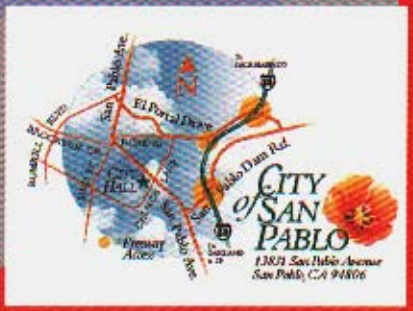
City of San Pablo
Annual Budget
2005-2006



Mayor—Joseph Gomes

Vice Mayor— Genoveva Calloway

Councilmembers—Sharon Brown,

Paul Morris, Leonard McNeil

Respectfully Submitted by:

Brock Arner, City Manager

Division 1810 — **Police** — **Fund 100 General Fund**

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	4,236,048	3,975,724	4,129,050	4,635,320	4,635,320	4,635,320
41001 Part-Time Salaries	78,135	95,717	106,000	106,000	106,000	106,000
41002 Overtime/Comp Time Paid	110,859	452,294	542,250	573,250	573,250	573,250
41003 Casino Duty	6,181	504	20,000	20,000	20,000	20,000
41305 Holiday Pay	123,526	120,283	165,000	171,000	171,000	171,000
Total Salaries	4,554,749	4,644,522	4,962,300	5,505,570	5,506,570	5,505,570
SERVICE AND SUPPLIES						
42000 Uniforms, Safety Equipment	61,494	42,661	57,000	81,900	81,900	81,900
42001 Communications	10,295	12,199	13,700	11,400	11,400	11,400
43000 Equipment Maintenance	149,733	115,469	95,380	107,500	107,500	107,500
43100 Memberships	3,996	4,091	6,175	6,175	6,175	6,175
43500 Office Expense	46,239	46,282	30,000	34,200	34,200	34,200
43600 Professional/Specialized Services	656,677	787,797	782,733	1,142,499	1,142,499	1,142,499
43610 Casino Background Checks	(39,934)	-29,387	72,000	72,000	72,000	72,000
43800 Equipment Rents/Leases	36,869	34,131	30,880	54,480	54,480	54,480
44000 Special Department Expense	140,214	157,411	206,000	252,600	252,600	252,600
44320 Training and Travel	63,615	25,733	39,000	39,000	39,000	39,000
Total Service and Supplies	1,138,218	1,195,387	1,330,868	1,801,754	1,801,754	1,801,754
FIXED ASSETS						
46100 Structures/Improvements	59,070	0	10,000	10,000	10,000	10,000
46300 Equipment	70,674	62,058	103,400	133,400	133,400	133,400
Total Fixed Assets	129,744	62,058	113,400	143,400	143,400	143,400
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance	1,134,571	1,623,412	2,374,328	2,752,416	2,752,416	2,752,416
49001 Building Maintenance Costs	57,638	47,555	59,674	57,188	57,188	57,188
49004 Communications/Utilities	156,038	118,954	314,700	100,295	100,295	100,295
49005 PERS Side Fund	0	0	605,828	0	0	0
49502 Admin. Costs transf. to other divisions	0	0	0	0	0	0
Total Expenditure Transfers	1,308,247	1,789,921	3,352,530	2,909,899	2,909,899	2,909,899
TOTAL POLICE BUDGET	**7,124,958**	**7,681,888**	**9,749,098**	**10,360,623**	**10,360,623**	**10,360,623**
% increase (dec.) over prior year (excluding PERS Side Fund)		7.82%	26.91%	13.29%		

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

POLICE

DIVISION 1810

Mission Statement

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

Department Responsibilities

- Maintain an effective law enforcement presence in the community to combat crime and improve public safety and confidence.
- Maintain the professionalism and efficiency of the Department to ensure that the highest quality of service possible is provided with the resources available.
- Continue to work on the reduction of violent crime and related drug trafficking through combined multi-agency operations in West County.
- Take action to reduce safety hazards that create blight and adversely affect the quality of life of residents in affected areas of the City in concert with other City departments.
- Continue community involvement and outreach through Kids to Camp, P.I.S.T.O.L., establish effective Neighborhood Watch Programs and initiate community awareness activities.
- Expand commercial vehicle and traffic enforcement in an effort to reduce intrusion by trucks and vehicle-related collisions.
- Performing contractual obligations and law enforcement functions as needed to ensure the safe and efficient operation of Casino San Pablo.

Budget Line Item Descriptions

41000 Salaries

The Police Department has sixty-seven (67) full-time employees. Fifty-five (55) are budgeted through the General Fund and twelve (12) through various grants or subsidies. There are six (6) part-time employees. Classification by position title is as follows:

Sworn Personnel

Budgeted			Actual
General Fund:			
1	Chief of Police		1
2	Commanders		2
8	Sergeants		8
32	Officers		28
Externally funded/Special Assignment:			
1	Sergeant	(Code Enforcement #1820)	1
2	Officers	(Code Enforcement #1820)	1
1	Officer	(School Resource federal grant)	1
1	Officer	(West-Net Drug Task Force; HIDTA federal grant)	1
1	Officer	(NC3TF Computer Crime Task Force, federal grant)	1
1	Officer	(OTS federal traffic grant)	1
50			45

Non-Sworn Personnel

General Fund:			
2	Police Services Technician		2
2	Police Services Assistant		1
6	Police Administrative Clerk II		4
1	Administrative Secretary		1
1	Secretary to the Chief		1
Externally funded/Special Assignment:			
3	Police Services Technician	(Code Enforcement #1820)	2
1	Police Administrative Clerk II	(Code Enforcement #1820)	1
1	Reserve Officer	(Level 1; funded Doctors Medical Center)	1
17			13
67			**58**

41001 Part-Time Salaries

Six (6) part-time employees are budgeted (not to exceed 1,000 hours each during the fiscal year). These positions fill the following needs:

1 Background Analyst
1 Administrative Clerk
4 Crossing Guards

41002 Overtime

Overtime is incurred due to court appearances required while officers are off duty, writing reports after shifts end, training sessions attended on an employee's day off, and six-hour call backs. Compensatory time payout option is limited to forty (40) hours per pay period.

a. Discretionary overtime	150,000
b. Potential compensatory time payout liability	423,250
	$573,250

41003 Casino Duty

Casino Duty is for special police assignments at the Casino. These reimbursed costs are offset by Casino Police Services revenue. **$20,000**

41305 Holiday Pay

Officers are paid for their holidays at a rate of eight (8) hours, except when they work on a holiday, during which times officers are reimbursed at an additional one and one-half (1 ½) times their regular pay for actual hours worked. **$171,000**

42000 Uniforms/Safety Equipment

The City provides $800 per-year clothing allowance to sworn Officers and Sergeants in the Detective and Services Divisions. The City also agrees to replace and clean employee and reserve uniforms and to provide uniform equipment. Select employees are reimbursed for uniform shoes or boots up to $125 maximum. Based on estimated usage, the following is budgeted:

a. Clothing allowance (13 employees)	10,400
b. Uniform cleaning and repair	11,500
c. Uniform purchases/replacement (all personnel)	25,000
d. Police safety equipment & accessories including vests*, rain gear, boots, etc.	15,000
e. New personnel expenses 4 @ $5,000 (all safety equipment)	20,000
	$81,900

*(body armor is reimbursed up to 50% under BJA Grant #03014177)

42001 Communications

These services are essential to ongoing communications within and outside the department. Costs are based upon contractual obligations and actual use.

a. Fifteen (15) cellular telephones, including service and equipment	9,400
b. SBC telephone line for Centrex Line (direct connect to RPD, elevator and public lobby telephones)	2,000
	$11,400

43000 Equipment Maintenance

Provides for routine maintenance, vehicle parts and fluids, tires, tire changes, tows, car washes, etc. for all police vehicles, which also includes body damage, subsequent repair costs and painting.	75,000
a. Maintenance agreement for Xerox copier Model DC220 (Administrative Office), overage charges	2,000
b. Repair and maintenance of electronic equipment, mobile digital terminals, radar guns, tape recorders, radios, fire extinguishers, flashlights, portables, batteries, chargers, security doors/locks and other equipment	20,000
c. Service maintenance agreement for Live-Scan Fingerprint and Video Imaging Systems	10,500
	$107,500

43300 Memberships and Publications

Memberships California Chiefs', C.P.O.A. (3), County Chiefs' Association, I.A.C.P., F.B.I.N.A. (2), Sexual Assault Association, C.H.I.A., W.S.I.N., C.N.O.A., C.B.T.I.A., C.L.E.A.R.S., L.E.A.P.M.	1,600
Publications West County Times, West Publishing Penal Codes, Physician's Desk Reference, Legal Source book Updates, CPOA Training Bulletins, Haines Criss-Cross Directory, Barclay's Commercial Enforcement Bulletins, Automotive Index, Blue Book Law Enforcement Directory, Copware, etc.	2,125
Annual departmental order legal review and publication	2,450
	$6,175

43500 *Office Expense*

a.	Small office supplies, juvenile and adult arrest books, and warrant forms	16,000
b.	Copy machine paper and supplies	6,000
c.	Ink cartridges, identification card blanks and film for Persona II printer	5,000
d.	Reprinting department forms, citation books, manuals, business cards, etc.	6,500
e.	Shipping and handling of large volume documents and equipment to various outside agencies	700
		$34,200

43600 *Professional/Specialized Services*

a.	Professional contract services for examination of sexual assault victims; (estimated number of sexual assault examinations: 8 @ $800 per exam)	6,400
b.	Participation in the automated latent print system (ALPS) CAL I.D.	24,000
c.	Forensic services; general criminalistics, fingerprint analysis, drug testing, toxicology, and blood withdrawal	69,000
d.	Funding for reserve officers include recruiting, background investigation, psychological, medical and polygraph examination, fingerprints, written reports, and training	2,000
e.	The Department of Health and environmental legislation requires proper removal and disposal of blood borne pathogens, narcotics, narcotic paraphernalia, toxic chemicals and other hazardous material	2,000
f.	Fitness for Duty reports on employees injured while on/off duty which would require a medical exam & clearance by a physician before returning to work	1,000
g.	Contractual agreement with the West Contra Costa County Narcotics Enforcement Team (WNET) to provide one full-time narcotics/gang intelligence officer	8,000
h.	Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Dispatch Services *(pending review)*	540,000

i.	Estimated cost with the Richmond Police Department for West Contra Costa consolidated records management system *(pending review)*	107,000
j.	Contra Costa County Sheriff booking fees; actual 990 x $211 *(pending review)*	208,890
k.	New World Systems consolidated records management software and licensing fees	15,000
l.	Laserfiche document imaging management software and licensing fees	6,500
m.	Secure USA information data base	1,400
n.	800 Trunking maintenance fees for police department	54,000
o.	800 Trunking maintenance fees (Public Works radios)	3,625
p.	Department alarms (fire and building)	3,100
q.	Website maintenance for police department	2,200
r.	Livescan fee to County $2,000; State $10,000 (based on recorded volume)	12,000
s.	Animal Control Services - In 1987, all but one of the Cities in the County entered into an agreement with Contra Costa County for animal control services. The County retains all fees collected herein. The City pays a per capita amount factored by the CPI each year for this service in accordance with this agreement. The rate for FY 2005/2006 is $2.46 x 31,050 *(previously budgeted in division 8000)*	76,384
		$1,142,499

43610 Casino San Pablo Background Investigations

Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment and supplies. These reimbursed costs are offset by Casino Police Services revenue. **$72,000**

43800 Equipment Rents/Leases

Rents

a.	Identi-Kit lease for criminal composites	450
b.	Security Public Storage yearly fee for one locker	2,280
c.	Rental vehicles: 2 West-Net and 1 Task Force	23,700

Leases

a.	Continued lease of one (1) unmarked police vehicle	9,150
b.	Xerox 470ST copier lease and maintenance ($975 x 12)	11,700
c.	Xerox Admin. copier lease and maintenance ($600 x 12)	7,200
		$54,480

44000 Special Department Expense

a.	Miscellaneous equipment unique to the police department such as flares, jail supplies, photo supplies and processing, video enhancements and transfers, evidence equipment, latex gloves first-aid supplies, valtox kits, crime scene supplies, etc.	30,000
b.	The department is responsible for supplying blood borne pathogen kits, protective clothing, breathing apparatuses, etc., for employees having contact with any hazardous waste material	7,000
c.	The department conducts investigations involving controlled substances, prostitution, bookmaking, various forms of gambling and pornography, as well as purchases of weapons and explosives from suspects. In addition, prosecution of homicides and other complex criminal cases often requires the department to contribute to the prosecution effort through transcription and translation costs	20,000
d.	Sworn personnel are re-certified in First Aid/CPR every 3 years. The Department has an officer trained as a First Aid/CPR Instructor, therefore equipment is needed to administer the practical examination portion of the re-certification process. This amount allows for the purchase of CPR mannequins (both adult and infant), as well as necessary individual mouth/ nose pieces and airway systems for the mannequins	1,000
e.	Expenses for prisoner care including hospital and medical care, food, prisoner bed and blanket cleaning, miscellaneous equipment and repairs, interstate prisoner transportation	5,000
f.	Expenses for maintenance of two (2) police canines, including food, Veterinarian (medicine only),yearly maintenance and re-certification fees, bite sleeves, and miscellaneous equipment and supplies	8,500

g.	Purchase of gasoline and maintenance and inspection of gasoline storage facilities (estimated @ up to $2.80/gal.)	110,000
h.	Firearms/Defensive Tactics, including firearms, range fees, ammunition, targets, equipment repair, firearms maintenance and parts, safety equipment, less than lethal ammunition and equipment	40,000
i.	Judgments/Damages to reimburse citizens for property that has been damaged or lost while in police custody; to cover the unreimbursed portion of vehicle collision damage, unmet liability deductible, and other miscellaneous uncovered liability claims	25,000
j.	Vehicle insurance – each department is responsible for premium which is based on the estimated vehicle value *(previously budgeted in division 8000)*	4,100
k.	CCC Children's Interview Center	2,000
		$252,600

44320 Training and Travel

a. Training courses (net of POST reimbursement of $30,000)	30,000
b. International Association of Chiefs of Police	2,500
c. Conferences and meeting attendance: WSIN/Gang/Fraud annual conferences	1,600
d. CNOA annual conference (1)	800
e. CHIA annual conference (1)	800
f. Miscellaneous lunch meetings (investigations/records/ patrol/administration)	500
g. Miscellaneous conferences, meetings and mileage as needed	1,800
h. CLEARS annual conference	1,000
	$39,000

46100 Structures/Improvements

Periodic minor facility improvements not covered under maintenance	**$10,000**

46300 Equipment

a. Computer equipment & components needed to replace obsolete systems	5,000
b. Two (2) fully equipped marked patrol vehicles to replace high mileage vehicles in operation. Includes purchase, interior electronics and MDC, modifications and removal and/or reinstallation fees	85,000
c. Emergency equipment for one (1) unmarked vehicle and transfer of emergency equipment and radio to within the fleet	8,400
d. Replacement of obsolete light bars and vehicle safety equipment	35,000
	$133,400

49000 Employee Benefits/Insurance

This line item represents the police department's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to the department cost centers based upon usage. Costs included here are retirements, workers compensation, health, dental, liability, unemployment, disability and life insurances, as well as vision care, Medicare, Social Security, benefits in-lieu, medical insurance for retirees and an Employee Assistance Program.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

Division 1820 — **Code Enforcement** — **Fund 350 - Redevelopment**

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	362,405	370,991	553,693	600,104	600,104	600,104
41002 Overtime/Comp Time Paid	4,467	7,843	9,000	10,000	10,000	10,000
41305 Holiday Pay	2,883	0	1,000	0	0	0
Total Salaries	369,755	378,834	563,693	610,104	610,104	610,104
SERVICE AND SUPPLIES						
42000 Uniforms, Safety Equipment	0	1,903	1,700	1,700	1,700	1,700
42001 Communications	1,641	4,322	2,700	2,700	2,700	2,700
43000 Equipment Maintenance	3,343	8,165	9,000	9,000	9,000	9,000
43310 Memberships	120	255	1,100	1,100	1,100	1,100
43500 Office Expense	9,481	2,091	2,000	4,500	4,500	4,500
43600 Professional/Specialized Services	11,917	5,778	50,000	100,000	100,000	100,000
43700 Publications/Legal Notices	0	0	1,000	1,000	1,000	1,000
43800 Equipment Leases	0	5,197	8,000	8,000	8,000	8,000
44000 Special Department Expense	5,371	2,991	18,300	18,800	18,800	18,800
44320 Training and Travel	568	4,232	5,000	6,000	6,000	6,000
Total Service and Supplies	32,441	34,870	98,600	152,800	152,800	152,800
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49100 Employee Benefits/Insurance	97,120	124,391	288,647	306,267	306,267	306,267
49101 Building Maintenance Costs	5,048	5,234	8,680	7,301	7,301	7,301
49004 Communications/Utilities	12,786	11,774	46,775	12,803	12,803	12,803
49305 PERS Side Fund	0	0	480,658	0	0	0
Total Expenditure Transfers	114,954	141,399	823,760	326,371	326,371	326,371
TOTAL CODE ENFORCEMENT BUDGET	**517,150**	**555,103**	**1,486,453**	**1,089,275**	**1,089,275**	**1,089,275**
% increase (dec) over prior year (excluding PERS Side Fund)		7.34%	167.78%	8.30%		

CODE ENFORCEMENT

DIVISION 1820

The City Council created a separate Code Enforcement Division under the direction of the Police Department to aggressively eradicate safety hazards and blight within the City. Code enforcement is funded by redevelopment monies.

Mission Statement

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

Budget Line Item Descriptions

41000 Salaries

Staffing of this division includes:

1	Police Sergeant
2	Police Officers (1 vacant position)
1.5	Building Inspector (.5 currently unfunded contract position*)
3	Police Service Technicians (1 vacant position)
1	Administrative Clerk II

* With the hiring of the second police officer, a part-time contract building inspector is requested. This cost is budgeted below in professional services.

41002 Overtime

Overtime is incurred due to attendance at City Council meetings regarding demolition and liens on abatement of substandard buildings, as well as potential call outs on emergency hazard situations. **$10,000**

42000 Uniforms

Uniforms, safety boots, jackets, and rain gear. **$1,700**

42001 Communication

Services associated with pagers, cellular phones & 800 MHz radios for the staff. **$2,700**

43000 Equipment Maintenance

Equipment repair, upgrade and maintenance of various office machines, including the division's share of maintenance costs for the department copy, fax, and plotter machines. In addition, this line item covers the costs associated computer and vehicle maintenance. **$9,000**

43300 Memberships

Membership and subscriptions to professional organizations including California Association of Code Enforcement Officers and International Conference of Code Enforcement Officials. **$1,100**

43500 Office Expense

Office supplies, toner, miscellaneous data processing supplies, printing of various permit forms, updated code books, new digital camera, computer, etc. **$4,500**

43600 Professional Services

Cost of title search fees, permits related to asbestos removal, contractor costs including boarding of vacant houses, demolition and clean up of unsafe hazardous homes and general fees related to the enforcement of Property Maintenance and Boarding Ordinances of commercial, private and trailer park properties. 40,000

Contra Costa County building inspector (approximately 20 hours/week) 60,000

$100,000

43700 Publications and Legal Notices

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

43800 Equipment Rental

Lease of vehicle abatement truck	$5,200
Xerox copy machine	2,800
	$8,000

44000 Special Departmental Expenses

Money to be used to assist impoverished tenants in relocating to a different residence in the event their current home is determined to be unfit for human habitation by the building Inspector due to the landlord's failure to maintain the property	$10,000
Fuel for four vehicles	3,300
Vehicle insurance	500
Legal fees for representation, damages and judgment	5,000
	$18,800

44320 Training and Travel

Code Enforcement attendance at professional conferences (CACE), local seminars/training workshops, including computer software training and training for the enforcement of codes related to the maintenance of mobile home parks. **$6,000**

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

The Code Enforcement Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Maintenance Costs

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

49004 Communications/Utilities

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

Division 1630 **Police Grants** Funds 202, 208, 211

Account and Title	(1) 2002/2003 Actual Expended	(1) 2003/2004 Actual Expended	(1) 2004/2005 Amended Budget	(2) 2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	77,796	141,720	171,811	332,022	332,022	332,022
41002 Overtime/Comp Time Paid	4,014	10,208	0	0	0	0
41305 Holiday Pay		2,431	0	0	0	0
Total Salaries	81,810	154,359	171,811	332,022	332,022	332,022
SERVICE AND SUPPLIES						
42000 Uniform/Safety Equipment		800	400			
43010 Equipment Maintenance		0	0			
43500 Office Expense	29,596	1,261	0			
43600 Professional/Specialized Services		23,194	0			
44000 Special Department Expense		12,460	0			
44320 Training and Travel	2,790	0	12,104			
Total Service and Supplies	32,386	37,715	12,504	0	0	0
FIXED ASSETS						
46100 Improvements		0	0	0	0	0
46300 Equipment	284,020	113,519	0	0	0	0
Total Fixed Assets	284,020	113,519	0	0	0	0
49000 Employee Benefits/Insurance	26,581	47,717	90,518	193,955	193,955	193,955
49001 Building Maintenance Costs		872	1,085	4,867	4,867	4,867
49004 Communications/Utilities		1,406	5,722	8,536	8,536	8,536
Total Expenditure Transfers	26,581	49,995	97,325	207,358	207,358	207,358
TOTAL POLICE GRANTS BUDGET	424,797	355,588	281,640	539,380	539,380	539,380
% increase (decrease) over previous year		-16.29%	-20.80%	91.51%		

(1)Includes School Resource Officer

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

DEBT SERVICE

Debt Service

Division 7000 — **Special Assessment Bonds** — Funds 405,410

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
43600 Professional Service	9,490	8,694	4,500	4,000	4,000	4,000
44500 Debt Service	855,275	861,652	851,822	817,549	817,549	817,549
Total Service and Supplies	864,765	870,346	856,322	821,549	821,549	821,549
TOTAL ASSESSMENT BOND BUDGET	864,765	870,346	856,322	821,549	821,549	821,549
% increase (decrease) over previous year		0.65%	-1.61%	-4.06%		

DEBT SERVICE
SPECIAL ASSESSMENT BONDS

DIVISION 7000

Mission Statement
To process payment of assessment bonds.

Budget Line Item Descriptions
This budget unit serves to consolidate appropriations for payment of city special assessment bonds. Special assessment bonds are secured by assessments levied against property in the districts. The County collects such assessments and remits amounts to the City sufficient to meet scheduled debt service on the bonds. The City holds such collections in bond redemption funds and remits to its bond paying agent amounts needed to pay bond debt service. The bonds are limited obligation improvement bonds issued pursuant to the Improvement Bond Act of 1915, and the City has no obligation to pay bond debt service except to the extent of assessments collected and monies on deposit in the bond reserve and redemption funds.

43600 ***Professional Services***
Includes fiscal agent fees charged by the trustee, Wells Fargo Bank National Association, of the bonds. Services include maintaining bondholder records plus payment of principal and interest. **$4,000**

44500 ***Debt Service***
Principal and interest payments on two assessment bonds are budgeted in this line item. Descriptions of these bonds follow:

A. ***1997 Reassessment Revenue Bonds (Fund 405)***
This bond issue totaled $3,960,000 and was issued May 1997. Interest rates start at 4.50% and graduate up to 6.45%. These bonds were issued to retire the Town Center Assessment District Limited Obligation Improvement Bonds,
Series A which carried a higher interest rate. Those interest rates started at 6.25% and graduated up to 8.10%. By refinancing these bonds the interest expense was substantially reduced.

This District is situated immediately west of both the northbound and southbound San Pablo Dam Road on ramps and off ramps of Interstate 80. The District consists of 28 parcels totaling approximately 16.7 acres. Much of the property within the District was formerly owned by the Redevelopment Agency of the City of San Pablo, which provided relocation assistance to the occupants and substantially cleared the land for development.

The improvement project consisted of the parking and related improvements, together with the traffic signalization and storm drain water and sewer improvements necessary for the development of Town Center.

Payments due on this bond:

9/2/05	$225,000	Principal
	76,942	Interest (5.75%)
3/2/06	70,474	Interest
Total	$372,416	

Outstanding principal balance on 6/30/06 will be $2,265,000.

B. *1998 Reassessment Bonds (Fund 410)*

This bond issue totaled $4,925,000 and was issued January 1998. Interest rates start at 4.00% and graduate up to 5.90%. These bonds were issued to retire the Oak Park Assessment District Limited Obligation Improvement Bonds which carried a higher rate. Those interest rates started at 6.2% and graduated up to 7.65%. By refinancing these bonds the interest expense was substantially reduced.

Oak Park Assessment District is located on San Pablo Dam Road immediately east of Interstate 80 in San Pablo. The District consists of three assessed parcels comprising approximately 27 acres. The Series A Bonds represents the unpaid assessment on one of these parcels, which is identified as Assessment Parcel No. 15. The Series A parcel comprises approximately 14.5 gross acres, of which approximately 9.7 acres are usable. Constructed on the Series A Parcel is Princeton Plaza, an approximately 120,000 square-foot shopping center.

The Series A Bonds were issued to finance the acquisition by the City of improvements pertaining to the widening of approximately 1450 feet of the southerly portion of San Pablo Dam Road and the acquisition by the City of a portion of San Pablo Hillside, and repairs to the northerly slope of the Hillcrest Road.

Payments due on this bond:

9/2/05	$250,000	Principal
	100,879	Interest (5.30%)
3/2/06	94,254	Interest
Total	$445,133	

Outstanding principal balance at 6/30/06 will be $3,315,000.

Debt Service
Redevelopment Tax Allocation Bonds

Division 7250 — Funds 455,456,490,495

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Request	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
43400 Professional Service	5,036	165,628	9,000	0	0	0
44300 Debt Service	3,694,980	18,471,336	4,824,824	4,604,923	4,604,923	4,604,923
Total Service and Supplies	3,700,016	18,636,964	4,833,824	4,604,923	4,604,923	4,604,923
TOTAL TAX ALLOCATION BONDS BUDGET	3,700,016	18,636,964	4,833,824	4,604,923	4,604,923	4,604,923
% increase (decrease) over previous year		403.70%	-74.06%	-4.74%		

DEBT SERVICE
REDEVELOPMENT TAX ALLOCATION BONDS

DIVISION 7250

Mission Statement

To process payment of redevelopment tax allocation bonds.

This budget unit serves to consolidate appropriations for payment of redevelopment tax allocation bond principal and interest payments. The tax allocation revenues received via the County property tax rolls are used to pay these obligations. The tax allocation proceeds are deposited into the Redevelopment Operating Fund and 20% to the Housing Set Aside Fund. As bond payments become due, the needed funds are transferred to the bond redemption funds and are remitted to the bond-paying agent in amounts required to pay bond debt service.

Budget Line Item Descriptions

43600 ***Professional Services*** **- Budgeted in division 6110**

44500 ***Debt Service***

The Redevelopment Agency uses tax increment monies to service five active bond issues. Descriptions of these issues are as follows:

1. ***1999 Tenth Township Tax Allocation Bonds (Fund 490)***

   The Bonds were issued June 22, 1999, $9,850,000, for the purpose of refunding the 43% of the outstanding Merged Project Area 1990 Tax Allocation Refunding Bonds, and to provide new monies for construction and redevelopment activities. Tax increment is received from the County and is pledged to satisfy the debt service for this issue. The bond issue will reach final maturity on December 1, 2023.

   Payments due for this issue:

12/1/05	$465,000	Principal
	224,363	Interest (4.65 %)
6/1/06	213,551	Interest
Total	**$902,914**	

   Outstanding principal at 6/30/06 will be $7,985,000.

4. ***2004 JPFA Tax Allocation Bonds*** ***(Fund 459)***

On March 18, 2004, the City of San Pablo Joint Powers Financing Authority issued 2004A Tenth Township Bonds in the amount of $31,960,000. Proceeds of these 2004A bonds were used to refund and defease $13,930,000 of the Merged Project Area Tax Allocation Bonds, Series 1993, and the remainder will finance the construction and acquisition of certain capital improvements in furtherance of the redevelopment plan for the Tenth Township Project Area, make a deposit to a reserve account established under the Tenth Township Indenture, and pay costs of issuance incurred in connection with the issuance, sale and delivery of the 2004A Tenth Township Bonds.

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

Payments due for this issue are:

12/1/05	$90,000	Principal	$ 0	
	655,061	Interest	133,062	
06/1/06	659,211	Interest	133,013	
	$1,404,272		**$266,075**	**TOTAL $1,670,347**

Outstanding principal on 6/30/06 will be $31,605,000.

COMMUNITY SERVICES

Recreation
(Excludes Para Transit)

Division 1440 — Fund 100 General Fund

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	201,555	208,368	217,452	148,403	148,403	148,403
41001 Part Time	185,073	176,953	188,000	188,000	188,000	188,000
Total Salaries	386,628	385,321	405,452	336,403	336,403	336,403
SERVICE AND SUPPLIES						
42000 Uniform / Safety Communications	973	939	1,000	1,500	1,500	1,500
42001 Communications	1,698	4,046	3,000	3,500	3,500	3,500
43000 Equipment Maintenance	2,879	257	2,700	4,000	4,000	4,000
43300 Memberships	285	376	500	500	500	500
43500 Office Expense	3,453	3,649	3,500	6,000	6,000	6,000
43600 Professional Services	35,082	8,665	10,000	10,500	10,500	10,500
43800 Equipment Rental	5,433	7,019	10,000	2,000	2,000	2,000
44000 Special Department Expense	98,948	77,132	85,000	97,960	97,960	97,960
44320 Training and Travel	5,919	795	500	7,500	7,500	7,500
44400 Utilities	707	529	1,000	0	0	0
Total Service and Supplies	150,377	103,406	117,200	133,460	133,460	133,460
FIXED ASSETS						
46500 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	84,140	91,562	116,944	88,259	88,259	88,259
49001 Building Maintenance Cost	2,962	3,692	3,407	2,920	2,920	2,920
49004 Communications/Utilities	11,549	10,041	17,967	5,121	5,121	5,121
49005 PERS Side Fund	0	0	118,864	0	0	0
49503 Salary/benefits transfer to other divisions	(18,998)	(40,000)	(40,000)	0	0	0
Total Expenditure Transfers	79,653	65,295	217,182	96,300	96,300	96,300
TOTAL RECREATION BUDGET	**616,658**	**554,022**	**739,814**	**566,163**	**566,163**	**566,163**
% increase (dec.) over prior year (excluding PERS Side Fund)		-10.16%	33.54%	-8.82%		

RECREATION DIVISION

DIVISION 1440

Mission Statement

The Recreation Division enhances the quality of life of the community and endeavors to create a spirit of unity among the various cultures living in the San Pablo/ West County area.

Division Responsibilities and Goals

The Recreation Division provides community services for the purpose of:

- building a sense of community
- providing positive, joyful experiences through playful activities teaching leisure skills to children, teens and adults
- promoting recreational activities that can be pursued over the span of a lifetime
- stimulating cultural awareness
- rescuing and preserving a sense of well-being and self esteem for those who participate

Recreation Division Programs include:

- Fall after school playground programs at local elementary schools for youth ages 6-12 years.
- After school homework help/Recreation program at Helms Middle School as part of the West Contra Costa Unified School District After School Enrichment Program.
- Special events for all ages including: Haunted House, Easter Egg Hunt, Elves Workshop, winter/Spring break special events.
- Excursions and special cultural programs for youth year round.
- Summer Day Camp for school age youth in collaboration with the East Bay Regional Park District.
- Summer Teen Scene and Davis Park Summer programs for youth ages 6-17.
- Summer Youth Employment Training Program for 10 youths, ages 14-17 years.
- Staff support for the San Pablo Youth Commission.
- The San Pablo Senior Adult Center, a full-service senior center, open full-time, six days per week, and offering recreational and educational activities, social services, and a daily congregate meal program serving 110 seniors per day for seniors 60 years and up or 50 years and disabled. Contra Costa County provides meals through their Senior Nutrition Program (funds are deposited monthly to a city-controlled account for draw-down to pay for meals and staff support for this activity.)
- The Davis Park program, open two days per week, for recreational activities and once per week to seniors 60 years and up or 50 and disabled for educational and nutritional programs.

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

Budget Line Item Descriptions

41000 Salaries

Staffing for this division includes:

1 Recreation Supervisor
1 Recreation Program Coordinator 90%
1 Administrative Aide 50%

41001 Part-Time

Youth recreation programs such as: After School Playground programs, Summer Day Camp and Summer Park Programs, and special events such as the Haunted House, Easter Egg etc. Staffing will be approximately 24 positions in the summer and 12 positions in the school year. $125,000

Senior centers - eight part-time employees 63,000

$188,000

42000 Uniforms

Recreation uniforms (shirts, hats, etc.) **$1,500**

42001 Communications

Cell phone charges for the Recreation Supervisor, Coordinator and part-time staff. **$3,500**

43000 Equipment Maintenance

Maintenance of computers and Rectrac program $1,800

Maintenance of recreation auto and traveling mobile van maintenance, and playground equipment. 2,200

$4,000

43300 Memberships

California Parks and Recreation Society, Youth Today subscription, etc. **$500**

43500 Office Expense

Office supplies (i.e. printer cartridges, colored flyer paper, envelopes; upgraded computer software; new DVD players, camera, podium; office furniture for Maple Hall Office. **$6,000**

43600 Professional Services

Curatorial support for the San Pablo Arts Gallery. **$10,500**

43800 Equipment Rental

Items for special events such as carnivals, dances, cultural celebrations, etc. **$2,000**

44000 Special Departmental Expense

This line item includes vehicle insurance, bus rentals for day camp, Summer/Fall excursions, Annual Snow Trip, entry fees for excursions, program supplies, program entertainers, security for special events, and fee classes. Expenses for City-wide youth events: Easter Egg Hunt, Haunted House, Elves Workshop, Day Camp, Spring/Winter break special events and after school and summer playground program, Bridging the Gap Celebration. Art Gallery operating expenses. $50,650

Latino Heritage Day	10,000
Holiday Tree Lighting	5,000
San Pablo newsletter	32,310
	$97,960

44320 Training and Travel

Training and travel for the Recreation Supervisor, Program Coordinator and part-time staff. **$7,500**

49000 Employee Benefits/Insurance

This line item represents the Recreation Division's share of employee benefits and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program, and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

Division 1444 **Para Transit** Fund 216

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	21,077	21,529	23,372	34,204	34,204	34,204
41001 Part Time	6,168	12,424	10,000	15,000	15,000	15,000
Total Salaries	27,245	35,953	33,372	49,204	49,204	49,204
SERVICE AND SUPPLIES						
42001 Communications	575	610	0	0	0	0
43000 Equipment Maintenance	834	962	5,000	5,000	5,000	5,000
43600 Professional Services	0	0	0	0	0	0
44000 Special Departmental Expense	28,199	16,572	45,000	50,000	50,000	50,000
44320 Training and Travel		0	0	0	0	0
Total Service and Supplies	29,558	18,145	50,000	55,000	55,000	55,000
FIXED ASSETS						
46300 Equipment	45,204	0	0	0	0	0
Total Fixed Assets	45,204	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance	934	6,942	10,328	15,478	15,478	15,478
49002 Building Maintenance Costs	521	1,291	1,584	852	852	852
49003 Salary/benefits transferred in	18,998	73,770	73,354	0	0	0
49004 Communications/Utilities	878	2,212	8,354	1,494	1,494	1,494
49005 PERS Side Fund	0	0	27,396	0	0	0
Total Expenditure Transfers	21,181	84,215	121,016	17,824	17,824	17,824
TOTAL PARA TRANSIT BUDGET	**123,188**	**138,313**	**204,388**	**122,028**	**122,028**	**122,028**
% increase (dec.) over prior year (excluding PERS Side Fund)		12.28%	47.77%	-31.05%		

PARATRANSIT

DIVISION - 1444

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

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

Budget Line Item Descriptions

41000 ***Full Time***

1 Administrative Aide 50%
1 Recreation Program Coordinator 10%
1 Paratransit Driver *(maintenance worker)* 10%

41001 ***Part Time***

2 Paratransit drivers
(To take seniors and disabled community on special trips and shuttles) **$15,000**

43000 ***Equipment Maintenance***

Gasoline and vehicle maintenance. **$5,000**

44000 ***Special Departmental Expense***

Ticket sales, vehicle insurance, senior singles trips, rides for seniors and disabled who are not eligible for Intelitrans services or who live outside 3/4 mile radius of AC Transit line or BART, same-day services. **$50,000**

49000 ***Employee Benefits/Insurance***

This line item represents the division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 ***Building Maintenance Costs***

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

49004 Communications/Utilities

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

Division 1750 **Engineering** Fund 200 Gas Tax

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	277,620	314,921	417,311	434,810	434,810	434,810
41001 Part Time	2,246	5,842	7,000	7,000	7,000	7,000
41002 Overtime	0	605	0	0	0	0
Total Salaries	275,866	321,368	424,311	441,810	441,810	441,810
SERVICE AND SUPPLIES						
42000 Uniforms	107	279	500	500	500	500
42001 Communications	1,996	6,435	5,380	5,380	5,380	5,380
43000 Equipment Maintenance	5,259	2,259	3,500	3,500	3,500	3,500
43300 Memberships	975	1,016	1,550	1,550	1,550	1,550
43500 Office Expense	5,001	6,540	6,500	6,500	6,500	6,500
43600 Professional Services	61,818	52,252	87,000	97,640	97,640	97,640
43700 Legal Notices	137	82	200	200	200	200
44000 Special Department Expense	13,200	9,862	34,900	37,570	37,570	37,570
44320 Training and Travel	4,361	5,674	6,500	6,500	6,500	6,500
44400 Utilities	28,414	22,010	26,000	26,000	26,000	26,000
Total Service and Supplies	121,265	106,409	152,030	185,340	185,340	185,340
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	2,250	0	0	0	0	0
Total Fixed Assets	2,250	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	72,141	92,101	173,496	164,080	164,080	164,080
49001 Building Maintenance Cost	2,505	3,227	5,099	5,720	5,720	5,720
49002 Administrative Costs	18,660	0	0	0	0	0
49004 Communications/Utilities	15,865	12,738	26,593	10,029	10,029	10,029
49005 PERS Side Fund	0	0	256,445	0	0	0
49503 Salary/benefits transferred to other div.	(68,097)	-71,471	(199,176)	(198,612)	(198,612)	(198,612)
Total Expenditure Transfers	39,094	36,595	243,761	(18,783)	(18,783)	(18,783)
TOTAL ENGINEERING BUDGET	**442,495**	**464,372**	**822,102**	**608,367**	**608,367**	**608,367**
% increase (dec.) over prior year (excluding PERS Side Fund)		4.94%	77.04%	3.86%		

ENGINEERING

DIVISION 1730

Mission Statement

The Engineering Division provides overall administration and support of the Street and Highway Codes for the City of San Pablo. The Engineering Division is responsible for providing assistance and guidance to the general public and developers in regards to requirements and regulations for street, sidewalk, storm drainage, grading, and other capital improvements. The Engineering Division also issues and monitors all encroachment and grading permits, maintains traffic counts and speed studies on major arterial and collector streets throughout the City, and oversees the proper operation of the citywide traffic signal system. The Engineering Division plans and administers municipal capital improvement, storm water pollution control, and pavement management programs within the City.

Budget Line Item Descriptions

41000 Salaries

Staffing for this division includes:

1 Public Works Director
1 Senior Civil Engineer
1 Associate Civil Engineer
1 Engineering Aide
1 Senior Public Works Inspector 75%
1 Senior Administrative Secretary 50%

41001 Part Time Salaries

Engineering student intern for summer assistance.	**$7,000**

42000 Uniforms

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

42001 Communications

Cellular phone service $1,620; maintenance for 4 portable radios $3,760.	**$5,380**

43000 Equipment Maintenance

One half of the cost for plan size copy machine annual preventative maintenance and repair (cost shared with Development Services)	$ 350
Vehicle repair and maintenance	1,250
Engineering's share of the Community Development copier	350
Engineering plotter maintenance	250
Miscellaneous unanticipated repairs	1,300
	$3,500

43300 Membership/Publications

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

43500 Office Expense

Printer paper, toner, computer paper, hanging files, computer programs and updates, planners, computer diskettes, miscellaneous data processing supplies and printing costs, archive storage boxes, camera supplies, drafting paper, photo processing, etc.; computer upgrades, CD burner and miscellaneous equipment. **$6,500**

43600 Professional Services

Contra Costa County traffic signal maintenance	$45,000
Traffic accident signal repair contract	20,000
SMART Corridor operations and maintenance contract	10,640
Repairs to city-owned street lights	5,000
Auditor's fee for Single Audit for Federally funded projects	6,000
County drafting services	1,000
Other contract services i.e. soil testing, property surveys, special studies	10,000
	$97,640

43700 Legal Notices

Public notice publications. **$200**

44000 Special Departmental Expense

Gasoline	$ 2,000
Grant applications	500
West Contra Costa Transportation Advisory Committee (WCCTAC) dues	22,670
Small tools	150
Bottled water	250
Municipal Pooling Authority payments for unmet liability deductible	10,000
Contra Costa Transportation Authority (CCTA) administrative fee	1,000
Traffic count equipment	1,000
	$37,570

44320 Training and Travel

Training programs (asphalt concrete, traffic signals, computer training, etc.), League of Cities Public Works Official conference, Street & Sewers conference, California Specialized Training Institute Earthquake Response training classes and associated travel expenses, professional society meetings. **$6,500**

44400 Utilities

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

46100 Improvements
None budgeted.

46300 Equipment
None budgeted.

49000 Employee Benefits/Insurance
This line item represents the Engineering Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs
Included in the building maintenance costs is the Departments/Divisions pro-rata share of common area costs. Some of the common area costs are janitorial service, alarm service, maintenance supplies and pest control. Allocation is based on the number of full time employees.

49004 Communications/Utilities
This line item represents this division's share of communications, postage, copier usage, property/fire/vehicle insurance, utilities, and telephone services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

49503 Salary/benefits Transferred to other Divisions

Position	Percentage Charged	Transferred To	Amount
Public Works Director	25%	NPDES (1740)	$ 37,990
Public Works Director	30%	RDA (6110)	45,588
Associate Civil Engineer	93%	Capital Projects (3200)	106,982
Associate Civil Engineer	7%	NPDES (1740)	8,052
		TOTAL	**$198,612**

These costs are shown in total in this budget unit, and then transferred via a cost transfer to the benefiting divisions.

Division #735 **Graffiti and Litter Abatement** **Fund 350 Redevelopment**

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	83,438	99,970	85,825	110,662	110,662	110,662
41001 Part Time	0	0	74,555	77,000	77,000	77,000
41002 Overtime	1,171	1,091	2,000	2,000	2,000	2,000
Total Salaries	84,609	101,061	166,380	189,662	189,662	189,662
SERVICE AND SUPPLIES						
42000 Uniforms/Safety Equipment	1,000	1,194	3,400	3,400	3,400	3,400
42001 Communications	54	2,000	3,900	3,900	3,900	3,900
42002 Equipment Maintenance	2,619	4,684	10,000	10,000	10,000	10,000
42600 Office Expense	224	934	250	250	250	250
44000 Special Department Expense	5,398	5,994	11,500	11,500	11,500	11,500
44320 Training and Travel	251	0	500	500	500	500
Total Service and Supplies	9,526	13,606	29,550	29,550	29,550	29,550
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49002 Employee Benefits/Insurance Cost	26,234	34,757	51,219	74,173	74,173	74,173
49001 Building Maintenance Cost	1,667	1,745	4,040	2,434	2,434	2,434
49004 Communications/Utilities	3,655	2,613	27,887	4,268	4,268	4,268
49005 PERS Side Fund	0	0	86,635	0	0	0
Total Expenditure Transfers	31,696	39,355	170,081	80,875	80,875	80,875
TOTAL GRAFFITI ABATEMENT BUDGET	125,831	154,322	366,011	300,087	300,087	300,087
% increase (dec.) over prior year (excluding PERS Side Fund)		22.69%	137.17%	6.19%		

GRAFFITI & LITTER ABATEMENT

DIVISION 1735

Mission Statement

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

Budget Line Item Descriptions

41000 Salaries

Staffing for this division includes:

2 Maintenance Workers

41001 Part Time

4 Maintenance Workers

41002 Overtime

Labor needed at times other than normal work hours to perform various services in connection with such unforeseen emergencies.	**$2,000**

42000 Uniforms

Uniforms and safety boots.	**$3,400**

42001 Communications

Cellular phone service	$ 180
DSL service	900
Maintenance for 3 radios	2,820
	$3,900

43000 Equipment Maintenance

Maintenance, repairs and smog certification for the vehicle used in the abatement of graffiti	$ 5,000
Spray equipment maintenance	2,000
Other equipment maintenance	3,000
	$10,000

43500 Office Expense

Paper, clipboards, pens, business cards, computer diskettes.	**$250**

44000 Special Department Expense

Paint	$ 6,000
Graffiti removal chemicals	2,000
New paint guns and equipment	2,500
Miscellaneous items i.e. paintbrushes, paint rollers, ladders, paint scrapers, and other materials related to graffiti abatement	1,000
	$11,500

44320 Training and Travel

Technical and safety training. **$500**

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

This line item represents the Graffiti Abatement Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

Division 1740 **National Pollution Discharge Elimination System** Fund 207

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	89,766	70,520	67,763	73,740	73,740	73,740
41001 Part-Time Salaries	20,116	21,800	23,690	24,378	24,378	24,378
Total Salaries	109,882	92,320	91,453	98,118	98,118	98,118
SERVICE AND SUPPLIES						
42000 Uniforms/Safety Equipment	0	55	300	300	300	300
42301 Communications	1,128	3,418	3,570	3,880	3,880	3,880
42300 Equipment Maintenance	2,568	1,070	4,700	2,700	2,700	2,700
43200 Memberships	220	225	500	500	500	500
43500 Office Expense	2,027	8,461	1,500	1,500	1,500	1,500
43600 Professional Services	66,480	57,253	75,800	75,800	75,800	75,800
44000 Special Department Expense	25,616	23,681	19,600	20,400	20,400	20,400
44320 Training and Travel	755	1,290	1,000	1,000	1,000	1,000
Total Service and Supplies	98,291	90,363	106,170	105,780	105,780	105,780
FIXED ASSETS						
46300 Equipment	0	10,000	32,506	0	0	0
Total Fixed Assets	0	10,000	32,506	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	19,661	17,163	26,687	27,656	27,656	27,656
49001 Building Maintenance Cost	2,419	3,140	2,278	2,555	2,555	2,555
49002 Administrative Costs	56,077	0	0	0	0	0
49003 Salary/benefit costs transferred in	62,272	96,964	109,984	123,785	123,785	123,785
49004 Communications/Utilities	6,837	6,472	12,816	4,481	4,481	4,481
49005 PERS Side Fund	0	0	121,751	0	0	0
Total Expenditure Transfers	144,266	123,739	272,596	158,477	158,477	158,477
TOTAL NPDES BUDGET	**352,439**	**316,417**	**502,825**	**362,375**	**362,375**	**362,375**
% increase (dec) over prior year (excluding PERS Side Fund)		-10.12%	58.91%	-4.91%		

NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES)

DIVISION 1740

As a result of amendments to the Federal Clean Water Act, the Environmental Protection Agency was given the authority to regulate storm water discharges from municipal storm drains under the National Pollution Discharge Elimination System (NPDES) program. In the State of California the permit program is implemented by the Regional Water Quality Control Board. The Board directed the County and all of its jurisdictions to prepare Stormwater Management Plans to eliminate discharge of pollutants into the creeks which ultimately discharge into the bay.

Recognizing that Cities' general funds would not be adequate to financially support the mandates of NPDES, legislation was passed in 1992 to allow counties to levy a stormwater utility assessment fee on parcels within the City, which will be used to fund the program. The County Flood Control District administers the assessments. San Pablo's fiscal year 2005/2006 stormwater utility assessment rate is $43.00/Equivalent Runoff Unit, which equates to $30.10 per year for a typical single family home. Assessment fees are collected as part of the annual property tax collection and are disbursed to cities using the same schedule that is used for payment of property taxes.

Required NPDES activities determine the proposed budget, which is funded entirely with revenues from the assessment. San Pablo is a member of the Contra Costa Clean Water Program, which consists of 21 cities in Contra Costa County and the County Flood Control District. These agencies are joint holders of a five year NPDES permit which has been re-issued for the 1999-2004 period. Under this permit, the Clean Water Program conducts group activities such as county-wide public outreach activities (education programs for children, stormwater pollution prevention advertising, erosion control seminars for contractors and inspectors, etc.) and technical studies (stormwater monitoring, watershed management, quantitative measurement of pollutants, performance assessment of pollution control practices and technology, etc.). Individual cities are required to also implement Best Management Practices (BMP's) which fall into the following categories:

Inspection activities, Municipal Maintenance, New Development & Construction Controls, Public Education & Industrial Outreach and Illicit Discharge Control Activities.

The most significant BMP's consist of requiring major new development and redevelopment projects to include measures to protect stormwater quality, regularly inspecting the city's creeks and storm drain systems, inspecting construction sites, inspecting restaurants and automotive service facilities, cleaning and maintaining city-owned storm drain systems, performing regular street sweeping, conducting and/or sponsoring educational and community outreach activities and upgrading the municipal maintenance yard.

Mission Statement

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

Budget Line Item Descriptions

41000 Salaries

Staffing for this project includes:

1	NPDES Coordinator
1	Senior Public Works Inspector (25%)

41001 Part-Time

Temporary workers for storm drain cleaning and cleanups of publicly owned or maintained sections of creeks and drainage easements.	**$24,378**

42000 Uniforms

Uniforms and safety equipment.	**$300**

42001 Communications

Cellular phone service	$1,150
Maintenance for 3 portable radios	2,730
	$3,880

43000 Equipment Maintenance

Vehicle maintenance, minimize vehicle leaks	$ 500
Storm drain and creek maintenance equipment	200
Software maintenance	2,000
	$2,700

43300 Memberships

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

43500 Office Expense

Miscellaneous office supplies, computer updates.	**$1,500**

43600 Professional Services

Street sweeping contract services	$68,000
Garbage transport fees	16,000
Community Cleanup Program	2,000
Volunteer creek cleanups	2,000
Children's educational and community event programs and watershed programs	3,000
Miscellaneous and unanticipated expenses	500
	$75,500

44000 Special Departmental Expense

Disposal fees for used tires cleaned from creeks and other storm drain and creek cleanup needs	$2,400
Street sweeping sign installation	2,500
Repair of storm drain facilities	2,000
Repair to damaged creek banks	1,000
Community newsletter insert	1,500
Developer guides	500
Educational materials publishing and distribution	2,500
Regional Board Fee	7,500
TMDL Related Reporting/Monitoring	500
Unanticipated expenses	500
	$20,400

44320 Training and Travel

Training programs (water quality and monitoring techniques, GIS, inspector training) and related travel expenses. **$1,000**

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance Cost

This line item represents the N.P.D.E.S. Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to division cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

This appropriation represents the N.P.D.E.S. Division's share of building maintenance costs, which include postage, telephone, copier costs, janitorial services and other building maintenance costs. The building maintenance budget will be costed out to benefiting departments.

49003 Salary/benefits transferred from other divisions

Several staff members perform administrative functions for the NPDES Division. Rather than charge these employee's labor and benefit costs directly into salaries on a pre-set percentage basis, these employees are budgeted in their respective divisions and expenditure transfers then effect the transfer of costs between their divisions and NPDES. Charged into NPDES via this line item are the following positions, by percentage:

Position	Percentage	Transferred From	Amount
Public Works Director	25%	Engineering (1730)	$37,990
Associate Civil Engineer	7%	Engineering (1730)	8,052
Finance Director	10%	Finance (1420)	18,750
2 St. Main. Workers	50%	Street Lighting (2110)	58,993
	TOTAL		**$123,785**

49004 Communications/Utilities

This line item represents this division's share of communications and utilities for required services. Specific amounts are based upon actual use and are itemized in the Multi-Department Programs (8000) budget.

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

Division 1741/1743 — **Housing Administration** — Funds 245/250/280 — RDA Set-Aside (Low - Moderate)

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	177,668	182,543	23,591	25,513	25,513	25,513
41001 Part-Time	0	0	0	0	0	0
41002 Overtime	102	287	0	0	0	0
Total Salaries	177,765	182,830	23,591	25,513	25,513	25,513
SERVICE AND SUPPLIES						
42000 Communications	723	877	0	0	0	0
43000 Equipment Maintenance	2,552	1,771	0	0	0	0
43000 Memberships/Subscriptions	140	500	1,300	0	0	0
43500 Office Expense	3,433	1,179	0	0	0	0
43600 Professional Services (fund 245)	42,226	65,943	60,000	60,000	60,000	60,000
43600 Professional Services (fund 220)		600,000	0	0	0	0
44000 Special Department Expense (fund 220)	5,626	5,465	0	0	0	0
44000 Special Department Expense (fund 250)	8,677	5,457	0	100	100	100
44300 Training and Travel	1,538	1,485	0	0	0	0
Total Services and Supplies	65,315	683,641	61,900	60,100	60,100	60,100
OTHER						
45400 CDBG Loans/Grants (fund 220)	442,473	206,273	0	0	0	0
45400 PTID/Rehab Loans/Grants (fund 250)	242,150	0	300,000	300,000	300,000	300,000
45400 Agency Loans (fund 250)	155,234	1,363,482	250,000	250,000	250,000	250,000
45400 Low/Mod Housing Loans/Grants (fund 250)		0	680,000	1,730,000	1,730,000	1,730,000
45400 Low/Mod Housing Loans/Grants (fund 280)		0	450,000	0	0	0
45400 CalHOME Grants (fund 245)	200,000	425,000	250,000	345,000	345,000	345,000
Total Other	2,040,832	2,026,755	2,130,000	2,625,000	2,625,000	2,625,000
FIXED ASSETS						
46100 Improvements	4,821	0	75,000	0	0	0
46000 Equipment	0	0	0	0	0	0
Total Fixed Assets	4,821	0	75,000	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	39,181	56,791	5,327	21,731	21,731	21,731
49001 Building Maintenance Cost	1,876	3,058	542	426	426	426
49003 Salary and Benefit Costs transferred in	0	22,000	29,400	11,440	11,440	11,440
49004 Communications/Utilities	5,647	5,574	2,861	747	747	747
49006 PERS Side Fund	0	0	27,631	0	0	0
Total Expenditure Transfers	46,354	90,818	69,594	34,344	34,344	34,344
TOTAL HOUSING BUDGET	2,335,092	2,984,044	2,359,185	2,744,957	2,744,957	2,744,957
% Increase (decl) over prior year (excluding PERS Side Fund)		120.81%	-20.94%	17.72%		

HOUSING ADMINISTRATION

HOUSING DIVISION - 1741

Mission Statement

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

Budget Line Item Descriptions

41000 Salaries

Staffing for this division includes:

1 Planning Division Manager 25%

43600 Professional Services

Contra Costa County for administration of the Agency's program	$50,000
Consultant fees, grant preparation services; legal costs associated with delinquent loans, defaults of deeds of trust, and general housing inquiries on existing loans.	10,000
	$60,000

44000 Special Departmental Expense

Vehicle insurance	**$100**

45400 Loans and Grants

The Agency's First-Time Homebuyer Program* (fund 250)	$300,000
The Agency's Residential Rehabilitation Program *(fund 250)	250,000
Simpson Affordable Housing Loan (fund 250)	130,000
CalHOME program grant award* (fund 245)	345,000
Jack Parker Truck/EBALDC (fund 250)	1,600,000
	$2,625,000

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

49000 Employee Benefits/Insurance

Represents the Housing Administration's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department costs centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49003 Salary and Benefit Costs transferred in

Reflects the salary and benefits for the Assistant Finance Director who provides services to the Housing Division

Position	Percentage Charged	Transferred From	Amount
Assistant Fin. Director	10%	Finance (1420)	$11,440

49004 Communications/Utilities

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

Division 1755 **Neighborhood Services Division** Fund 212 Development Services

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	296,717	302,029	325,956	409,196	409,196	409,196
41001 Part Time Salaries	16,021	0	20,000	0	0	0
41002 Overtime	244	280	0	0	0	0
Total Salaries	314,982	302,309	345,956	409,196	409,196	409,196
SERVICE AND SUPPLIES						
42000 Uniforms	162	119	1,000	500	500	500
42001 Communications	1,834	3,866	2,100	4,000	4,000	4,000
43000 Equipment Maintenance	7,469	2,102	5,000	5,000	5,000	5,000
43300 Memberships	1,178	1,727	2,700	2,500	2,500	2,500
43500 Office Expense	10,759	7,009	7,500	7,500	7,500	7,500
43800 Professional Services	267,987	186,016	294,000	470,000	470,000	470,000
43700 Publications/Legal Notices	2,306	2,931	4,000	7,600	7,600	7,600
44000 Special Department Expense	10,826	8,843	8,000	10,000	10,000	10,000
44320 Training and Travel	7,683	4,857	18,000	20,000	20,000	20,000
Total Service and Supplies	310,204	217,440	342,300	527,100	527,100	527,100
FIXED ASSETS						
46300 Equipment	2,250	0	0	0	0	0
Total Fixed Assets	2,250	0	0	0	0	0
EXPENDITURE TRANSFERS						
49300 Employee Benefits/Insurance Cost	110,436	111,722	156,556	192,569	192,569	192,569
49301 Building Maintenance Cost	4,600	3,925	4,882	7,910	7,910	7,910
49304 Communications/Utilities	16,074	17,713	25,748	13,870	13,870	13,870
49305 PERS Side Fund	0	0	258,828	0	0	0
49503 Salary/benefits transferred to other Div.	(156,494)	(99,030)	(114,836)	(166,486)	(166,486)	(166,486)
Total Expenditure Transfers	(25,084)	34,331	331,178	48,863	48,863	48,863
TOTAL NEIGHBORHOOD SVCS. BUDGET	602,352	554,080	1,019,434	985,159	985,159	985,159
% increase (decl over prior year (excluding PERS Side Fund)		-8.01%	83.99%	29.52%		

NEIGHBORHOOD SERVICES DIVISION

Division - 1755

Mission Statement

This budget reflects the City's focus on its planning and building functions to continue implementation of comprehensive Neighborhood Services within the Community Development Department. The Division strives to improve the quality of life for businesses and the citizens of San Pablo by reviewing development plans in accordance with the General Plan, environmental regulations, zoning, and the building code, with the goal of facilitating development that will reduce land use conflicts, enhance economic development, and improve safety. In addition, the Division strives to foster revitalization in the City's commercial areas by assisting building owners and businesses to improve the physical conditions of their property, and to increase investment in blighted areas. The combination of staff resources, Redevelopment Agency tools, professional contracts for specialized services and technology upgrades, will all combine in FY 2005-2006 to administer the following functions:

- Administration and support for Zoning, Subdivision, Design Review, Sign and other planning-related ordinances and programs to the community with the highest regard for time, accuracy, completion, customer satisfaction and the overall well-being of the City. This includes General Plan Amendments as needed, and technology upgrades.

- Project Management of the comprehensive commercial revitalization and façade improvement program along 23rd Street.

- Issuing of permits, plan checks and detailed inspections of electrical, mechanical, plumbing and building permits for both new construction and renovation/remodel work. Building Inspection also investigates and responds to all citizen complaints concerning construction or safety issues of the structures throughout the City.

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

Budget Line Item Descriptions

41000 Salaries

Staffing of this division includes:

Planning

1 Planning Division Manager 75%
1 Associate Planner
1 Assistant Planner

Building

1 Chief Building Official (contract position)
2 Building Inspector (1 is a contract position)
1 Permit Technician
2 Administrative Clerk II

42000 Uniforms

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

42001 Communication

Services associated with pagers, cellular phones & emergency radios for the staff:
Planning $1,500 Building $2,500 **$4,000**

43000 Equipment Maintenance

Equipment repair, upgrade and maintenance of various office machines, including the division's share of maintenance costs for the department copy, fax, and plotter machines. In addition, this line item covers the costs associated computer maintenance and the vehicle maintenance. Planning $2,500 Building $2,500 **$5,000**

43300 Memberships

Membership and subscriptions to professional organizations related to individual disciplines:

Planning

American Planning Association (APA), American Institute of Certified Planners (AICP), CAMPO, NFPA, California Association of Local Economic Development (CALED) $1,000

Building

NFPA fire association, International Code Council (ICC), International Association of Plumbing and Mechanical Officials (IAPMO), California Building Officials (CALBO) 1,500
$2,500

43500 Office Expense

Office supplies, toner, disks, miscellaneous data processing supplies, printing of various permit forms, updated code books, storage boxes for archiving out of service files, printer.
Planning $1,500 Building $6,000 **$7,500**

43600 Professional Services

Planning

Specific Plan preparation for mixed use areas (Rumrill and West of San Pablo Ave) $200,000; CRW/CPTS upgrade/conversion $15,000. $215,000

Building

Contra Costa County Building Inspection to conduct plan checks and inspections for San Pablo projects $250,000; technical support for the permit tracking software (CRW) $5,000. 255,000

$470,000

43700 Publications and Legal Notices

Planning

Publication of legal notices for Planning Commission items in newspaper, State Planning Codes and updates, APA planning documents. $4,000

Building

Insert for the City's newsletter 3 times per year 3,600

$7,600

44000 Special Departmental Expenses

Planning

The City is a participant in the Contra Costa County computer mapping and geographic information system. Pursuant to the agreement between the County and City, the City pays the County $25 for each new parcel created within San Pablo. The City collects these fees from the sub-divider. Cost of filing CEQA notices with the County; annual Planning Commission dinner, copying cost for planning documents for sale to the public; fuel and insurance for vehicles. $4,000

Building

New code books, CD ROMS and other reference materials; fuel and insurance for vehicles 6,000

$10,000

44320 Training and Travel

Planning

Planning Commissioners' conferences and workshops; Planning staff attendance at professional conferences and workshops $10,000

Building

Building staff attendance at professional conferences and workshops; monthly ICC meetings, local seminars; other training workshops including computer software training, Building Officials and CALBO. 10,000

$20,000

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

The Neighborhood Services Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are workers' compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary/benefits Transferred to Other Divisions

The Neighborhood Services Division personnel perform services which benefit other funds. These costs are transferred to the benefiting division via this line item.

Position	Percentage Charged	Transferred To	Amount
Planning Division Manager	50%	RDA (6110)	52,088
Associate Planner	50%	RDA (6110)	47,682
Assistant Planner	50%	RDA (6110)	43,690
Building Inspector	25%	RDA (6110)	23,026
			$166,486

Division 1780 **Building Maintenance** Fund 100 General Fund

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
43000 Equipment Maintenance	0	0	0	0	0	0
43600 Professional Services	36,956	85,024	96,300	101,300	101,300	101,300
44000 Special Department Expense	7,262	18,766	15,000	15,000	15,000	15,000
Total Service and Supplies	54,218	103,790	111,300	116,300	116,300	116,300
FIXED ASSETS						
46100 Improvements	0	0	10,000	10,000	10,000	10,000
46300 Equipment	16,214	0	0	0	0	0
Total Fixed Assets	16,214	0	10,000	10,000	10,000	10,000
EXPENDITURE TRANSFERS						
49900 Dept. Costs Transferred Out	(55,237)	(98,149)	(121,300)	(126,300)	(126,300)	(126,300)
Total Expenditure Transfers	(55,237)	(98,149)	(121,300)	(126,300)	(126,300)	(126,300)
TOTAL BUILDING MAINTENANCE BUDGET	**15,195**	**5,641**	**0**	**0**	**0**	**0**
% increase (decrease) over previous year		-63.32%	-100.00%	0.00%		

BUILDING MAINTENANCE

DIVISION 1780

Mission Statement

The mission of the Building Maintenance Division is the maintenance, security and grounds keeping of 13 City-owned buildings, and also to effect energy conservation programs.

Budget Line Item Descriptions

43600 Professional Services

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

Janitorial services	$53,000
Pest control services	5,000
Annual monitoring costs for the City's fire and burglar alarm systems	20,500
Emergency generator in Building 5	2,000
Service contract for heater/air conditioning units	5,300
Elevator service agreement	1,000
Fire extinguisher servicing	1,900
Contractors for maintenance services (i.e. lock smith, sewer service, electrician)	12,600
	$101,300

44000 Special Departmental Expense

Materials required to maintain the municipal buildings such as paint, hardware, building materials and other miscellaneous or unexpected expenses. **$15,000**

46100 Improvements

Improvements such as ADA compliant counters, door handles, carpeting and painting, etc. at the Civic Center Complex. **$10,000**

49501 Building Maintenance Division Costs Transferred Out

This division is a service center, providing building maintenance services for other City divisions. As such, the costs of this division will be charged out in total to the other City departments or divisions which benefit from a particular service.

Division 1790 — Community Resource Center Building — Fund 350 Redevelopment

Account and Title	(Fund 100) 2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	(Fund 350) 2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	35,255	121,799	125,572	131,640	131,640	131,640
41001 Part Time Salaries	10,936	8,368	15,000	15,000	15,000	15,000
41002 Overtime	36	856	0	0	0	0
Total Salaries	46,225	131,043	140,572	146,640	146,640	146,640
SERVICE AND SUPPLIES						
42000 Uniform/Safety Equipment	1,216	0	1,000	1,000	1,000	1,000
42001 Communications	1,678	1,156	1,400	1,400	1,400	1,400
43000 Equipment Maintenance	18,006	6,589	23,000	23,000	23,000	23,000
43500 Office Expense	5,199	377	1,000	1,000	1,000	1,000
43600 Professional Services	67,995	63,817	78,460	77,560	77,560	77,560
44000 Special Department Expense	16,644	9,631	18,500	18,500	18,500	18,500
44320 Training and Travel	122	0	500	500	500	500
44400 Utilities	30,892	29,271	24,000	24,000	24,000	24,000
Total Service and Supplies	126,253	111,143	148,860	146,960	146,960	146,960
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	7,614	0	0	0	0	0
Total Fixed Assets	7,614	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	19,826	38,295	52,554	54,080	54,080	54,080
49001 Building Maintenance Cost	0	1,211	2,170	2,434	2,434	2,434
49002 Admin Costs	41,851	0	0	0	0	0
49004 Communications/Utilities	0	2,447	11,444	4,268	4,268	4,268
49005 PERS Side Fund	0	0	105,436	0	0	0
49500 Salary/Labor trf. to Other Divisions	0	(45,175)	0	0	0	0
Total Expenditure Transfers	61,677	(3,222)	171,606	60,782	60,782	60,782
TOTAL CRC BUDGET	**241,775**	**238,964**	**453,038**	**354,382**	**354,382**	**354,382**
% increase (dec.) over prior year (excluding PERS Side Fund)		-1.16%	89.56%	1.95%		

COMMUNITY RESOURCE CENTER BUILDING

DIVISION 1790

On December 18, 2001, the San Pablo Redevelopment Agency (Agency) acquired fee simple title to the property commonly referred to as the San Pablo Community Resource Center (CRC) from the shopping center's previous owner El Portal, LLC., and assumed it's obligations as landlord under all leases for space in the CRC. The 37,000 square foot building is comprised of tenants known as the San Pablo Childcare Center, San Pablo Branch Public Library, East Bay Works Career Center, Computer Education Center and the San Pablo Event Center. Retail space located on the north end of the building are Street Tech, World Travel Agency and Bekkiwow Coffee.

The Agency leases space to Contra Costa County (the County) for public library services at no charge and to the County Child Care Program at a reduced rate. The County provides program and service funding and basic building maintenance reimbursement to the Agency. East Bay Works Career Center is a public/private partnership funded and operated through state, county, and local funding sources. The Computer Education Center is operated by CRC staff and leased nine and one-half (9.5) hours per day to Street Tech. The San Pablo Event Center is operated by the city. Visitors to all venues located at the CRC are estimated at 10,000 per month. The CRC is located within the Tenth Township Redevelopment Project. Revenue is collected through tenant leases and most of the building maintenance costs are recaptured through tenant common area maintenance (CAM) agreements. The CRC lease and maintenance income funds over two-thirds of its own operation.

Street Tech expanded their services this past year to include computer repairs and renewed their lease in April 2005. The sublease assignment agreement for the State Employment Development Department has also been renewed. The Public Library and East Bay Works Career Center also exercised their options this year. Lease and CAM revenue for Fiscal Year 2004/05 is expected to be $247,100. The Agency subsidizes county operations to provide child care services and library services in San Pablo; therefore, there is a loss in fair market lease income of approximately $252,135.

The CRC provides a common space to enhance the lives of community members by providing child care and employment services, computer education, a public library, retail business, and a large venue for public rentals and city sponsored educational and social events.

The following budget items represent projected costs associated with the operation and management of tenant lease spaces and obligations. We do not anticipate construction or improvements this year, so no funding is included for these items. The CRC budget has increased $6,100 due to a daily security service cost increase of $2,000 and estimated service and supply costs of $4,100 associated with services and supplies for potential events generated from direct marketing efforts being focused on the Event Center.

Budget Line Item Descriptions

41000 ***Full-Time Salaries***

1 Administrative Services Manager
1 Maintenance Worker II

41001 ***Part-Time Salaries***

Building attendants to assist with maintenance, events and computer center rental as needed. **$15,000**

42000 ***Uniforms and Safety Equipment***

Building attendants and maintenance worker. **$1,000**

42001 ***Communications***

Pagers and cellular connection **$1,400**

43000 ***Equipment Maintenance***

Repair and maintenance of equipment in the Computer Center, Event Center, and foyer, to include computers, office equipment, foyer fountain, security and fire systems, electrical system, lighting, refrigerators, ovens, water lines, roof, dishwasher, doors, locks, audio/visual equipment and HVAC (Heating, Vent & Air Conditioning) contracts throughout the center. **$23,000**

43500 ***Office Expense***

Office supplies. **$1,000**

43600 ***Professional Services***

Repairs and maintenance for door/glass, floor/tile, painting, carpet cleaning, sewer service, plumbing, electrical, locksmith, fountain, and alarm systems	$ 4,500
Concrete steam cleaning/sandblasting	6,500
DSL license fee and phone line service fees	6,500
Common area janitorial maintenance and security services	41,000
Software	4,000
Landscaping	2,000
Drain maintenance and emergency treatments	4,000
Costs for the fire/burglar alarm	8,000
Fire extinguisher maintenance	600
Pest control	460
	$77,560

44000 Special Department Expense

Small tools, fire extinguishers, repairs materials such as paint, hardware, cleaning supplies, building materials, common area restroom supplies	$16,500
Event supplies	2,000
	$18,500

44320 Training and Travel

Mileage reimbursement, classes.	**$500**

44400 Utilities

Gas & electric for common areas, exterior lighting, computer center, event center, telephone, and water charges.	**$24,000**

49000 Employee Benefits/Insurance

This line item represents the CRC Building's staff share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

Division 2110 **Street Lighting and Landscaping** Fund 205

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	446,925	396,012	403,754	432,181	432,181	432,181
41001 Part-Time Salaries	22,166	27,585	10,000	10,000	10,000	10,000
41002 Overtime	3,274	4,801	6,000	6,000	6,000	6,000
Total Salaries	472,365	428,398	419,754	448,181	448,181	448,181
SERVICE AND SUPPLIES						
42000 Uniforms	5,274	7,835	7,500	7,500	7,500	7,500
42001 Communications	869	26,841	13,450	13,450	13,450	13,450
42000 Equipment Maintenance	21,669	15,207	14,500	17,000	17,000	17,000
43500 Memberships	280	395	450	450	450	450
43500 Office Expense	419	1,586	525	525	525	525
43600 Professional Services	117,719	125,482	135,145	130,645	130,645	130,645
43600 Equipment Rental	968	1,170	1,250	1,250	1,250	1,250
44000 Special Department Expense	48,460	72,785	83,100	90,600	90,600	90,600
44320 Training and Travel	2,695	3,036	3,000	3,000	3,000	3,000
44400 Utilities	277,519	280,086	301,200	301,200	301,200	301,200
Total Service and Supplies	515,612	541,881	560,120	565,620	565,620	565,620
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	48,008	75,000	0	0	0
Total Fixed Assets	0	48,008	75,000	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	142,304	188,857	221,772	281,462	281,462	281,462
49001 Building Maintenance Cost	8,190	6,891	6,401	7,787	7,787	7,787
49002 Administration Costs	0	0	0	0	0	0
49003 Salary/benefits Transferred In	0	0	0	0	0	0
49004 Communications/Utilities	19,387	12,935	33,759	12,853	12,853	12,853
49005 PERS Side Fund	0	0	311,942	0	0	0
49502 Salary/benefits Transfer to Other Dev.	(85,882)	(110,140)	(117,852)	(98,951)	(98,951)	(98,951)
Total Expenditure Transfers	83,639	97,921	456,522	153,171	153,171	153,171
TOTAL STREET LIGHTING BUDGET	**1,071,676**	**1,116,158**	**1,511,396**	**1,166,972**	**1,166,972**	**1,166,972**
% increase (dec.) over prior year (excluding PERS Side Fund)		4.15%	35.41%	-2.71%		

STREET LIGHTING & LANDSCAPING

DIVISION 2110

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

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

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

Mission Statement

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

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

Budget Line Item Descriptions

41000 Salaries

Staffing for this division includes:

1	Maintenance Supervisor
6	Maintenance Workers
1	Maintenance Worker 90%

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

41001 Part-Time Salaries

Part-time help to assist in weed abatement, landscape maintenance, street tree and median maintenance, park cleanups. **$10,000**

41002 Overtime

Overtime is based on emergency call out. **$6,000**

42000 Uniforms

Safety equipment, jackets and uniforms. **$7,500**

42001 Communications

Cellular phone service (1/2 of Supervisor's phone)	$ 360
DSL service	1,800
Maintenance for 12 radios	11,290
	$13,450

43000 Equipment Maintenance

Maintenance and/or repairs to fountains and fountain pumps, freezers, vehicles, landscape equipment such as blowers, mowers, edger's, chainsaws, weed eaters, heavy equipment such as tractors and large trucks. **$17,000**

43300 Memberships

Licenses and membership (6) in Pesticide Applicators Professional Association. **$450**

43500 Office Expense

Business cards and miscellaneous office supplies. **$525**

43600 Professional Services

Lighting and Landscape Assessment District engineer fee	$9,245
County collection fees	6,500
Consultant to assess future funding augmentation options (unfunded)	
Playground safety inspection	600
Work Alternative Program premium	500

Alarm system checks	1,000
Fire break clearing	9,000
Electrical repairs	1,200
Tree service	1,000
Janitorial contract for recreational buildings	59,000
Janitorial service for Blume House and Adobe Museum	4,000
Alarm system monitoring	7,000
Elevator service contract	2,600
Furnace service contract	2,500
Fire extinguisher service contract	1,700
Youth Soccer Field over seeding and fertilizing	4,300
Unanticipated expenses	20,500
	$130,645

43800 Equipment Rental

Occasional rental of special equipment needed for landscape maintenance. **$1,250**

44000 Special Department Expense

Lighting and landscape repair materials	$40,400
Maintenance agreement for Joe Gomes Soccer Field	6,000
Janitorial supplies	500
Small tools	1,000
Vandalism and damage to City property repairs	3,600
Gasoline	12,000
Replacement street trees and plants	5,000
Herbicides	2,600
Small equipment trailer	1,500
Small equipment	5,000
Painting of Blume House railing and porch	2,500
Repair of sidewalks damaged by trees, renovation of medians and mini-parks	5,000
Unanticipated expenses	5,500
	$90,600

44320 Training and Travel

Technical seminars and training materials, landscape conferences, meetings & mileage. **$3,000**

44400 Utilities

Water, gas, electric for streetlights and recreation buildings $300,000; sewer use charges $1,200. **$301,200**

46100 Improvements

None budgeted.

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

This line item represents the Street Lighting and Landscape Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary/benefits Transferred to Other Divisions

Position	Percentage	Transferred To	Amount
Maintenance Worker	50%	NPDES (1740)	$ 28,819
Maintenance Worker	50%	NPDES (1740)	30,174
Maintenance Worker	50%	Street Maintenance (3110)	39,958
		Total	**$ 98,951**

Division 2210 — **Oak Park Storm Drain Maintenance** — Fund 235

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41001 Part-Time Salaries	0	2,741	2,800	2,800	2,800	2,800
Total Salaries	0	2,741	2,800	2,800	2,800	2,800
SERVICE AND SUPPLIES						
43600 Professional Services	0	425	2,200	2,200	2,200	2,200
44000 Special Department Expense	0	17	400	400	400	400
Total Service and Supplies	0	442	2,600	2,600	2,600	2,600
EXPENDITURE TRANSFERS						
49200 Employee Benefits/Insurance Cost	133	183	412	390	390	390
Total Expenditure Transfers	133	183	412	390	390	390
TOTAL OAK PARK STORM DRAIN BUDGET	133	3,366	5,812	5,790	5,790	5,790
% increase (decrease) over previous year		2430.83%	72.67%	-0.38%		

OAK PARK STORM DRAIN MAINTENANCE

DIVISION 2210

Mission Statement

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

In December of 1989, the City Council adopted Resolution No. 89-127, forming the Oak Park Assessment District, located in the vicinity of Princeton Plaza and the Sprincin Company proposed housing site. The annual cost of maintenance for hillside landslide repairs such as surface improvements, sub drains, horizontal drains and storm drainage collection system is assessed to individual parcels annually on their property tax bills. The annual process for levying these assessments involves
(1) Council directs the preparation of the annual report
(2) report is prepared and filed with the City Clerk by the Community Development staff
(3) Council adopts a resolution of intention to levy assessments and sets a public hearing;
(4) Council holds a public hearing and adopts resolution confirming the assessments; and
(5) assessments are filed with the County Auditor for inclusion on the tax rolls.

Budget Line Items Descriptions

41001 Part Time Salaries

Staffing for this division includes:

2 Part-time maintenance workers

43600 Professional Services

Flushing of drains pipes. **$2,200**

44000 Special Department Expense

Materials to repair catch basins, drainage channels, and minor slump areas. **$400**

49000 Employee Benefits

This line item represents the Oak Park Storm Drain Maintenance Divisions share of employee benefit costs and insurance. These costs will be charged in total to a clearing accounting and charged back to department cost centers based on usage. Costs included are workers' compensation, liability insurance, Medicare, social security.

Division 2300 **Small Business Assistance Loan Program** Fund 360

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Budget	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
43600 Professional Services		16,033	16,000	40,000	40,000	40,000
44000 Special Department Expense		220	2,000	2,000	2,000	2,000
Total Service and Supplies	0	16,253	18,000	42,000	42,000	42,000
OTHER						
45400 Loans/Grants	30,000	65,000	185,000	150,000	150,000	150,000
Total Other	30,000	65,000	185,000	150,000	150,000	150,000
EXPENDITURE TRANSFERS						
49001 Building Maintenance Cost			0	0	0	0
Total Expenditure Transfers	0	0	0	0	0	0
TOTAL SMALL BUSINESS LOAN BUDGET	30,000	81,253	203,000	192,000	192,000	192,000
% increase (decrease) over previous year		170.84%	149.84%	-5.42%		

SMALL BUSINESS ASSISTANCE LOAN PROGRAM

DIVISION 2300

Mission Statement

In 2003 the City Council allocated funding for a local economic development program consisting of micro-loans to encourage local investment. As a business retention and attraction tool, this funding will be primarily focused on capital improvements, business equipment, and technology upgrades. While this program existed in previous years with little success, the current program will have better results. This is because the funding is paired with a contract with the West Contra Costa Business Development Center to provide business technical assistance to perspective businesses interested in pursuing micro-loans. Businesses looking for funding are required to go through a training program, and thereby may become eligible for a loan from the City of San Pablo. Funding is derived through the tax increment of the Redevelopment Agency of San Pablo.

Budget Line Item Descriptions

43600 Professional Services

West Contra Costa Business Development Center. The contract includes an outreach component to market and publicize the loan fund to the business community. **$40,000**

44000 Special Department Expense

Program expenses include meeting preparation materials, minor printing costs, participant incentives and other associated expenses to operate and promote the program. **$2,000**

45400 Micro-Loans

The City Council has approved a micro-loan fund in the amount of $250,000 to foster local economic development. Loan funds can be used for building improvements, purchase needed equipment, and to make technology upgrades. **$150,000**

Division 3110 **Street Maintenance** Fund 200 Gas Tax

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	81,347	104,593	116,464	109,547	109,547	109,547
41001 Part Time Salaries	14,830	0	0	0	0	0
41002 Overtime	1,530	679	2,000	2,000	2,000	2,000
Total Salaries	97,707	105,272	118,464	111,547	111,547	111,547
SERVICE AND SUPPLIES						
42000 Uniforms	1,889	2,088	2,800	2,800	2,800	2,800
42001 Communications	1,730	4,490	2,960	2,960	2,960	2,960
43000 Equipment Maintenance	13,761	13,867	15,000	15,000	15,000	15,000
43200 Memberships	60	0	150	150	150	150
43500 Office Expense	310	295	300	300	300	300
43600 Professional Services	5,391	4,642	8,000	8,000	8,000	8,000
43800 Equipment Rental	1,810	952	2,000	2,300	2,300	2,300
44000 Special Department Expense	60,973	51,956	55,000	48,400	48,400	48,400
44320 Training and Travel	676	914	1,500	1,500	1,500	1,500
Total Service and Supplies	86,600	79,198	87,710	81,110	81,110	81,110
FIXED ASSETS						
46100 Improvements		0	0	0	0	0
46300 Equipment	6,700	11,934	10,814	8,600	8,600	8,600
Total Fixed Assets	6,700	11,934	10,814	8,600	8,600	8,600
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	32,777	39,110	56,016	32,263	32,263	32,263
49001 Building Maintenance Cost	1,667	2,161	2,712	3,042	3,042	3,042
49003 Salary/benefits Transferred In	23,610	26,995	27,085	39,958	39,958	39,958
49004 Communications/Utilities	4,954	4,565	14,305	5,335	5,335	5,335
49005 PERS Side Fund	0	0	87,743	0	0	0
Total Expenditure Transfers	63,008	73,032	187,863	100,598	100,598	100,598
TOTAL STREET MAINTENANCE BUDGET	254,015	269,435	404,851	301,855	301,855	301,855
% increase (decr.) over prior year (excluding PERS Side Fund)		6.08%	50.25%	-4.81%		

STREET MAINTENANCE

DIVISION 3110

Mission Statement

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

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

Budget Line Item Descriptions

41000 Salaries

1 Lead Worker
1 Maintenance Worker

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

41002 Overtime

Labor needed at times other than normal work hours to perform various services in connection with such unforeseen emergencies such as flooding. **$2,000**

42000 Uniforms/Safety Equipment

Safety equipment, jackets and uniforms. **$2,800**

42001 Communications

Cellular phone service (1/4 of Supervisor's phone) $180; DSL service $900; maintenance for 2 radios $1,880. **$2,960**

43000 Equipment Maintenance

Maintenance and repairs to vehicles $5,300; light equipment repair $3,700; repair of heavy equipment used in patching $6,000. **$15,000**

43300 Memberships

Maintenance Supervisors Association; technical magazine subscriptions.	**$150**

43500 Office Expense

Business cards and office supplies.	**$300**

43600 Professional Services

Contra Costa County Court Assignees insurance	$1,650
Fence and gate repairs	4,500
Corporation Yard alarm system services	400
Other contract services	1,450
	$8,000

43800 Equipment Rental

Rental of roller for street patching.	**$2,000**

44000 Special Departmental Expense

Street repair materials (asphalt, gravel, concrete, lumber and hardware)	$32,800
Janitorial supplies	500
Small tools	1,000
Small equipment	0
Gasoline	6,000
Repair of damage to City property	2,000
Alpine Road drainage culvert	2,000
Other miscellaneous expenses	4,100
	$48,400

44320 Training and Travel

Training programs for street maintenance, pavement management, and street safety practices.	**$1,500**

46100 Improvements

None budgeted.

46300 Equipment

Vapor recovery system	**$8,600**

49000 Employee Benefits/Insurance

This line item represents the Street Maintenance Division's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49003 Salary/benefits transferred In

Position	Percentage	Transferred From	Amount
Maintenance Worker	50%	Street Maintenance (2110)	**$39,958**

49004 Communications/Utilities

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

Redevelopment Projects
Property Acquisition

Division 3400 — Fund 340 Property Acquisition

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Budget	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
43600 Professional Services			1,000	0	0	0
44000 Special Departmental Expense			0	0	0	0
44001 Relocation Costs			400,000	2,000,000	2,000,000	2,000,000
44320 Training and Travel			0	0	0	0
44400 Utilities			0	0	0	0
Total Services and Supplies	0	0	401,000	2,000,000	2,000,000	2,000,000
OTHER						
45400 Loans/Grants			0	2,000,000	2,000,000	2,000,000
Total Other	0	0	0	2,000,000	2,000,000	2,000,000
FIXED ASSETS						
46100 Improvements			0	0	0	0
46300 Equipment			0	0	0	0
47150 Land Purchase			3,300,000	17,500,000	17,500,000	17,500,000
48004 Land Write Down			0	0	0	0
Total Fixed Assets	0	0	3,300,000	17,500,000	17,500,000	17,500,000
TOTAL RDA PROJECTS BUDGET	0	0	3,701,000	21,500,000	21,500,000	21,500,000
% increase (decrease) over previous year				480.92%		

REDEVELOPMENT PROJECTS

PROPERTY ACQUISITION - 3400

Budget Line Item Descriptions

44001 ***Relocation Costs***

Various relocation projects for Richmond Mobile Home Park, Circle S Project, Salvation Army, West of San Pablo Avenue. **$2,000,000**

45400 ***Loans/Grants***

Development Loan for West of San Pablo Avenue and 23rd Street Projects. **$2,000,000**

47150 ***Land Purchase***

Circle S	$15,000,000
Salvation Army	2,500,000
	$17,500,000

48004 ***Land Write Down***

None budgeted.

Redevelopment Implementation
Tenth Township Project Area

Division 6110 — Fund 350 Redevelopment

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Budget	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries		131,816	184,747	211,724	211,724	211,724
41001 Part Time Salaries		3,772	0	20,000	20,000	20,000
Total Salaries	0	135,588	184,747	231,724	231,724	231,724
SERVICE AND SUPPLIES						
42001 Communication	693		0	0	0	0
43000 Equipment Maintenance	764	-214	2,850	2,800	2,800	2,800
43900 Memberships	14,002	5,918	6,565	4,365	4,365	4,365
43500 Office Expense	7,429	5,261	7,500	10,000	10,000	10,000
43600 Professional Services	360,109	248,565	358,000	451,000	451,000	451,000
44000 Special Departmental Expense	98,965	16,781	75,000	75,300	75,300	75,300
44001 Relocation Costs	21,589	31,676	fund 340	fund 340	fund 340	fund 340
44320 Training and Travel	4,699	4,356	12,000	12,000	12,000	12,000
44400 Utilities	0	0	4000	4000	4000	4000
Total Services and Supplies	508,250	310,341	465,515	559,465	559,465	559,465
OTHER						
45400 Loans/Grants		0	fund 340	fund 340	fund 340	fund 340
Total Other	0	0	0	0	0	0
FIXED ASSETS						
46100 Improvements		0	0	0	0	0
46800 Equipment	14,850	0	0	0	0	0
47150 Land Purchase		0	fund 340	fund 340	fund 340	fund 340
48004 Land Write Down	148,165	0	0	0	0	0
Total Fixed Assets	163,015	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost		50,361	89,411	85,920	85,920	85,920
49001 Building Maintenance Costs	15,552	6,849	10,286	12,107	12,107	12,107
49003 Salary/benefits transferred in	906,258	684,868	818,677	923,196	923,196	923,196
49004 Communications/Utilities	49,945	31,900	54,243	21,232	21,232	21,232
49005 PERS Side Fund	0	0	603,290	0	0	0
Total Expenditure Transfers	971,753	773,977	1,695,907	1,042,455	1,042,455	1,042,455
TOTAL TENTH TOWNSHIP BUDGET	1,638,018	1,219,906	2,286,169	1,833,644	1,833,644	1,833,644
% increase (dec.) over prior year (excluding PERS Side Fund)		-25.53%	87.41%	12.99%		

REDEVELOPMENT IMPLEMENTATION

TENTH TOWNSHIP REDEVELOPMENT PROJECT AREA - 6110

Mission Statement

The Redevelopment Agency (RDA) will use its resources to improve the areas of blight within the Tenth Township and Legacy Redevelopment Project Areas. The RDA will implement economic development strategies to improve the availability and condition of our housing stock, make housing more affordable, and strengthen the retail, light industrial and commercial areas of the Community. These objectives will be accomplished through the programs designed for redevelopment activities.

The Redevelopment Agency of San Pablo was established in 1969, pursuant to the provisions of the California Redevelopment Law (Health and Safety Code Section 33000 et. seq.). The City Council is the governing Executive Board and the City Manager acts as the Executive Director.

During the previous fiscal year the Agency sold surplus property, provided loan funds for First-time Homebuyer and Rehabilitation programs, funded 2 small business assistance loans, engaged in community building activities such as Saturdays in San Pablo and assisted with the implementation of 2 affordable and 1 market rate housing projects.

During this fiscal year the Agency's focus will be on redevelopment of the Circle S Project, completion of the relocation of the remaining tenants at the Richmond Trailer Park, development of the former BNSF railroad site, development of the Old Town Merchants Association, redevelopment of 23rd Street and Western San Pablo Avenue, and providing Economic Development Loans for small businesses.

Goals

- Pursue new/current redevelopment projects such as: Construction/assistance with food manufacturing site for Casa Chica's (job creation and small business assistance); Improvement of former BNSF site (housing, smart growth, improved business district); Acquisition/development/redevelopment of vacant and underutilized lots along western San Pablo Avenue between Road 20 and Rumrill Boulevard and along 23rd Street (housing, job creation).

- Continue efforts regarding the Circle S/Alvarado/Davis Lumber project; the Giant Road affordable housing project; Simpson affordable housing project; Richmond Mobile Home Park relocation project; El Portal Corridor Improvements; 23rd Street Façade and Infrastructure improvements, Provision of Economic Development Loans, and creative preservation of open space to develop the Wanlass Community Park.

- Continue to pursue Old Town Revitalization including 23rd Street projects, Old Town Merchants Association, Old Town Traffic Study, and Rumrill Corridor redevelopment and 23rd Street Specific Plan.
- Continue roadway reconstruction and repair; public building renovation; and city sidewalk repair.

Budget Line Item Descriptions

41000 Full-Time Salaries

1 Community Services Director
1 Redevelopment Analyst/Special Events Coordinator
1 Community Development Analyst (currently unfunded)
1 Senior Administrative Secretary 50%

42001 Communications

None budgeted.

43000 Equipment Maintenance

IKON copier maintenance agreement (quarterly copy charges) $1,800; shared expenses for vehicle $1,000. **$2,800**

43300 Memberships

Memberships in the California Redevelopment Association (CRA) $4,000; ICMA MMANC $165; ICSC $100; National Notary Association $100 **$4,365**

43500 Office Expense

Advertising and printing costs, software programs, digital camera and accessories, Palm Pilot; RDA meeting costs, reproduction of plans, laminations, aerial photos and mounting supplies, office and computer supplies, express delivery charges. **$10,000**

43600 Professional Services

Redevelopment consultants and legal fees, including financial and land development assistance and potential legal fees for condemnation activities	$300,000
Quarterly sales tax data and financial audit	10,000
Dump Voucher Program	50,000
Unanticipated repairs and maintenance of all Agency owned property	5,000
Newspaper ads, notices, GIS/CPTS upgrade and license	12,000
Miscellaneous cabling and wiring to support department activities	2,000
Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintaining bondholder records plus payment of principal and interest	12,000
eCivis Grant Locator	10,000
Circle S planning/engineering study	50,000
	$451,000

44000 Special Departmental Expense

Additional unknown redevelopment projects initiated during the year	$50,000
Property taxes for Willow Mobile Home Park	20,000
West Contra Costa Sanitary District sewer use fees	2,000
Unanticipated Contra Costa County fees	2,000
Property taxes for various Agency-owned properties	1,000
Vehicle insurance	300
	$75,300

44320 Training and Travel

Conferences, mileage, per diem and training through the California Redevelopment Association (CRA); management, supervisory and computer related classes, meetings with staff, consultants, and developers associated with redevelopment projects; International City Manager Association (ICMA) annual conference; State League annual conference, workshops, mileages for meetings. **$12,000**

44400 Utilities

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

46100 Improvements

None budgeted.

46300 Equipment

None budgeted.

49001 Building Maintenance Costs

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

49003 Salary/benefits transferred in

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

Position	Percentage Charged	Transferred From	Amount
Board of Directors	VRS	City Council (1110)	$ 29,814
City Manager & Staff	VRS	City Manager (1310)	249,695
MIS & Staff	VRS	Mgmt. Info. Services (1330)	103,738
Financial Services Staff	VRS	Finance (1420)	187,220
Neighborhood Svcs. Staff	VRS	Neighborhood Svcs. (1755)	166,486
City Attorney & Staff	VRS	City Attorney (1210)	140,655
Public Works Director	30%	Engineering (1730)	45,588
			$923,196

49004 Communications/Utilities

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

GENERAL GOVERNMENT

Division 1110 **City Council** Fund 100 General Fund

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	30,646	35,100	36,000	36,000	36,000	36,000
Total Salaries	30,646	35,100	36,000	36,000	36,000	36,000
SERVICE AND SUPPLIES						
42001 Communications	1,019	731	1,000	1,000	1,000	1,000
45300 Equipment Maintenance	0	0	500	500	500	500
43900 Memberships	20,044	18,586	21,300	21,300	21,300	21,300
43500 Office Supplies	222	289	500	750	750	750
44000 Special Department Expense	17,681	13,468	27,625	27,625	27,625	68,625
44320 Training and Travel	1,309	1,540	1,505	1,815	1,815	1,815
44325 Training and Travel / Elected Officials	10,763	9,546	18,500	18,500	18,500	18,500
Total Service and Supplies	51,238	43,960	70,930	71,490	71,490	112,490
FIXED ASSETS						
46300 Equipment	0	0	0	0		
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	30,946	38,121	46,926	52,427	52,427	52,427
49001 Building Maintenance Cost	419		0	0	0	0
49004 Communications/Utilities	2,421		0	0	0	0
49005 PERS Side Fund	0	0	26,730	0	0	0
49503 Admin costs tnsf. to other divisions	(8,600)	(21,754)	(27,063)	(29,814)	(29,814)	(29,814)
Total Expenditure Transfers	33,186	16,367	46,593	22,613	22,613	22,613
TOTAL CITY COUNCIL BUDGET	**115,070**	**95,427**	**153,523**	**130,103**	**130,103**	**171,103**
% increase (decl over prior year (excluding PERS Side Fund)		-17.07%	60.88%	2.61%		

CITY COUNCIL

DIVISION 1110

Mission Statement

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

City Council Department Goals

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

Budget Line Item Descriptions

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

41000 Salaries

Councilmembers are paid $540 per month. Additionally, the City Council acts as the Redevelopment Agency Board; when they function as the Redevelopment Agency, each Councilmember is paid $30 per meeting.

42001 Communications

Pagers, fax lines and telephone call reimbursement to Councilmembers. **$1,000**

43000 Equipment Maintenance

Fax machines and computer maintenance. **$500**

43300 Memberships

League of California Cities	$10,500
Association of Bay Area Governments	5,000
Sister Cities International	465
Mayors' Conference dues	1,400
US/Manzanillo Sister Cities	465
Capitol Enquiry-Pocket Directories	350
East Bay Division dues	300
LCC Grassroots	1,300
Other memberships and publications	1,520
	$21,300

43500 Office Expense

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

43600 Professional Services

None budgeted.

44000 Special Departmental Expense

Expanded library hours	$41,000
City Council reorganization refreshments	800
Flowers for Council reorganization event	250
CCC Mayors Conference dinners	2,500
Boards and Commissions receptions	3,000
Flowers and cards for employees and elected officials (births, deaths, hospital and home confinement)	2,000
Council-purchased tapes & videos	100
Photographs	300
Engraving of tile plaques	250
City lapel pins and souvenirs	1,200
Memorial donations & commendations (Officer of the Year, VFW Wreath)	425
Annual West County Public Education Fund Dinner	500
Council document/ proclamation frames	600
Gift for outgoing Mayor	200
Special events	10,000
Host West County breakfast meetings (none budgeted this year)	
Holiday employee appreciation luncheon	2,500
Other miscellaneous expenses	3,000
	$68,625

44320 Training and Travel

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

CCC Mayors' Conference monthly dinner meeting	$1,200
League of California Cities - East Bay Division	135
LCC East Bay Division (12 meetings at $40 plus mileage)	480
	$1,815

44325 Training and Travel / Elected Officials

Amounts for conference, training seminars, travel and lodging for Council. City Council voted to allocate $3,600 to each of its members for conferences and seminars along with related travel and lodging expenses, etc. An extra $500 is allocated to the Mayor, recognizing the various additional functions requiring the Mayor's attendance. **$18,500**

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

This line item represents the City Council's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program, if applicable.

49503 Salary/Benefits Transferred to Other Divisions

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

Position	Percentage Charged	Transferred To	Amount
Board of Directors	5 @ $720 each	RDA (6110)	$ 3,600
Board of Directors benefits	50%	RDA (6110)	26,214
TOTAL			**$29,814**

Division 1210 — **City Attorney** — **Fund 100 General Fund**

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	169,591	187,098	195,995	196,307	196,307	196,307
41001 Part-time	0	0	0	0	0	0
Total Salaries	169,591	187,098	195,995	196,307	196,307	196,307
SERVICE AND SUPPLIES						
42001 Communications	574	545	600	630	630	630
43000 Equipment Maintenance	462	0	0	0	0	0
43300 Memberships	1,275	1,296	515	515	515	515
43500 Office Expense	1,719	1,090	1,300	11,500	11,500	11,500
43600 Professional Services	106,321	56,088	40,000	40,000	40,000	40,000
44000 Special Department Expense	9,821	8,078	8,900	9,800	9,800	9,800
44320 Training and Travel	6,637	7,195	6,800	6,800	6,800	6,800
Total Service and Supplies	126,809	74,292	56,115	69,245	69,245	69,245
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	41,418	52,222	73,207	93,649	93,649	93,649
49001 Building Maintenance Cost	1,666	2,034	1,524	1,095	1,095	1,095
49004 Communications/Utilities	5,089	3,115	6,981	1,921	1,921	1,921
49005 PERS Side Fund	0	0	78,660	0	0	0
49503 Salary/Ben.transf. to other divisions	(110,149)	(99,491)	(133,711)	(140,655)	(140,655)	(140,655)
Total Expenditure Transfers	(61,986)	(42,120)	26,461	(43,990)	(43,990)	(43,990)
TOTAL CITY ATTORNEY BUDGET	**234,414**	**219,270**	**280,571**	**221,562**	**221,562**	**221,562**
% increase (dec) over prior year (excluding PERS Side Fund)		-6.46%	27.96%	9.73%		

CITY ATTORNEY

DIVISION 1210

Mission Statement

The City Attorney's Office provides legal advice to the City Council, City Boards and Commissions, and City officials and employees. The City Attorney drafts or reviews ordinances, resolutions and contracts for City Council consideration; represents the City in legal actions, and acts as general counsel for the San Pablo Redevelopment Agency.

Department Responsibilities

The work of the City Attorney's Office is primarily determined by external factors: changes in legislation and case law affecting City operations; the need other City departments have for legal advice, drafting, and representation; policy decisions made by the City Council and the nature and number of claims and lawsuits filed against or by the City. Because the office responds to requests for service more frequently than it initiates action, the following objectives describe when and how legal services are provided rather than attempting to describe the nature of legal services that will be provided.

A. Review all items prepared for City Council consideration that are referred to the office before agenda material is distributed.
B. Attend all meetings of the City Council and all City Council Study Sessions.
C. Review the final form of every contract, resolution, or ordinance within one week of referral and either approve the form or indicate to the initiating department the reasons that the contract, resolution, or ordinance cannot be approved.
D. Respond to all written inquiries or requests to draft contracts and other legal documents within two weeks with either a completed response or an estimate of the date upon which a response will be completed, an indication of further information that is needed to prepare a response, or confirmation that a written response is no longer required.
E. Cable franchise agreement review.

Budget Line Item Descriptions

41000 Salaries

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

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

42001 Communications

Cellular phone monthly fee. **$630**

43300 Memberships/Publications

Membership in California State Bar Association. **$515**

43500 Office Expense

Provides for general office supplies, City seal envelopes, computer software, Federal Express and overnight mail	$1,500
One-time costs for replacing outdated or broken equipment such as computer monitor(s), computer printer and transcriber, as well as more efficient office furnishings to replace furniture purchased in 1990	10,000
	$11,500

43600 Professional Services

Outside legal and professional services in cases where such specialized counsel would serve the best interests of the City **$40,000**

44000 Special Departmental Expense

Law library maintenance, court reporter costs, witness fees, arbitration fees, service of process fees, deposition expenses and other departmental expenses not chargeable to a specific project or case handled by the JPA are appropriated in this line item. **$9,800**

44320 Training and Travel

Training in word processing, legal secretarial and paralegal skills; League of California Cities seminars, including the Annual Conference; City Attorney Dept. Spring Conference; Election Law /Employee Relations or Risk Management Seminars; miscellaneous and Continuing Education of the Bar (CEB); monthly meetings for Bay Area and Contra Costa County City Attorneys Association	$3,200
Auto allowance	3,600
	$6,800

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

This line item represents the City Attorney's departmental share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary/Benefits Transferred to Other Divisions

The City Attorney and his staff perform services which benefit the Redevelopment Agency. As such, the cost of labor and benefits from this department are charged out to the Agency.

Position	Percentage Charged	Division Charged	Amount Transferred
City Attorney	50%	Redevelopment Agency (6110)	$106,370
Staff	50%	Redevelopment Agency (6110)	34,285
			$140,655

City Manager

Division 1310 — **Administrative/City Clerk/Human Resources** — Fund 100 General Fund

Account and Title	2002/2003 Actual Expended (1)(2)	2003/2004 Actual Expended (1)	2004/2005 Approved Budget (1)	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	459,667	509,434	542,329	413,355	413,355	420,655
41001 Part Time	6,885	15,117	24,000	12,000	12,000	12,000
41002 Overtime	911	277	0	0	0	0
Total Salaries	467,463	524,828	566,329	425,355	425,355	432,655
SERVICE AND SUPPLIES						
42001 Communications	4,332	1,960	2,000	2,000	2,000	2,000
43000 Equipment Maintenance	2,480	370	1,000	1,000	1,000	1,000
43300 Memberships	1,965	2,425	3,830	2,060	2,060	2,060
43500 Office Expense	9,082	11,420	20,000	13,000	13,000	13,000
43600 Professional Services	20,375	15,961	29,300	24,000	24,000	15,800
43700 Publications/Legal Notices	6,171	6,222	6,500	6,500	6,500	6,500
43800 Equipment Rental	6,764	8,630	6,100	8,100	8,100	8,100
44000 Special Departmental Expense	5,690	3,386	5,000	5,120	5,120	5,120
44050 Community Affairs	28,829	10,766	17,250	17,250	17,250	17,250
44150 Pre Employment Expense	53,997	22,380	30,000	30,000	30,000	30,000
44320 Training and Travel	27,696	19,666	27,700	27,700	27,700	20,400
44325 Training and Travel/Elected Official	0	605	2,000	2,000	2,000	2,000
Total Service and Supplies	167,171	103,799	152,880	138,730	138,730	122,430
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46500 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost	185,670	198,027	255,908	210,086	210,086	210,086
49001 Building Maintenance Cost	2,938	3,140	4,448	3,772	3,772	3,772
49004 Communications/Utilities	21,456	18,609	23,459	6,615	6,615	6,615
49005 PERS Side Fund	0	0	251,164	0	0	0
49503 Salary/benefits trnsf. to other div.	(192,698)	(304,414)	(337,235)	(249,695)	(249,695)	(249,695)
Total Expenditure Transfers	18,366	(84,638)	201,744	(29,222)	(29,222)	(29,222)
TOTAL CITY MANAGER BUDGET	653,000	543,989	920,953	534,863	534,863	525,863
% increase (dec.) over prior year (excluding PERS Side Fund)		-16.69%	69.20%	-20.14%		

(1) Finance was budgeted with the City Manager during this year.
(2) Management Information Systems was budgeted with the City Manager for these years.

CITY MANAGER

DIVISION 1310

Mission Statement

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

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

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

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

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

- The **Secretary/Deputy City Clerk** maintains official records and documents, answers inquiries from departments and citizens; has custody of the City Seal; prepares council agenda; maintains official council minute books; maintains official ordinance and resolution books; council minutes; countersigns official documents; administers oaths and conducts municipal elections. The Deputy City Clerk also attends Study Sessions and City Council meetings in the absence of the City Clerk.

- **Human Resources** provides service and advice to City departments in the areas of recruitment, testing and eligibility list maintenance; maintenance of employee records, grievance, discipline and performance management; maintenance of the City's classification plan; workers compensation administration and labor relations; employee counseling and legislative analysis and comment; has overall responsibility for employee training and career development programs, as well as safety training and compliance; and wellness programs. These services are also provided in part to West Contra Costa County Transportation Authority.

Budget Line Item Descriptions

41000 Salaries

The City Manager's Department is staffed as follows:

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

41001 Part Time

1 Part-time staff to assist in scanning of current and historical records. **$12,000**

42001 Communications

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

43000 Equipment Maintenance

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

43300 Memberships & Publications

Various one time publications: miscellaneous newspaper subscriptions, magazines, books and management journals	$ 200
CCC Public Manager's Association	160
CALPELRA	230
CMRTA	50
ICMA Publications	115
Chamber of Commerce	250
International Institute of Municipal Clerks	300
City Clerks Association of California (CCAC)	255
West County Times	150
Northern CA Chapter International Personnel Management Assoc. (NCCIPMA)	50
Personnel Testing Council of Northern California	30
League of California Cities (including directories)	270
	$2,060

43500 Office Expense

Provides for purchase of various office supplies, toner cartridges, backup tapes, software programs, equipment, FEDEX and printing $7,000. New computers; peripherals, upgrades and unforeseen needs $6,000. **$13,000**

43600 Professional Services

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

(Note: the cost of using recruiting firms is paid for by requesting Department/Division)

43700 Publications and Legal Notices

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

43800 Equipment Rental

Lease for copier/scanner/printer located in the City Manager's.	**$8,100**

44000 Special Departmental Expense

Safety Committee expenses	$1,000
Emergency Preparedness Notification System (PA System); Coffee/Water, monthly employees' birthday celebration & miscellaneous expenses unique to the City Manager's office	3,500
Expenses unique to the City Clerk's office	500
Vehicle insurance	120
	$5,120

44050 Community Affairs/Special Events

City Manager-sponsored Employee/Staff/Council lunch and dinner meetings and events	$ 4,750
Employee landmark anniversary luncheon	7,500
Wellness events	1,000
Miscellaneous events	4,000
	$17,250

44100 Pre Employment Expenses

Covers the cost of newspaper advertisements for recruitment of both full-time and part-time positions; participation in job fairs for police officer recruitments, cost of testing materials, pre-employment physical examinations, fingerprints, psychological tests, polygraph, background checks and oral board interview refreshments and lunches.	**$30,000**

44320 Training and Travel

International City Manager Association (ICMA) Annual Conference, League of California Cities Annual Conferences, CAL-PELRA Conference, NCCIPMA Conference, Monthly/quarterly workshops given by Liebert, Cassidy & Frierson and mileage for training	$14,400
Staff Training and Travel	6,000
	$20,400

44325 Training and Travel / Elected Official

Conferences, training seminars, travel and lodging for City Clerk.	**$2,000**

46300 Equipment

None budgeted.

49000 Employee Benefits/Insurance

This line item represents the City Manager and City Clerk's administrative departmental share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary and Benefits Transferred to Other Divisions

The City Manager's staff performs functions which benefit other funds. As such, the cost of labor and benefits from this department are charged out to the benefiting division, as follows:

Position	Percentage Charged	Transferred To	Amount
City Manager	50%	RDA (6110)	117,885
Exec. Secretary to City Manager	40%	RDA (6110)	33,965
Human Resource Manager	50%	RDA (6110)	63,690
Administrative Secretary (2)	25%	RDA (6110)	34,155
TOTAL			**$249,695**

Division 1330

Management Information Systems

Fund 100 General Fund

Account and Title	2002/2003 Actual Expended [1]	2003/2004 Actual Expended [2]	2004/2005 Approved Budget %	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries				150,995	150,995	150,995
41001 Part Time				0	0	0
41002 Overtime				0	0	0
Total Salaries	0	0	0	150,995	150,995	150,995
SERVICE AND SUPPLIES						
42001 Communications				1,000	1,000	1,000
42005 Network Applications/Maintenance				224,000	224,000	224,000
43300 Memberships				650	650	650
43500 Office Expense				7,000	7,000	7,000
43600 Professional Services				5,000	5,000	5,000
44220 Training and Travel				21,000	21,000	21,000
Total Service and Supplies	0	0	0	258,650	258,650	258,650
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49000 Employee Benefits/Insurance Cost				64,115	64,115	64,115
49001 Building Maintenance Cost				1,217	1,217	1,217
49004 Communications/Utilities				2,184	2,184	2,184
49933 Salary/benefits transfr. to other div.				(103,738)	(103,738)	(103,738)
Total Expenditure Transfers	0	0	0	(36,272)	(36,272)	(36,272)
TOTAL MIS BUDGET	0	0	0	373,373	373,373	373,373

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

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

MANAGEMENT INFORMATION SYSTEMS

DIVISION 1330

Departments Responsibilities

Management Information System provides the administration and support to keep the City Network and networked computers in good working order. MIS also coordinates service requests for the telecommunications system and support and training for all City PC users, including trouble shooting of computers, printers and other peripheral devices associated with the PC and RS-6000 systems.

Budget Line Item Descriptions

41000 Salaries

1 Management Information Services Coordinator
1 Information Services Technician

42001 Communications

Cellular phones and land lines.	**$1,000**

42005 Network Applications/Maintenance

Annual maintenance costs for network server and software (Extra Team)	$17,000
RealQuest fees	3,600
Consultant fees for home page maintenance	10,000
Annual maintenance and upgrade to Weblink for LaserFiche	27,000
Symantec AntiVirus maintenance/upgrade	3,600
Six (6) ARCView licenses	6,000
CRW maintenance & update	4,000
Veritas backup maintenance/upgrade	4,000
Annual maintenance for CodeMaster	3,800
Crystal Reports	5,000
Projectors for Maple Hall, Council Chambers and Council Conference Room	9,000
Adobe Acrobat	2,000
MS Project	3,000
MS Visio	1,500
AutoCAD	4,000
Phone headsets	1,000
Colocation for disaster recovery	6,000
Cable connections, misc. hardware upgrades/replacements, and license fees	10,500
One time network expenses: Large format scanning	33,000
Blade server/router/switch/T1 line for disaster recovery collocation	70,000
	$224,000

43300 Memberships & Publications

Municipal Information Systems Association of California (MISAC)	$100
MIS publications	550
	$650

43500 Office Expense

Provides for purchase of various office supplies, toner cartridges, backup tapes, software programs, equipment	$2,000
New computers; peripherals, upgrades and unforeseen needs	5,000
	$7,000

43600 Professional Services

Miscellaneous data processing programming and unanticipated computer system expenses.	**$5,000**

44320 Training and Travel

MISAC conference	$1,000
GTC Conference	1,800
Voice over IP training.	18,200
	$21,000

49000 Employee Benefits/Insurance

This line item represents the City Manager and City Clerk's administrative departmental share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary and Benefits Transferred to Other Divisions

The Information Service's staff performs functions which benefit other funds. As such, the cost of labor and benefits from this department are charged out to the benefiting division, as follows:

Position	Percentage Charged	Transferred To	Amount
MIS Coordinator	50%	RDA (6110)	61,560
Information Systems Technician	50%	RDA (6110)	42,178
TOTAL			**$103,738**

Division 1420 — **Financial Services** — **Fund 100: General Fund**

Account and Title	2002/2003 Actual Expended (1)	2003/2004 Actual Expended	2004/2005 Approved Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SALARIES						
41000 Salaries	276,935	278,820	322,761	333,063	333,063	333,063
41001 Part Time	0	0	0	0	0	0
41002 Overtime	0	154	200	0	0	0
Total Salaries	276,935	278,974	322,961	333,063	333,063	333,063
SERVICE AND SUPPLIES						
42001 Communications	480	396	500	500	500	500
42000 Equipment Maintenance	1,948	0	2,500	2,700	2,700	2,700
42300 Memberships	2,048	1,271	2,000	2,150	2,150	2,150
42500 Office Expense	15,138	9,825	10,500	9,000	9,000	9,000
42600 Professional Services	76,668	55,006	89,600	53,200	53,200	53,200
44000 Special Department Expense	1,745	2,803	5,300	4,000	4,000	4,000
44320 Training and Travel	5,255	5,226	6,600	6,600	6,600	6,600
44325 Training and Travel/Elected Official	3,720	3,416	3,800	3,800	3,800	3,600
Total Service and Supplies	107,000	78,443	120,000	81,550	81,950	81,350
FIXED ASSETS						
46100 Improvements	0	0	0	0	0	0
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFERS						
49300 Employee Benefits/Insurance Cost	116,615	87,276	128,428	138,653	138,653	138,653
49301 Building Maintenance Costs	2,576	2,157	2,387	2,677	2,677	2,677
49304 Communication/Utilities	13,440	9,304	12,588	4,695	4,695	4,695
49305 PERS Side Fund	0	0	136,229	0	0	0
49500 Salary/benefits transfer to other div.	(136,347)	(158,285)	(209,715)	(217,410)	(217,410)	(217,410)
Total Expenditure Transfers	(3,716)	(59,479)	71,917	(71,385)	(71,385)	(71,385)
TOTAL FINANCIAL SERVICES BUDGET	**380,219**	**297,938**	**514,878**	**343,648**	**343,648**	**343,048**
% increase (dec.) over prior year (excluding PERS Side Fund)		-21.64%	72.81%	-8.76%		

(1) Finance was budgeted with the City Manager in Department #1210 during these years. For Fiscal Year 2003/2004 Finance is being presented separate from the City Manager, and the City Treasurer is combined with Finance. These figures are allocated between City Manager and Finance based on best estimates.

FINANCIAL SERVICES

DIVISION 1420

Mission Statement

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

- **The City Treasurer,** an elected official, validates that the City has sufficient funds to operate the City and pay its debt. As part of the legal duties of this office the City Treasurer submits to the City Council a monthly report of disbursements.

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

41000 Salaries

The Financial Services Department is staffed as follows:

1 City Treasurer (Elected Official)
1 Finance Director
1 Assistant Finance Director
1 Fiscal Clerk I
1 Fiscal Clerk II

42001 Communications

Cellular phone. **$500**

43000 Equipment Maintenance

Maintenance agreements on computer and office equipment	**$2,700**

43300 Memberships & Publications

California Municipal Treasurer's Association	$ 120
Association of Public Treasurers	165
GFOA	210
CA State Board of Accountancy	200
California Society of Municipal Finance Officers	150
AICPA	170
California Society of CPAs	295
National Notary Association	100
Various professional publications and guidelines	740
	$2,150

43500 Office Expense

Various office supplies, toner cartridges, backup tapes, software programs, monitors and printers; notary expenses; forms such as business licenses, W-2's, 1099's, checks, etc.; printing of the annual budget and the CAFR.	**$9,000**

43600 Professional Services

Annual audit (includes GFOA and CSMFO award costs)	$37,000
Data processing services needed to maintain M.O.M. software *(provides for call-up programming support from software supplier)*	8,200
Miscellaneous data processing programming and unanticipated computer system expenses	5,000
Accounting consultants	3,000
	$53,200

44000 Special Department Expense

Bank analysis charges & miscellaneous expenses unique to the Financial Services Department.	**$4,000**

44320 Travel and Training

Attendance at the League of California Cities Financial Management Seminar, CSMFO Annual Conference, local CMTA meetings held six times per year	$3,000
Auto Allowance	3,600
	$6,600

44325 Training and Travel – Elected Official

Attendance at CMTA Annual Meeting, National Treasurer's Annual Meeting, League of California Cities Financial Management Seminar, local CMTA meetings held six times per year	$3,600
Mileage reimbursement incurred by the City Treasurer for taking bank deposits to the bank	200
	$3,800

49000 Employee Benefits/Insurance

This line item represents the Financial Services Department's share of employee benefit costs and insurance. These costs will be charged in total to a clearing account and charged back to department cost centers based on usage. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, social security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees.

49001 Building Maintenance Costs

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

49004 Communications/Utilities

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

49503 Salary and Benefits Transferred to Other Divisions

The Financial Services Department's staff performs functions which benefit other funds. As such, the cost of labor and benefits from this department are charged out to the benefiting division, as follows:

Position	Percentage Charged	Transferred To	Amount
Finance Director	10%	N.P.D.E.S. (1740)	$ 18,750
Finance Director	45%	RDA (6110)	84,365
Assistant Fin. Director	40%	RDA (6110)	45,745
Assistant Fin. Director	10%	RDA – Housing (1741)	11,440
Fiscal Clerk I	25%	RDA (6110)	15,800
Fiscal Clerk II	50%	RDA (6110)	41,310
		TOTAL	**$217,410**

Division 1610 **Employee Benefits - 1610** Fund 100 General Fund

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Amended Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
41105 Workers' Compensation / Wellness	315,400	343,819	379,243	416,620	416,620	416,620
41200 PERS Retirement	915,391	947,903	1,913,647	2,253,574	2,253,574	2,253,574
41310 Health Insurance	609,738	718,233	777,062	972,393	972,393	972,393
41311 Health/Dental Insurance - Retirees	142,050	170,252	196,663	196,701	196,701	196,701
41400 Dental Insurance	127,738	132,260	130,520	152,115	152,115	152,115
41500 Vision Care	34,636	42,269	40,859	43,734	43,734	43,734
41800 Disability Insurance	147,077	145,161	149,394	97,630	97,630	97,630
41900 Medicare Tax	105,292	110,623	130,616	142,194	142,194	142,194
41902 Social Security Tax	20,370	16,904	26,979	22,393	22,393	22,393
41903 Employee Assistance Program	4,307	4,537	4,743	5,727	5,727	5,727
41904 Life Insurance	26,121	24,767	23,217	23,707	23,707	23,707
41905 Benefits In Lieu	65,104	65,549	100,771	156,065	156,065	156,065
41906 Bonds	760	0	1,162	731	731	731
41907 Cafeteria Plan Fees	3,755	365	0	0	0	0
41911 Liability Insurance / ERMA	20,579	225,202	258,874	207,786	207,786	207,786
41912 Unemployment Insurance	34,955	47,153	40,000	53,000	53,000	53,000
41915 Educational Incentive	5,886	7,361	10,000	10,000	10,000	10,000
Total Service and Supplies	2,266,155	3,024,472	4,183,563	4,754,570	4,754,570	4,754,570
EXPENDITURE TRANSFERS						
49900 Transfers Out	(2,265,522)	(3,047,027)	(4,183,563)	(4,754,570)	(4,754,570)	(4,754,570)
Total Expenditure Transfers	(2,265,522)	(3,047,027)	(4,183,563)	(4,754,570)	(4,754,570)	(4,754,570)
TOTAL EMPLOYEE BENEFITS BUDGET	**20,633**	**(22,555)**	**0**	**0**	**0**	**0**
% increase (decrease) over previous year		-209.32%	-100.00%	0.00%		

EMPLOYEE BENEFITS & INSURANCE

DIVISION 1610

Mission Statement

To provide employee benefits to conform with MOU's and employment law.

Department Responsibilities

To continue tracking employee benefit/insurance costs and to distribute these costs to the department/division correctly.

Budget Line Item Descriptions

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

41105 Worker's Compensation/Wellness

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

41200 PERS Retirement

This account reflects the total cost to the City for membership in the Public Employee Retirement System. PERS costs are based upon gross salaries. The City pays the 7% miscellaneous employee's share of PERS, as well as 9% of the safety employee's contribution.

41310 Health Insurance

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

41311 Health and Dental Insurance-Retirees

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

41400 Dental Insurance

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

41500 Vision/ Co Pay Rebate Program

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

41800 Long Term Disability Insurance

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

41900 Medicare Tax

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

41902 Social Security Tax

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

41903 Employee Assistance Program

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

41904 Life Insurance

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

41905 Benefits In-lieu

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

41906 Bonds

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

41907 Cafeteria Plan Fees

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

41911 Liability Insurance/ERMA

The liability insurance premium is based on a formula which includes payroll costs, an experience modifier and a premium rate of $3.96 per $100 of payroll. The City pays the first $5,000 for every claim as our deductible.

Employment Risk Management Authority (ERMA) is administered through Municipal Pooling Authority (MPA) and provides training to supervisors and legal defense against lawsuits due to the actions of our employees. In addition there is employment liability coverage with a limit of $10,000,000 and a $50,000 deductible. Cost is included in the liability premium.

41912 Unemployment Insurance

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

41915 Educational Incentive

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

Local One	$ 1,000
AIE	$ 1,000
Confidential / Exempt	$ 1,000
SPPEA	$ 4,000
SPPEA (>5 years City employment For sworn officers only)	$ 8,000

49000 Employee Benefits/Insurance Transfers

All user departments/divisions receive their respective share of employee benefit costs as well as insurance costs. These costs will appear in each user budget under Account 49000.

Division 8000 **MULTI-DEPARTMENT PROGRAMS** Fund 100 General Fund

Account and Title	2002/2003 Actual Expended	2003/2004 Actual Expended	2004/2005 Approved Budget	2005/2006 Department Request	2005/2006 C.M. Recommended	2005/2006 Approved Budget
SERVICE AND SUPPLIES						
41910 Property/Fire Insurance	17,045	17,336	20,200	21,500	21,500	21,500
41913 Vehicle Insurance	5,024	5,249	7,800	0	0	0
42001 Communications	100,912	100,115	296,000	70,000	70,000	70,000
42002 Web Site Development	7,275	0	0	0	0	0
42006 Network Applications/Maint.	110,424	46,197	180,700	0	0	0
43500 Office Supplies	47,950	48,503	40,000	50,000	50,000	50,000
44000 Special Department Expense	85,338	84,243	82,352	0	0	0
44320 Training and Travel	0	0	15,000	0	0	0
44400 Utilities	86,435	84,524	80,000	80,000	80,000	80,000
Total Service and Supplies	460,373	386,267	722,052	221,500	221,500	221,500
FIXED ASSETS						
46300 Equipment	0	0	0	0	0	0
Total Fixed Assets	0	0	0	0	0	0
EXPENDITURE TRANSFER						
49602 Transfer admin. costs to benefiting Departments / Divisions	(337,555)	(278,367)	(639,700)	(221,500)	(221,500)	(221,500)
Total Expenditure Transfers	(337,555)	(278,367)	(639,700)	(221,500)	(221,500)	(221,500)
TOTAL MULTI-DEPT. BUDGET	**122,818**	**107,900**	**82,352**	**0**	**0**	**0**
% increase (decrease) over previous year		-12.15%	-23.68%	-100.00%		

MULTI-DEPARTMENT PROGRAMS

DIVISION 8000

Departments Responsibilities

To provide internal services to all City departments/divisions allocating the indirect costs necessary for the functioning of the City as a whole, but which cannot be directly assigned to one department/division. The functions are communications, utilities, office supplies and insurance.

Budget Line Item Descriptions

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

41910 Property/Fire/Flood Insurance

The City insures buildings and contents that are valued at $31,749,438. Coverage provides for replacement cost after a $5,000 deductible on buildings and a $5,000 deductible on contents. The annual rate for all risk is .0463 per $100 and flood insurance is .017 per $100 of total value. **$21,500**

42001 Communications

Recurring telephone and long distance; frame relay transport loops; fax lines; T-1 circuit fee; maintenance & supplies; alarm and computer lines. **$70,000**

43500 Office Expense

Includes those costs related to Xerox 470 digital copier/scanner/printer: lease/maintenance, paper, toner and supplies	$24,000
Postage used by the various City divisions: postage meter rental, maintenance agreement, supplies and postage purchased. These costs will be charged to the users based on a per-copy basis for the copier and actual postage used for mail.	26,000
	$50,000

44400 Utilities

Annual PG&E and EBMUD charges for City-owned buildings
(Note: does not include facilities covered by Street Lighting and Landscaping). **$80,000**

49502 Administrative Costs Transferred to Other Divisions

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

SUMMARY SCHEDULES

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

SCHEDULE 1 Estimated Fund Balance by Fund and Division

	Estimated Fund Balance	Estimated Revenue 05-06		Transfers In	Total Available	Budget 05-06	Transfers Out		Estimated Available Fund Balance
General Operating									
General Fund(100)	9,664,386	14,674,200	(a)	80,000	24,418,586	12,562,335	703,035	(c)	11,153,216
General Reserve (150)	3,000,000				3,000,000				3,000,000
Gas Tax (200)		622,000	(c)	288,877	910,877	910,222			655
Neighborhood Services (212)	1,692	905,000	(c)	78,467	985,159	985,159			
Total General Operating Funds	12,666,078	16,201,200		447,344	29,314,622	14,457,716	703,035		14,153,871
Special Revenue Funds									
Police Grants (202) (208) (211)	59,874	480,000			539,874	539,380			494
Public Safety Augmentation (203)	61,354	95,000			156,354		80,000	(a)	76,354
Street Lighting and Landscaping (205)	1,281	850,000	(c)	335,691	1,186,972	1,166,972			20,000
N.P.D.E.S. (207)	57,819	329,000			381,819	362,375			19,444
Measure C (215)	207,785	311,000			518,785				518,785
Pare Transit (216)	98,346	139,143			237,489	122,028			115,461
Oak Park Maintenance (235)	10,090	3,900			13,990	5,790			8,200
HCD Grant (245)	205,000	345,000			550,000	345,000			205,000
Total Special Revenue Funds	696,549	2,553,043		335,691	3,585,283	2,541,345	80,000		963,738
Capital Funds									
Housing Set Aside - Tenth TWP (250)	3,357,019		(b)	2,000,000	5,357,019	2,399,957			2,957,062
Housing Set Aside - Legacy (280)	150,328		(b)	203,000	353,328				353,328
Redevelopment Agency - Tenth TWP (350)	15,193,694	9,649,000			24,842,694	3,577,388	6,338,847	(b)	14,926,459
Redevelopment Property Acquisition (340)	216,259				285,804	21,500,000			-21,214,196
Small Business Assistance Loan Program (360)	54,045	15,500			69,545	192,000			-122,455
Redevelopment Agency - Legacy (380)	1,521,692	789,500			2,311,192		469,076	(b)	1,842,116
2004 Bond Proceeds/Legacy (357)	5,074,578	40,000			5,114,578				5,114,578
2004 Bond Proceeds/Tenth Township (359)	14,657,070	100,000			14,757,070				14,757,070
Total Capital Funds	40,224,685	10,594,000		2,203,000	53,091,230	27,669,345	6,807,923		18,613,962
Debt Service Funds									
1997 Town Center Assessment Bonds (405)	665,498	391,000			1,056,498	374,416			682,082
1998 Oak Park Assessment Fund (410)	894,055	453,500			1,347,555	447,133			900,422
2001 Tenth TWP Tax Allocation Bonds (456)			(b)	778,197	778,197	778,197			
2004 JPFA Tax Allocation Bonds (459)	546,095		(b)	1,670,347	2,216,442	1,670,347			546,095
1999 Tenth TWP Tax Allocation Bonds (490)			(b)	902,914	902,914	902,914			
1999 Tenth TWP Tax Allocation Bonds (495)	4,532,577	80,000	(b)	1,253,465	5,866,042	1,253,465			4,592,577
Total Debt Service Funds	6,638,225	924,500		4,604,923	12,147,648	5,426,472			6,721,176
GRAND TOTAL ALL FUNDS	60,205,537	30,272,743		7,590,958	98,138,783	50,095,078	7,590,958		40,452,747

(a) Transfer Public Safety Augmentation Funds to General Fund and Supplemental Law Enforcement Fund to help support police services

(b) Transfer RDA tax increment funds to Housing Set-Aside (20%) and for debt service

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

CITY OF SAN PABLO
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SCHEDULE 2 Revenue within Fund

		2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimate	2005-06 Estimate
	General Fund (100)					
1	Property Taxes - Secured	163,316	175,216	171,368	185,836	195,000
2	Property Taxes - Unsecured	45,641	46,677	40,662	42,622	40,000
3	Supplemental Property Tax	42,961	43,455	49,845	10,365	10,000
4	Utility Roll Property Tax	4,219	4,523	4,233	3,956	4,000
5	Homeowner's Tax Relief	16,274	16,422	16,785	17,000	17,000
6	Prior Secured Property Tax		(1,720)			
7	ERAF Shift				(196,923)	(200,000)
8	Sales Tax	1,825,439	1,765,501	1,714,016	1,587,000	1,300,000
9	Sales Tax In Lieu - Triple Flip				402,175	385,000
10	Motel Tax	114,599	172,269	133,629	170,000	220,000
11	Utility Users Tax - CATV	190,915	208,729	223,691	230,000	245,000
12	Utility Users Tax - T.G.&.E.	1,132,881	1,147,239	1,163,449	1,420,000	1,530,000
13	Utility Users Tax - Telephone	493,919	603,387	602,678	600,000	600,000
14	Trailer Space Fees	53,015	47,411	56,094	44,000	45,000
15	Real Property Transfer Tax	958,535	1,030,124	603,220	155,000	150,000
16	Real Property Transfer Tax Refunds			(201,613)		
17	Casino Business License	2,077,899	3,990,252	1,370,870	3,450,000	5,100,000
18	Casino PILOT			1,800,000	1,500,000	1,500,000
19	Franchise Fees	410,411	414,423	429,500	445,000	455,000
20	Business Licenses	249,165	271,381	294,588	280,000	280,000
21	Business License Penalty	3,123	3,127	5,126	4,400	4,000
22	Post Reimbursements	35,882	21,437			
23	Grant	22,198	17,315	7,326	10,500	
24	Abandoned Vehicle AB 9114	58,988				
25	Motor Vehicle In lieu	1,697,992	1,801,198	1,374,234	300,000	300,000
26	Property Tax in Lieu of VLF				1,655,078	1,700,000
27	Off-Highway Vehicle Fees	728	819	901	1,000	1,000
28	Vehicle License Collection	11,018	9,945	4,564		5,000
29	Mandated Cost Reimbursement	79,663	(1,225)	1		
30	WCCTAC Reimbursement	4,800	4,800	16,800	7,200	7,200
31	JPA II Reimbursement	1,852	1,800	1,500	1,800	
32	Police Service Fees	237,256	122,527	98,896	120,000	160,000
33	Casino Police Services				60,000	60,000
34	Sale of Police Reports/Life-Scan/Vehicle Release	33,152	16,716	11,425	35,000	25,000
35	False Alarm Fees	10,450	31,845	17,261	24,000	24,000
36	Police Booking Fees Reimbursement				66,700	
37	Recreation Program Fees	13,790	19,355	16,141	15,000	15,000
38	Senior Program Costs Reimbursement	59,000	53,000	53,000	53,000	53,000
39	Court Fines	52,212	78,822	90,519	110,000	95,000
40	Vehicle Fines	106,588	77,631	109,844	113,000	***
41	Interest on Savings/Checking	1,111	1,178	623	530	500
42	LAIF Interest	400,641	277,227	204,508	240,000	250,000
43	Maple Hall Rents	30,545	41,750	35,957	35,000	35,000
44	Maple Hall Fees	616	1,672	1,942	2,000	1,500
45	Rental Income	34,627	29,912	28,616	45,000	40,000
46	Delinquent Garbage Collection Fees	13,952		22,420	15,000	15,000
47	Donations	7	8	13		
48	Law Suit Proceeds	2,260	80,708	52,158	50,000	
49	Sale of Surplus Property	9,235	148,655	645	1,000	1,000
50	Sale of Surplus Vehicles	3,804	4,965	1,978	18,000	4,000
51	Sale of copies	1,475	804	2,162	1,000	1,000
52	Other Miscellaneous	494	(1)	39,288	1,000	1,000
53	Election Printing Costs		518		1,650	
54	Cash Transfers	(393,264)	4,732	(232,068)	44,393	(623,033)
	Total General Fund	10,013,601	10,813,857	9,833,047	11,377,282	14,051,165

*** Transferred to Fund 208 - Traffic Safety Fund

CITY OF SAN PABLO
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	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimate	2005-06 Estimate
Gas Tax Fund (200)					
Grading Permits	330	12,457	1,950	1,500	1,500
Paving Permits	999	500	1,880	500	500
Encroachment Permits	16,255	26,442	18,996	15,000	15,000
Transportation Permit			847	500	500
Other Grants			625		
Gas Tax 2107	254,687	254,070	256,116	250,000	250,000
Gas Tax 2107.5	6,000	6,000	6,000	6,000	6,000
Gas Tax 2106	132,659	130,712	129,797	130,000	130,000
Gas Tax 2105	193,709	191,638	192,140	200,000	200,000
Engineering Inspection Fees	2,727	2,989	324	500	500
Sidewalk, Curb & Gutter Fees	7,005	8,550	7,800	6,000	6,000
Street Cut Permits	29,837	4,450	6,750	5,000	5,000
Map Review	580	1,900	5,762	1,000	1,000
Interest - LAIF	13,790	13,560	5,095	4,500	6,000
Other / Damage to City Property	6,030	1,713	8,250		
Cash Transfers	(7,888)	(11,804)	(38,000)	936	288,677
Total Gas Tax	**656,750**	**643,177**	**604,322**	**621,436**	**910,877**
Supplemental Law Enforcement Fund (202)					
Grants	144,023	33,183	166,817	100,000	100,000
LAIF Interest	2,641	892	1,427	500	1,000
Total Supplemental Law Enforcement	**146,664**	**34,075**	**168,244**	**100,500**	**101,000**
Public Safety Augmentation Fund (203)					
Sales Tax	86,268	87,033	91,804	95,000	95,000
Cash Transfers	(120,000)	(75,000)	(75,000)	(80,000)	(80,000)
Total Public Safety Augmentation	**(33,732)**	**12,033**	**16,804**	**15,000**	**15,000**
Street Lighting and Landscaping Fund (205)					
Street Lighting/Landscaping Assessments	854,825	859,323	857,368	850,000	850,000
Other Grants		46,042			
Interest - LAIF	1,226				
Donations / Other			97,028		
Transfers In	158,000	2,341	330,000	560,000	335,691
Total Street Lighting & Landscaping	**1,014,061**	**907,706**	**1,284,396**	**1,410,000**	**1,185,691**
Police Grants (NCATT/West Net) (211)					
Grants				29,333	294,000
Cash Transfers				3,259	
Total Police Grants				**32,592**	**294,000**
NPDES Storm Drain Assessment Fund (207)					
Other Grants	16,505	17,508		9,000	9,000
NPDES Assessment	306,312	343,471	303,417	317,000	317,000
Interest	8,571	4,989	2,595	3,000	3,000
Transfers	(14,224)	(77,498)		(6,500)	
Total NPDES Storm Drain Assessment	**317,164**	**288,465**	**305,812**	**322,500**	**329,000**
Traffic Safety Fund (208)					
Grants				85,000	85,000
LAIF Interest					
Cash Transfers					
Total Traffic Safety				**85,000**	**85,000**

CITY OF SAN PABLO
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	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimate	2005-06 Estimate
Neighborhood Services Fund (212)					
Building Permits	141,808	362,329	286,726	245,000	410,000
Electrical Permits	15,574	44,679	33,732	35,000	55,000
Plumbing Permits	14,818	43,549	31,866	35,000	47,000
Mechanical Permits	8,134	37,806	26,843	30,000	45,000
Zoning Fees	53,470	19,385	25,067	20,000	20,000
Boarding Permits	767	1,242	96	1,000	
Single Family Residential Inspection	4,945	5,610	70,835	75,000	50,000
Multiple Unit Inspections	20,565	17,640	67,985	80,000	60,000
Resale Unit Inspections	24,940	25,481	50,480	50,000	40,000
Plan Review Fees	78,621	53,197	80,719	80,000	143,000
Design Review	2,673	16,868	26,015	35,000	35,000
Sale of Copies	5		250		
Cash Transfers	225,000	11,367		25,000	78,467
Total Neighborhood Services	**599,469**	**669,073**	**699,994**	**711,000**	**983,467**
Measure C Fund (215)					
Measure C Allocation		307,934	305,842	304,000	304,000
LAIF Interest	7,392	5,852	4,950	7,000	7,000
Cash Transfers	(184,166)	(282,927)	(157,996)	(513,705)	
Total Measure C	**(176,774)**	**30,879**	**152,796**	**(202,705)**	**311,000**
Para Transit (216)					
Para Transit Measure C Allocation	81,166	108,086	127,550	126,137	129,643
Fare Box	8,786	13,720	13,885	14,000	7,000
LAIF Interest	5,249	3,929	2,705	3,000	2,500
Total Para Transit Fund	**95,201**	**120,735**	**144,140**	**143,137**	**139,143**
Oak Park Assessment District Fund (235)					
Tax Roll Assessments	3,691	3,691	3,692	3,700	3,700
LAIF Interest	334	197	166	200	200
Total Oak Park Assessment District	**4,025**	**3,888**	**3,858**	**3,900**	**3,900**
HCD Grant (245)					
Grants	40,000	200,000	540,000	350,000	345,000
Total HCD Grants Fund	**40,000**	**200,000**	**540,000**	**350,000**	**345,000**
Public Works Projects (320)					
Grants	560,154	461,629	795,334	200,776	info. to follow
Cash Transfers	2,248,045	2,375,873	3,717,173	2,590,270	info. to follow
Total Public Works Projects Fund	**2,808,199**	**2,837,502**	**4,512,507**	**2,791,046**	
Municipal Buildings Projects (330)					
Grants		50,000	56,092		info. to follow
Cash Transfers	247,900	414,292	84,500	418,066	info. to follow
Total Municipal Buildings Projects Fund	**247,900**	**464,292**	**140,592**	**418,066**	
Town Center Assessment Bond Fund (405)					
Tax Roll Assessments	392,295	390,115	388,940	392,000	386,000
LAIF Interest	6,362	4,039	2,999	2,000	
Interest/Fiscal Agent	31,756	4,309	2,993	4,500	5,000
Other				63,400	
Total Town Center Assessment Bond	**429,413**	**398,463**	**394,932**	**461,900**	**391,000**
Oak Park Assessment Bond Fund (410)					
Assessments	452,933	456,957	453,245	447,998	450,000
LAIF Interest	6,455	4,255	3,280	1,500	1,500
Interest/Savings			3,014		
Interest/Fiscal Agent	31,461	4,299		3,000	2,000
Other		517		54,134	
Total Oak Park Assessment Fund	**490,849**	**466,028**	**461,539**	**506,632**	**453,500**
Grand Total All City Revenues	**17,161,844**	**18,906,815**	**19,260,465**	**19,191,256**	**19,598,743**

CITY OF SAN PABLO
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	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimate	2005-06 Estimate
RDA Housing Set-Aside (Tenth Twp) Fund (250)					
Grants	21,030	2,615	1,797		
Interest Savings	10,705	4,368	12,639		
LAIF Interest	81,843	66,330	47,254	29,000	
Loan Repayment	80,301	35,041	85,545		
Interest Notes	12,010	47,164	44,299	50,000	
Payoff of Deferred Loans		68,346	197,832	260,000	
Sale of Property		68,345			
Other			2,250	2,500	
Cash Transfers	1,351,672	1,472,326	1,282,860	1,857,188	2,000,000
Cash Transfers	(761,000)	(288,852)		(351,422)	
Total Housing Set-Aside (Tenth TWP)	796,561	**1,475,623**	1,674,476	**1,847,266**	**2,000,000**
RDA Housing Set-Aside (Legacy) Fund (280)					
LAIF Interest	1,524	3,470	4,690	1,500	
Cash Transfers	67,690	129,279	160,195	188,280	203,000
Total Housing Set-Aside (Legacy)	69,214	**132,749**	**164,885**	**189,780**	**203,000**
Redevelopment Property Acquisition (340)					
Transfers In				3,000,000	
Total Property Acquisition Project Fund				**3,000,000**	
Tenth Twp RDA (350)					
Current Secured Property Tax	6,255,874	6,838,910	7,548,707	8,755,000	9,500,000
Supplemental Property Tax	320,623	381,751	527,713	431,600	400,000
Unitary Property Tax	111,084	118,161	110,573	103,000	100,000
Revenue sharing to Contra Costa Co	(126,738)	(137,154)	(147,778)	(162,000)	(170,000)
ERAF Shift		(239,583)	(393,174)	(729,000)	(729,000)
Abatement Received		7,473	110,033	12,500	
Abandoned Vehicle - AB 4114		57,135	50,734	50,000	50,000
Administrative Costs to CCC	261	(85,433)	7,400	(85,000)	(85,000)
LAIF Interest	407,062	261,440	158,540	220,000	250,000
Interest Fiscal Agent			459		
Loan Repayment	1,000,000	6,736	23,028		
Interest - Notes		21,338	10,249		
CRC Fees	21,212	22,356	54,999	53,000	53,000
CRC Rent	93,167	248,156	192,475	200,000	200,000
Rental Income				80,000	80,000
Sale of Property		340,355	273,045	74,000	
Other	50,000		5,356	25,000	
Cash Transfers				291,336	
Cash Transfers	(4,332,704)	(3,906,912)	(4,713,573)	(4,801,522)	(6,338,847)
Total Tenth TWP Project Fund	**3,799,841**	**3,634,731**	**3,818,786**	**4,517,914**	**3,310,153**
2004 Legacy Bond Proceeds (355)					
Interest Fiscal			17,038	60,000	40,000
Bond Proceeds			5,799,795		
Cash Transfers			(579,690)	123,815	
Total 2004 Legacy Bond Proceeds			**5,237,143**	**183,815**	**40,000**
2004 Tenth Township Bond Proceeds (359)					
Interest Fiscal			53,994	150,000	100,000
Bond Proceeds			32,645,421		
Cash Transfers			(15,754,613)	1,539,647	
Total 2004 Tenth Township Bond Proceeds			**16,944,802**	**1,689,647**	**100,000**

CITY OF SAN PABLO
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	2001-02 Actual	2002-03 Actual	2003-04 Actual	2004-05 Estimate	2005-06 Estimate
Small Business Loans (360)					
Loan Repayment		774	9,915	73,000	13,000
Interest on Notes		125	1,485	3,000	2,500
Transfers In		(1,110,000)			
Total Small Business Loans		(1,109,101)	11,400	76,000	15,500
Legacy RDA (380)					
Current Secured Property Tax	265,475	470,460	642,934	896,000	975,000
Supplemental Property Tax	89,413	114,489	151,020	47,000	40,000
Unitary Property Tax	79	559	367	500	500
ERAF shift			(21,000)	(52,000)	(52,000)
Revenue sharing to Contra Costa Co.	(57,161)	(23,943)	(159,385)	(179,000)	(195,000)
LAIF Interest	9,080	11,228	12,453	20,000	30,000
Administrative Cost		(5,774)		(9,000)	(9,000)
Transfers In	(67,689)	(199,279)	(214,159)	(308,055)	(469,076)
Total Legacy RDA Project Fund	259,197	367,540	412,230	415,445	320,424
2001 Tenth TWP Bond Debt Service (456)					
Interest	1,463	(8,869)	(119)		
Interest Fiscal Agent	286	1,614	712	200	
Cash Transfers	381,900	1,100,000	795,743	1,503,131	778,197
Total 2001 Tenth TWP Bond Debt Service	383,649	1,092,745	796,336	1,503,331	778,197
2004 JPFA Bond Debt Service (459)					
Interest Fiscal Agent					
Cash Transfers			455,200	1,973,621	1,670,347
Total 2004 JPFA Bond Debt Service			455,200	1,973,621	1,670,347
1999 Tenth Township Bond Debt Service (490)					
Interest	874	(1,590)	1,828		
Interest Fiscal Agent	8,463	43	6		
Cash Transfers	722,223	730,000	463,776	679,263	902,914
Total 1999 Tenth TWP Bond Debt Service Fund	731,560	728,453	465,610	679,263	902,914
1993 Tenth Township Bond Debt Service (495)					
Interest	6,371	(4,052)	(4,123)		
Interest Fiscal Agent	109,780	110,255	83,23[illegible]	80,000	80,000
Cash Transfers	2,011,921	2,000,000	17,644,099	795,927	1,253,465
Total 1993 Tenth TWP Bond Debt Service Fund	2,126,072	2,106,206	17,723,207	875,927	1,333,465
Grand Total Redevelopment Funds	7,341,091	6,457,119	48,087,904	16,726,299	10,674,000
GRAND TOTAL ALL FUNDS	24,502,935	25,363,934	67,348,369	35,917,555	30,272,743

Note: Prior year totals will not equal the detail as those funds not active in FY 2004-05 are not printed. The totals do equal what was printed in prior budgets

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

SCHEDULE 3 Budget and Expenditures by Fund and Division

Fund and Division	2001-02 Actual Expended	2002-03 Actual Expended	2003-04 Actual Expended	2004-05 Amended Budget	2005-06 Approved Budget
General - Fund 100					
1110 City Council	110,079	115,070	95,428	153,523	171,103
1210 City Attorney	165,388	234,414	219,270	280,571	221,562
1310 City Manager / City Clerk/Personnel	574,084	653,000	543,990	920,953	525,863
1330 Management Information Systems					373,373
1420 Finance/City Treasurer	329,929	380,219	297,938	514,878	343,648
1440 Recreation	624,643	616,658	554,022	739,814	566,163
1610 Employee Benefits/Insurance	(4,551)	20,633	(22,555)	0	0
1780 Building Maintenance	17,068	15,295	5,641	0	0
1810 Police	6,933,953	7,124,958	7,681,888	9,749,098	10,360,623
8000 Multi-Departmental Programs	63,316	122,818	107,900	82,352	0
Total General Fund Budget	8,822,328	9,296,075	9,483,522	12,441,189	12,562,335
Gas Tax - Fund 200					
1730 Engineering	399,434	442,496	464,373	822,102	608,367
3110 Street Maintenance	251,192	254,015	269,456	404,851	301,855
Total Gas Tax Budget	650,626	696,511	733,829	1,226,953	910,222
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape	1,018,848	1,071,677	1,116,159	1,511,396	1,166,972
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.	344,679	352,439	316,412	502,825	362,375
Neighborhood Services - Fund 212 (215)					
1755 Development Services	502,063	602,353	554,080	1,019,436	985,159
Police Grants - Funds 202, 208, 211					
1830 Police	159,983	424,798	355,588	281,640	539,380
Para Transit - Fund 216					
1444 Para Transit	75,553	123,188	138,313	204,388	122,028
Oak Park Storm Drain Maintenance - Fund 235					
2210 Oak Park Storm Drain Maintenance	12,333	133	3,366	5,812	5,790
HCD Grant - Fund 245					
1743 HCD/CalHome Grant	40,000	200,000	435,000	250,000	345,000
Housing Set-Aside/Low-Mod 3 Tenth Twp. Fund 250					
1741 Housing Administration	455,407	685,994	1,737,306	1,659,185	2,399,957
Housing Set-Aside/Low-Mod 3 Legacy Fund 280					
1741 Housing Administration			0	450,000	0
Public Works Projects - Fund 320					
3200 Street Projects **	1,864,017	3,878,740	2,228,866	2,980,342	info. to follow
Municipal Buildings Projects - Fund 330					
3300 Municipal Buildings **	100,619	272,659	259,637	490,100	info. to follow

CITY OF SAN PABLO
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Fund and Division	2001-02 Actual Expended	2002-03 Actual Expended	2003-04 Actual Expended	2004-05 Amended Budget	2005-06 Approved Budget
Redevelopment Projects - Property Acquisition - Fund 340					
3400 Property Acquisition			0	3,701,000	21,500,000
Redevelopment - Tenth Twp. - Fund 350					
1735 Graffiti and Litter Abatement	117,298	125,832	154,322	366,011	300,087
1790 Community Resource Center	171,811	241,775	238,964	453,038	354,382
1820 Code Enforcement	0	517,150	555,103	1,486,453	1,089,275
6110 Redevelopment Implementation	2,187,995	1,638,018	1,219,905	2,286,169	1,833,644
Total Redevelopment - Tenth Twp.	2,477,104	2,522,775	2,168,294	4,591,671	3,577,388
Small Business Assistance Loan Pgm - Fund 360					
2300 Small Business Assist Loan Program	0	30,000	81,253	203,000	192,000
El Portal Assessment Bond - Fund 400					
7000 Debt Service	20,510	24,890	27,927	22,836	0
Town Center Bond - Fund 405					
7000 Debt Service	387,794	389,337	387,995	595,488	374,416
Oak Park Bond - Fund 410					
7000 Debt Service	449,247	450,977	454,423	449,498	447,133
2001 Tenth Township Tax Allocation Bonds - Fund 456					
7250 Tax Allocation Redevelopment Bonds	423,793	929,620	960,136	748,429	778,197
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
7250 Tax Allocation Redevelopment Bonds	0	0	479,223	1,853,697	1,670,347
1999 Tenth Township Tax Allocation Bonds - Fund 490					
7250 Tax Allocation Redevelopment Bonds	733,384	728,005	733,987	903,738	902,914
1993 Tenth Township Tax Allocation Bonds - Fund 495					
7250 Tax Allocation Redevelopment Bonds	2,010,952	2,010,767	16,463,617	1,255,510	1,253,465
GRAND TOTALS	21,215,687	25,356,874	41,333,873	37,411,083	50,095,078

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

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

SCHEDULE 4 Expenditures by Category

Fund	2001-02 Actual Expended	2002-03 Actual Expended	2003-04 Actual Expended	2004-05 Amended Budget	2005-06 Approved Budget
General - Fund 100					
Salaries	5,738,899	5,886,012	5,935,560	6,479,017	6,991,016
Service and Supplies	2,103,454	2,308,514	2,079,349	2,683,345	2,917,779
Fixed Assets	252,492	139,958	62,058	123,400	153,400
Employee Benefits	2,052,085	2,286,155	3,144,754	8,400,779	8,154,175
Expenditure Transfers	(1,324,602)	(1,324,564)	(1,738,199)	(5,245,352)	(5,654,032)
Total General Fund	**8,822,328**	**9,296,075**	**9,483,522**	**12,441,189**	**12,562,335**
Gas Tax - Fund 200					
Salaries	334,788	377,573	426,640	542,775	553,357
Service and Supplies	196,180	207,886	185,609	239,740	275,050
Fixed Assets	20,654	8,950	11,934	10,814	0
Employee Benefits	87,056	104,918	131,411	553,706	216,343
Expenditure Transfers	11,948	(2,816)	(21,765)	(120,082)	(134,528)
Total Gas Tax	**650,626**	**696,511**	**733,829**	**1,226,953**	**910,222**
Street Lighting and Landscaping - Fund 205					
Salaries	432,019	472,365	428,398	419,754	448,181
Service and Supplies	491,458	515,613	541,833	560,120	565,620
Fixed Assets	26,711	0	48,008	75,000	0
Employee Benefits	143,761	142,004	188,837	533,714	231,482
Expenditure Transfers	(75,101)	(58,305)	(90,917)	(77,192)	(78,311)
Total Street Lighting & Landscaping	**1,018,848**	**1,071,677**	**1,116,159**	**1,511,396**	**1,166,972**
N.P.D.E.S. - Fund 207					
Salaries	120,654	109,882	92,321	91,453	98,318
Service and Supplies	87,425	98,291	90,363	106,170	105,780
Fixed Assets	1,880	0	10,000	32,506	0
Employee Benefits	19,049	19,661	17,163	148,418	27,656
Expenditure Transfers	115,671	124,605	106,565	124,278	130,821
Total NPDES	**344,679**	**352,439**	**316,412**	**502,825**	**362,375**
Neighborhood Services - Fund 212 (215)					
Salaries	469,258	314,982	302,309	345,958	409,196
Service and Supplies	202,102	310,205	217,440	342,300	527,100
Fixed Assets	17,842	2,250	0	0	0
Employee Benefits	154,450	110,436	111,723	415,384	193,569
Expenditure Transfers	(341,589)	(135,520)	(77,392)	(84,206)	(144,706)
Total Neighborhood Services	**502,063**	**602,353**	**554,080**	**1,019,436**	**985,159**
Police Grants - Funds 202,208,214,215					
Salaries	124,508	81,810	154,358	171,811	332,022
Service and Supplies	2,040	32,386	39,995	19,311	13,403
Fixed Assets		284,021	113,518	0	0
Employee Benefits	33,435	26,581	47,717	90,518	193,955
Total Police Grants	**159,983**	**424,798**	**355,588**	**281,640**	**539,380**

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

Fund	2001-02 Actual Expended	2002-03 Actual Expended	2003-04 Actual Expended	2004-05 Amended Budget	2005-06 Approved Budget
Para Transit - Fund 216					
Salaries	13,315	27,245	35,953	33,372	49,204
Service and Supplies	37,550	29,558	18,145	50,000	55,000
Fixed Assets	4,584	45,204	0	0	0
Employee Benefits	1,077	934	6,942	37,724	15,478
Expenditure Transfers	19,027	20,247	77,273	83,292	2,346
Total Para Transit	**75,553**	**123,188**	**138,313**	**204,388**	**122,028**
Oak Park Storm Drain Maintenance - Fund 235					
Salaries	2,464	0	2,741	2,800	2,800
Service and Supplies	9,710	0	442	2,600	2,600
Employee Benefits	159	133	183	412	390
Total Oak Park	**12,333**	**133**	**3,366**	**5,812**	**5,790**
HCD Grant - Fund 245					
Loans	40,000	200,000	435,000	250,000	345,000
Housing Set-Aside/Low-Mod/ Tenth Twp. - Fund 250					
Salaries	87,418	177,765	182,829	23,591	25,513
Service and Supplies	71,078	59,689	78,177	61,000	60,100
Loans/Grants	240,226	397,364	1,385,482	1,430,000	2,280,000
Fixed Assets	28,110	4,821	0	75,000	0
Employee Benefits	23,926	39,131	59,791	36,758	21,731
Expenditure Transfers	4,649	7,224	31,027	32,836	12,613
Total Housing Set-Aside	**455,407**	**685,994**	**1,737,306**	**1,659,185**	**2,399,957**
Housing Set-Aside/Low-Mod/ Legacy Fund 280					
Loans/Grants	0	0	0	450,000	0
Public Works Projects - Fund 320					
Salaries	2,458	1,354	66,012		info. to follow
Service and Supplies	701,300	700,356	527,535	519,998	info. to follow
Loans/Grants	0	0	52,923		info. to follow
Fixed Assets/Land Purchases	1,160,259	3,177,030	1,561,140	2,460,344	info. to follow
Employee Benefits	0	0	21,256		info. to follow
Total Public Works Projects	**1,864,017**	**3,878,740**	**2,228,866**	**2,980,342**	**0**
Municipal Buildings Projects - Fund 330					
Service and Supplies	35,483	49,974	24,974	50,000	info. to follow
Fixed Assets	65,136	222,685	234,663	440,100	info. to follow
Total Municipal Building Projects	**100,619**	**272,659**	**259,637**	**490,100**	**0**
Redevelopment Projects - Property Acquisition - Fund 340					
Service and Supplies	0	0	0	401,000	2,000,000
Loans/Grants	0	0	0	0	2,000,000
Land Purchase	0	0	0	3,300,000	17,500,000
Total RDA Property Acquisition	**0**	**0**	**0**	**3,701,000**	**21,500,000**
Redevelopment - Tenth Twp. - Fund 350					
Salaries	88,077	500,594	746,825	1,055,592	1,178,130
Service and Supplies	968,213	671,471	469,963	734,725	888,775
Fixed Assets	89,491	170,630	0	0	0
Employee Benefits	20,545	143,281	247,844	1,822,852	520,440
Expenditure Transfers	1,310,778	1,036,799	703,662	978,502	990,043
Total Redevelopment - Tenth Twp.	**2,477,104**	**2,522,775**	**2,168,294**	**4,591,671**	**3,577,388**

CITY OF SAN PABLO
FISCAL YEAR 2005-2006

Fund	2001-02 Actual Expended	2002-03 Actual Expended	2003-04 Actual Expended	2004-05 Amended Budget	2005-06 Approved Budget
Small Business Assistance Loan Fund - Fund 360					
Services and Supplies	0	30,000	81,253	203,000	192,000
El Portal Assessment Bond - Fund 400					
Service and Supplies	870	750	687	1,500	0
Debt Service	19,640	23,640	27,240	20,836	0
Total El Portal Assessment Bonds	**20,510**	**24,390**	**27,927**	**22,336**	**0**
Town Center Bond - Fund 405					
Service and Supplies	2,941	4,340	3,628	1,500	2,000
Debt Service	384,853	384,997	384,367	593,988	372,416
Total Town Center Bonds	**387,794**	**389,337**	**387,995**	**595,488**	**374,416**
Oak Park Bond - Fund 410					
Service and Supplies	2,940	4,340	4,378	1,500	2,000
Debt Service	446,307	446,637	450,045	447,998	445,133
Total Oak Park Bonds	**449,247**	**450,977**	**454,423**	**449,498**	**447,133**
2001 Tenth Township Tax Allocation Bonds - Fund 456					
Service and Supplies	5	38	2,000	0	0
Debt Service	423,788	929,582	958,136	748,429	778,197
Total 2001 Tenth Township Bonds	**423,793**	**929,620**	**960,136**	**748,429**	**778,197**
2004 JPFA Tax Allocation Bonds - Fund 459 (457)					
Service and Supplies			156,503	0	0
Debt Service			322,720	1,853,897	1,670,347
Total 2004 JPFA Bonds	**0**	**0**	**479,223**	**1,853,897**	**1,670,347**
1999 Tenth Township Tax Allocation Bonds - Fund 490					
Service and Supplies	2,605	2,500	4,500	0	0
Debt Service	730,779	725,505	729,487	903,738	902,914
Total 1999 Tenth Township Bonds	**733,384**	**728,005**	**733,987**	**903,738**	**902,914**
1993 Tenth Township Tax Allocation Bonds - Fund 495					
Service and Supplies	5,725	2,500	2,625	0	0
Debt Service	2,005,227	2,008,267	16,460,992	1,255,510	1,253,465
Total 1993 Tenth Township Bonds	**2,010,952**	**2,010,767**	**16,463,617**	**1,255,510**	**1,253,465**
GRAND TOTALS	**21,215,687**	**25,356,874**	**41,333,873**	**37,411,083**	**50,095,078**

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

CITY OF SAN PABLO

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TO: Mayor Joseph Gomes
Members of the City Council
Board of Directors of the Redevelopment Agency

FROM: Brock T. Arner, City Manager/Executive Director

SUBJECT: Annual Budget

DATE: May 25, 2005

Introduction:

Transmitted for Council review and action is the proposed 2005/2006 Municipal and Redevelopment Agency budgets. These budgets will be reviewed by City Council/Agency during public meetings, at which time community members will be invited to comment.

For the first time in several years, staff is forwarding to the City Council a general fund budget that projects revenues in excess of proposed expenditures. This happy circumstance occurred due to prudent financial management by the Council and staff and the anticipated beneficial impacts of Class II gaming at Casino San Pablo. In fact, staff anticipates that approximately $1.5 million in general fund revenues will be available to address outstanding and unmet needs. Precisely stated, Fiscal Year 2006 revenues should exceed our requested general fund expenditures by $1.5 million.

This current year unappropriated surplus is achieved after restoring reserves to their Fiscal Year 2000 level. The general fund emergency reserve will meet the Council's target of $3 million and the operating reserve will achieve a $10 million level.

We are also recommending to the City Council that the $1.5 million unappropriated surplus be allocated to address two significant issues. We are recommending that the City Council place $1 million as an initial deposit into a fund to meet future costs associated with retirees' health insurance. (Unfunded commitments have plagued other localities such as the West Contra Costa Unified School District and Contra Costa County and appear to be a spreading issue among local governments.) We are also suggesting that $500,000 dollars be allocated for data gathering and possible design cost for an anticipated youth/community center. Should the City be able to identify community needs pertaining to the development of a youth/community center within the next 12 months, we would be poised to identify a site and develop a building design. Staff bias at this point would be to create such a facility at Davis Park so as to house recreation staff in the City's most used park. Once the design has been identified and developed, we would be in a position to aggressively compete for grant dollars for construction costs. This visioning and design process will be completed before we can estimate the operating costs or the construction costs for a youth/community center. As always, this is an ongoing process that may take two to five years to complete.

Community Development:

Community members and investors remain interested and confident that San Pablo is a desirable place to reside and to conduct business. As of this writing, we know of development proposals at the Alpine Mobilehome Park and the Giant Trade Center. The concept for the Alpine Mobilehome Park envisions approximately 44 detached, market-rate townhomes. Staff has suggested to the listing broker for the Giant Trade Center that a mixed development of commercial buildings on the street edge and residential to the rear could be of interest to the City Council. This would continue revitalizing Giant Road by following the Pulte Homes/EBALDC Development at the former Jack Parker Trucking site. Additionally, there is much interest by private investors for the potential development of San Pablo Avenue between Broadway and Road 20.

The City Council has also made investments in our community. In Fiscal Year 2004/2005 we were finally able to provide lights at the Joe Gomes Soccer Field. Council also invested more than $300,000 in Maple Hall, while simultaneously working with the Business Development Center for numerous improvements along 23rd Street. There are additional plans for upgrading El Portal Drive between Highway 80 and San Pablo Avenue, as well as the development of Wanlass Park.

Community Culture:

The Council has also invested in the cultural component of the community. 2004 marked our first Latino Heritage Festival. It was followed by a very successful Cinco de Mayo event in 2005 that was held and co-sponsored with St. Paul's Church. *Saturdays in San Pablo* offered a monthly opportunity to better acquaint the community with its local merchants. The City's newsletter is more timely, informative and attractive in its presentation. The 2004 dinner dance and the 2005 San Pablo Police Employees Association Golf Tournament were very successful community events, with the added benefit of raising money for those in need, and let us not overlook our very first Holiday Tree Lighting celebration. Finally, the numerous internal events such as the Boards and Commissions Tea Event, the landmarks luncheon, the West Contra Costa Mayors & Supervisors and holiday luncheons were all classy affairs.

Redevelopment:

The City's Redevelopment Agency has an ambitious workload in front of it. The Agency Board should be very familiar with the major projects that will be addressed in this fiscal year as they are carryovers from prior years. Chief among these will be the ongoing progress in converting the Alvarado Mobilehome Park/Circle S Mobilehome Park/Davis Lumber Yard/Salvation Army properties into a single-family housing development. This project will be the largest ever undertaken by the Agency and will be phased over several years at a cost of some $50 million. The first stage of construction could begin this year with the conversion of the Davis Lumber site and the Alvarado Mobilehome

Park site. The Agency will also move forward in acquiring Circle S and Salvation Army properties during 2005/2006.

The Board of Directors should also be proud of your ability to meet the affordable housing standards set forth under redevelopment law and under state statutory requirements. The Agency has entered into a partnership the East Bay Asian Local Development Corporation to construct 86 affordable housing units on a portion of the Jack Parker Trucking site. At the same time, the Agency has gained an additional affordable housing project on the Brookside/Giant Road location, which will provide 132 family rental units. Simpson Housing is the developer and has had a successful experience in San Pablo as evidenced by the Monte Vista Senior Apartments Project on San Pablo Avenue.

Finally, Signature Properties, who purchased the old International Marketplace, is proposing to redevelop the commercial properties along San Pablo Avenue. Signature Properties intends to acquire the old Mechanics Bank site and the old gas station so as to integrate these properties into its commercial development. These additions will allow the development of another 100 residential units along Road 20, and provide entry-level housing to current and future San Pablo residents. The Agency is also in negotiations with Signature Properties for the sale of the Community Resource Center with a significant cash payment to the Agency. The anticipated benefits from such a sale include the relocation of successful commercial businesses out of existing buildings and into the Community Resource Center. The negotiations would also require that the library, East Bay Works, and Child Care facility remain at this location at subsidized rents. Hopefully, this will result in a beneficial situation for the community, the developer and the City.

Short Review of Recent History:

While municipal budgets are the work plan and policy statement for the future, it is often helpful to review the immediate past so as to better understand how we are to move

forward in the future. No review of the recent history of San Pablo would be complete without attention to the ongoing saga of the Casino San Pablo.

As the community, and Council is well aware, Casino San Pablo came into existence in 1993 as a California card room. In 1997, negotiations began with the Lytton Band of Pomo Indians which resulted in the adoption of the Municipal Services Agreement in 1998. In December of 2001, President Clinton signed into law the statute allowing the Lytton Band to take Casino San Pablo into reservation status. In October of 2004, Governor Schwarzenegger announced that he had negotiated a compact with the Tribe for the development of a facility at Casino San Pablo that would house up to 5,000 slot machines. As you will recall, controversy swirled around this proposal and the Tribe voluntarily reduced the number from 5,000 to 2,500 slot machines in an effort to win legislative approval. Despite this attempt by the Tribe to meet community concerns, the Compact was not approved and ultimately was withdrawn by the Tribe in early 2005

Council and staff were: (1) inundated by inquiries from the media including all of the local television stations, numerous radio stations including National Public Radio; and (2) attended local forums and testified before the California Senate and the Federal Senate Committee on Indian Affairs. Our message was clear and consistent despite propaganda generated by opponents who would deny this economic growth opportunity on moral grounds. San Pablo and Tribal Chair Margie Mejia effectively neutralized the strident attacks upon the proposal and together will move forward in developing a Type II Gaming facility.

Internal Operations:

We believe that City Council and the employees of the City of San Pablo have worked very successfully in developing an organization that fits the needs of the community. We believe that the competence of the organization has increased dramatically over the past several years. We often point with pride the professionalism of the San Pablo Police Department, but it does not stop there.

The business side of the organization has improved dramatically. This is easily seen on a day-to-day basis but is highlighted by members of the organization achieving recognition from their peers. The Finance Department has received the outstanding award in financial reporting for the fifth straight year. The Public Works/Engineering Department received an award from ABAG proclaiming that San Pablo has done the best job of any municipality in the Bay Area in improving its streets and transportation system.

We recognize that the planning functions have greater depth, knowledge and ability than has previously been experienced in the City. Our experience shows that the arrangement with Contra Costa County for building inspection services surpasses the kinds of services that have preceded it. We also wish to acknowledge that the City Manager's staff, from the Deputy City Clerk to the Human Resources Manager and their two assistants, provides remarkable service to the organization, to the Council, and to the community. All of these afore-mentioned functions work well with the City Attorney in avoiding litigation while meeting the policy objectives of the City Council. We are currently free of litigation and enjoy the best possible insurance rates for liability, property and workers compensation coverage.

We also point with pride to the effectiveness of the Code Enforcement and the Redevelopment Agency staff in making San Pablo a safer, more desirable place to live and to do business. It is with sincerity that after 32 years in municipal work and 25 years as a City Manager that I say to you, and to the community, that this is absolutely the best organization with which I have been associated. As your City Manager, speaking on behalf of your staff, I want to communicate our confidence in the City Council's ability to lead the community forward in the coming years. San Pablo is poised to accomplish great things. We stand ready to assist.

INTRODUCTION

CITY OF SAN PABLO
ANNUAL BUDGET
FISCAL YEAR 2005-2006
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