Benefits	878,821	698,938	1,049,910	1,165,875	1,192,559
Total Service and Supplies	319,279	321,360	389,100	526,395	514,145
<b>Subtotal</b>	<b>1,198,100</b>	<b>1,020,298</b>	<b>1,439,010</b>	<b>1,692,270</b>	<b>1,706,704</b>
<b>Senior Services (1441)</b>					
Total Salary and Benefits	-	152,237	235,208	220,012	225,447
Total Service and Supplies	-	2,956	5,705	11,020	10,425
<b>Subtotal</b>	<b>-</b>	<b>155,193</b>	<b>240,913</b>	<b>231,032</b>	<b>235,872</b>



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Paratransit (1444)</b>					
Total Salary and Benefits	68,321	142,598	250,033	239,997	246,276
Total Service and Supplies	138,908	83,009	73,076	91,130	86,430
<b>Subtotal</b>	<b>207,229</b>	<b>225,607</b>	<b>323,109</b>	<b>331,127</b>	<b>332,706</b>
<b>Community Services</b>					
	<b>1,752,527</b>	<b>1,912,091</b>	<b>2,614,714</b>	<b>2,949,437</b>	<b>3,120,308</b>
<b>Public Works</b>					
<b>Engineering (1730)</b>					
Total Salary and Benefits	689,873	688,184	698,143	818,604	839,463
Total Service and Supplies	280,485	239,825	445,780	318,231	303,241
<b>Subtotal</b>	<b>970,358</b>	<b>928,009</b>	<b>1,143,923</b>	<b>1,136,835</b>	<b>1,142,704</b>
<b>NPDES (1740)</b>					
Total Salary and Benefits	249,329	435,541	530,215	297,650	305,303
Total Service and Supplies	21,099	29,693	111,896	54,700	54,150
<b>Subtotal</b>	<b>270,428</b>	<b>465,234</b>	<b>642,111</b>	<b>352,350</b>	<b>359,453</b>
<b>Building Maintenance (1780)</b>					
Total Salary and Benefits	235,007	193,627	237,628	177,782	182,562
Total Service and Supplies	293,681	111,340	464,483	206,570	208,270
<b>Subtotal</b>	<b>528,688</b>	<b>304,967</b>	<b>702,111</b>	<b>384,352</b>	<b>390,832</b>
<b>Street Lighting Assessment (2110)</b>					
Total Salary and Benefits	452,203	437,599	536,597	454,146	465,729
Total Service and Supplies	511,790	641,724	862,317	503,400	499,800
<b>Subtotal</b>	<b>963,993</b>	<b>1,079,323</b>	<b>1,398,914</b>	<b>957,546</b>	<b>965,529</b>
<b>Street Maintenance (3110)</b>					
Total Salary and Benefits	413,111	333,880	444,299	614,828	631,045
Total Service and Supplies	197,334	175,578	252,656	469,000	392,600
<b>Subtotal</b>	<b>610,445</b>	<b>509,458</b>	<b>696,955</b>	<b>1,083,828</b>	<b>1,023,645</b>
<b>Public Works</b>					
	<b>3,343,912</b>	<b>3,286,991</b>	<b>4,584,014</b>	<b>3,914,913</b>	<b>3,882,162</b>
<b>Police</b>					
<b>Police (1810)</b>					
Total Salary and Benefits	12,184,283	12,578,109	13,765,188	12,470,591	12,797,097
Total Service and Supplies	2,283,879	2,128,104	2,900,043	2,299,576	2,284,109
<b>Subtotal</b>	<b>14,468,162</b>	<b>14,706,213</b>	<b>16,665,231</b>	<b>14,770,167</b>	<b>15,081,206</b>
<b>Police Grants (1830)</b>					
Total Salary and Benefits	425,430	87,372	104,986	-	-
Total Service and Supplies	21,758	19,894	19,894	-	-
<b>Subtotal</b>	<b>447,188</b>	<b>107,266</b>	<b>124,880</b>	<b>-</b>	<b>-</b>
<b>Adjudicated Asset Seizure (2250)</b>					
Total Salary and Benefits	-	-	-	-	-
Total Service and Supplies	96,152	28,889	45,486	-	-
<b>Subtotal</b>	<b>96,152</b>	<b>28,889</b>	<b>45,486</b>	<b>-</b>	<b>-</b>
<b>Police</b>					
	<b>15,011,502</b>	<b>14,842,368</b>	<b>16,835,597</b>	<b>14,770,167</b>	<b>15,081,206</b>
<b>Total Salary and Benefits CITY</b>	<b>19,150,877</b>	<b>19,277,887</b>	<b>21,828,468</b>	<b>21,709,722</b>	<b>22,458,252</b>
<b>Total Service and Supplies CITY</b>	<b>7,148,152</b>	<b>7,105,978</b>	<b>10,192,843</b>	<b>12,024,927</b>	<b>12,167,137</b>
<b>TOTAL CITY</b>	<b>26,299,029</b>	<b>26,383,865</b>	<b>32,021,311</b>	<b>33,734,649</b>	<b>34,625,389</b>



## 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.

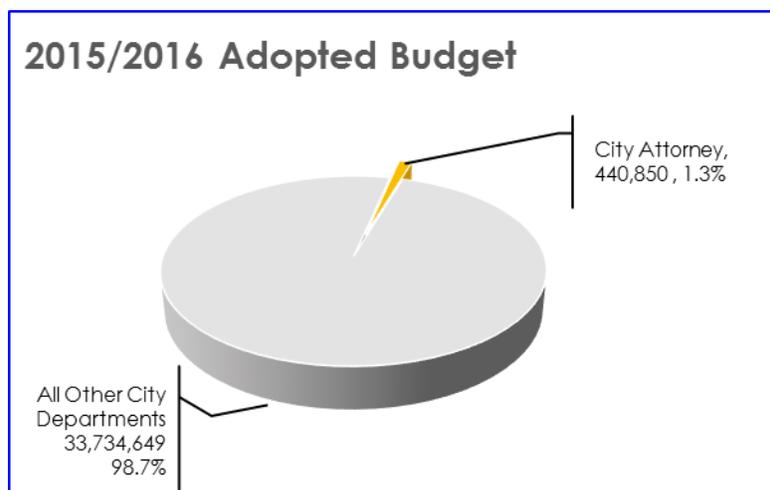
### DEPARTMENT OVERVIEW

The City Attorney drafts and 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.

- Review all items prepared for City Council consideration before agenda material is distributed.
- Attend all meetings of the City Council.
- 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.



The City Attorney was instrumental in drafting Measure K, a special tax for emergency medical services; getting it placed on the ballot; contracting with the State Board of Equalization for collection; and contracting with the Fire District for implementation. Revenue from Measure K is already helping the City Council achieve its policy goal of establishing an Emergency Response Squad at Station 70.



# DEPARTMENTAL BUDGETS

- 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.

## MAJOR SERVICES

- City Council: Attends all city council meetings and closed sessions; drafts or reviews all ordinances.
- Recreation: Drafting and review of contracts, waivers and policies.
- Planning: Drafted public art ordinance and revised sign ordinance to be considered with new zoning code.
- Finance: Assisted in the drafting of Measure K and development of the budget; drafted new ordinance providing for biennial budget process.
- Human Resources: Research and advice regarding retiree medical issues, probationary periods, FMLA and bereavement leave policies, disciplinary actions and other labor and employment law issues.
- Public Works: Review of contracts; research and advice regarding prevailing wages and competitive bidding laws.
- City Clerk: Provided legal advice on election issues, Public Records Act issues, and Brown Act/agenda issues.
- Served as Chair of the Nominating Committee for the City Attorneys' Department of the League of California Cities.

## CITY ATTORNEY'S BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Attorney</b>					
Salary & Benefits	385,839	389,154	418,228	397,650	407,418
Services & Supplies	38,815	32,990	35,480	43,200	32,400
Capital Outlay	-	-	-	-	-
<b>Grand Total</b>	<b>424,653</b>	<b>422,144</b>	<b>453,708</b>	<b>440,850</b>	<b>439,818</b>

## OBJECTIVES FY 2015-17

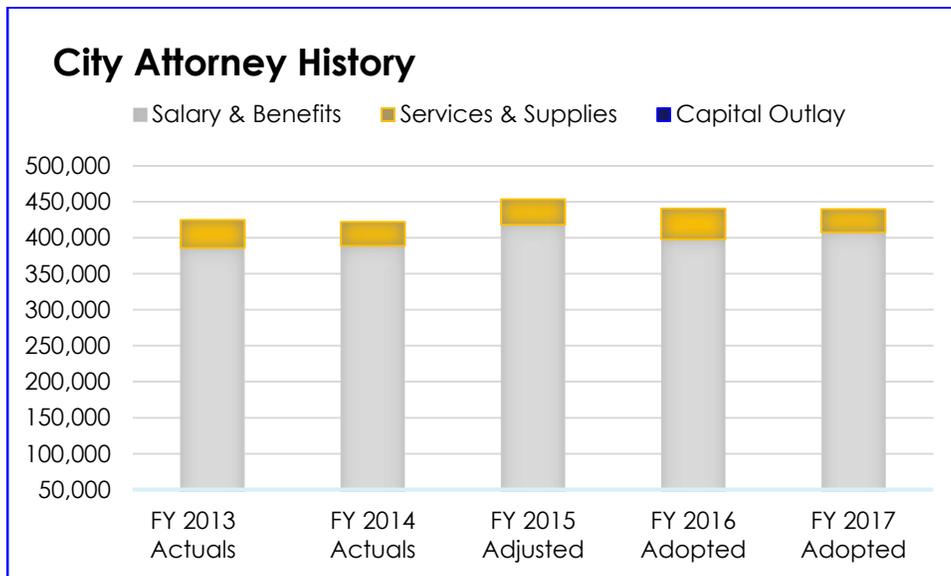
- Continue to provide high quality legal advice and representation to the City Council and city employees and officials.
- Seek legal methods to accomplish the City's policy goals.
- Complete rebuild and City Attorney's Office move to Building 5.



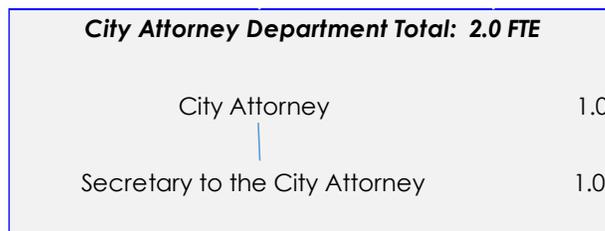
# DEPARTMENTAL BUDGETS

## MAJOR CHANGES

The City Attorney's Office budget of \$440,850 for FY 2015/16 represents a decrease of \$12,858 (-3%) from the previous fiscal year's adjusted budget. This is due primarily to changes in the labor budget. Budgeted staffing for the Secretary to the City Attorney position is increasing from .80 FTE to 1.0 FTE. This increase is offset by savings from the employment agreement with the new City Attorney plus a change in budget assumptions, resulting in a net decrease of \$20,578 (-5%) in the labor budget. The budget for supplies and services is increasing by \$7,720 to pay for additional outside legal consultation, new office computers and other necessary supplies. Year 2 of the budget is essentially flat at \$439,818, with minor decreases in the supplies and services budget offset by cost of living adjustments to the labor budget.



## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Salary &amp; Benefits</b>	<b>385,839</b>	<b>389,154</b>	<b>418,228</b>	<b>397,650</b>	<b>407,418</b>
100-1210-41000 Salary	284,392	297,077	308,544	291,406	297,234
100-1210-41004 Other Earnings		480	480		
100-1210-41210 Pension Benefits	40,883	36,762	45,376	28,182	18,406
100-1210-41300 Healthcare	33,639	30,675	38,734	35,617	37,358
100-1210-41311 Retiree Healthcare	669			24,400	24,400
100-1210-41901 Other Insurances	26,256	24,160	25,094	18,045	30,021
<b>Services &amp; Supplies</b>	<b>38,815</b>	<b>32,990</b>	<b>35,480</b>	<b>43,200</b>	<b>32,400</b>
100-1210-42001 Communications	480		480		
100-1210-43300 Memberships / Subscriptions	480	495	3,000	7,200	7,200
100-1210-43500 Program Costs & Supplies	215	440	800	3,000	2,000
100-1210-43520 Copies / Printing / Shipping / Xerox	740	674	1,000		
100-1210-43530 Office Furn & Equip < \$5,000			200	10,000	200
100-1210-43600 Professional Services	34,884	28,756	27,000	20,000	20,000
100-1210-44320 Training / Travel Staff	2,016	2,625	3,000	3,000	3,000
<b>Grand Total</b>	<b>424,653</b>	<b>422,144</b>	<b>453,708</b>	<b>440,850</b>	<b>439,818</b>



# DEPARTMENTAL BUDGETS

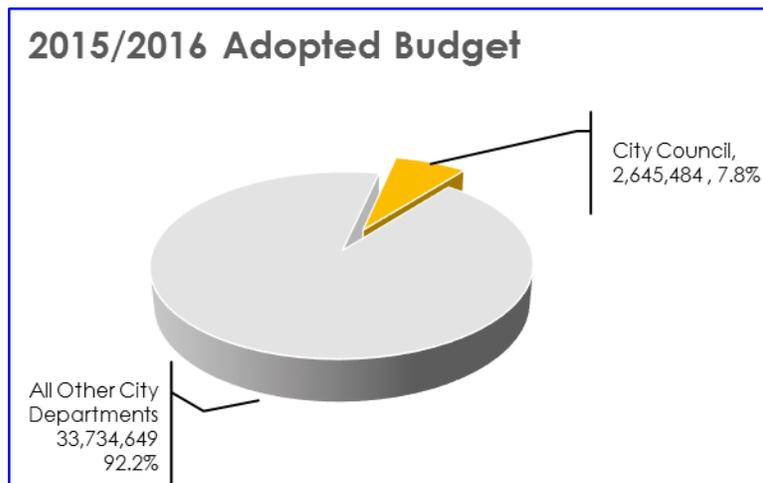
## City Council

### 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



# DEPARTMENTAL BUDGETS

day to day needs of the office by maintaining custody of records, conducting elections, recording minutes, administering oaths, and preparing agendas.

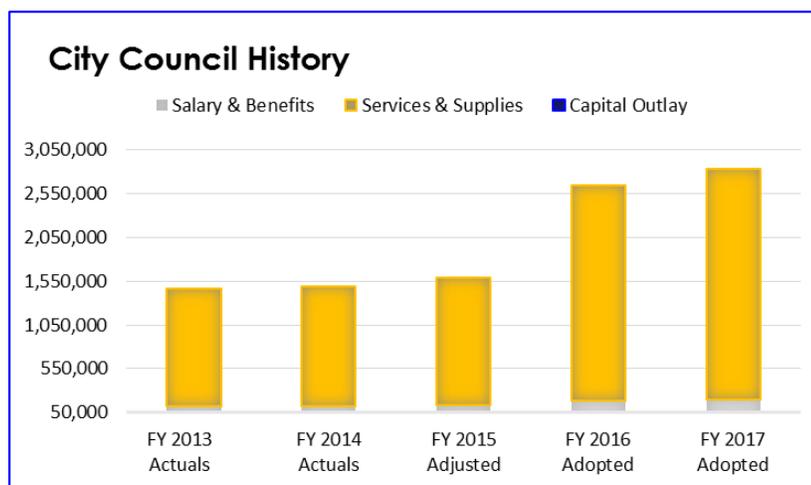
## CITY COUNCIL 'S BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Council</b>					
Salary & Benefits	121,476	126,586	134,462	189,583	195,060
Services & Supplies	1,345,994	1,362,852	1,457,926	2,455,901	2,635,586
Capital Outlay	-	-	-	-	-
<b>Grand Total</b>	<b>1,467,470</b>	<b>1,489,438</b>	<b>1,592,388</b>	<b>2,645,484</b>	<b>2,830,646</b>

## 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.



# DEPARTMENTAL BUDGETS

## MAJOR OBJECTIVES

In June 2015, the City Council reviewed and updated its FY 2015-17 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 resources to implement programs and policies in support of the City Council's Workplan. The Workplan is adopted by majority vote of the City Council and is available for review in this document and on the City's website.

## MAJOR CHANGES

At \$2,645,484, Year 1 of the FY 2015-17 Biennial Budget for the City Council is \$1,453,096 (122%) more than the Fiscal Year 2015 Adopted Budget. The labor budget increased by \$55,121 due to changes in budgetary assumptions and increases in City Council and City Clerk salaries. The major departmental increases occurred in the budget for services and supplies, with the Fiscal Year 2015/16 budget increasing by \$1,397,975 (132%) over the previous year's Adopted Budget. This was primarily due to two factors: (1) the inclusion of \$1.2 million to pay the contract with the Contra Costa County Fire Protection District for enhanced medical services at Fire Station 70 (expenses offset by the voter-approved Measure K sales tax, generating approximately \$600,000 annually); and (2) the transfer of the \$163,825 contract for Animal Control Services from the Police Department budget to the City Council budget. Year Two of the Adopted Biennial Budget increases by \$185,162 (7%) from the previous fiscal year primarily to pay for increases of \$220,000 in the ground lease for the proposed new library on Church Lane.

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Salary &amp; Benefits</b>	<b>121,476</b>	<b>126,586</b>	<b>134,462</b>	<b>189,583</b>	<b>195,060</b>
100-1110-41000 Salary	44,520	44,520	47,256	59,520	59,520
100-1110-41004 Other Earnings	16,200	16,800	18,480		
100-1110-41210 Pension Benefits	6,048	5,635	6,949	5,756	3,686
100-1110-41300 Healthcare	35,960	39,427	42,050	107,122	112,343
100-1110-41311 Retiree Healthcare	12,627	12,806	13,215	13,500	13,500
100-1110-41901 Other Insurances	6,122	7,398	6,512	3,686	6,012
<b>Services &amp; Supplies</b>	<b>1,345,994</b>	<b>1,362,852</b>	<b>1,457,926</b>	<b>2,455,901</b>	<b>2,635,586</b>
100-1110-42001 Communications	300		1,920		
100-1110-43300 Memberships / Subscriptions	18,634	23,778	25,481	24,903	24,903
100-1110-43500 Program Costs & Supplies	16,681	21,377	1,300	37,975	37,975
100-1110-43510 Meeting & Sundry Supplies	5,530	7,049	3,235	2,025	2,125
100-1110-43530 Office Furn & Equip < \$5,000		10,130			
100-1110-43600 Professional Services	48,879	85,107	24,000	56,400	14,400
100-1110-43700 Pubs / Legal Notices / Filing Fees		2,111	1,000	2,000	2,000
100-1110-44050 Community Affairs	1,249,979	1,203,124	1,381,450	2,313,058	2,534,643
100-1110-44325 Travel / Training Elected Officials	5,991	10,174	19,540	19,540	19,540
<b>Grand Total</b>	<b>1,467,470</b>	<b>1,489,438</b>	<b>1,592,388</b>	<b>2,645,484</b>	<b>2,830,646</b>



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# DEPARTMENTAL BUDGETS

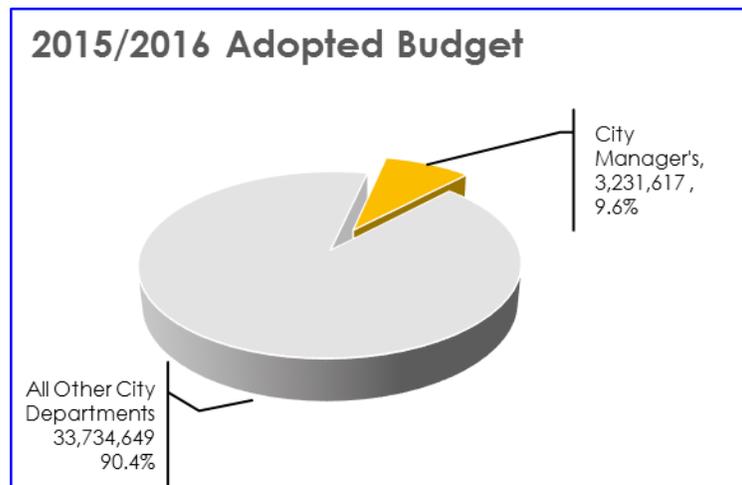
## City Manager's Office

### 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), Personnel Administration, Economic Development, 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, including economic development efforts, 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, operational leadership has been placed under the direction of a single Assistant City Manager overseeing both Internal Services and External Services. Internal Services includes: Finance, Information Technology, Economic Development, City Clerk and Personnel. External Services is comprised of Community Services, Development 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.



# DEPARTMENTAL BUDGETS

## 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.

## Economic Development

Economic Development oversees the implementation of the City's various economic development programs and efforts. This part of the CMO is also responsible for winding down all of the business of the former redevelopment agency and oversees the activities of the Local Successor Agency.

## City Clerk

The Deputy City Clerk oversees the preparation of the City Council, 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.

## CITY MANAGER'S OFFICE BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Manager's</b>					
Salary & Benefits	1,067,366	1,057,725	1,131,463	1,173,387	1,203,655
Services & Supplies	565,414	746,730	1,525,361	2,058,230	1,912,643
Capital Outlay	-	-	-	-	-
<b>Grand Total</b>	<b>1,632,781</b>	<b>1,804,455</b>	<b>2,656,824</b>	<b>3,231,617</b>	<b>3,116,298</b>

## MAJOR ACCOMPLISHMENTS IN FY 2013-15

### City Manager's Office

Continued to manage 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 Public Works Department, resulting in significant ongoing cost savings while maintaining operational efficiency.
- Closed on New Markets Tax Credit financing for the Rumrill Sports Park.
- Closed on a \$17 million lease revenue bond financing.



# DEPARTMENTAL BUDGETS

- Continued to provide 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.

## Personnel

- Recruited a new Assistant to the City Manager-Economic Development, Assistant City Manager, Police Chief, City Engineer, City Attorney, Community Services Manager, Development Services Manager, Finance Supervisor, Environmental Programs Analyst, Recreation Coordinator, Paratransit Driver, Senior Center Services Aide, Police Officers, Assistant Planner, Planning Aide, Community Services Coordinator, Maintenance Workers, and various other clerical and part-time positions.
- Negotiated and implemented new labor agreements with Public Employees Union Local 1, Association of Intermediate Employees, Confidential Employees Division Managers, Executive management, and the San Pablo Police Employees' Association.
- Negotiated and adopted a new contract with Kaiser-on-the-job to provide Occupational Health Services.
- Negotiated and adopted a contract with SRS Inc. to provide pre-employment background check services.
- Finalized and adopted new City Personnel Rules in February 2014.
- Implemented various provisions of the federal Affordable Care Act (ACA).
- Implemented new Police Cadet positions with the Police Department.

## Economic Development

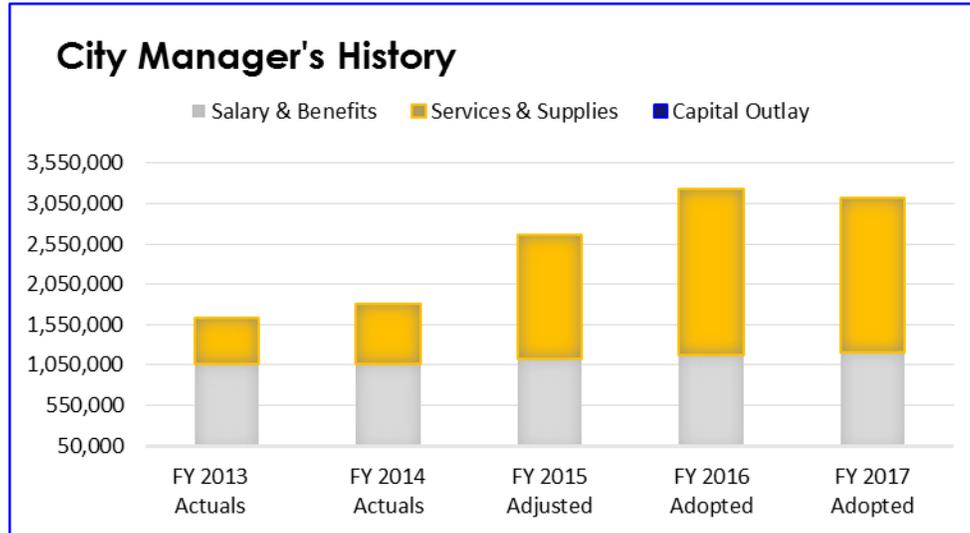
- Continued to develop and negotiate agreements for the development of Plaza San Pablo.
- Broke ground on Plaza San Pablo roadway improvements.
- Completed the sale of Block B on Plaza San Pablo for the future site of Walgreens.
- Negotiated the lease for the future library.
- Continued to negotiate the sale and development of various City and Local Successor Agency owned real estate.

## City Clerk

- Selected and implemented "Granicus," an online agenda management system.
- Managed passage of Measure K, a permanent quarter-cent sales tax dedicated to providing emergency medical services (EMS) for San Pablo residents.



# DEPARTMENTAL BUDGETS



## MAJOR OBJECTIVES FOR FY 2015-17

- Continue with implementation efforts of the federal Affordable Care Act (ACA).
- Continue succession planning for key staff retirements and vacancies as opportunities arise.
- Update the Records Management System for the City Clerk and Personnel and ultimately all City records.
- Create a new employee identification card system and implement citywide to improve security by December 2015.
- Continue collaborative negotiations for development of Plaza San Pablo until the site is fully developed.
- Complete a Salary Compaction Study.
- Complete review and update of the city's Injury and Illness Prevention Plan (IIPP).
- Study and cost the inclusion of a motorcycle police department unit.
- Continue to develop and Refine Employee Wellness Committee/ Programs.
- Develop and implement a fellowship program.
- Prepare for labor negotiations with recognized employee organizations for collective bargaining agreements expiring June 30, 2017.

## MAJOR CHANGES

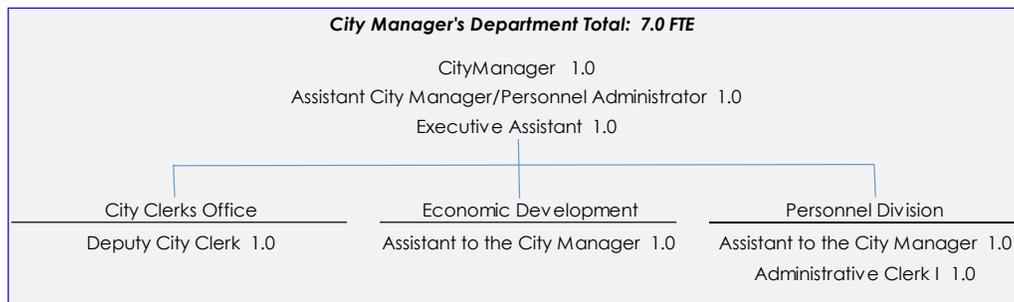
Comprised of the City Manager's Office budget and the Economic Development budget, the combined budgets total \$3,231,617 for FY 2015/16 and represents an increase of \$1,423,770 (79%) from the previous fiscal year adopted budget. The City Manager's Office budget of \$1,570,072 is essentially flat from the previous budget of \$1,575,847 (0% change) and replaces a 0.2 FTE Executive Secretary position and a 0.5



# DEPARTMENTAL BUDGETS

Administrative Intern position for a full-time (1.0 FTE) Administrative Clerk I position. The cost differential is negligible due to the change in budgeting assumptions. The Economic Development budget totals \$1,661,545 and represents an increase of \$1,429,545 (616%) over the previous fiscal year adopted budget. This change includes the addition of the Assistant to the City Manager position (1.0 FTE) over Economic Development, and several new services and supply line item budgets consisting of \$281,000 in various professional services contracts, \$916,000 in debt service payments for the 2015 Lease Revenue Bonds, and \$170,000 in lease payments and deferred maintenance expenses for the medical office buildings on Vale Road. Year 2 of the Adopted Biennial Budget is \$115,319 less than Year 1 because of the completion of approximately \$130,000 in professional services contracts in the Economic Development budget.

## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>City Managers #1310</b>					
<b>Salary &amp; Benefits</b>	<b>1,067,366</b>	<b>1,057,725</b>	<b>1,131,463</b>	<b>1,018,482</b>	<b>1,044,621</b>
100-1310-41000 Salary	696,529	771,918	807,677	754,504	769,594
100-1310-41002 Overtime	3,235	4,479	2,040	668	668
100-1310-41004 Other Earnings	12,000	13,900	18,690	6,223	6,348
100-1310-41210 Pension Benefits	181,562	90,764	116,768	72,968	48,049
100-1310-41300 Healthcare	60,891	75,340	89,442	107,212	112,433
100-1310-41311 Retiree Healthcare	25,785	27,082	30,257	29,800	29,800
100-1310-41901 Other Insurances	87,365	74,242	66,589	47,107	77,729
<b>Services &amp; Supplies</b>	<b>300,812</b>	<b>418,794</b>	<b>756,224</b>	<b>551,590</b>	<b>566,003</b>
100-1310-42001 Communications	1,647	560	1,980	660	660
100-1310-43300 Memberships / Subscriptions	4,063	4,153	5,480	7,879	7,879
100-1310-43500 Program Costs & Supplies	2,988	4,852	5,750	3,550	3,550
100-1310-43510 Meeting & Sundry Supplies	3,220	3,031	2,000	1,230	1,230
100-1310-43520 Copies / Printing / Shipping / Xerox	27,736	36,385	37,500	1,400	1,400
100-1310-43530 Office Furn & Equip < \$5,000	7,589	1,671			



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (Continued)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Services &amp; Supplies</b>	<b>300,812</b>	<b>418,794</b>	<b>756,224</b>	<b>551,590</b>	<b>566,003</b>
100-1310-43600 Professional Services	232,417	216,078	335,367	167,250	174,750
100-1310-43700 Pubs / Legal Notices / Filing Fees			200	300	300
100-1310-44000 Special Department Expenses				500	500
100-1310-44100 Pre-employment Expenses	11,140	20,329	7,500	20,659	20,659
100-1310-44320 Training / Travel Staff	10,012	5,761	12,300	6,395	6,500
100-1310-44444 CM Contingency Account		125,973	348,147	341,767	348,575
<b>Total</b>	<b>1,368,179</b>	<b>1,476,519</b>	<b>1,887,687</b>	<b>1,570,072</b>	<b>1,610,624</b>
<b>Economic Development #1320</b>					
<b>Salary &amp; Benefits</b>	-	-	-	<b>154,905</b>	<b>159,034</b>
100-1320-41000 Salary				118,287	120,653
100-1320-41210 Pension Benefits				11,440	7,471
100-1320-41300 Healthcare				17,854	18,724
100-1320-41901 Other Insurances				7,325	12,186
<b>Services &amp; Supplies</b>	<b>264,602</b>	<b>327,936</b>	<b>769,137</b>	<b>1,506,640</b>	<b>1,346,640</b>
100-1320-43300 Memberships / Subscriptions				640	640
100-1320-43520 Copies / Printing / Shipping / Xerox		13,045		40,500	40,500
100-1320-43600 Professional Services	264,602	313,754	499,737	281,000	148,000
100-1320-44000 Special Department Expenses			264,400	1,181,000	1,154,000
100-1320-44320 Training / Travel Staff		1,137	5,000	3,500	3,500
<b>Total</b>	<b>264,602</b>	<b>327,936</b>	<b>769,137</b>	<b>1,661,545</b>	<b>1,505,674</b>
<b>Grand Total</b>	<b>1,632,780</b>	<b>1,804,455</b>	<b>2,656,823</b>	<b>3,231,617</b>	<b>3,116,298</b>



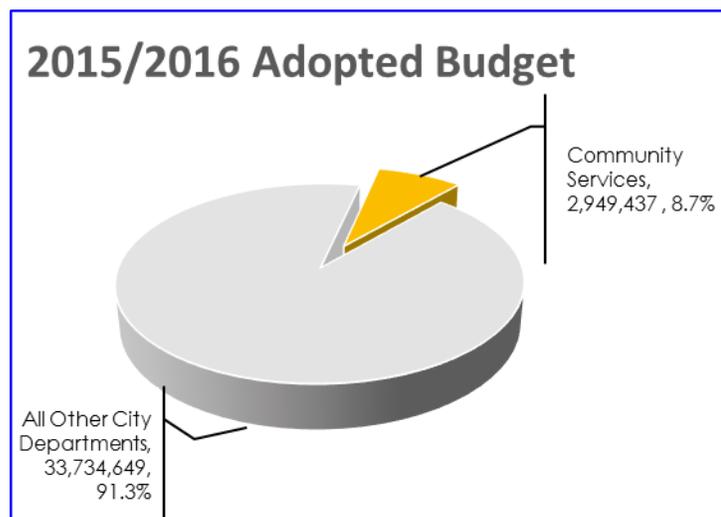
## Community Services

### MISSION STATEMENT

To work passionately and collaboratively to provide and promote quality services that create a safe and healthy community.

### 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 four main service units—Youth, Recreation, Senior and Transportation 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 other recreational activities. Senior Services also provides Senior Transportation and Paratransit services funded by Contra Costa County Measure J funds.

The Department also provides direct staff support to other citywide policy initiatives, such as the Childhood Obesity Prevention Task Force, the San Pablo Farmers' Market, the San Pablo Community Foundation and in collaboration with the San Pablo Economic Development Corporation, the Removing Barriers Program. Other programs, services, and initiatives are outlined per each division.



# DEPARTMENTAL BUDGETS

## MAJOR SERVICES

### Youth

The Youth Services Division 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 that lead to healthy and productive lives. The Youth Services Division core programs include the Full Service Community Schools Initiative, Youth Futures Task Force, San Pablo Team for Youth grant program, Girls Circle, 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 out-of-school time programs for elementary and middle-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 Nutrition Olympics, Family Game Nights, 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 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.

## COMMUNITY SERVICES OFFICE BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
Salary and Benefits	1,147,556	1,263,938	1,881,819	1,933,052	1,979,033
Services & Supplies	514,739	648,154	732,895	999,805	1,135,495
Capital Outlay	90,238	-	-	16,580	5,780
<b>Grand Total</b>	<b>1,752,533</b>	<b>1,912,092</b>	<b>2,614,714</b>	<b>2,949,437</b>	<b>3,120,308</b>

## MAJOR ACCOMPLISHMENTS FOR FY 2013-15

### Youth

- Continued to work with the West Contra Costa Unified School District (WCCUSD) in developing and rolling out their Full Service Community Schools Initiative district wide, with San Pablo leading the effort as a model city.



# DEPARTMENTAL BUDGETS

- Produced the San Pablo Community School Needs Assessment to understand the needs of students, families and school staff in the six San Pablo schools and plan for Community School strategies.
- Worked in collaboration with WCCUSD and Contra Costa Health Services to provide health and wellness services through the Mobile Health Van for students and families on Medi-Cal or uninsured at four San Pablo elementary schools.
- Provided gifts to 450 San Pablo children and 100 seniors during the 2014 winter holiday through a partnership with the Family Giving Tree (FGT).
- Worked through the Back to School Closet to provide free clothing, books, school supplies, and sports equipment to the school-aged children and families of more than 475 residents, the highest turnout in five years.
- Increased the number of participants to 265 in 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. This program, the first of its kind in the County, is a partnership with the San Pablo Economic Development Corporation and the New Skin Adult Tattoo Removal Program.

## Recreation

- Opened the San Pablo Community Center next to Helms Middle School in June 2014. The facility, featuring 10,500 square feet of space, amenities for skaters, a fitness room with on-demand videos, a media lab and teen lounge, a computer lab with 20 stations, and a full service kitchen, received the Agency Showcase Award from the California Park and Recreation Society (CPRS) District 3 for Outstanding Facility.
- Continued the Nutrition Olympics event launched as a teambuilding exercise by External Services. This new event promotes healthy living among San Pablo residents and the surrounding community.
- Launched several new recreation programs, including flag football, soccer and nutrition activities through the afterschool healthy living curriculum; more formalized teen workshops, such as the healthy supper program sponsored by WCCUSD; and a Men's 35 and Up Basketball League hosted at the Helms Middle School gymnasium.
- Partnered with WCCUSD to provide citizenship classes at the San Pablo Community Center.
- Established new insurance and contract procedures to increase free and reduced class offerings to residents.

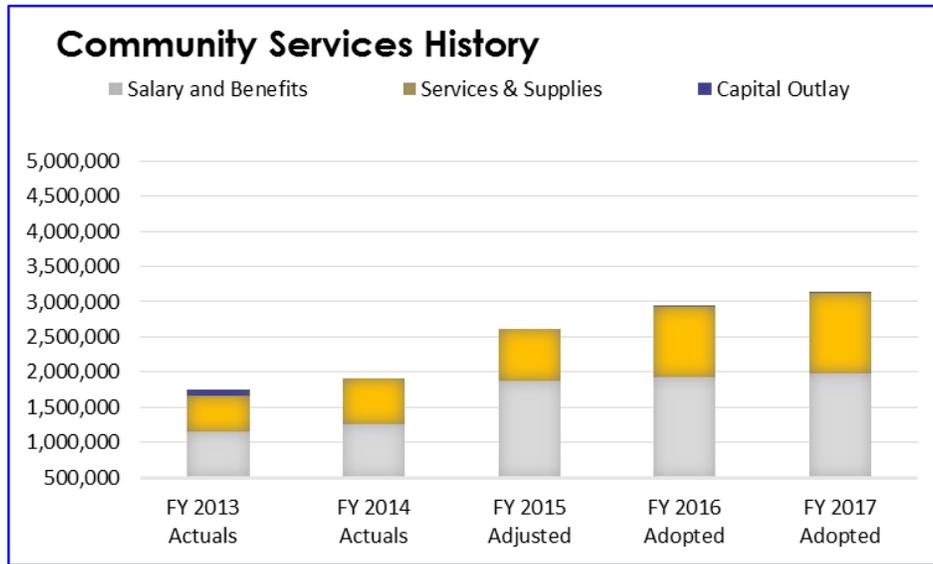
## Seniors

- Increased the number of participants served through the Seniors Door-to-Door shuttle by 72%--a program which provides rides to seniors and people with disabilities.
- Purchased and implemented participant tracking software (My Senior Center) to be used for data collection and transportation scheduling for all Senior Center services.
- Completed a Transportation Needs Assessment for Paratransit services, resulting in increased and more efficient services, including 7,000 individual trips estimated by the end of FY 2015, and a doubling of registered riders from 200 to 400.



# DEPARTMENTAL BUDGETS

- Received federal funding for the Travel Training Program to begin in 2016. This is a first time mobility management collaboration among West County stakeholders.



## MAJOR OBJECTIVES FOR FY 2015-17

### Youth

- Scale up the Full Service Community School Initiative in San Pablo schools in collaboration with WCCUSD and partnering non-profit organizations by hiring two coordinators to coordinate school-based programs and services for students and families prior to the start of the 2015-2016 school year.
- Establish and implement a school bus pass program at Helms Middle to provide free bus passes for newcomers and students who are chronically absent, with the goal of increasing their attendance to reach the district's 90% attendance threshold by June 30, 2017.

### Recreation

- Establish new healthy living programs such as sports and fitness camps which measure fitness levels in the summer of 2015 to reduce childhood obesity in San Pablo.
- Establish and implement out-of-school time programs based on the 2014 San Pablo Community School Needs Assessment Report and Principal's Meeting feedback to ensure community needs are accurately addressed properly implemented at all public elementary schools beginning in fall 2015.
- Expand services to include four therapeutic recreation program sessions for families and children with disabilities in spring 2016.
- Implement park improvements and increase park programming to reduce vandalism and increase community participation by spring 2017.



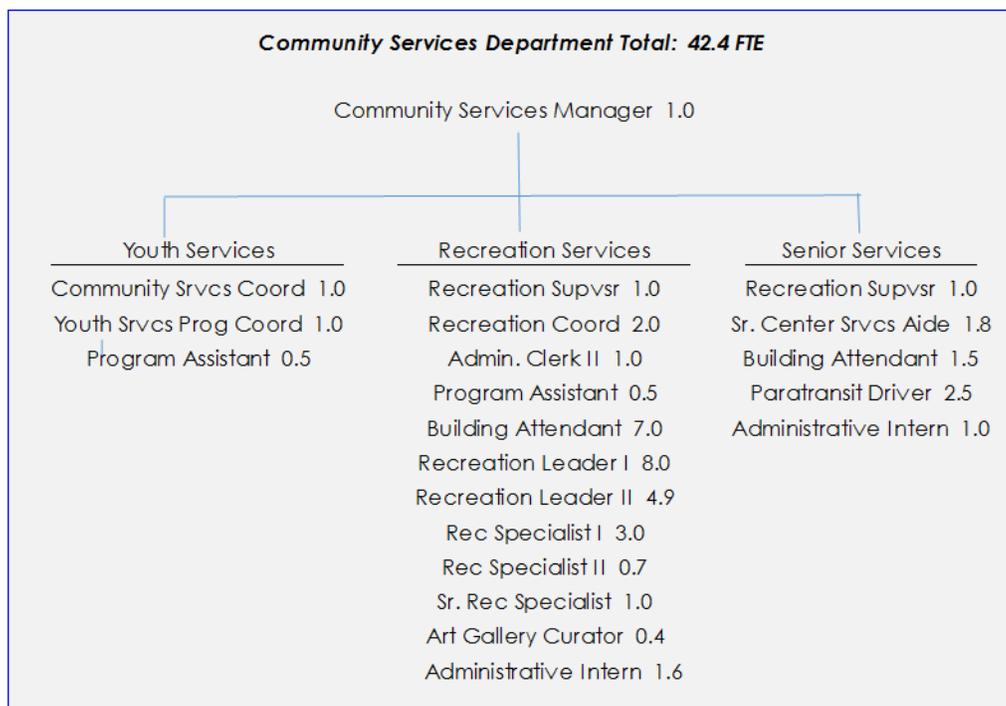
# DEPARTMENTAL BUDGETS

- Establish sport field user contracts for regular use of the Rumrill Sports Park to meet NMTC revenue goals and ensure fiscal responsibility.
- Open the Rumrill Sports Park successfully by August 2015.

## Seniors

- Increase number of senior participants served from 700 to 1,500 and increase the number of riders per hour from 2.3 to 3.0 by June 30, 2017.
- Build a volunteer-based information and assistance service to provide bilingual social assistance and referrals by June 30, 2016.

## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



## MAJOR CHANGES

The Community Services Department budget of \$2,949,437 for FY 2015/16 represents an increase in the adopted budget of \$345,683 (13%) from the previous fiscal year. Approximately \$130,000 of this increase is attributable to the 6.38 additional FTE hired to support new programming at the San Pablo Community Center and the new Rumrill Sports Field, 2.53 new FTE to enhance services at the Sr. Center (\$161,252), and 0.6 new FTE in Paratransit (\$27,175); a portion of these increases were offset by changes in the labor assumptions for a net labor increase of \$204,351.

The Services and Supplies Adopted Budget is increasing by \$294,451 (41%) over the previous fiscal year due to an increase of over \$128,000 (50%) in Youth services for professional performance evaluation



# DEPARTMENTAL BUDGETS

services (\$40,000) and Youth Services tracking software (\$35,000); and an increase of over \$137,000 (35%) in Recreation, for additional youth and adult camps and scholarships; increased lease payments for the SPCC (\$25,000) and new lease payments for Rumrill Sports Park (\$60,000).

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Youth Services (1350)</b>					
<b>Salary &amp; Benefits</b>	<b>200,408</b>	<b>270,165</b>	<b>346,668</b>	<b>307,170</b>	<b>314,751</b>
100-1350-41000 Salary	142,684	187,479	240,571	229,874	234,471
100-1350-41004 Other Earnings		5,900	960	5,073	5,175
100-1350-41210 Pension Benefits	17,733	15,948	32,443	14,825	14,840
100-1350-41300 Healthcare	29,134	40,790	52,124	42,849	44,937
100-1350-41901 Other Insurances	10,857	20,047	20,570	14,549	15,329
<b>Services &amp; Supplies</b>	<b>146,790</b>	<b>240,828</b>	<b>265,014</b>	<b>387,840</b>	<b>530,275</b>
100-1350-42000 Uniforms / Safety Equipment			500	500	500
100-1350-42001 Communications	778		500	500	500
100-1350-43300 Memberships / Subscriptions	65			225	225
100-1350-43500 Program Costs & Supplies	4,974	9,098	8,000	19,200	19,200
100-1350-43510 Meeting & Sundry Supplies	2,013	2,722	5,000	5,500	5,500
100-1350-43520 Copies / Printing / Shipping / Xerox	22	497	2,000		
100-1350-43530 Office Furn & Equip < \$5,000	2,024				
100-1350-43600 Professional Services	35,689	49,775	35,020	83,500	78,500
100-1350-44050 Community Affairs	99,012	178,040	207,294	273,000	423,000
100-1350-44320 Training / Travel Staff	2,213	696	6,700	5,415	2,850
<b>Capital Outlay</b>	-	-	-	-	-
<b>Total</b>	<b>347,198</b>	<b>510,993</b>	<b>611,682</b>	<b>695,010</b>	<b>845,026</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Recreation (1440)</b>					
<b>Salary &amp; Benefits</b>	<b>878,821</b>	<b>698,938</b>	<b>1,049,910</b>	<b>1,165,875</b>	<b>1,192,559</b>
100-1440-41000 Salary	618,593	551,175	850,441	974,323	993,810
100-1440-41002 Overtime		77		390	390
100-1440-41004 Other Earnings	9,000	2,428	1,440	6,060	6,181
100-1440-41210 Pension Benefits	141,623	35,863	54,350	40,038	61,922
100-1440-41300 Healthcare	34,593	50,645	75,841	78,556	82,385
100-1440-41311 Retiree Healthcare	5,610	5,664	6,035	5,800	5,800
100-1440-41901 Other Insurances	69,402	53,088	61,803	60,708	42,072
<b>Services &amp; Supplies</b>	<b>319,279</b>	<b>321,360</b>	<b>389,100</b>	<b>509,815</b>	<b>508,365</b>
100-1440-42000 Uniforms / Safety Equipment		836	1,060	1,300	1,300
100-1440-42001 Communications	1,810		2,520		
100-1440-43000 Equipment Maintenance	90	7,285	9,400	12,960	12,310
100-1440-43100 Gasoline / Diesel Fuel		1,353	1,800		



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted	
<b>Recreation (1440)</b>						
<b>Services &amp; Supplies</b>						
100-1440-43300	Memberships / Subscriptions	760	675	1,150	5,320	5,320
100-1440-43500	Program Costs & Supplies	132,700	114,649	144,185	88,945	88,945
100-1440-43520	Copies / Printing / Shipping / Xerox	9,024	43,634	68,285	47,835	47,835
100-1440-43530	Office Furn & Equip < \$5,000	2,256				
100-1440-43600	Professional Services	5,498	6,152	9,250	175,770	176,970
100-1440-43700	Pubs / Legal Notices / Filing Fees	47,192	10,500		200	200
100-1440-43800	Equipment Rental	4,001	2,249	4,000	4,000	4,000
100-1440-43900	Rent / Building	31,750	61,250	61,250	145,000	145,000
100-1440-44050	Community Affairs	79,691	65,704	75,050	15,485	14,485
100-1440-44320	Training / Travel Staff	4,507	7,075	11,150	13,000	12,000
<b>Capital Outlay</b>						
100-1440-46300	Equipment > \$5,000	-	-	-	16,580	5,780
<b>Total</b>	<b>1,198,101</b>	<b>1,020,298</b>	<b>1,439,010</b>	<b>1,692,270</b>	<b>1,706,704</b>	

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted	
<b>Senior Services (1441)</b>						
<b>Salary &amp; Benefits</b>						
	<b>6</b>	<b>152,237</b>	<b>235,208</b>	<b>220,012</b>	<b>225,447</b>	
100-1441-41000	Salary		114,638	190,496	171,213	174,638
100-1441-41002	Overtime				34	34
100-1441-41004	Other Earnings		6,145	6,480	1,704	1,738
100-1441-41210	Pension Benefits	6	10,889	15,718	9,528	10,922
100-1441-41300	Healthcare		7,825	7,254	26,825	28,131
100-1441-41901	Other Insurances		12,741	15,260	10,708	9,986
<b>Services &amp; Supplies</b>						
	<b>-</b>	<b>2,956</b>	<b>5,705</b>	<b>11,020</b>	<b>10,425</b>	
100-1441-42000	Uniforms / Safety Equipment			200	500	500
100-1441-42001	Communications			780	75	75
100-1441-43000	Equipment Maintenance				3,720	3,720
100-1441-43300	Memberships / Subscriptions				350	330
100-1441-43500	Program Costs & Supplies		2,550	2,550	3,700	3,700
100-1441-43700	Pubs / Legal Notices / Filing Fees				200	200
100-1441-44320	Training / Travel Staff		406	2,175	2,475	1,900
<b>Capital Outlay</b>						
	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total</b>	<b>6</b>	<b>155,193</b>	<b>240,913</b>	<b>231,032</b>	<b>235,872</b>	

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted	
<b>Paratransit (1444)</b>						
<b>Salary &amp; Benefits</b>						
	<b>68,321</b>	<b>142,598</b>	<b>250,033</b>	<b>239,997</b>	<b>246,276</b>	
216-1444-41000	Salary	42,803	104,795	166,196	172,269	175,714
216-1444-41002	Overtime		303		416	416
216-1444-41004	Other Earnings		2,620	2,160	1,695	1,729
216-1444-41210	Pension Benefits	3,106	9,283	20,674	10,255	10,988



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Paratransit (1444)</b>					
<b>Salary &amp; Benefits</b>					
216-1444-41300 Healthcare	12,128	13,655	47,586	44,589	46,764
216-1444-41311 Retiree Healthcare		170			
216-1444-41901 Other Insurances	10,284	11,772	13,417	10,772	10,665
<b>Services &amp; Supplies</b>	<b>48,670</b>	<b>83,009</b>	<b>73,076</b>	<b>91,130</b>	<b>86,430</b>
216-1444-42000 Uniforms / Safety Equipment			400	1,250	1,250
216-1444-42001 Communications	308	1,336	2,160	2,160	2,160
216-1444-43000 Equipment Maintenance				13,000	13,000
216-1444-43000 Vehicle, Equipmt Maint & Repairs	6,160	5,823	10,800		
216-1444-43100 Gasoline / Diesel Fuel	1,074	12,351	11,000	21,000	21,000
216-1444-43300 Memberships / Subscriptions			750	850	850
216-1444-43500 Program Costs & Supplies	35,819	24,403	31,000	35,600	30,600
216-1444-43520 Copies / Printing / Shipping / Xerox	694	4,368	7,000	7,300	7,300
216-1444-43530 Office Furn & Equip < \$5,000	2,395				
216-1444-43600 Professional Services		31,787	5,146	5,000	5,000
216-1444-44320 Training / Travel Staff	2,219	2,941	4,820	4,970	5,270
<b>Capital Outlay</b>	<b>90,238</b>	-	-	-	-
216-1444-46300 Equipment > \$5,000	90,238				
<b>Total</b>	<b>207,228</b>	<b>225,607</b>	<b>323,109</b>	<b>331,127</b>	<b>332,706</b>
<b>Grand Total</b>	<b>1,752,533</b>	<b>1,912,092</b>	<b>2,614,714</b>	<b>2,949,437</b>	<b>3,120,308</b>



## Development Services

### MISSION

To work with property owners, architects, engineers, and constructors to design and implement policy and construction plans within the context of applicable rules and regulations for the effective development of the community.

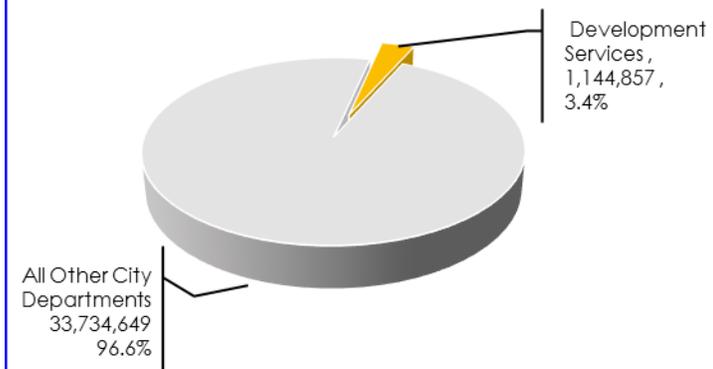
### DEPARTMENT OVERVIEW

The Development Services Department develops citywide policy for land use, housing, transportation, open space, health and safety. Staff guides customers through local, regional, and state laws for residential, commercial, and industrial construction by application of the San Pablo General Plan, Municipal Code, State Planning Law, and State Building Codes. The department issues business licenses consistent with these laws. Development Services also provides citywide California Environmental

Quality Act (CEQA) determinations to ensure projects are adequately addressing environmental impacts consistent with state law. Additionally, the department operates a Residential Health and Safety program to improve housing quality for the health and safety of people living in rental units.

As the City's One-Stop Shop, the department answers a variety of questions about city services and provides support to other departments such as issuing dump vouchers and handing out compost buckets. Development Services also provides administrative support to the Planning Commission and participates as a member on the Plan Bay Area Sustainable Communities Strategy Update Steering Committee; the MTC Bay Area Economic Prosperity Steering Committee; the Contra Costa Transportation Authority

### 2015/2016 Adopted Budget



Recent Development Services projects include: planning and 30% construction drawings for the Rumrill Complete Streets and San Pablo Avenue Complete Streets projects; San Pablo Avenue Economic Development Study; Bicycle and Pedestrian Master Plan; Housing Element Amendment; Zoning Ordinance Amendment; and the San Pablo Avenue Corridor Multi-agency Reuse Plan.



# DEPARTMENTAL BUDGETS

Planning Directors Committee; and the ABAG Bay Area Planning Directors Association Steering Committee.

## MAJOR SERVICES

### Planning Division

Professional Planners implement the goals of the City as referenced through the General Plan, Specific Plans, Municipal Code and various laws. The Division also provides support and recommendations to the Planning Commission and City Council on land use and CEQA matters. Planning activities focus on enhancement of the city identity by improving the quality of construction, and ensuring multi-modal transportation options, while expanding the economic development base with a specific strategy of emphasizing high-growth industries.

### Building Division - Permits & Inspections

State-certified Building staff provide specialized assistance in guiding architects, engineers, and property owners on property construction. Staff review and approve development plans, issue building permits, and conduct inspections to ensure state building, electrical, mechanical, and plumbing construction standards are met. Building Occupancy Permits are issued for finished projects meeting all requirements. The Residential Health and Safety ordinance is implemented through the Building Division.

### Business Licenses

Development Services staff is 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, as well as coordinating with other licensing agencies, such as the Health Department, Alcohol Beverage Control, Air Quality Board, and State Cosmetology.

## DEVELOPMENT SERVICES BUDGET

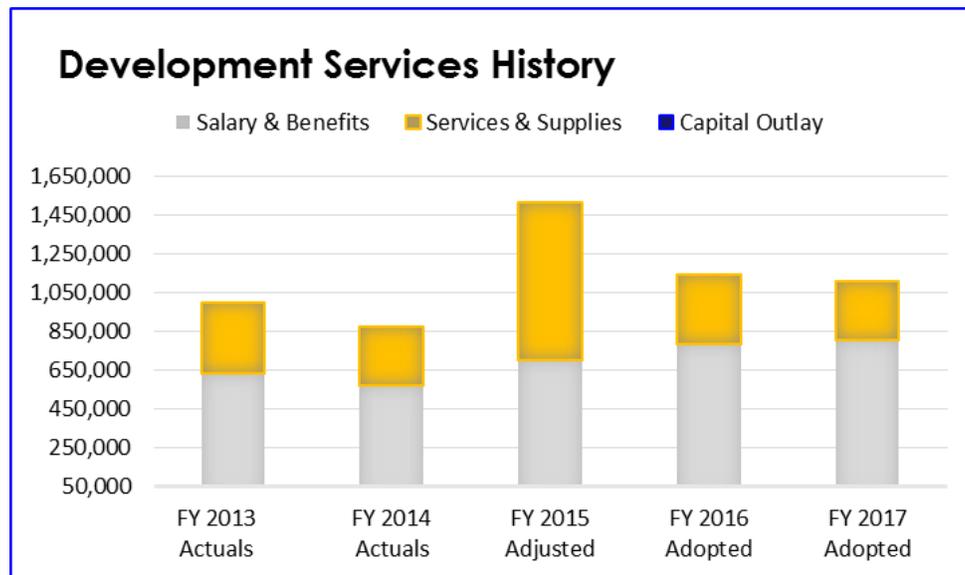
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Development Services</b>					
Salary & Benefits	630,493	567,390	702,947	786,757	806,617
Services & Supplies	369,017	304,427	813,240	358,100	303,100
Capital Outlay					
<b>Grand Total</b>	<b>999,509</b>	<b>871,817</b>	<b>1,516,187</b>	<b>1,144,857</b>	<b>1,109,717</b>



# DEPARTMENTAL BUDGETS

## MAJOR ACCOMPLISHMENTS FOR FY 2013-15

- Approved the La Quinta Hotel project and Abella II projects. Abella is now under construction.
- Finalized the Doctor's Medical Center initial land use study and completed the CEQA review.
- Concluded the public outreach and project alternatives for the Rumrill Complete Streets design.
- Completed the McDonalds Restaurant upgrade.
- Improved office efficiency by transitioning the dump voucher process from pen and paper to electronic processing and automating the building permit fee estimate processing.
- Upgraded critical software programs, including the Geographic Information System, and CRW software.
- Organizational and staffing improvements include creation of the Assistant Planner position, and improved and customized job descriptions.



## OBJECTIVES FOR FY 2015-17

- Establish appropriate policies and procedures, including project file set-up, closure, and scanning protocols by June 2016.
- Implement a process in which the Master Plan is used and continually updated to sequence strategic initiatives, assign accountabilities, determine timetables, and monitor progress by June 2017.
- Create a process to ensure that project specifications are defined and agreed to at the outset of any new project by June 2017.
- Develop a project listing that serves to sequence operational projects on an ongoing basis by June 2017.



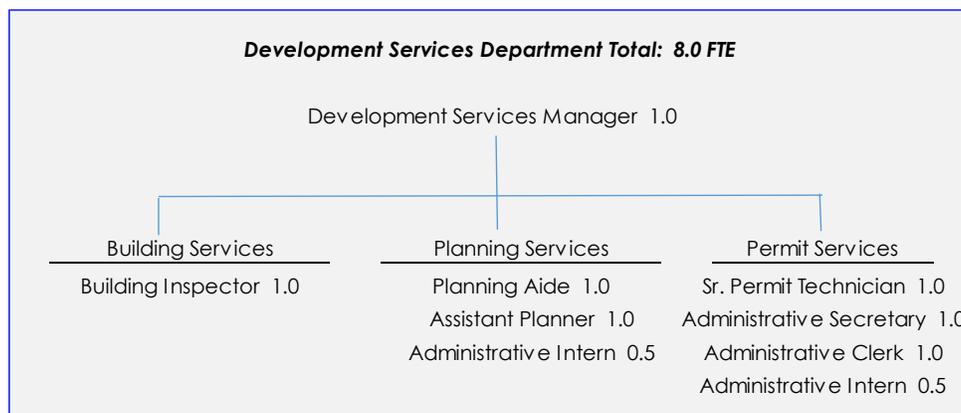
# DEPARTMENTAL BUDGETS

- Upgrade the front counter to ensure that it is properly staffed; ADA compliant; adequately signed; and has space for distribution of marketing materials by June 2017.
- Organize and make available City Zoning materials (site and ordinance), including City Council and Planning Commission decisions and ordinance history by August 2015.
- Scan all project files, including current projects and the backlog by June 2017.
- Develop a Citywide CEQA procedure, including a budget appropriation for implementation and training by June 2016.
- 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 July 2016.
- Raise planning and building fees to increase cost-recovery beyond the 50% current level by June 2016.

## MAJOR CHANGES

The Development Services budget of \$1,144,857 for FY 2015/16 represents an increase of \$92,213 (9%) from the previous fiscal year's adopted budget. The majority of this increase (\$83,810) is due to increases in organizational staffing, including increasing the Assistant Planner, Planning Aide, and Administrative Clerk from 80% positions to full 100% positions, an increase of 0.6 FTE. The Supplies and Services Budget includes minor increases of \$8,403 (2%).

## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Salary &amp; Benefits</b>	<b>630,493</b>	<b>567,390</b>	<b>702,947</b>	<b>786,757</b>	<b>806,617</b>
212-1755-41000 Salary	375,412	381,068	465,452	554,715	565,810
212-1755-41002 Overtime		7,417	3,060	2,493	2,493
212-1755-41004 Other Earnings	7,800	7,560	12,960	10,229	10,434
212-1755-41210 Pension Benefits	101,840	35,401	61,249	40,661	35,683
212-1755-41300 Healthcare	67,788	75,971	85,271	124,975	131,066
212-1755-41311 Retiree Healthcare	30,673	23,022	36,214	18,700	18,700
212-1755-41901 Other Insurances	46,980	36,951	38,741	34,983	42,431
<b>Services &amp; Supplies</b>	<b>369,017</b>	<b>304,427</b>	<b>813,240</b>	<b>358,100</b>	<b>303,100</b>
212-1755-42000 Uniforms / Safety Equipment	160		200	200	200
212-1755-42001 Communications	480		960		
212-1755-43300 Memberships / Subscriptions	530	745	1,348	1,300	1,300
212-1755-43500 Program Costs & Supplies	18,172	23,053	35,215	12,300	12,300
212-1755-43510 Meeting & Sundry Supplies		1,259	250	3,800	3,800
212-1755-43520 Copies / Printing / Shipping / Xerox	7,172	7,807	8,600	500	500
212-1755-43600 Professional Services	328,340	258,128	752,607	323,000	268,000
212-1755-43700 Pubs / Legal Notices / Filing Fees	6,300	7,495	5,700	6,000	6,000
212-1755-44320 Training / Travel Staff	7,863	5,940	8,360	11,000	11,000
<b>Capital Outlay</b>	-	-	-	-	-
<b>Grand Total</b>	<b>999,509</b>	<b>871,817</b>	<b>1,516,187</b>	<b>1,144,857</b>	<b>1,109,717</b>



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# DEPARTMENTAL BUDGETS

## Finance

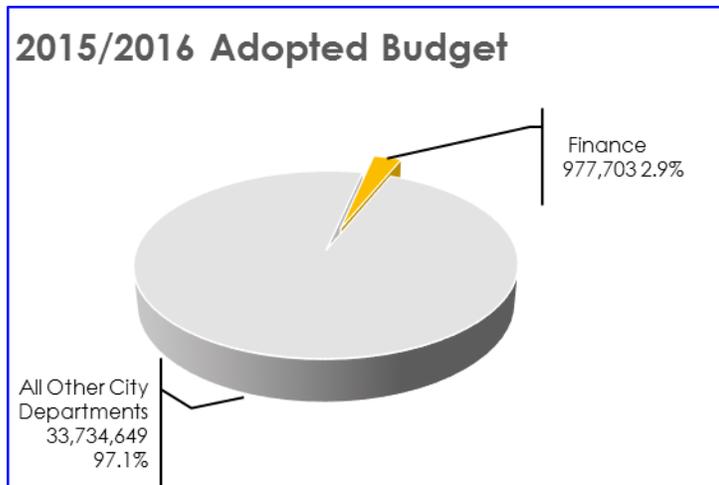
### MISSION

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.



- **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.
- **Purchasing/Accounts Payable:** Manage accounts payable and oversee procurement processes to ensure City departments have resources necessary to accomplish their mission while adhering to City and State purchasing regulations.
- **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.



# DEPARTMENTAL BUDGETS

## FINANCE DEPARTMENT BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Finance</b>					
Salary & Benefits	714,794	675,036	772,070	754,803	774,000
Services & Supplies	168,525	216,278	145,693	222,900	191,900
Capital Outlay	-	-	-	-	-
<b>Grand Total</b>	<b>883,319</b>	<b>891,314</b>	<b>917,763</b>	<b>977,703</b>	<b>965,900</b>

## MAJOR ACCOMPLISHMENTS IN FY 2013-15

- Received award for Excellence in Financial Reporting for the 18th consecutive year from the Government Finance Officers Association of the United States and Canada (GFOA).
- City Council adopted the Fiscal Resiliency Reserve Policy to ensure that rainy-day funds are safeguarded and that the City accounts for future financial needs to secure long-term financial stability.
- Refinanced \$54.6 million in Local Successor Agency (LSA) redevelopment debt, generating over \$5 million in interest savings.
- Received an A- credit rating from Standard & Poor's and issued \$15 million in lease revenue bonds at a significant discount to fund public projects, including a new library facility and a property purchase to provide Doctor's Medical Center some revenue toward being able to stay open.
- After transition of all Redevelopment Agency assets and operations to the Successor Agency, prepared and received approval from the State Department of Finance on Recognized Obligation Payments Schedule (ROPS 13/14 B, 14/15 A, 14/15 B and 15/16 A) in compliance with State law.
- Implemented Chameleon, the City's new financial management system software, conducted annual trainings and issued monthly departmental budget reports.
- Developed and launched the City's first electronic timesheet system.
- Established a new service agreement with West Contra Costa Transportation Advisory Commission (WCCTAC) and completed the unwinding of our financial and insurance systems.
- Reorganized departmental job classifications and duties to improve operational effectiveness and efficiency and began cross-training all departmental employees to ensure operational readiness.

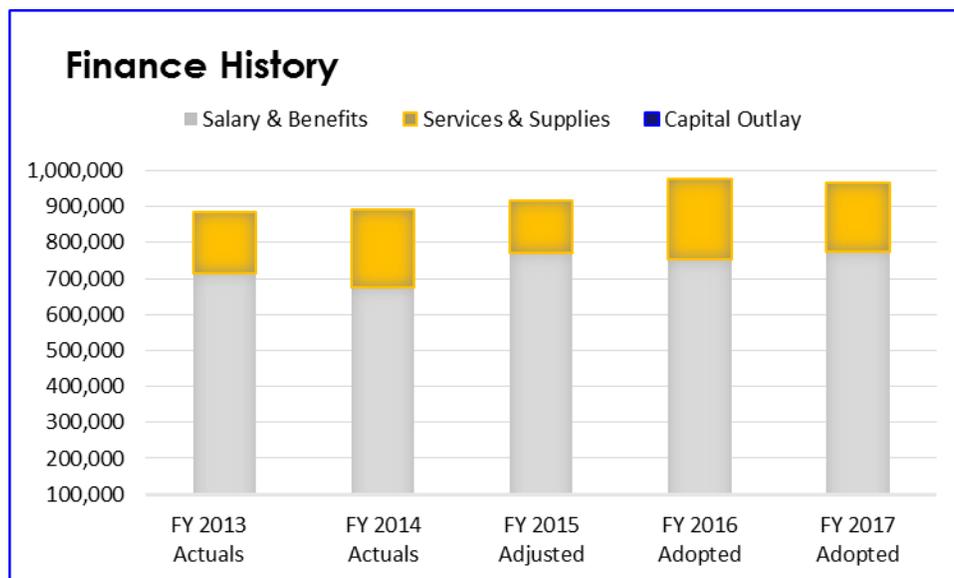
## MAJOR OBJECTIVES FOR FY 2015-17

- Develop an Annual Financial Report for public dissemination by June 2016.
- Develop a 5-year and 10-year General Fund operating financial forecast by January 2017.



# DEPARTMENTAL BUDGETS

- Address issues raised in the Memorandum on Internal Control (MOIC) to the fullest extent practicable and reduce the backlog by at least 25% by May 2016.
- Implement a new chart of accounts to reflect current best management practices and City operations by June 2016.
- Establish a complete set of Finance Department policies and procedures, disseminate to all departments, and conduct at least one, all-hands meeting annually on applicable procedures by June 2017.
- Enhance revenue collection through development of a revenue tracking and receipt system by June 2016.
- Assist in development of a comprehensive Capital Improvement Project (CIP) budget by December 2016.
- Submit the City budget for peer review to the CSMFO Awards Program by October 2015.
- Create a system of internal service funds as a way to fund ongoing administrative functions citywide, including a methodology of funding capital equipment replacement by June 2017.
- Explore establishment of online payroll processing through the Springbrook financial system by November 2015.



## MAJOR CHANGES

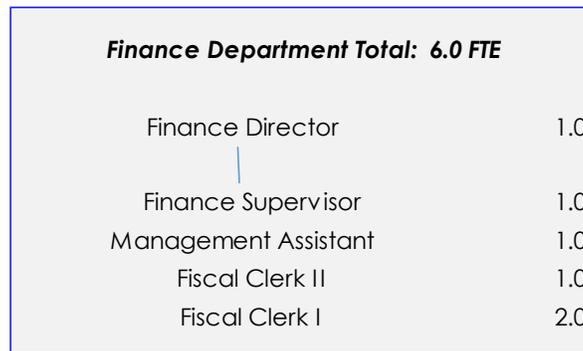
The Finance Department budget of \$977,703 for FY 2015/16 represents an increase of \$60,635 (7%) over the FY 2014/15 Adopted Budget. The Supplies and Services budget increased by nearly \$78,000 in professional service expenses for additional mandatory actuarial reports, ongoing redevelopment agency dissolution expenses, and for the development of comprehensive departmental policies and procedures.



# DEPARTMENTAL BUDGETS

The labor budget decreased by \$17,000 from the previous fiscal year due to changes in budget assumptions as well as a reorganization of the Department for operational efficiency. The Finance Manager position was elevated to Finance Director, the Accountant was reclassified as a Management Assistant and the Administrative Intern position was replaced with a full-time Fiscal Clerk I position. These cost increases were offset by elimination of the part-time Financial Advisor position.

## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Salary &amp; Benefits</b>	<b>714,794</b>	<b>675,036</b>	<b>772,070</b>	<b>754,803</b>	<b>774,000</b>
100-1420-41000 Salary	551,785	481,385	554,107	522,954	533,413
100-1420-41002 Overtime	3,975	11,536	1,020	19,263	19,263
100-1420-41004 Other Earnings	2,090	440	6,210	5,587	5,699
100-1420-41210 Pension Benefits	54,357	44,635	67,876	46,848	33,383
100-1420-41300 Healthcare	60,912	75,794	95,502	107,122	112,343
100-1420-41311 Retiree Healthcare	2,603	18,425	2,953	20,300	20,300
100-1420-41901 Other Insurances	39,071	42,821	44,402	32,729	49,599
<b>Services &amp; Supplies</b>	<b>168,525</b>	<b>216,278</b>	<b>145,693</b>	<b>222,900</b>	<b>191,900</b>
100-1420-42001 Communications	460	(17)	480		
100-1420-43300 Memberships / Subscriptions	1,099	681	1,155	1,200	1,200
100-1420-43500 Program Costs & Supplies	5,288	4,823	5,400	3,000	3,000
100-1420-43520 Copies / Printing / Shipping / Xerox	8,200	8,673	7,850	1,200	1,200
100-1420-43530 Office Furn & Equip < \$5,000	4,511	314			
100-1420-43600 Professional Services	142,526	198,748	122,308	207,000	176,500
100-1420-44320 Training / Travel Staff	6,440	3,055	8,500	10,500	10,000
<b>Grand Total</b>	<b>883,319</b>	<b>891,314</b>	<b>917,763</b>	<b>977,703</b>	<b>965,900</b>



# DEPARTMENTAL BUDGETS

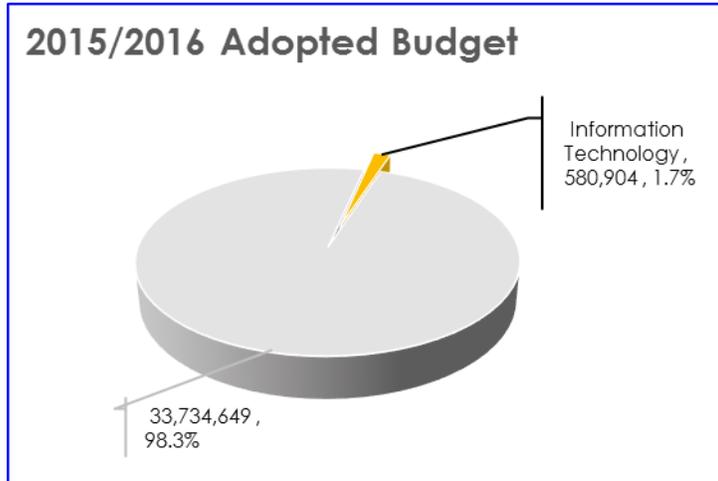
## Information Technology

### 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), 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.

### INFORMATION TECHNOLOGY DEPARTMENT BUDGET

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Information Technology</b>					
Salary & Benefits	434,123	443,746	470,423	427,376	438,612
Services & Supplies	65,166	66,343	80,020	117,528	97,528
Capital Outlay		112,161	28,173	36,000	74,400
<b>Grand Total</b>	<b>499,290</b>	<b>622,250</b>	<b>578,616</b>	<b>580,904</b>	<b>610,540</b>



# DEPARTMENTAL BUDGETS

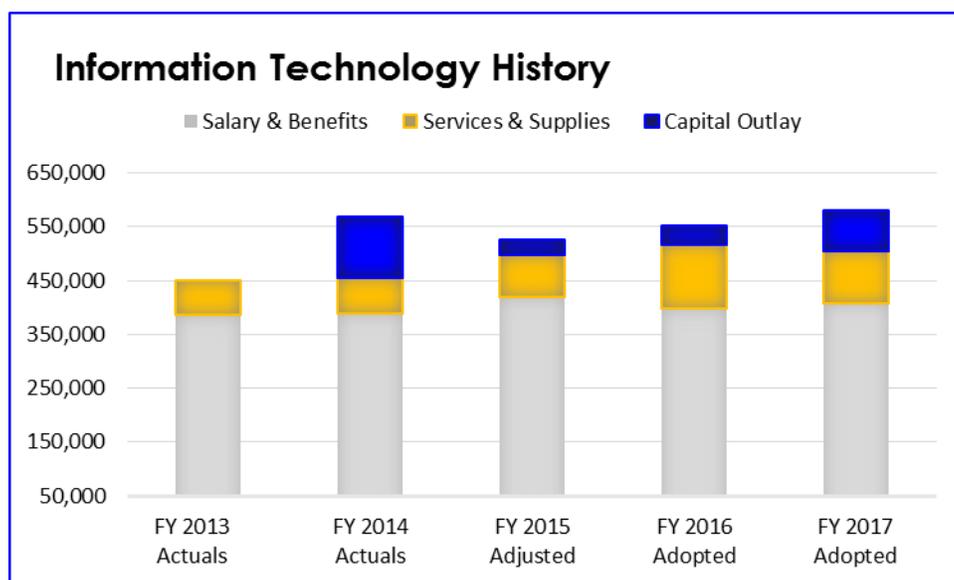
## MAJOR ACCOMPLISHMENTS FOR FY 2013-15

### Service Enhancements

- Extended the City Hall VoIP telephone and voice messaging system to remote sites, such as the Community Center and Senior Center.
- Led the development of high-speed radio data-transmission tablets in Police patrol cars.
- Assisted in the development of video recordings of City Council meetings for posting to the City web site to improve transparency and access to City government.
- Provided audio/video capabilities into remaining conference rooms.
- Assisted in the installation of the Public Works OMS (Operation Management System) and Chameleon, the City's new budget management software.
- Replaced network firewalls to improve network security.

### System Upgrades

- Managed the purchase, setup and distribution of Xerox Scanners to all Divisions.
- Completed Transfer of citywide applications to SQL 2012 service and acquired and configured Generation 8 network servers for quicker and more efficient operations.
- Upgraded select network servers to Windows 2012 and the City's email service to Windows Exchange 2013 to maintain current industry standards and operational efficiency.
- Upgraded Audio System in Council Chambers.



# DEPARTMENTAL BUDGETS

## MAJOR OBJECTIVES FOR FY 2015-17

- Service Enhancements
- Implement 2-Factor Authentication on Patrol Car MDCs by August 2015.
- Outfit Data Transmission Monopole with radios from Proof-of-Concept sites.
- Expand the City's WiFi connectivity to additional sites as opportunities arise.
- Formalize a new I.T. Replacement Schedule & Policy for PCs.
- Acquire new Large-scale Scanner/Plotter by June 2017.
- Replace Xerox ColorQube Multifunction Printer leases by December 2016.

## SYSTEM UPGRADES

- Replace remaining first generation network servers and upgrade remaining network servers to Windows 2012 by November 2015 for quicker and more efficient operations.
- Replace Workstation Operating Systems with Windows 10 by February 2016.
- Upgrade all network servers and systems with Windows, Windows Exchange and Windows Office software to 2016 versions by June 2017.
- Replace Patrol Car MDCs with Tablet devices by February 2016.
- Upgrade City Phone System by June 2017.

## ORGANIZATIONAL CHART WITH AUTHORIZED POSITION COUNT

<b>Information Technology Total: 3.5 FTE</b>	
Information Tech. Manager	1.0
Info. Tech Administrator	1.0
Info. Tech Technician	1.0
Info. Tech Intern (P/T)	0.5



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Salary &amp; Benefits</b>	<b>434,123</b>	<b>443,746</b>	<b>470,423</b>	<b>427,376</b>	<b>438,612</b>
100-1330-41000 Salary	308,464	313,492	329,670	314,139	320,422
100-1330-41002 Overtime	422	5,026	2,040	6,580	6,580
100-1330-41004 Other Earnings		1,560	1,440	2,811	2,867
100-1330-41210 Pension Benefits	41,561	37,586	46,470	29,159	20,019
100-1330-41300 Healthcare	54,000	57,541	61,145	53,561	56,171
100-1330-41311 Retiree Healthcare	2,420	2,640	2,825	1,500	1,500
100-1330-41901 Other Insurances	27,257	25,902	26,833	19,626	31,053
<b>Services &amp; Supplies</b>	<b>65,166</b>	<b>66,343</b>	<b>80,020</b>	<b>117,528</b>	<b>97,528</b>
100-1330-42001 Communications	1,560	38	1,440		
100-1330-42005 Network Expenditures	63,013	55,661	65,740	103,433	83,433
100-1330-43300 Memberships / Subscriptions	180	994	840	595	595
100-1330-43500 Program Costs & Supplies	408	8,034	10,000	10,000	10,000
100-1330-43530 Office Furn & Equip < \$5,000		1,371			
100-1330-44320 Training / Travel Staff	5	246	2,000	3,500	3,500
<b>Capital Outlay</b>	<b>-</b>	<b>112,161</b>	<b>28,173</b>	<b>36,000</b>	<b>74,400</b>
100-1330-46300 Equipment > \$5,000		112,161	28,173	36,000	74,400
<b>Grand Total</b>	<b>499,290</b>	<b>622,250</b>	<b>578,616</b>	<b>580,904</b>	<b>610,540</b>



# DEPARTMENTAL BUDGETS

## Police

### MISSION

The San Pablo Police Department embraces our guiding principles of Integrity by maintaining high standards of police work and professional ethics. We do this by partnering with our Community to build safer neighborhoods and business districts that thrive on mutual respect; and Service by making a difference in the lives of others.

#### San Pablo Police Department Values:

- Integrity
- Community
- Service

### Vision Statement

We are committed to the principles of Integrity, Community Partnership and Service to All.

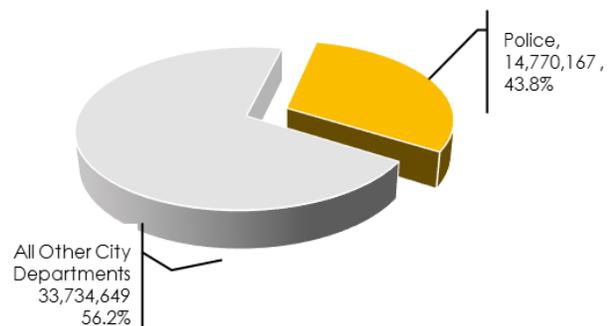
We accomplish our mission together as one, while honoring our past, and solving problems fairly and with dignity. We are proud of who we are and dedicated to the City of San Pablo's future.

### DEPARTMENT OVERVIEW

The San Pablo Police Department is a full service community-based law enforcement agency, consisting of 54 sworn police officers, 19 civilian employees, and eight part-time police employees, including three newly added cadet positions.

The agency's Administration is separated into three major divisions—Patrol, Investigations, and Support Services—which are managed by the Chief of Police, three Commanders and ten Sergeants.

#### 2015/2016 Adopted Budget



### 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 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.



# DEPARTMENTAL BUDGETS

## Support Services

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

## **POLICE DEPARTMENT BUDGET**

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Police Department</b>					
Salary & Benefits	12,609,712	12,665,481	13,870,174	12,470,591	12,797,097
Services & Supplies	2,161,820	2,091,367	2,639,937	2,113,576	2,234,109
Capital Outlay	239,969	85,520	325,486	186,000	50,000
<b>Grand Total</b>	<b>15,011,502</b>	<b>14,842,368</b>	<b>16,835,597</b>	<b>14,770,167</b>	<b>15,081,206</b>

## **MAJOR ACCOMPLISHMENTS IN FY 2013-15**

### Achievements

- Experienced no homicides in 2013 and only five in 2014, all but one of which have been solved and cleared. Nationally, clearance rates are below 65 percent.
- Instituted the citywide surveillance project as outlined, scheduled and approved by City Council. This program has proven to be a great help in solving crime in our City.
- Trained police administrators in crime prevention through environmental design (CPTED) for citywide integration in 2015.
- Received 27 "10851" award pins from the California Highway Patrol to our officers for their excellence in the recovery of stolen vehicles and apprehension of the suspects, and six "23152" award pins from Mothers Against Drunk Drivers (MADD) for their extraordinary efforts in arresting drunk drivers.
- Implemented a Police Department reorganization to improve efficiency of police operations, and to focus on Community Outreach and priority issues facing neighborhoods within the City.
- Graduated the first Spanish-speaking Citizen Police Academy in April 2015.

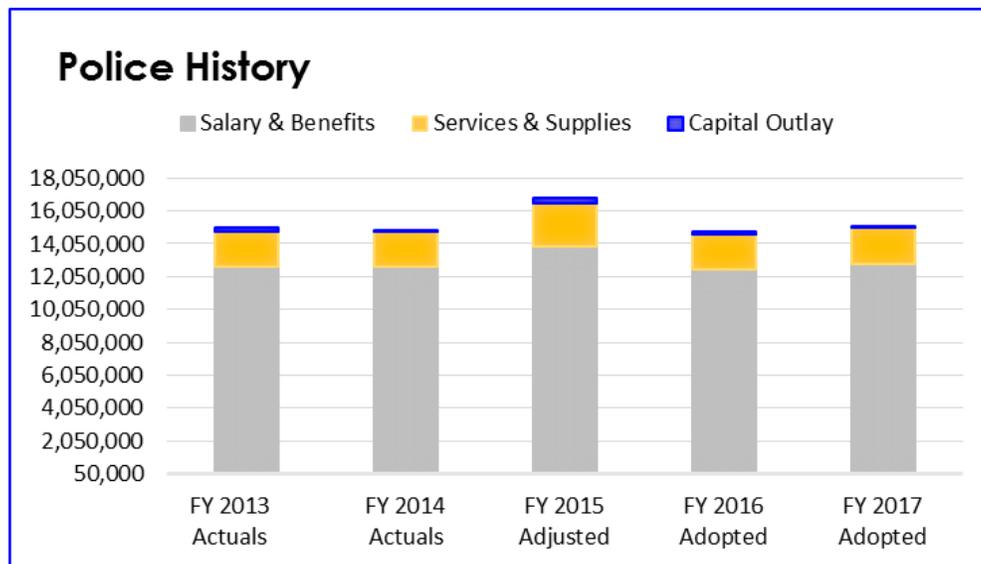
### Enhanced Service

- Implemented predictive policing software to provide analysis of past crime data to forecast possible locations and times where crimes might occur down to a 500-foot geographic area within the City with the goal of preventing violent crime.
- Purchased and assigned portable radios and TASERS for ALL officers that have field assignments to provide a safer alternative for officers and suspects.
- Developed and implemented a Cadet internship program with the goal of increasing diverse, highly-qualified police officer applicants from our community.



# DEPARTMENTAL BUDGETS

- Expanded our volunteer program to address the non-emergency needs of our community without increasing the labor budget.
- Developed a Priority Oriented Policing (POP) unit to address the priority policing issues in our community and work directly with school resource officers to address issues facing our youth.
- Upgraded ShotSpotter gunshot detection software to provide access to the detectives and mobile police units, and portable cameras and our aerosol detection device to better combat graffiti.



## MAJOR OBJECTIVES FOR FY 2015-17

- Upgrade obsolete mobile digital computers with tablet computers in 2015.
- Advance the citywide surveillance project by providing an updated plan for FY 2016/17 with funding identified for City Council approval by July 2015.
- Provide training to all city departments on crime prevention through environmental design (CPTED) by July 2015.
- Implement a voluntary community and business camera registry program to provide leads for criminal offenses through privately-owned surveillance systems by December 2015.
- Implement a comprehensive automated evidence management system with digital evidence capabilities by December 2016.
- Implement two-factor identification for access to all law enforcement databases to improve security by July 2016.
- Improve Community engagement by beginning the “Coffee with Cops” program by December 2016.
- Identify and apply for grant funding in 2016 for enforcement of Alcohol Beverage Control.



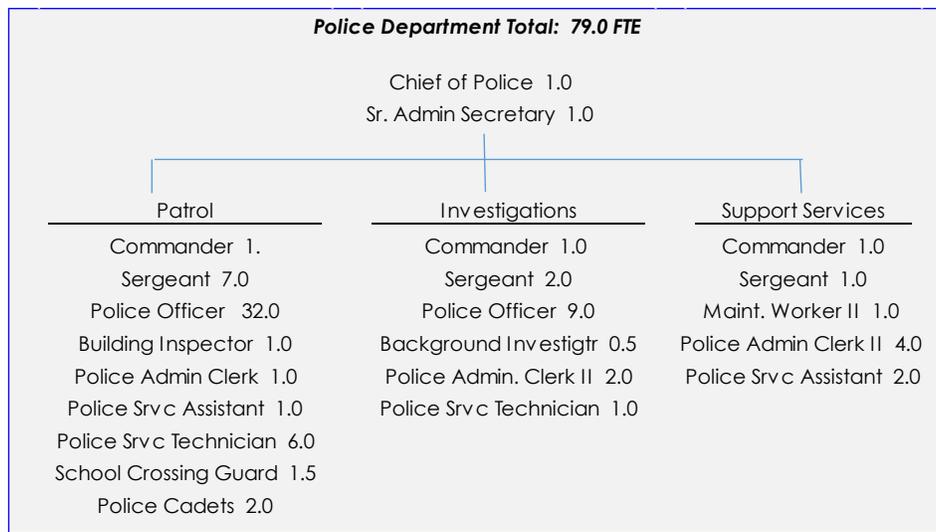
# DEPARTMENTAL BUDGETS

- Train an officer in the nationally-recognized Neighborhood Watch programs and revamp our existing neighborhood watch by July 2016 with the goal of increasing the number of participants and the geographical locations of those participants.
- Implement online reporting to give residents the option of reporting minor crimes without a police response by 2017.
- Identify and apply for grant funding to implement body-worn cameras in 2017.

## MAJOR CHANGES

City Council Resolution 2013-145 amended the classification plan to replace the captain and lieutenant positions with three commander positions and one sergeant. Additionally, the plan changed the patrol structure from five patrol teams to six, implemented in January 2015, to provide overlapping coverage during peak activity hours.

## ORGANIZATION CHART WITH AUTHORIZED POSITION COUNT



## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Police #1810</b>					
<b>Salary &amp; Benefits</b>	<b>12,184,283</b>	<b>12,578,109</b>	<b>13,765,188</b>	<b>12,470,591</b>	<b>12,797,097</b>
100-1810-41000 Salary	7,416,149	7,920,788	8,562,915	7,445,194	7,594,098
100-1810-41002 Overtime	679,873	828,964	868,100	898,097	898,097
100-1810-41004 Other Earnings	233,320	249,854	148,620	811,905	828,143
100-1810-41210 Pension Benefits	1,947,597	1,566,832	1,982,839	1,216,371	521,530
100-1810-41300 Healthcare	985,715	1,022,739	1,181,729	1,339,020	1,404,284
100-1810-41311 Retiree Healthcare	211,749	244,887	251,632	248,700	248,700
100-1810-41901 Other Insurances	709,880	744,044	769,353	511,304	1,302,244



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (Continued)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Police #1810</b>					
<b>Services &amp; Supplies</b>	<b>2,161,820</b>	<b>2,091,367</b>	<b>2,639,937</b>	<b>2,113,576</b>	<b>2,234,109</b>
100-1810-42000 Uniforms / Safety Equipment	55,284	54,554	70,000	90,000	90,000
100-1810-42001 Communications	21,323	40,543	47,800	57,500	61,000
100-1810-43000 Vehicle, Equipmt Maint & Repairs	103,733	137,829	119,922	134,336	139,336
100-1810-43100 Gasoline / Diesel Fuel	148,775	141,781	130,855		
100-1810-43300 Memberships / Subscriptions	16,306	6,013	7,750	8,750	8,750
100-1810-43500 Program Costs & Supplies	12,860	14,943	13,685	12,000	12,000
100-1810-43510 Meeting & Sundry Supplies	6,591	2,545	6,000	5,200	5,200
100-1810-43520 Copies / Printing / Shipping / Xerox	35,760	31,172	36,150	7,450	7,450
100-1810-43530 Office Furn & Equip < \$5,000	7,774		2,000		
100-1810-43600 Professional Services	1,400,584	1,346,244	1,705,406	1,502,525	1,628,583
100-1810-43610 Casino Backgrounds	18,114	16,707	18,500	15,000	16,500
100-1810-43800 Equipment Rental	22,834	22,587	23,200	36,000	36,000
100-1810-44000 Special Department Expenses	212,688	164,866	348,369	172,550	156,525
100-1810-44320 Training / Travel Staff	36,968	41,560	58,300	72,265	72,765
100-1810-44400 Utilities	62,227	70,023	52,000		
<b>Capital Outlay</b>	<b>122,059</b>	<b>36,737</b>	<b>260,106</b>	<b>186,000</b>	<b>50,000</b>
100-1810-46300 Equipment > \$5,000	122,059	36,737		186,000	50,000
102-1810-46300 Equipment > \$5,000			260,106		
<b>Total</b>	<b>14,468,162</b>	<b>14,706,212</b>	<b>16,665,231</b>	<b>14,770,167</b>	<b>15,081,206</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Police Grants #1830</b>					
<b>Salary &amp; Benefits</b>	<b>425,430</b>	<b>87,372</b>	<b>104,986</b>	-	-
202-1830-41000 Salary	70,547			-	-
202-1830-41002 Overtime	3,491			-	-
202-1830-41210 Pension Benefits	16,800			-	-
202-1830-41300 Healthcare	4,770			-	-
202-1830-41901 Other Insurances	1,425			-	-
217-1830-41000 Salary	239,033	62,965	63,069	-	-
217-1830-41002 Overtime			6,054	-	-
217-1830-41210 Pension Benefits	55,949	14,985	16,261	-	-
217-1830-41300 Healthcare	26,167	7,529	13,727	-	-
217-1830-41901 Other Insurances	7,249	1,893	5,875	-	-
<b>Services &amp; Supplies</b>	-	-	-	-	-
<b>Capital Outlay</b>	<b>21,758</b>	<b>19,894</b>	<b>19,894</b>	-	-
218-1830-46300 Equipment > \$5,000	21,758	19,894	19,894		
<b>Total</b>	<b>447,188</b>	<b>107,266</b>	<b>124,880</b>	-	-
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Adjudicated Asset Seizure</b>					
<b>Salary &amp; Benefits</b>	-	<b>28,889</b>	<b>15,741</b>	-	-
225-2250-43600 Professional Services	-	28,889	15,741	-	-
<b>Services &amp; Supplies</b>	-	-	-	-	-
<b>Capital Outlay</b>	<b>96,152</b>	-	<b>29,745</b>	-	-
225-2250-46300 Equipment > \$5,000	96,152		29,745		
<b>Total</b>	<b>96,152</b>	<b>28,889</b>	<b>45,486</b>	-	-
<b>Grand Total</b>	<b>15,011,502</b>	<b>14,842,367</b>	<b>16,835,597</b>	<b>14,770,167</b>	<b>15,081,206</b>



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# DEPARTMENTAL BUDGETS

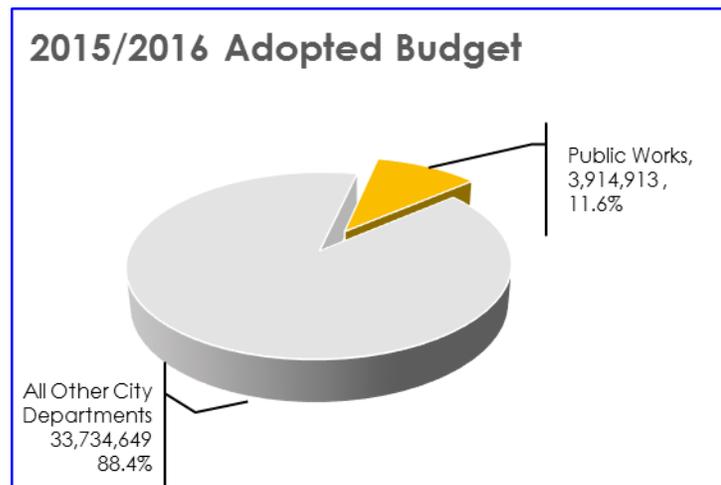
## Public Works

### 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

Public Works is responsible for the daily maintenance and upkeep of City infrastructure; design and construction of new or improved public facilities; management of a safe and efficient citywide transportation network; and the expedient review of development projects in accordance with the San Pablo Municipal Code and standards. Public Works also manages the City's efforts to be a good steward of the environment by reducing the impact on air, water and land resources. To achieve these objectives, the Public Works Department is organized into three major service areas: Engineering, Environmental Services and Maintenance Services.



Department services are integral to the design and construction of multiple City projects and infrastructure planning, such as development of the Plaza San Pablo 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: Engineering, Maintenance, and Environmental Services.

#### 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.



# DEPARTMENTAL BUDGETS

Engineering involves the design and review of the City's physical assets, such as transportation corridors, watershed management, etc.

## Maintenance Services

The Maintenance Division is also comprised of three functional areas. The first group, Building and Fleet Maintenance, provides major 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, 17<sup>th</sup> / Broadway and 14<sup>th</sup> / Broadway roadside parks, the San Pablo Youth Soccer Field, Wildcat Creek Trail, Wanlass Park, Brentz Lane Park, and opening in early FY 2015/16, Rumrill Sports Park. The Street Lighting and Landscaping functional group maintains City-owned street lights, landscaping in the public right-of-way, parks and routine maintenance of public facilities (e.g. structure maintenance, grounds upkeep and custodial service). Lastly, 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 the General Fund, Street Lighting and Landscaping (2110) is funded primarily by the Lighting & Landscaping Assessment District, and Street Maintenance and Graffiti Abatement (3110) is funded primarily by Gas Tax.

## Environmental Services

Three core functional programs comprise the Environmental Services 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 utilize available funding efficiently to reduce storm water pollution 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. Environmental Services is funded by a Stormwater Utility Assessment and by Solid Waste Franchise Fee revenues deposited in the General Fund.

## **PUBLIC WORKS DEPARTMENT BUDGET**

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
Salary and Benefits	2,016,690	2,088,831	2,446,882	2,363,012	2,424,102
Services & Supplies	1,092,216	1,065,149	1,796,630	1,416,901	1,373,061
Capital Outlay	235,007	133,011	340,502	135,000	85,000
<b>Grand Total</b>	<b>3,343,914</b>	<b>3,286,992</b>	<b>4,584,014</b>	<b>3,914,913</b>	<b>3,882,162</b>



# DEPARTMENTAL BUDGETS

## MAJOR ACCOMPLISHMENTS IN FY 2013-15

### Construction Projects Completed

- San Pablo Community Center at Helms Middle School (PW 535).
- Municipal Solar project, including installation of Electrical Vehicle Charging stations (PW 611).
- Wildcat Creek Trail from 23rd Street to Davis Park (PW 219).
- Resurfaced segments along 28 streets (PW 528 and PW 595).
- City Hall Courtyard renovation and landscaping (MB 046).
- Crosswalk safety system at Market/21st (PW 811).
- Replacement of the play structure and renovation of the play area at Davis Park (PW 616).

### Projects under Construction

- Utility relocation of the San Pablo Dam Road / I-80 Interchange Project. Full funding for Phase 1 of the project has been approved, with construction slated to begin in Fall 2015 (PW 483).
- Rumrill Sports Field Park will be substantially complete with full completion anticipated in Fall 2015 (PW 531).

### Projects with Completed Design

- Crosswalk safety system at Rumrill/near Marelia and Rumrill/Folsom. Construction to start summer of 2015 (PW 574).
- El Portal West Undergrounding project with construction to start summer of 2015 (PW 384).
- Completed structural and geotechnical analysis for Broadband video tower construction.

### Major Maintenance Projects Completed

- Retrofit of entrance doors at Maple Hall and retrofit of restrooms doors at Maple Hall and the Sr. Center.
- Roof repairs at Alvarado Adobe, Blume and Texiera Houses, Wanlass Park, and Community Center, and one building at the Corporation Yard.
- Dry rot repair and paint at the Blume, Bunk, and Texiera Houses.

### Environmental Accomplishments

- Adopted and implemented ordinances to reduce solid waste in the form of plastic bags and polystyrene containers.
- Negotiated the Post-Collection Solid Waste contract, resulting in increased services at a reduced rate and the Collection contract to include bulky item pick-up services at no additional cost to rate payers.
- Developed and implemented the Long-Term Trash Plan for the City as required by the Municipal Regional Stormwater Permit (MRP).

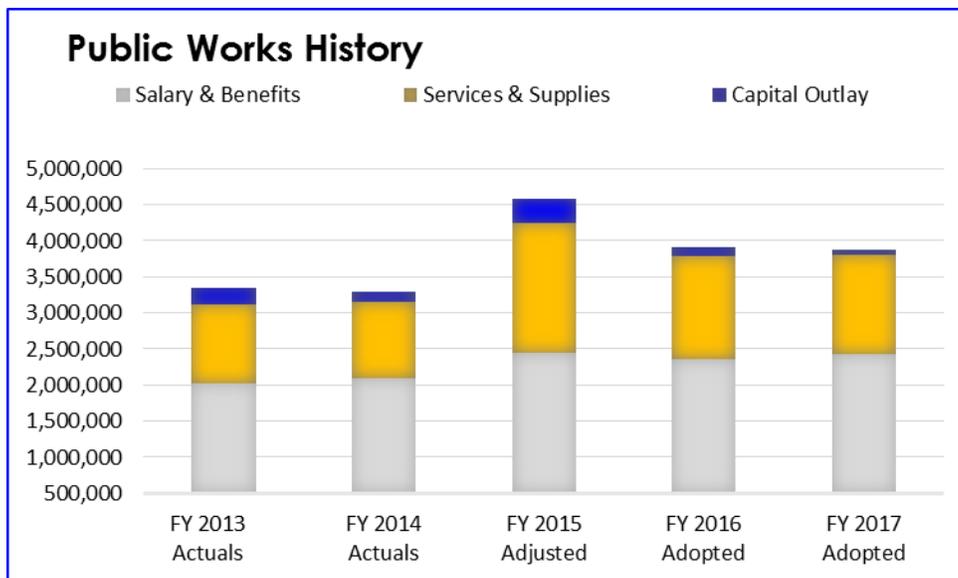


# DEPARTMENTAL BUDGETS

- Implemented food composting at City facilities.
- Became a Green Business.
- Joined Marin Clean Energy to provide residents a more green energy option.

## Transportation-related Project Completions

- Modified the Municipal Code and adopted policies and procedures for implementation of time-limited parking signage and curb marking.
- Updated speed surveys on arterial streets citywide with final completion in Summer 2015.
- Replaced city vehicles: 8 Fleet, 2 City Hall, 2 Recreation, and 4 Corporation Yard.



## **MAJOR OBJECTIVES FOR FY 2015-17**

### Construction Projects

- Complete construction of El Portal West Undergrounding project (PW 384) by Summer 2016.
- Construct Broadband Video Tower by Winter 2017.
- Replace existing storage units at Corporation Yard, complete by June 2016.
- Add fence along Davis Park small field by Winter 2015
- Construct radar speed signs on El Portal and Amador by Fall 2016.



# DEPARTMENTAL BUDGETS

## Drainage Projects

- Complete Yuba Swale drainage diversion construction by Winter 2015.
- Complete drainage repair on Hillcrest Road by Fall 2015.
- Complete hydrauger and sub-drain system installation on hillside above Princeton Plaza by Fall 2015.

## Transportation-related Projects

- Continue coordination with CCTA on the construction of Phase 1 of the San Pablo Dam Road / I-80 interchange project in 2015.
- Complete construction of crosswalk safety system on Rumrill (PW 574) by Spring 2016.
- Finish construction of San Pablo Avenue Complete Streets between Rivers Street in San Pablo to Hilltop Drive in Richmond by Winter 2017.
- Design bridge over San Pablo Creek on San Pablo Avenue by Winter 2015
- Design the Rumrill Complete Streets from Contra Costa College in San Pablo to 13th Street in Richmond by Spring 2018.
- Resurface sections of 22 streets in the summer of 2015, and Brookside Drive from Rumrill to 23rd Street by Summer 2016.

## Environmental Projects

- Renegotiate the NPDES permit with the Water Board by Winter 2015.
- Begin implementing the new five year Regional Stormwater Permit (MRP) under the National Pollutant Discharge Elimination System (NPDES) upon adoption, which is anticipated by Winter 2015.
- Work on implementation of the long-term Trash Plan, including adoption of a litter ordinance by Fall 2016.
- Continue participation in RecycleMore as they transition to a new Executive Director.
- Update the Greenhouse inventory by Summer 2017
- Continue working regionally to meet mercury and PCB requirements outlined in the NPDES permit and the TMDL (Total Maximum Daily Load) adopted by the Water Board.
- Update plastic bag ordinance by January 2016.
- Introduce an urban forest at Wanlass Park by Summer 2017.

## Maintenance Projects

- Upgrade exterior lighting for all City facilities by Spring 2017.
- Expand use of the Cartegraph management system to track, monitor, and respond to service requests for core activities, such as street lighting and landscape maintenance by Spring 2016.
- Establish a higher degree of park and street median maintenance by Spring 2016.



# DEPARTMENTAL BUDGETS

- Finish replacement of benches, picnic tables, trash cans, and barbeques in all parks by December 2017.
- Replace 50 percent of existing landscape and irrigation on street medians by Spring 2016.
- Rehabilitate El Portal Soccer Field turf by opening season January 2016 (cannot start until Rumrill Sports Park is completed and opened).
- Upgrade traffic signs citywide on an ongoing basis for the next five years.

## MAJOR CHANGES IN FY 2015-17

The FY 2015/16 Adopted Budget of \$3,914,913 represents a decrease of \$286,859 (-7%) from FY 2014/15. This budget reduction is primarily due to the transfer of nearly \$810,000 in utility, fuel and insurance budgets from Public Works to the Citywide 8000 Multi-departmental budget. This overall budget reduction mirrors reductions in the Supplies and Services budget of -\$202,989 (-12%). The \$810,000 transfer of funding is offset by increases in other Service and Supply budgets, including:

- Funding to pay for traffic signal maintenance and a surveyor/geotechnical architect (Engineering, 1730)
- On-call professional services contracts for carpentry, roofing, painting, flooring, etc. (Building Maintenance, 1780)
- An increase in the City janitorial contract and on-call contracts for maintenance services (Street Lighting and Landscaping, 2110)
- On-call contracts for professional street-related services and an increase in the cost to provide street sweeping (Street Maintenance, 3110)
- Equipment purchases, including replacement of an old crack sealer and street vacuum, and a new sign reflectometer.

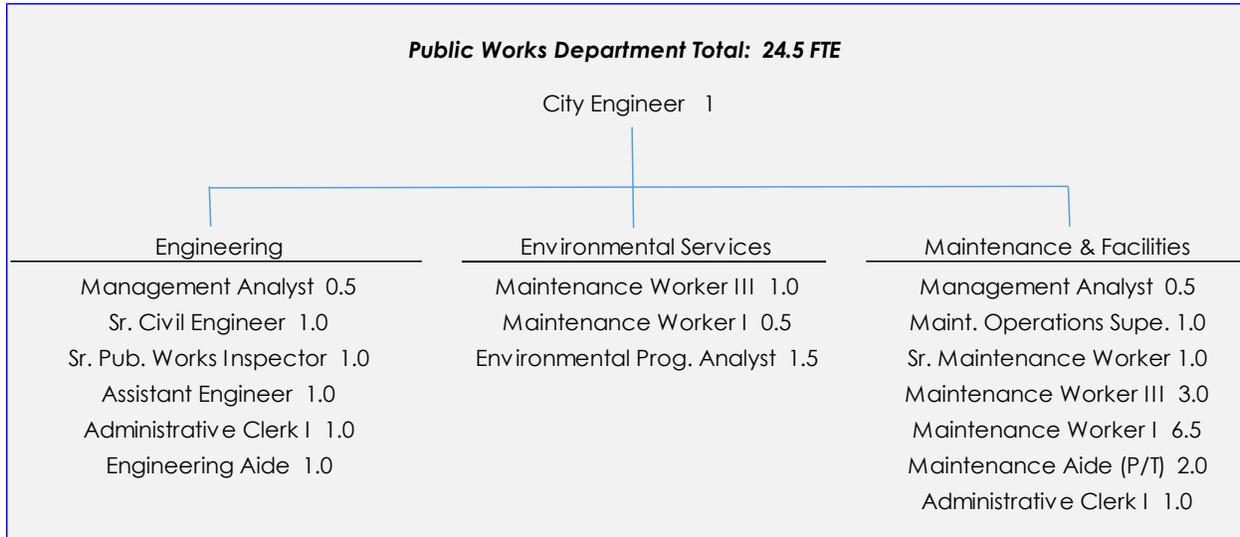
The Public Works labor contingent also experienced significant change. Over the last couple of years, the Department added 2.7 FTE since the beginning of the last two-year budget cycle in 2013-15 and another 1.0 FTE to start this 2015-17 budget cycle for a total increase of 3.7. The net increase of 1.0 FTE for this budget cycle include:

- Downgraded the Sr. Maintenance Worker position in Street Lighting and Landscaping to a Maintenance Worker 1
- Upgraded the part-time Administrative Intern position (0.5 FTE) to a full-time Administrative Clerk I position (1.0 FTE)
- Upgraded the part-time Maintenance Aide position (0.5 FTE) to a full-time Maintenance Worker I (1.0 FTE) in Street Maintenance



# DEPARTMENTAL BUDGETS

## ORGANIZATIONAL CHART WITH AUTHORIZED POSITION COUNT



## BUDGET DETAIL

Description	Actuals FY 2013	Actuals FY 2014	Adjusted FY 2015	Adopted FY 2016	Adopted FY 2017
<b>Engineering (1730)</b>					
<b>Salary &amp; Benefits</b>	<b>689,873</b>	<b>688,184</b>	<b>698,143</b>	<b>818,604</b>	<b>839,463</b>
200-1730-41000 Salary	485,951	521,945	496,702	595,354	607,261
200-1730-41002 Overtime			2,040	356	356
200-1730-41004 Other Earnings	8,250	9,413	13,170	4,150	4,233
200-1730-41210 Pension Benefits	99,225	52,233	73,046	48,848	37,866
200-1730-41300 Healthcare	49,515	55,409	66,078	116,273	121,930
200-1730-41311 Retiree Healthcare	5,540	9,248	6,163	16,500	16,500
200-1730-41901 Other Insurances	41,392	39,936	40,944	37,123	51,318
<b>Services &amp; Supplies</b>	<b>280,485</b>	<b>239,825</b>	<b>381,927</b>	<b>318,231</b>	<b>258,241</b>
200-1730-42000 Uniforms / Safety Equipment	471	230	367	465	465
200-1730-42001 Communications	2,130	1,200	1,200		
200-1730-43000 Equipment Maintenance				5,000	5,000
200-1730-43000 Vehicle, Equipt Maint & Repairs	115		850		
200-1730-43300 Memberships / Subscriptions	1,069	1,038	1,615	2,000	2,010
200-1730-43500 Program Costs & Supplies	49,529	39,155	62,000	17,193	17,193
200-1730-43510 Meeting & Sundry Supplies	4	146	300	500	500
200-1730-43520 Copies / Printing / Shipping / Xerox	3,765	5,243	3,350		
200-1730-43600 Professional Services	199,015	168,128	274,425	286,073	226,073
200-1730-43700 Pubs / Legal Notices / Filing Fees	222		200	2,000	2,000
200-1730-44320 Training / Travel Staff	782	979	900	5,000	5,000
200-1730-44400 Utilities	23,383	23,704	36,720		



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	Actuals FY 2013	Actuals FY 2014	Adjusted FY 2015	Adopted FY 2016	Adopted FY 2017
<b>Engineering (1730)</b>					
<b>Capital Outlay</b>	-	-	63,853	-	45,000
200-1730-46100 Improvements			63,853		
200-1730-46300 Equipment > \$5,000					45,000
<b>Total</b>	<b>970,358</b>	<b>928,008</b>	<b>1,143,923</b>	<b>1,136,835</b>	<b>1,142,704</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Environmental Services (1740)</b>					
<b>Salary &amp; Benefits</b>	<b>249,329</b>	<b>435,541</b>	<b>530,215</b>	<b>297,650</b>	<b>305,303</b>
207-1740-41000 Salary	183,677	328,569	385,603	215,881	220,198
207-1740-41002 Overtime	2,284	2,058	2,040	2,061	2,061
207-1740-41004 Other Earnings	400	935	3,960	4,145	4,228
207-1740-41210 Pension Benefits	21,104	34,261	56,952	17,305	13,897
207-1740-41300 Healthcare	21,876	40,272	50,193	44,634	46,809
207-1740-41311 Retiree Healthcare		173			
207-1740-41901 Other Insurances	19,988	29,274	31,467	13,625	18,109
<b>Services &amp; Supplies</b>	<b>21,099</b>	<b>29,693</b>	<b>111,896</b>	<b>54,700</b>	<b>54,150</b>
207-1740-42000 Uniforms / Safety Equipment		449	1,950	3,250	2,700
207-1740-42001 Communications	525	300	1,260	300	300
207-1740-43300 Memberships / Subscriptions	1,920	1,920	3,556	2,550	2,550
207-1740-43500 Program Costs & Supplies	12,580	19,077	21,500	21,500	21,500
207-1740-43510 Meeting & Sundry Supplies		153	1,000	500	500
207-1740-43520 Copies / Printing / Shipping / Xerox	50	2,853	7,500	2,600	2,600
207-1740-43600 Professional Services	6,000	4,835	74,500	22,000	22,000
207-1740-44320 Training / Travel Staff	24	107	630	2,000	2,000
<b>Capital Outlay</b>	-	-	-	-	-
<b>Total</b>	<b>270,428</b>	<b>465,235</b>	<b>642,111</b>	<b>352,350</b>	<b>359,453</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Building &amp; Fleet Maint. (1780)</b>					
<b>Salary &amp; Benefits</b>	<b>212,173</b>	<b>193,627</b>	<b>237,628</b>	<b>177,782</b>	<b>182,562</b>
100-1780-41000 Salary	130,204	126,504	139,826	118,728	121,103
100-1780-41002 Overtime	7,998	3,650	15,300	4,074	4,074
100-1780-41004 Other Earnings		100	480	1,956	1,995
100-1780-41210 Pension Benefits	18,263	12,956	20,248	9,843	7,623
100-1780-41300 Healthcare	42,604	36,857	49,227	35,707	37,448
100-1780-41901 Other Insurances	13,104	13,559	12,547	7,473	10,320
<b>Services &amp; Supplies</b>	<b>81,508</b>	<b>105,771</b>	<b>220,912</b>	<b>186,570</b>	<b>188,270</b>
100-1780-42000 Uniforms / Safety Equipment	503	2,430	3,500	3,600	3,600
100-1780-42001 Communications	240	600	1,080	1,000	1,000
100-1780-43000 Equipment Maintenance				6,200	6,200
100-1780-43000 Vehicle, Equipmt Maint & Repairs	9,311	2,710	6,000		
100-1780-43100 Gasoline / Diesel Fuel	2,553	2,887	3,592	220	220
100-1780-43500 Program Costs & Supplies	19,354	11,337	27,000	23,550	23,550



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Building &amp; Fleet Maint. (1780)</b>					
<b>Services &amp; Supplies</b>					
100-1780-43600 Professional Services	49,547	85,496	59,862	149,800	152,000
100-1780-44320 Training / Travel Staff		312	860	2,200	1,700
100-1780-44400 Utilities			119,018		
<b>Capital Outlay</b>	<b>235,007</b>	<b>5,569</b>	<b>243,571</b>	<b>20,000</b>	<b>20,000</b>
100-1780-46100 Improvements	235,007		10,000	10,000	10,000
100-1780-46300 Equipment > \$5,000				10,000	10,000
100-1780-46300 Equipment > \$5,000		5,569	233,571		
<b>Total</b>	<b>528,689</b>	<b>304,968</b>	<b>702,111</b>	<b>384,352</b>	<b>390,832</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Street Lighting &amp; Landscaping. (2110)</b>					
<b>Salary &amp; Benefits</b>					
205-2110-41000 Salary	452,203	437,599	536,597	454,146	465,729
205-2110-41002 Overtime	268,186	295,724	356,121	299,774	305,769
205-2110-41004 Other Earnings	9,659	4,228	13,260	2,755	2,755
205-2110-41004 Other Earnings		1,080	1,440	3,149	3,212
205-2110-41210 Pension Benefits	82,750	33,999	47,796	23,243	19,133
205-2110-41300 Healthcare	38,205	44,675	59,887	85,367	89,500
205-2110-41311 Retiree Healthcare	24,279	26,134	28,312	21,100	21,100
205-2110-41901 Other Insurances	29,124	31,759	29,781	18,758	24,259
<b>Services &amp; Supplies</b>	<b>511,790</b>	<b>514,692</b>	<b>839,478</b>	<b>483,400</b>	<b>479,800</b>
205-2110-42000 Uniforms / Safety Equipment	4,493	5,841	9,000	9,000	9,000
205-2110-42001 Communications	2,070	3,826	4,860	11,500	11,500
205-2110-43000 Equipment Maintenance				27,500	20,500
205-2110-43000 Vehicle, Equip Maint & Repairs	16,780	9,342	28,000		
205-2110-43100 Gasoline / Diesel Fuel	2,593	11,738	14,063	1,500	1,500
205-2110-43300 Memberships / Subscriptions			200	500	500
205-2110-43500 Program Costs & Supplies	62,433	50,834	155,400	190,500	190,500
205-2110-43530 Office Furn & Equip < \$5,000	5,292	429	6,000	2,000	2,000
205-2110-43600 Professional Services	115,769	104,603	213,497	229,900	233,300
205-2110-43800 Equipment Rental	6,797	819	5,607	6,000	6,000
205-2110-44320 Training / Travel Staff	1,658	3,457	5,200	5,000	5,000
205-2110-44400 Utilities	293,907	323,804	397,651		
<b>Capital Outlay</b>	<b>-</b>	<b>127,032</b>	<b>22,839</b>	<b>20,000</b>	<b>20,000</b>
205-2110-46100 Improvements		6,336	10,000	10,000	10,000
205-2110-46300 Equipment > \$5,000		120,696	12,839	10,000	10,000
<b>Total</b>	<b>963,993</b>	<b>1,079,323</b>	<b>1,398,914</b>	<b>957,546</b>	<b>965,529</b>



# DEPARTMENTAL BUDGETS

## BUDGET DETAIL (CONTINUED)

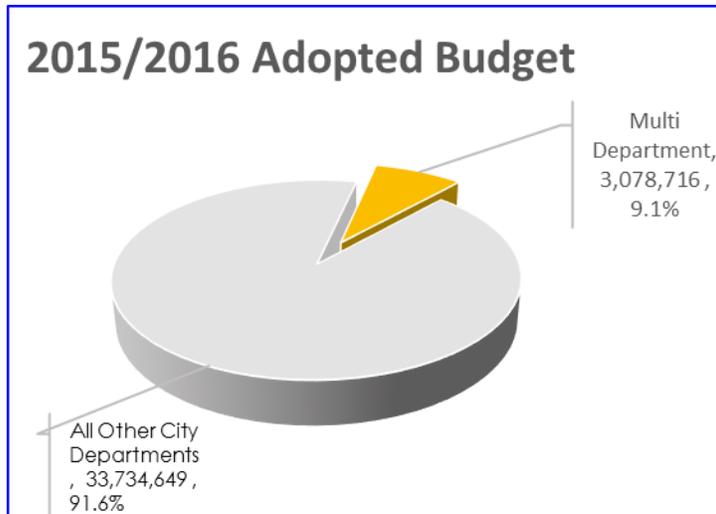
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Street Maintenance &amp; Graffiti (3110)</b>					
<b>Salary &amp; Benefits</b>	<b>413,111</b>	<b>333,880</b>	<b>444,299</b>	<b>614,828</b>	<b>631,045</b>
200-3110-41000 Salary	228,968	220,435	286,719	427,249	435,794
200-3110-41002 Overtime	18,163	6,283	22,440	6,259	6,259
200-3110-41004 Other Earnings	4,000	240	480	7,041	7,182
200-3110-41210 Pension Benefits	72,558	20,194	33,328	33,740	27,430
200-3110-41300 Healthcare	44,715	55,475	76,624	112,148	117,586
200-3110-41311 Retiree Healthcare	1,320	2,640		1,500	1,500
200-3110-41901 Other Insurances	43,387	28,613	24,708	26,893	35,294
<b>Services &amp; Supplies</b>	<b>197,334</b>	<b>175,168</b>	<b>242,417</b>	<b>374,000</b>	<b>392,600</b>
200-3110-42000 Uniforms / Safety Equipment	5,129	4,423	13,250	9,000	9,000
200-3110-42001 Communications	240	1,650	1,890	4,600	4,600
200-3110-43000 Equipment Maintenance				10,500	11,000
200-3110-43000 Vehicle, Equipt Maint & Repairs	11,233	5,144	11,800		
200-3110-43100 Gasoline / Diesel Fuel	2,593	11,773	24,600	1,500	1,500
200-3110-43500 Program Costs & Supplies	84,428	56,244	74,000	90,600	103,600
200-3110-43530 Office Furn & Equip < \$5,000	3,340	256	2,000	500	500
200-3110-43600 Professional Services	84,181	94,520	108,377	252,100	257,200
200-3110-43800 Equipment Rental	4,912	543	2,500	2,500	2,500
200-3110-44320 Training / Travel Staff	1,278	615	4,000	2,700	2,700
<b>Capital Outlay</b>	<b>-</b>	<b>410</b>	<b>10,239</b>	<b>95,000</b>	<b>-</b>
200-3110-46300 Equipment > \$5,000		410	10,239	95,000	
<b>Total</b>	<b>610,446</b>	<b>509,457</b>	<b>696,955</b>	<b>1,083,828</b>	<b>1,023,645</b>
<b>Grand Total</b>	<b>3,343,914</b>	<b>3,286,992</b>	<b>4,584,014</b>	<b>3,914,913</b>	<b>3,882,162</b>



## Multi-Departmental Budget

### 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 category 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.



### MAJOR CHANGES

The FY 2015/16 budget of \$3,003,716 increased by more than 15-fold over the FY 2014/15 budget of \$198,500. This large increase is comprised of \$1,213,510 in labor costs and \$1,790,206 in services and supplies.

#### Labor

As part of the new formula for calculating necessary retirement contributions, the CalPERS Board has established a methodology to pay for the unfunded portion of PERS retirement. This will be done by making separate monthly or annual lump sum payments through the accounts payable system rather than the usual payroll processing system. The City's required contribution for FY 2015/16 is estimated to be \$1,213,510 which is now budgeted here in Multi-Departmental (8000).

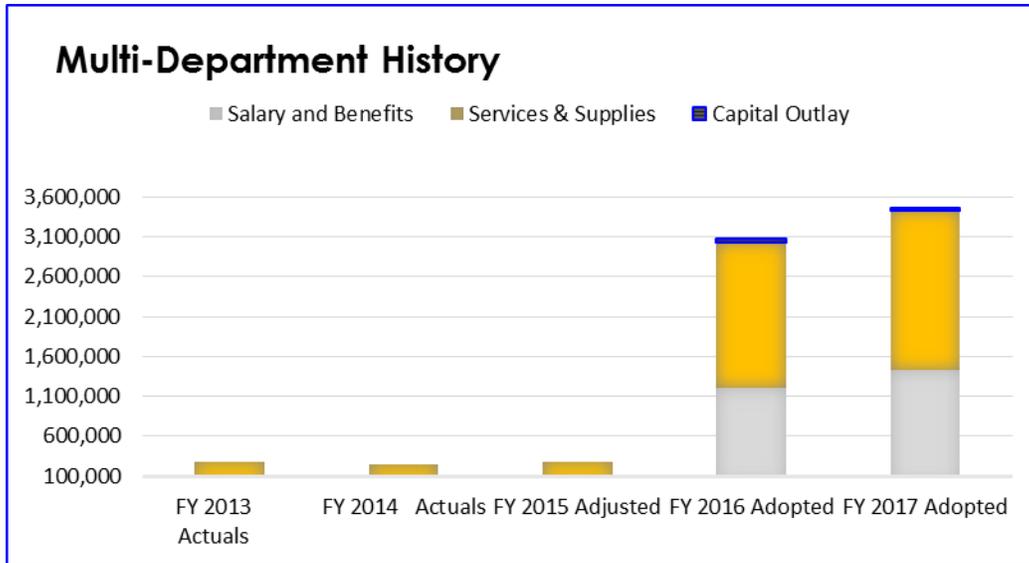
#### Services and Supplies

In an effort to improve efficiency of operations, better utilize energy budgets (e.g. fuel for vehicles, natural gas and electricity bills, etc.) and receive large volume pricing, the City consolidated the utility budgets of several departments into this one Multi-department budget (8000). These budgeted funds are generally not the result of new or increased expenses, just a consolidation of already existing budgets from several sources into one centralized City budget. For FY 2015/16, the budget is primarily comprised of the



# DEPARTMENTAL BUDGETS

following: \$200,000 for gasoline and diesel fuel; \$72,700 for computer network copies and printing; and \$743,220 for utilities.



## BUDGET DETAIL

Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>Multi-Department Programs (8000)</b>					
<b>Salary &amp; Benefits</b>	-	-	-	1,213,510	1,432,659
100-8000-41210 Pension Benefits				1,213,510	1,432,659
<b>Services &amp; Supplies</b>	176,251	167,982	198,500	1,750,206	1,921,135
100-8000-42001 Communications	69,600	65,891	75,000	75,000	75,000
100-8000-43100 Gasoline / Diesel Fuel				196,509	212,700
100-8000-43500 Program Costs & Supplies	5,810	2,945	8,500	20,047	20,047
100-8000-43520 Copies / Printing / Shipping / Xerox		16		72,700	72,700
100-8000-43530 Office Furn & Equip < \$5,000					6,828
100-8000-43550 Central Office Supplies	19,744	19,702	20,000	20,000	20,000
100-8000-44400 Utilities	53,343	49,372	60,000	783,950	931,860
100-8000-44450 Property / Fire / Crime Insurance	27,754	30,056	35,000	582,000	582,000
<b>Capital Outlay</b>	-	-	-	40,000	40,000
100-8000-46300 Equipment > \$5,000				40,000	40,000
<b>Total</b>	<b>176,251</b>	<b>167,982</b>	<b>198,500</b>	<b>3,003,716</b>	<b>3,393,794</b>
Description	FY 2013 Actuals	FY 2014 Actuals	FY 2015 Adjusted	FY 2016 Adopted	FY 2017 Adopted
<b>East Bay Communications (1600)</b>					
<b>Salary &amp; Benefits</b>	-	-	-	-	-
<b>Services &amp; Supplies</b>	107,815	73,015	73,000	75,000	75,000
160-1600-43500 Program Costs & Supplies	107,815	73,015	73,000	75,000	75,000
<b>Capital Outlay</b>	-	-	-	-	-
100-8000-46300 Equipment > \$5,000				-	-
<b>Total</b>	<b>107,815</b>	<b>73,015</b>	<b>73,000</b>	<b>75,000</b>	<b>75,000</b>
<b>Grand Total</b>	<b>284,066</b>	<b>240,997</b>	<b>271,500</b>	<b>3,078,716</b>	<b>3,468,794</b>



## 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.

## *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.



# APPENDIX

## ***Capital Budget***

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

## ***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.

## ***Designated (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.

## ***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.).



# APPENDIX

## ***Fiscal Year***

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

## ***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.



# APPENDIX

## ***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.



# APPENDIX

## **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.



# APPENDIX

## ***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.



# APPENDIX

## *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 liability 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.



# APPENDIX

## ***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 also 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 revenues 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.

## ***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%.



# APPENDIX

## *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 30<sup>th</sup>."

## *Yield*

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





CITY<sub>OF</sub> SAN PABLO

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