

CITY^{OF}SAN PABLO

BIENNIAL OPERATING BUDGET FY 2011 – 2013

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Date of Release: Monday, June 20, 2011



CITY OF SAN PABLO
City of New Directions

CITY MANAGER'S BUDGET MESSAGE:
FINAL CITY MANAGER RECOMMENDED FY 2011-13 BIENNIAL OPERATING BUDGET

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

Please accept on behalf of myself and the City's Executive Management Team, the Final Recommended Fiscal Year 2011-2013 Biennial Operating Budget. This final recommended budget document provides detailed information about the revenues and expenditures forecasted for the City in the coming two-year period.

CURRENT FISCAL YEAR 2010-11 BUDGET ISSUES

The City of San Pablo continues to be affected by the downturn in the economy, and has had to adjust during FY 2010-11 to accommodate changing economic conditions. Given the continuing nature of this economic environment and the anticipation that any economic recovery will be a slow process, it is reasonable to expect we will emerge with a new economic reality. Part of this new economic reality will be one that has **less operating expenditures** for City programs and services, continued reliance on State grants, and has little year over year new economic growth. Such a new fiscal environment causes us to reconsider our City service delivery plans and mechanisms and to keep a sharp eye on our spending priorities as we re-position our City organization for the long-term future.

CHALLENGES FOR FISCAL YEAR 2011-13

After reviewing these financial projections, we expect FY 2011-13 to continue to be among the most economically challenging years that San Pablo has faced in recent times. The City of San Pablo's fiscal outlook has been negatively impacted by a slowing of business activity and minimal commercial/residential development, the increased costs of doing business, and the continuing drain on our revenues by the State of California.

It is important to note that although it is imperative that we take a series of steps to meet new and continuing economic challenges facing our region and the entire nation, the City of San Pablo **remains fiscally sound** thanks to prudent, fiscal management, internal controls, and newly implemented zero-based budgeting by City Departments to keep up with City Council priorities.

Keeping to a clear and strong financial plan and maintaining prudent City reserves will continue to be the goal of this budget process, and our continued focus on **fiscal sustainability measures** to ensure long-term economic viability while we work on long-term economic development projects (i.e. Circle S Phase II) to generate additional revenue, and less dependence on Casino revenue in the future. As a City, we face four major challenges which include the following:

Preserving Casino Revenue and Economic Threats

First, the City's continued reliance on Casino San Pablo revenue which represents almost two-thirds or 57% of the City's Annual Operating Revenue continues to be a target for foreseeable economic threats on the City's horizon. These threats include the potential development of two (2) new Class III Casino Projects, such as the Pt. Molate/Guidiville Band Project in the City of Richmond, and Scotts Valley Band of Pomo Indians Casino Project to be located in the unincorporated area of Contra Costa County (North Richmond). Both projects are within the vicinity of San Pablo and remain **serious economic threats** to the City of San Pablo. Their eventual development (or support from the Federal government/Department of Interior) will severely impact the General Fund revenue currently relied upon for ongoing City operations and service delivery in the future. We must maintain and protect our financial interests along with our continued support to the Lytton Rancheria Band of Indians who owns and operates Casino San Pablo.

Economic Growth and Unemployment

Second, a continuing weak regional employment market, coupled with a difficult housing and credit environment has led to reduced sales activity, falling prices and a number of foreclosures in our community. Although we see foreclosure trends declining, the reliance on the real estate and construction sectors has taken its toll. We have seen the result of this in decreased property transfer taxes, building permit issuance, and development fees collected. However, the City can be encouraged by the recent opening of the new *Auto Zone, Walgreen's, and Las Montanas stores*, and the future development of the new *West County Health Center Project (completion Summer 2012)*, and other new small business developments which should help bolster the City's job creation, property and sales tax collections in future years.

The lack of economic growth has resulted in a lack of employment growth. The State and region have experienced significant losses in employment. San Pablo's unemployment level has remained significant at -22.4%. So far, we have not seen a rebound to the loss of employment, and most experts do not see real job creation until late 2011 at the national level, and mid-2012 in California, and this region in particular.

State Budget and Subventions

Third, the Governor and the Legislature have yet to reach an agreement on the FY 2011-2012 State Budget, which is estimated to be \$25 billion over budget. Importantly for cities, the Governor's continued plan to eliminate Redevelopment Agencies, eliminate support to Libraries, and reduce many intergovernmental public safety grants to the cities (i.e. COPS, SLESF).

If the State Legislature doesn't support the Governor's direction, the result will be another effort to identify ways to close the state's budget gap thru program cuts and eliminations to local government. This could involve additional proposals for cuts to state programs, transferring or borrowing local government revenue, or other formidable solutions.

Already many proposals have been introduced that would reduce our sales tax by exempting various purchases from the sales tax including manufacturing equipment, "green" vehicles and other green technology. In addition, the State continues to try and use funds from the redevelopment agencies incremental property taxes, so we must remain on alert and prepare for potential impacts to our Annual Operating Budget which arise from the state's ongoing lack of budget controls and continued fiscal challenges which impact local government.

Major Cost Factors

Fourth, while the City's revenue growth is slowing, the City must at the same time support rising costs in a number of key areas: CalPERS retirement contributions from employers (+\$500,000), increased health care costs (+\$99,528), continued General Fund support to the West County Contra Unified School District (+\$526,000), and fuel and utility increases. Additionally, due to the Governor's desire to eliminate redevelopment in California, the City had to take drastic measures to dissolve the City's Redevelopment Agency (Agency) Operating Budget, except for ongoing legal and debt service obligations, and incorporate \$1.4M in Agency programs, staffing and services into the City's Annual Operating Budget, and newly created San Pablo Economic Development Corporation beginning in FY 2011-12.

This proposed FY 2011-12 DRAFT Annual Operating Budget does not include cost-of-living increases (COLA) for any city employees at the present time due to ongoing collective bargaining with employee labor groups. Any cost savings realized from our fruitful negotiations with employee labor groups will be incorporated prior to budget adoption on June 20, 2011.

MEETING THE FISCAL CHALLENGES

As we worked through the challenging budget balancing process for FY 2011-12, we turned to a combination of strategies, including looking to a multi-year approach to our issues, culminating our labor/collective bargaining efforts into partnerships, reducing operational costs, projecting new revenues where reasonable, and utilizing one-time revenues.

Status Quo

We continue to feel that the traditional approach of looking at the incremental budget expenditures (status quo) was not sufficient because of the magnitude of our fiscal situation. So, beginning in January 2011, we began a new approach to our budget situation. All City Departments were asked to cut City services and supplies in City Departmental Budgets by 10% using zero based budgeting techniques. This alone has generated over \$1.4M in cost savings reductions for FY 2011-12.

If we remained at “status quo” mode, we would have seriously placed the City in severe fiscal mismanagement for FY 2011-12, with an immense projected deficit/shortfall of (\$3.3M).

Therefore, our approach has been simple: *Reduce expenses and live within your means.* It would be **fiscally irresponsible** to continue on a current path of incremental expenditure which would have led to the potential use of unrestricted City reserves to fund General Fund operations. In a 3 to 5 year period, the City would have completely exhausted City reserves if we continued at the same rate of incremental expenditure each year.

In any event, it is evident that we must prepare a structurally sound, sustainable, and balanced long-term spending plan to sustain economic threats and to meet decreased revenue projections while we work on economic development.

Budget Assumptions

Please note that the FY 2011-2013 DRAFT Budget was built upon a series of assumptions related to operating cost reductions, consolidation of budget expense accounts, partial WCCUSD Funding Support, and potential for FTE layoffs or labor partnerships.

Additionally, in preparing General Fund revenue forecasts, realistically conservative revenue projections were used. These are further explained in the budget document. There are specific minor employee union concessions built into this budget where they have been ratified through the collective bargaining process or imposed voluntarily. We have not assumed actions where the bargaining units have not agreed to the change.

The impact of any further State of California budget changes on revenues and expenses will not be known until after this City budget is adopted. We, therefore, have not assumed or anticipated any financial cuts from Federal, State, or County government grants and reimbursements unless we had already been notified of such change. The budget reflects the best information available from the Federal Congressional Budget Office and from the Governor’s and Legislative’s proposals for the State FY 2011-2012 budget released in May 2011.

PRELIMINARY BUDGET AND BUDGET SCENARIO B: (BUDGET ADJUSTMENTS & COST REDUCTIONS MODEL)

On May 13, 2011, due to the City’s financial condition, the City Manager reported to the City Council on a *Preliminary FY 2011-13 Annual Operating Budget Outline*. A Budget Scenario B (Budget Adjustments and Cost Reductions Model) was presented which outlined significant budget adjustments to City expenditures and revenues, and implements cost reductions and fiscal restraints to bring down historical City spending trends to meet with projected declining or flat revenues.

As of May 23, 2011, several budget assumptions have changed under Budget Scenario B to reach the City's fiscal sustainability goals, and includes the one-time use of the FY 2011-13 Proposed Cost Reductions (Tier I, II, and III) Strategy as recommended by the City Manager which reduces the projected budget deficit/shortfall by \$2.2M. Overall, this budget model enables the City expenditures to come into better fiscal alignment with projected revenue, resulting in a revised projected budget deficit/shortfall of (\$1.1M).

The initial projected budget deficit/shortfall of (\$3.32M) (Status Quo) was reduced by \$2.2M using the following City Manager operational directives and fiscal constraint measures, as follows:

- ***City-wide Reallocation and Consolidation of Departmental Spending***
- ***CalPERS Early Retirement Incentives and Cost Savings***
- ***Re-direction of RDA programs and activities to General Fund and SPEDC***
- ***Reduction of General Fund Subsidies (i.e. City-wide L&LD Costs)***
- ***Zero-based budgeting techniques to reach 10% targeted reduction goals (i.e. BASIC LEVEL OF SERVICE)***

Budget Scenario B reflects a 10% average budget cost reduction for City-Departmental spending plans for FY 2011-12 and FY 2012-13. Some City Departments reduced further than the 10% targeted reduction goal to achieve the "Basic Level of Service" model as a fiscal constraint measure which enables the City to implement the new budget mantra – "live within your means."

Additionally, the City's Budget Team implemented City-wide consolidation and reallocation of Departmental Spending into more uniform cost accounting to achieve budget efficiencies. This also enabled the City to consolidate certain City-wide expenses, such as Office Supplies, General Liability/Insurance, and Fleet Maintenance Services into Internal Service Fund accounts for better fiscal efficiencies and spending controls. Also, included under Budget Scenario B are preliminary CalPERS early retirement cost savings which will generate a net savings of \$644,400 respectively for FY 2011-12. Furthermore, budget cost reductions were achieved by reducing the \$540,000 General Fund Subsidy by \$360,000 for the City-wide Lighting and Landscape District for FY 2011-12. A \$1.0M CIP Slurry Seal / Street Maintenance program is also included into the General Fund resulting from incremental revenue generation forecasted for FY 2011-12. Overall, General Fund revenues, however, remain flat from FY 2009-10 levels.

Unforeseen RDA Impacts

Finally, Budget Scenario B includes accommodating the impacts of the proposed Governor's redevelopment reform efforts which has exacerbated the ability of the City's General Fund to achieve significant cost savings requiring the City Manager to re-direct a total of \$1.4M in activities, programs, and staffing allocations to be absorbed into the City's General Fund, and/or transferred to the City's new Economic Development Corporation to maintain the City's economic development goals.

Unfortunately, a total cost of \$400,000 must be transferred to the City's General Fund Budget for City-wide graffiti abatement services beginning FY 2011-12 which was formerly funded under RDA tax increment revenues.

All remaining resources remaining under the Agency Budget for FY 2011-12 have been earmarked for Agency debt service obligations or legal costs as required by state redevelopment law until the Governor and/or State Legislature devise alternative redevelopment reform legislation, or if the League/CRA sponsored SB 286 legislation becomes alternatively supported by the State Legislature, and signed by the Governor.

Finally, full WCCUSD Funding Support (\$526,000) remains included under Budget Scenario B, and will result in a forthcoming City Council policy recommendation on funding this ongoing General Fund subsidy to eliminate the forecasted operating budget deficit of **(\$1.1M)**.

FY 2011-12 MAJOR BUDGET ASSUMPTIONS (SCENARIO B):

- 0% COLA Adjustment for all Employee Labor Groups = (\$0)
- City-wide Department cost reductions implemented **(\$1.4M)**
- CIP Slurry Seal / Street Maintenance **+\$1.0M**
- Full WCCUSD Funding Support **+\$526,000**
- PERS rate increase **+\$500,000**
- Health Care Cost Increase **+\$99,528**
- RDA Impacts due to Governor's Redevelopment Reform absorbed by GF and SPEDC **(\$1.4M)**
- Mitigated State Subventions Cost Impacts **(\$253,000)**
- PERS Early Retirement Cost Savings **(\$644,400)**
- No FTE Layoffs (\$0)

FY 2011-12 PROJECTED BUDGET DEFICIT/SHORTFALL: **(\$1.1M) REVISED**

BUDGET SERVICES AD-HOC SUBCOMMITTEE POLICY RECOMMENDATIONS

On May 18 and 23, 2011, the City Manager reviewed five (5) potential policy recommendations to address the **(\$1.1M)** revised projected budget deficit/shortfall with the *Budget Services Ad-Hoc SubCommittee* to develop policy recommendations for closing the budget gap.

Following discussion of these budget strategies, and prior to review of the *Budget Services Ad-Hoc SubCommittee*, City staff were able to make additional budget adjustments which resulted in a further overall cost savings for FY 2011-12 resulting in a revised projected budget deficit/shortfall of **(\$792,992)**. (See Figure A below)

On-time budget adjustments to State grant funds, property tax adjustments, and Police Services Departmental expense/revenue adjustments eliminated the project budget deficit by generating \$324,748 in overall cost savings.

From this standpoint, the City Manager discussed formulating policy recommendations to further reduce WCCUSD Funding Support to generate an additional \$146,000 in additional cost savings which results in elimination of WCCUSD After School Program Funding (Academic Program) by \$104,000, \$30,000 in Crossing Guards (staffing costs), and \$12,000 for the Dover Nutrition Program.

BUDGET DEFICIT/SHORTFALL ELIMINATION STRATEGIES:

- Policy Recommendation #1:** Additional cost reductions from FY 2011-13 Proposed Cost Reduction (Tier I, II, III) Strategy
- Policy Recommendation #2:** Potential elimination or significant reduction of Annual WCCUSD Funding Support
- Policy Recommendation #3:** Use of Budget Stabilization Funds
- Policy Recommendation #4:** Major Concessions from All Employee Labor Groups (City-wide)
- Policy Recommendation #5:** FTE Layoffs as operationally recommended by the City Manager (effective July 1, 2011)

Policy Recommendation #1:
FY 2011-13 Proposed Cost Reductions (Tier I, II, III) Strategy

As approved as an adopted policy item under the *FY 2010-11 Council Adopted Priority Workplan*, the FY 2011-13 Proposed Cost Reduction (Tier I, II, III) Strategy involves using a comprehensive list of proposed cost reductions for budget balancing purposes, and identifies major cost factors in excess of \$5,000 contained in the General Fund Budget for further reducing the projected budget deficit/shortfall of **(\$1.1M)**. The *Budget Services Ad-Hoc SubCommittee* reviewed FY 2011-13 Proposed Cost Reduction (Tier I, II, III) Strategy on May 18, 2011 to determine additional cost reductions to close the budget deficit gap. **(Potential Target Deficit Reduction: \$250,000)**

Policy Recommendation: **No additional cuts are being recommended at this time.**

Policy Recommendation #2:

Potential Elimination/Reduction of WCCUSD Funding Support

For FY 2010-11, total WCCUSD Funding Support totaled \$526,000 in direct contract support to maintain program services supported directly by the City's General Fund. This includes the following costs: \$300,000 for Lake School Operational Subsidy for FY 2011-12 School Year; \$80,000 for Helms Community School Partnership; \$104,000 in WCCUSD After-School Program Support; \$30,000 for three (3) Crossing Guards, and \$12,000 for Dover Elementary Nutrition Program).

An additional \$447,000 in City General Fund support for City-provided School Resource Officers and Y.E.S. Unit staffing also provide in-direct supplemental support to WCCUSD which reflects a \$973,000 total annual cost impact to the City's General Fund. **(Potential Target Deficit Reduction: \$526,000)**

Policy Recommendation: Eliminate \$146,000 in WCCUSD Funding Support.

Policy Recommendation #3:

Use of Budget Stabilization Fund

The City's projected FY 2010-11 Budget Stabilization Fund is \$300,000. However, per City Manager recommendation, a combination of additional cost reductions, major labor concessions, potential FTE layoffs, and potential reduction of WCCUSD Funding Support must be addressed first to reduce the (\$1.1M) projected budget deficit/shortfall prior to use of one-time Budget Stabilization Funds. The City's Budget Stabilization Funds are authorized for use by the City Manager to cover unforeseen projected budget shortfalls and contingencies. Less of course, any realized cost savings/operating surplus generated by City Departments of non-essential spending, and/or further cost reductions recommended by the City Manager materialize at year-end (June 30, 2011).

Further Budget Stabilization Funds will be known following closure of FY 2010-11 period, and after the First Quarter of FY 2011-12 (September 2011), if generated.

NOTE: FY 2010-11 Mid-Year Budget Adjustments (approved January 10, 2011), and the cost implications of the Wyman/Hillcrest Landslide for emergency staff support and City response may exhaust or severely limit additional generation of Budget Stabilization Funds for the period ending June 30, 2011.

Policy Recommendation: Use \$300,000 in Budget Stabilization Funds to eliminate projected budget deficit.

Policy Recommendation #4:

Major Labor Concessions - All Employee Labor Groups (City-wide)

All employee labor groups need to contribute to close the budget deficit gap of **(\$1.1M)**. There are major costs factors related to labor concessions, and City revenues have remained flat due to the recessed economy over the last 2-3 year period. We will continue to work with City labor groups to achieve an effective solution. **(Potential Target Deficit Reduction: TBD)**

Policy Recommendation: Continue to seek labor partnerships to eliminate remaining project budget deficit.

Policy Recommendation #5:

FTE Layoffs as Operationally Recommended by the City Manager

If partnerships cannot be reached or major concessions from all represented employee labor groups is not enough to close the projected deficit, the City Manager will proceed with FTE layoffs as a fiscal mitigation measure for FY 2011-12, effective July 1, 2011. **(Potential Target Deficit Reduction: TBD)**

Policy Recommendation: City Manager to determine potential for FTE Layoffs for elimination of remaining projected budget deficit.

Assuming Council authorizes full and total implementation of Policy Recommendations 1-3, the City would still have an operational deficit for FY 2011-2012, which would have to be covered by Recommendations #4 and #5: reduction in personnel labor costs and/or layoffs. Should Council, as a policy matter, choose to retain funding for WCCUSD to the full extent as before, or chooses to retain some funding in the City's Budget Stabilization Fund, then a correspondingly greater amount of the projected budget deficit must be covered by a reduction in personnel labor costs and/or layoffs.

**FIGURE A:
 PHASE I - FY 2011-13 PROPOSED OPERATING BUDGET ADJUSTMENTS/RECONCILIATION**

Original Budget Deficit (May 13, 2011)		(\$1,123,382.00)	
<u>Add Expenditures:</u>			
Property Tax Adjustment	(\$95,000.00)		
Helms School Partnership	(\$80,000.00)		
Cal-GRIP Grant Expenses	(\$54,100.00)		Offset Below
Miscellaneous adjustments	(\$34,788.00)		
Add City Clerk Training	(\$1,000)		
	Total:		(\$264,888.00)
<u>Less Revenue Adjustments:</u>			
COPS-CHRP grant	\$325,000.00		
Reduced NPDES PT payroll	\$50,000.00		
Reduced PD vehicle expense	\$64,478.00		
Reduced PD professional fees	\$2,600.00		
PD overtime grants	\$100,000.00		
Cal-GRIP Grant	\$53,200.00		
	Total:		\$595,278.00
Adjusted Budget Deficit/Shortfall			(\$792,992.00)
<u>BUDGET SERVICES SUBCOMMITTEE RECOMMENDATIONS (05/23/11):</u>			
#1). Eliminate WCCUSD Program Funding:			
After School Programming (WCCUSD Academic)	\$104,000.00		
Crossing Guards	\$30,000.00		
Dover Nutrition Program	<u>\$12,000.00</u>		
	Sub-Total:		<u>\$146,000.00</u>
#2). Use Budget Stabilization Funds (FY 2010-11)	\$300,000.00		
	Total:		\$446,000.00
Adjusted Budget Deficit/Shortfall			(\$346,992.00)

Additionally, the *Budget Services Ad-Hoc SubCommittee* recommended the use of one-time Budget Stabilization Funds for budget balancing which resulted in an additional \$300,000 in cost savings to the projected budget deficit to **(\$346,992)** respectively.

On May 31, 2011, these policy recommendations were formally and initially presented to the City Council during the Community Budget Workshop with the remaining projected budget deficit of **(\$346,992)** to come from Policy Recommendations #4-5 which is either labor concessions or FTE layoffs to eliminate the projected budget deficit.

ANALYSIS OF UNDESIGNATED FUND BALANCE IN THE GENERAL FUND

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

The undesignated balance has been slightly eroded in the past several years as it has been used to provide **ONE-TIME** fiscal relief to WCCUSD programs and other unanticipated budgeted items approved by City Council. This was done to offset the downturn in City revenue during the current economic slowdown.

However, in an effort to protect this resource, the City Manager recommended establishment of a Budget Stabilization Fund in FY 2010-11 as a **fiscal safeguard** to protect the undesignated fund balance (reserves). Budget Stabilization Funds are generated at the end of each fiscal year period as unspent year-end cost savings. Any material budget cost savings will not be known until the end of FY 2010-11 (June 30, 2011). The City Auditor will disclose this amount by the end of first quarter of FY 2011-12 which will be used to likely offset any unforeseeable impacts from State subventions after July 1, 2011 when the State Legislature is likely to adopt the State Budget.

While this budget responds appropriately to the new economic realities, and prepares the City to respond as needed in the years ahead, it will still be a difficult road to travel. Staff remains committed to prudent, fiscal planning while providing excellent services to the community.

FINAL CITY MANAGER RECOMMENDED BUDGET RECONCILIATION

On June 14, 2011, the City Manager proposed a final recommended budget reconciliation outlined in Figure B following successful employee labor group negotiations, and Tentative Agreements reached on major cost factors (See Figure B below).

FIGURE B:
PHASE II - FY 2011-13 PROPOSED OPERATING BUDGET ADJUSTMENTS/RECONCILIATION

BUDGET SERVICES SUBCOMMITTEE RECOMMENDATIONS (05/23/11):

#1). Eliminate WCCUSD Program Funding:		
After School Programming (WCCUSD Academic)	\$104,000.00	
Crossing Guards	\$30,000.00	
Dover Nutrition Program	<u>\$12,000.00</u>	
Sub-Total:	\$146,000.00	
#2). Use Budget Stabilization Funds (FY 2010-11)	\$300,000.00	
Total:		\$446,000.00
Adjusted Budget Deficit/Shortfall		(\$346,992.00) a

BUDGET SERVICES SUBCOMMITTEE RECOMMENDATIONS (06/14/11):

#1). Final Budget Adjustments:		
Overtime Adjustments	(\$104,098.00)	
After-School Program (Recreation)	(\$25,000.00)	
Medical Premiums Adjustments	\$138,148.00	
PERS Adjustments	<u>\$86,931.00</u>	
Sub-Total:	\$95,981.00	
#2). Tentative Agreement Savings:		
2% / 3% COLAs	(\$306,261.00)	
Educational Incentive (Local One Only)	(\$5,250.00)	
SDI/Medicare/Liability Insurance	(\$8,784.00)	
PERS Contributions 3% (Safety) & 2.33% (Misc)	\$265,840.00	
Medical Premiums \$50 Kaiser + 80/20	\$110,852.00	
Vacation Buyback (7/1 to 5/31)	\$37,693.00	
Delete FH & Columbus Holiday (Sworn Only)	\$50,000.00	
Clothing Allowances	\$8,400.00	
Multi-Lingual Pay	\$29,303.00	
Workers Compensation Premium Refund	<u>\$70,977.00</u>	
Sub-Total:	\$252,770.00	
Total Adjustments + Tentative Agreement Combined Savings:		\$348,751.00 b
Adjusted Budget Deficit/Shortfall (a + b = c)		\$1,759.00 c

Labor Cost Savings & Partnerships Achieved

As outlined in Figure B, the Final Budget Adjustments recommended by the City Manager have resulted in additional accounting fine-tuning to achieve an additional net cost savings of \$95,981. When applied to the Tentative Agreement Cost Savings of \$252,770 resulting from labor negotiations (all groups), the combined cost savings totaled \$348,751, respectively. A total summary of the final cost savings \$348,751 applied to the projected budget deficit/shortfall of (\$346,992) resulting in a positive balance of \$1,759 which was reviewed by the Budget Services Ad-Hoc SubCommittee on June 14, 2011.

Major labor cost savings were reached on PERS Employee Contributions at 2.33% for Miscellaneous employees, and 3.00% for Public Safety Employees for the next 3 year period. A COLA adjustment was necessary to help mitigate the impacts of employees contributing more to the employee share of PERS retirement contributions at 2.00% COLA for Miscellaneous employees, and 3.00% COLA for Public Safety employees for the next 3 year period. Additional health care expenses are being shared between the City and employees to minimize impacts and cost increases each year to the City's Annual Operating Budget for the next three years. Additional labor cost savings contributed greatly to the elimination of the projected budget deficit shortfall. This has been a monumental achievement for the City for long-term financial stability!

No FTE Layoffs Needed

Therefore, elimination of the projected deficit/shortfall eliminates the need for FTE layoffs of City employees resulting in a positive balance. Without the success of the labor partnerships, the projected operating budget deficit/shortfall would **not** have been eliminated.

CONCLUSION & ACKNOWLEDGEMENTS

This year's budget document is the culmination of continuous budget review and dialogue with department heads and their staffs over the past two months and with representatives of the various bargaining units in the City. Departments participated in and achieved targeted reductions for FY 2010-11. This fiscal year, departments were vigilant in achieving new, challenging reduction targets.

This budget could not have been produced without their creative ideas, their open discourse, and their professional discipline and desire to serve the San Pablo community.

Labor concessions from employee bargaining groups, with the leadership from their representatives, has been instrumental in putting the final pieces of this proposed budget together for its adoption on June 20, 2011 following a scheduled public hearing. As mentioned earlier, the potential for FTE layoffs as a budget balancing measure has been eliminated from City manager consideration due to our labor partnerships to generate the cost savings necessary to the General Fund to eliminate the projected budget deficit of (\$346,992).

I thank all those employees who participated in the budget cost reductions, and all the employees who supported our zero based budgeting exercises to reduce operating costs. Without their support, we would have had to make more drastic "draconian" cuts and would have a diminishment of City services.

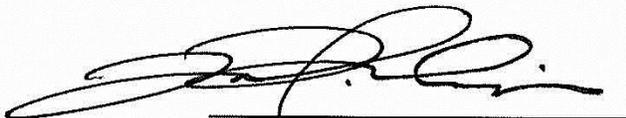
I would like to acknowledge and thank the City's Executive Management Team for their tremendous efforts in helping to craft the many budget spending alternatives that were considered, and for the time and effort they spent in analyzing fiscal impacts and options for this upcoming two-year fiscal period in support of this cost-cutting effort. As we know, a more permanent, long-term solution to this vicious cycle of reduced or flat revenues and increased operating costs results in constant downsizing of the organization.

I would also like to thank the City Team of Employees and all represented employee labor groups and their leadership in working with the City to finalize this budget document.

I also want to thank other City staff members who significantly assisted in the preparation and timely delivery of this budget, namely Assistant City Manager Kelsey Worthy and Finance Director Bradley Ward. My thanks also extended to all employee support staff for their reflections and focus on the "bigger picture."

Finally, I also want to thank the City Council for their support of this office. My staff and I look forward to working with you during the remainder of the FY 2010-11, and in the coming FY 2011-13 fiscal year period when we make this proposed budget a reality.

Respectfully submitted:



Matt Rodriguez, City Manager

Date: 6-20-11

Attachment:
Final City Manager Recommended FY 2011-13 Biennial Operating Budget.

* * *



OVERALL GOAL/MISSION STATEMENT

The City of San Pablo is dedicated to developing, preserving and protecting the quality of life and cultural diversity for all its residents while maintaining high quality public services in partnership with our Citizens.

CORE ORGANIZATIONAL VALUES

- (1) Build Community Pride & Cultural Diversity
- (2) Enhance the City's Appearance
- (3) Enhance Healthy Living and Global Conservation
- (4) Enhance Economic Development
- (5) Improve Public Infrastructure
- (6) Promote Community Partnerships
- (7) Promote Professionalism/Ethics
- (8) Promote Public Safety
- (9) Promote Youth Development
- (10) Trust
- (11) Transparency



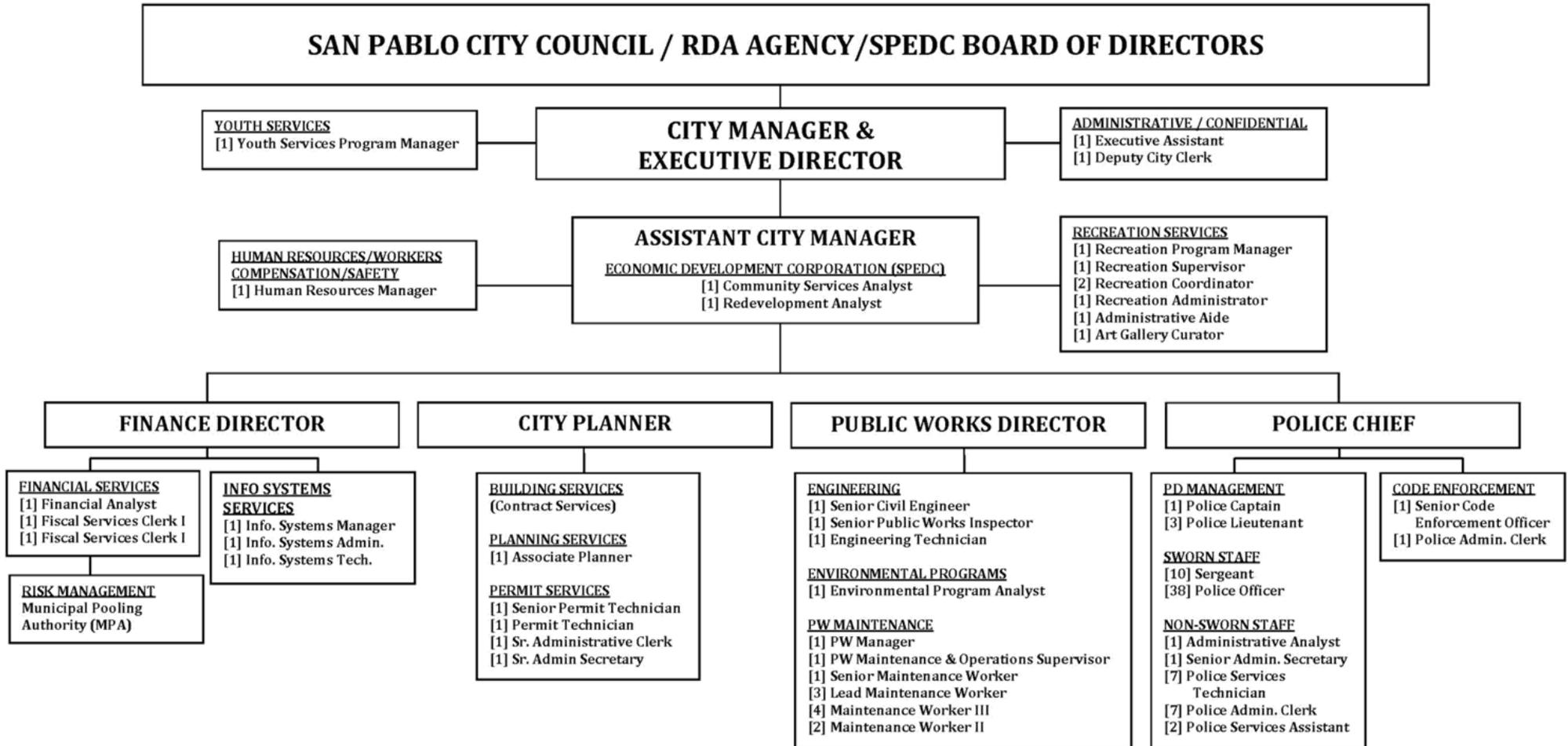
STRATEGIC POLICY INITIATIVES

- Amenities/Quality of Life
- Civic Engagement & Community Outreach
- Customer Service
- Economic Development
- Fiscal Sustainability
- Full Service Community Schools
- Neighborhoods Improvements
- Infrastructure
- Old Town Marketing & Promotion
- Public Safety
- Services for Families & Youth



CITY OF SAN PABLO

FY 2011-2013 ORGANIZATIONAL CHART



**CITY OF SAN PABLO
FISCAL YEAR 2011-2012**

SCHEDULE 1 Estimated Fund Balance by Fund and Division

	6/30/11 Estimated Fund Balance	Requested Revenue 2011/12	Transfers In	Total Available	Requested Budget 2011/12	Transfers Out	6/30/12 Estimated Fund Balance
Operating Funds							
General Fund(100) (705) (720) (750)	10,286,118	21,570,840	300,000	32,156,958	20,049,293	2,237,132	9,870,533
General Reserve (150)	9,350,000			9,350,000			9,350,000
Gas Tax (200)		916,443	706,602	1,623,045	1,623,045		
Public Safety Augmentation (203)	41,348	85,000		126,348			126,348
Street Lighting and Landscaping (205)		838,000	156,623	994,623	994,623		
N.P.D.E.S. (207)	95,659	332,130		427,789	349,115		78,674
Neighborhood Services (212)		655,000	373,907	1,028,907	1,028,907		
Para Transit (216)	330,591	108,000		438,591	107,248		331,343
Police Grants (202)(208)(209)(211)(217)		325,000		325,000	325,174		(174)
Total Operating Funds	20,103,716	24,830,413	1,537,132	46,471,261	24,477,405	2,237,132	19,756,724
		-346,992					
Budget Stabilization Fund							
Budget Stabilization Fund	807,861			807,861		300,000	507,861
Total Budget Stabilization Fund	807,861			807,861		300,000	507,861
Capital Funds							
Traffic Congestion Relief (213)	81,255			81,255			81,255
Measure C (215)	25,661			25,661			25,661
HCD Grant (245)	83,871			83,871			83,871
Disaster Fund (316)	(15,847)			-15,847			(15,847)
Radio System (160)	587,600			587,600			587,600
	762,540			762,540			762,540
Capital Funds (Set-Aside)							
Housing Set Aside - Tenth TWP (250)	3,614,216		1,652,000	5,266,216			5,266,216
Housing Set Aside - Legacy (280)	666,841		133,237	800,078			800,078
	4,281,057		1,785,237	6,066,294			6,066,294
Capital Funds (Capital Projects)							
Redevelopment Agency - Tenth TWP (350)	2,124,679	8,262,000		10,386,679	75,000	6,268,601	4,043,078
Redevelopment Property Acquisition (340)	14,647,189			14,647,189			14,647,189
Public Works Capital Projects (320)	11,159,999		1,000,000	12,159,999			12,159,999
Municipal Buildings Capital Projects (330)	144,535			144,535			144,535
Small Business Assistance Program (360)							
Redevelopment Agency - Legacy (380)	5,232,314	666,186		5,898,500		2,563,209	3,335,291
2006 Bond Proceeds/10th Township(361)							
	33,308,716	8,928,186	1,000,000	43,236,902	75,000	8,831,810	34,330,092
Total Capital Funds	38,352,314	8,928,186	2,785,237	50,065,737	75,000	8,831,810	41,158,927
Debt Service Funds							
2001 10th TWP Tax Allocation Bonds (456)	1,920		787,075	788,995	787,075		1,920
2004 JPA Bonds (455,457,459)	5,179,271		2,429,972	7,609,243	2,429,972		5,179,271
2006 10th TWP Tax Allocation Bonds(461)	5,349,202		2,942,456	8,291,658	2,942,456		5,349,202
1999 10th TWP Tax Allocation Bonds(490)	0		887,070	887,070	887,070		0
Total Debt Service Funds	10,530,393		7,046,573	17,576,966	7,046,573		10,530,393
GRAND TOTAL ALL FUNDS	72,838,261	33,411,607	11,368,942	117,965,802	31,867,492	11,368,942	74,729,368

ESTIMATED FUND BALANCE

**CITY OF SAN PABLO
FISCAL YEAR 2012-2013**

SCHEDULE 1 Estimated Fund Balance by Fund and Division

	6/30/12 Estimated Fund Balance	Requested Revenue 2012/13	Transfers In	Total Available	Requested Budget 2012/13	Transfers Out	6/30/13 Estimated Fund Balance
Operating Funds							
General Fund(100) (705) (720) (750)	9,870,533	21,570,840		31,441,373	19,989,871	2,239,345	9,212,157
General Reserve (150)	9,350,000			9,350,000			9,350,000
Gas Tax (200)		916,443	737,890	1,654,333	1,654,247		86
Public Safety Augmentation (203)	126,348	85,000		211,348			211,348
Street Lighting and Landscaping (205)		838,000	212,250	1,050,250	1,050,217		33
N.P.D.E.S. (207)	78,674	332,130		410,804	353,639		57,165
Neighborhood Services (212)		655,000	289,205	944,205	944,153		52
Para Transit (216)	331,343			331,343	116,460		214,883
Police Grants (202)(208)(209)(211)(217)	(174)	325,000		324,826	328,703		(3,877)
Total Operating Funds	19,756,724	24,722,413	1,239,345	45,718,482	24,437,290	2,239,345	19,041,847
Budget Stabilization Fund							
Budget Stabilization Fund	507,861			507,861			507,861
Total Budget Stabilization Fund	507,861			507,861			507,861
Capital Funds							
Traffic Congestion Relief (213)	81,255			81,255			81,255
Measure C (215)	25,661			25,661			25,661
HCD Grant (245)	83,871			83,871			83,871
Disaster Fund (316)	(15,847)			-15,847			(15,847)
Radio System (160)	587,600			587,600			587,600
	762,540			762,540			762,540
Capital Funds (Set-Aside)							
Housing Set Aside - Tenth TWP (250)	5,266,216		1,652,000	6,918,216			6,918,216
Housing Set Aside - Legacy (280)	800,078		133,237	933,315			933,315
	6,066,294		1,785,237	7,851,531			7,851,531
Capital Funds (Capital Projects)							
Redevelopment Agency - Tenth TWP (350)	4,043,078	8,262,000		12,305,078	75,000	6,268,601	5,961,477
Redevelopment Property Acquisition (340)	14,647,189			14,647,189			14,647,189
Public Works Capital Projects (320)	12,159,999		1,000,000	13,159,999			13,159,999
Municipal Buildings Capital Projects (330)	144,535			144,535			144,535
Small Business Assistance Program (360)							
Redevelopment Agency - Legacy (380)	3,335,291	666,186		4,001,477		2,519,299	1,482,178
2006 Bond Proceeds/10th Township(361)							
	34,330,092	8,928,186	1,000,000	44,258,278	75,000	8,787,900	35,395,378
Total Capital Funds	41,158,927	8,928,186	2,785,237	52,872,350	75,000	8,787,900	44,009,450
Debt Service Funds							
2001 10th TWP Tax Allocation Bonds (456)	1,920		779,916	781,836	779,916		1,920
2004 JPA Bonds (455,457,459)	5,179,271		2,813,572	7,992,843	2,813,572		5,179,271
2006 10th TWP Tax Allocation Bonds(461)	5,349,202		2,520,210	7,869,412	2,520,210		5,349,202
1999 10th TWP Tax Allocation Bonds(490)	0		888,965	888,965	888,965		0
Total Debt Service Funds	10,530,393		7,002,663	17,533,056	7,002,663		10,530,393
GRAND TOTAL ALL FUNDS	74,729,368	33,650,599	11,027,245	119,407,212	31,786,867	11,027,245	76,593,100

ESTIMATED FUND BALANCE

**City of San Pablo
Fiscal Year 2011-2013**

Schedule 2 Revenue within Fund

	2008-09 Actual	2009-10 Actual	2010-11 Adopted	2011-12 Requested	2012-13 Requested
General Fund (100)					
Property Taxes - Secured	322,990	189,970	147,000	220,000	220,000
Property Taxes - Unsecured	56,850	59,766	50,000	43,000	43,000
Supplemental Property Tax	66,005	12,426	(15,130)	(5,000)	(5,000)
Utility Roll Property Tax	9,131	11,348	8,000	11,000	11,000
Homeowner's Tax Relief	17,165	14,192	8,000	6,500	6,500
Sales Tax	1,256,341	1,169,556	1,100,000	1,219,000	1,219,000
Sales Tax In Lieu - Triple Flip	472,411	456,357	450,000	420,000	420,000
Motel Tax	272,243	247,106	250,000	245,000	245,000
Utility Users Tax - CATV	162,329	192,670	200,000	220,000	220,000
Utility Users Tax - P.G.& E.	660,708	743,510	695,000	950,000	950,000
Utility Users Tax - Telephone	543,637	576,661	634,000	750,000	750,000
Utility Users Tax - Water					
Trailer Space Fees	30,132	28,834	25,000	30,000	30,000
Real Property Transfer Tax	80,954	65,566	60,000	40,000	40,000
Casino Business License	14,022,731	12,798,388	12,200,000	12,500,000	12,500,000
Casino PILOT		1,689,244	1,672,000	1,750,000	1,750,000
Franchise Fees	519,761	503,823	460,000	470,000	470,000
Business Licenses	322,744	317,731			
Business License Penalty	4,763	4,093			
Grant	34,581	17,576		53,200	53,200
Police Grants				100,000	100,000
Abandoned Vehicle AB 4114		38,915	52,000	52,000	52,000
Motor Vehicle In lieu	106,865	93,532	82,000	75,000	75,000
Property Tax in Lieu of VLF	2,425,447	1,844,321	1,845,000	1,722,140	1,722,140
Mandated Cost Reimbursement	12,575	13,075	15,000	12,000	12,000
WCCTAC Reimbursement	7,200	9,694		10,000	10,000
Property tax admin costs		(27,622)	(30,000)	(25,000)	(25,000)
JPA II Reimbursement	(706)				
Other Charges	(98)		1,000		
Police Service Fees	100,436	102,857	125,000	125,000	125,000
Casino Police Services	42,400				
Sale of Police Reports/Life-Scan/Vehicle Release	16				
False Alarm Fees	12,963	23,913	30,000	25,000	25,000
Police Booking Fees Reimbursement			9,700		
Recreation Program Fees	52,659	58,332	30,000	60,000	60,000
Senior Program Costs Reimbursement	50,000	50,000	100,000	100,000	100,000
Recreation Special Events		12,106		5,000	5,000
Court Fines	141,637	139,735	125,000	95,000	95,000
Vehicle Fines	105,975	72,202	60,000	60,000	60,000
Interest on Savings/Checking	305	438	1,000	25,000	25,000
LAIF Interest	391,445	136,485	100,000	75,000	75,000
Interest - Other	13,540	7,657	100,000		
Maple Hall Rents	40,728	44,671	41,000	40,000	40,000
Maple Hall Fees	1,555	1,185		2,000	2,000
Rental Income	51,184	49,156	50,000	50,000	50,000
Delinquent Garbage Collection Fees	31,228	26,337	15,000	15,000	15,000
Donations	200				
Law Suit Proceeds	6,368				
Sale of Surplus Property	720	379	1,000		
Sale of Surplus Vehicles	6,309	1,531	2,000		
Sale of copies	93	225	200		
Code Enforcement Fees		40,987	45,000	15,000	15,000
Other Miscellaneous	26,454	9,792	20,000	10,000	10,000
Transfers	(2,874,330)	(1,965,000)	(1,520,667)	300,000	
Total General Fund	19,608,644	19,883,719	19,243,103	21,870,840	21,570,840

Revenue

City of San Pablo
Fiscal Year 2011-2013

Schedule 2 Revenue within Fund					
	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Adopted	Requested	Requested
Gas Tax Fund (200)					
Grading Permits		19,885	1,000	1,000	1,000
Paving Permits	200	200	1,000		
Encroachment Permits	4,500	8,000	5,000	3,000	3,000
Transportation Permit	2,736	1,184	1,000	1,000	1,000
Gas Tax 2103				356,016	356,016
Gas Tax 2107	241,318	231,362	225,000	225,449	225,449
Gas Tax 2107.5	12,000	6,000	6,000	6,000	6,000
Gas Tax 2106	121,515	117,575	115,000	114,568	114,568
Gas Tax 2105	181,378	173,591	170,000	169,410	169,410
Other Charges	7,626	16,490			
Engineering Inspection Fees	450	1,650	2,500	1,000	1,000
Sidewalk, Curb & Gutter Fees	6,950	9,711	8,000	8,000	8,000
Plan Review	536	2,288	3,000	1,000	1,000
Street Cut Permits	41,150	52,925	40,000	30,000	30,000
Other / Damage to City Property	79	129	500		
Transfers	1,194,398	660,000	769,294	706,602	737,890
Total Gas Tax	1,814,835	1,300,990	1,347,294	1,623,045	1,654,333
Supplemental Law Enforcement Fund (202)					
Grants	110,385	501,047	622,436	325,000	325,000
LAIF Interest	121	430			
Other Revenue		141			
Transfers					
Total Supplemental Law Enforcement	110,506	501,618	622,436	325,000	325,000
Public Safety Augmentation Fund (203)					
Sales Tax	86,562	81,316	90,000	85,000	85,000
Transfers	(94,520)	(100,000)	(100,000)		
Total Public Safety Augmentation	(7,958)	(18,684)	(10,000)	85,000	85,000
Street Lighting and Landscaping Fund (205)					
Street Lighting/Landscaping Assessments	830,527	838,929	840,000	838,000	838,000
Transfers In	745,776	545,218	543,048	156,623	212,250
Total Street Lighting & Landscaping	1,576,303	1,384,148	1,383,048	994,623	1,050,250
NPDES Storm Drain Assessment Fund (207)					
Other Grants	8,123	5,250			
Plan Review		400			
NPDES Assessment	293,329	332,294	297,000	332,130	332,130
C3 Subdivision	350	350			
C3 Commercial		5,578			
Interest/other	200				
Other Revenue		3,000			
Transfers	17,456		63,552		
Total NPDES Storm Drain Assessment	319,458	346,872	360,552	332,130	332,130

Revenue

**City of San Pablo
Fiscal Year 2011-2013**

Schedule 2 Revenue within Fund					
	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Adopted	Requested	Requested
Neighborhood Services Fund (212)					
Business Licenses			300,000	320,000	320,000
Business License Penalty			3,000		
Building Permits	143,488	183,156	188,300	113,000	113,000
Electrical Permits	22,018	27,866	27,927	20,000	20,000
Thermal Energy	1,040	2,135	500		
Plumbing Permits	26,685	31,378	32,777	22,000	22,000
Mechanical Permits	15,678	17,831	17,334	13,000	13,000
Zoning Fees	22,900	21,945	24,000	15,000	15,000
Boarding Permits	4,741	23,063	5,000	10,000	10,000
Single Family Residential Inspection	49,120	80,690	62,000	56,000	56,000
Multiple Unit Inspections	31,600	40,150	40,000	16,000	16,000
Resale Unit Inspections	63,555	58,845	66,000	37,000	37,000
Plan Review Fees	35,312	77,854	116,500	17,000	17,000
Design Review	21,510	22,900	26,000	16,000	16,000
Grants		1,500			
Transfers	1,011,220	875,000	124,771	373,907	289,205
Total Neighborhood Services	1,448,866	1,464,312	1,034,109	1,028,907	944,205
Para Transit (216)					
Para Transit Measure C Allocation	127,363	135,231	120,282	100,000	
Fare Box	9,703	9,802	10,000	8,000	
LAIF Interest	7,513	2,489	2,000		
Sale of Vehicles					
Total Para Transit Fund	144,580	147,521	132,282	108,000	
Public Works Projects (320)					
Grants	1,256,362	1,978,505	6,954,051		
Transfers		5,856,634	4,844,223	1,000,000	1,000,000
Total Public Works Projects Fund	1,256,362	7,835,139	11,798,274	1,000,000	1,000,000
Grand Total All City Revenues	26,538,934	32,592,019	35,703,111	27,367,545	26,961,758
RDA Housing Set-Aside (Tenth Twp.) Fund (250)					
Interest	20,798				
LAIF Interest		16,977			
Loan Repayment	9,057	29,541			
Interest Notes	42,967	6,704			
Payoff of Deferred Loans					
Sale of Property					
Other					
Transfers	5,337,616	1,595,061		1,652,000	1,652,000
Total Housing Set-Aside (Tenth TWP)	5,410,438	1,648,283		1,652,000	1,652,000
RDA Housing Set-Aside (Legacy) Fund (280)					
LAIF Interest	42,214	3,815			
Transfers	(1,783,220)	162,274		133,237	133,237
Total Housing Set-Aside (Legacy)	(1,741,006)	166,089		133,237	133,237

Revenue

**City of San Pablo
Fiscal Year 2011-2013**

Schedule 2 Revenue within Fund

	2008-09 Actual	2009-10 Actual	2010-11 Adopted	2011-12 Requested	2012-13 Requested
Tenth Twp. RDA (350)					
Current Secured Property Tax	12,342,008	9,369,962		8,426,000	8,426,000
Supplemental Property Tax	328,949	(459,102)			
Unitary Property Tax	131,324	140,972		140,000	140,000
Revenue sharing to Contra Costa Co.	(2,273,523)	(486,698)		(212,000)	(212,000)
ERAF Shift		(5,262,810)			
Abatement Received	(5,884)				
Abandoned Vehicle - AB 4114	59,477	17,521			
Administrative Costs to CCC	(128,806)	(101,901)		(92,000)	(92,000)
Graffiti Fines	731	906			
LAIF Interest	401,991	73,461			
Loan Repayment	7,829	8,059			
Interest - Notes	6,738	3,370			
Interest - Savings		272			
Rental Income	701,728	364,012			
Sale of Property	65	2,245			
Other	69,459	2,029			
Transfers	(18,976,164)	(8,407,645)			
Total Tenth TWP Project Fund	(7,334,079)	(4,735,349)		8,262,000	8,262,000
Legacy RDA (380)					
Current Secured Property Tax	1,950,818	920,317		670,000	670,000
Supplemental Property Tax	68,934	(113,887)			
Unitary Property Tax	3,916	4,940		5,000	5,000
ERAF shift		(676,793)			
Revenue sharing to Contra Costa Co.	(400,057)	(177,590)			
LAIF Interest	137,307	45,778			
Administrative Cost	(21,211)	(9,668)		(8,814)	(8,814)
Transfers In	(318,420)	(1,662,274)			
Total Legacy RDA Project Fund	1,421,288	(1,669,177)		666,186	666,186
2001 Tenth TWP Bond Debt Service (456)					
Interest					
Interest Fiscal Agent	261	3			
Transfers	780,240	753,355		787,075	779,916
Total 2001 Tenth TWP Bond Debt Service	780,501	753,358		787,075	779,916
2004 JPFA Bond Debt Service (455/457/459)					
Interest					
Interest Fiscal Agent		70,056			
Transfers	193,972	2,174,669		2,429,972	2,813,572
Total 2004 JPFA Bond Debt Service	193,972	2,244,725		2,429,972	2,813,572
2006 JPFA Bond Debt Service (461)					
Interest Fiscal Agent	85	85			
Transfers	1,261,160	1,261,160	2,464,000	3,208,585	3,208,585
Total 2006 JPFA Bond Debt Service	1,261,245	1,261,245	2,464,000	3,208,585	3,208,585
1999 Tenth Township Bond Debt Service (490)					
Interest					
Interest Fiscal Agent		2			
Transfers	900,440	897,713		887,070	888,965
Total 1999 Tenth TWP Bond Debt Service Fund	900,440	897,714		887,070	888,965
Grand Total Redevelopment Funds	1,697,138	(14,441,014)	1,625,678	18,026,125	18,404,461
GRAND TOTAL ALL FUNDS	28,236,072	18,151,005	37,328,789	45,393,670	45,366,219

Revenue

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Schedule 3 Budget and Expenditures by Fund and Division

Fund and Division	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Requested Budget	2012-13 Requested Budget
General - Fund 100				
1110 City Council	938,251	848,254	757,615	461,577
1210 City Attorney	497,360	495,875	454,285	460,838
1310 City Manager	844,514	933,180	1,087,315	1,097,554
1330 Information Technology	533,063	586,210	517,129	523,748
1350 Youth Services	3,919	283,956	344,244	296,578
1420 Finance/City Treasurer	539,269	558,820	716,679	699,494
1440 Recreation	1,232,618	1,374,799	1,176,879	1,185,161
1780 Building Maintenance	0	0	412,408	418,734
1810 Police	14,103,418	14,095,035	14,327,739	14,591,187
8000 Multi-Departmental Programs	0	0	255,000	255,000
Total General Fund Budget	18,692,486	19,176,129	20,049,293	19,989,871
Gas Tax - Fund 200				
1730 Engineering	764,383	870,060	926,388	936,520
3110 Street Maintenance	580,529	463,024	696,657	717,727
Total Gas Tax Budget	1,344,912	1,333,084	1,623,045	1,654,247
Street Lighting and Landscaping - Fund 205				
2110 Street Lighting / Landscape	1,371,453	1,352,048	994,623	1,050,217
N.P.D.E.S. - Fund 207				
1740 N.P.D.E.S.	209,630	345,730	349,115	353,639
Neighborhood Services - Fund 212 (215)				
1755 Development Services	1,485,009	1,156,300	1,028,907	944,153
Police Grants - Funds 202, 208, 209, 211				
1830 Police	441,459	86,136	325,174	328,703
Para Transit - Fund 216				
1444 Para Transit	89,269	176,370	107,248	116,460
Housing Set-Aside(Low-Mod.) Tenth Twp. Fund 250				
1741 Housing Administration	799,910	912,100	0	0
Redevelopment - Tenth Twp. - Fund 350				
1735 Graffiti and Litter Abatement	377,782	407,440	0	0
6110 Redevelopment Implementation	1,492,932	1,259,574	75,000	75,000
Total Redevelopment - Tenth Twp.	1,870,715	1,667,014	75,000	75,000
2001 Tenth Township Tax Allocation Bonds - Fund 456				
7250 Tax Allocation Redevelopment Bonds	777,195	782,889	787,075	779,916
2004 JPFA Tax Allocation Bonds - Fund 459 (457)				
7250 Tax Allocation Redevelopment Bonds	2,051,634	2,051,972	2,429,972	2,813,572
2006 JPFA Tax Allocation Bonds - Fund 461				
7250 Tax Allocation Redevelopment Bonds	2,963,453	3,208,585	2,942,456	2,520,210
1999 Tenth Township Tax Allocation Bonds - Fund 490				
7250 Tax Allocation Redevelopment Bonds	897,783	893,293	887,070	888,965

Expenditures

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

SCHEDULE 4 Expenditures by Category				
Fund	2009-10 Adopted Budget	2010-11 Adopted Budget	2011-12 Requested Budget	2012-13 Requested Budget
General - Fund 100				
Salaries	10,413,256	10,194,329	10,606,821	10,606,821
Service and Supplies	3,992,525	4,358,126	4,105,033	3,855,978
Fixed Assets	97,437	17,800	10,000	60,000
Employee Benefits	4,516,678	4,912,404	5,327,439	5,467,072
Expenditure Transfers	(327,411)	(306,530)	0	0
Total General Fund	18,692,486	19,176,129	20,049,293	19,989,871
Gas Tax - Fund 200				
Salaries	527,641	555,100	848,028	848,028
Service and Supplies	476,352	549,107	440,326	440,326
Fixed Assets	119,256	13,877	0	16,000
Employee Benefits	221,664	215,000	334,691	349,893
Expenditure Transfers	0	0	0	0
Total Gas Tax	1,344,912	1,333,084	1,623,045	1,654,247
Street Lighting and Landscaping - Fund 205				
Salaries	581,959	445,700	334,690	334,690
Service and Supplies	532,819	675,271	507,991	541,619
Fixed Assets	11,194	13,877	0	16,000
Employee Benefits	245,481	217,200	151,942	157,908
Expenditure Transfers	0	0	0	0
Total Street Lighting & Landscaping	1,371,453	1,352,048	994,623	1,050,217

Expenditures by category

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

SCHEDULE 4 Expenditures by Category

Fund	2009-10 Adopted Budget	2010-11 Adopted Budget	2011-12 Requested Budget	2012-13 Requested Budget
N.P.D.E.S. - Fund 207				
Salaries	129,452	223,200	239,590	239,590
Service and Supplies	30,474	41,630	21,310	21,310
Fixed Assets	0	0	0	0
Employee Benefits	49,703	80,900	88,215	92,739
Expenditure Transfers	0	0	0	0
<i>Total NPDES</i>	209,630	345,730	349,115	353,639
Neighborhood Services - Fund 212 (215)				
Salaries	627,678	550,092	506,701	506,701
Service and Supplies	648,749	408,708	351,490	260,490
Fixed Assets	0	0	0	0
Employee Benefits	233,582	197,500	170,716	176,962
Expenditure Transfers	(25,000)	0	0	0
<i>Total Neighborhood Services</i>	1,485,009	1,156,300	1,028,907	944,153
Police Grants - Funds 202,208,214,217,218				
Salaries	289,715	79,136	200,271	200,271
Service and Supplies	11,339	7,000	0	0
Fixed Assets	37,784	0	0	0
Employee Benefits	102,622	0	124,903	128,432
<i>Total Police Grants</i>	441,459	86,136	325,174	328,703
Para Transit - Fund 216				
Salaries	52,859	81,800	49,547	49,547
Service and Supplies	17,866	66,070	50,960	59,960
Fixed Assets	0	0	0	0
Employee Benefits	18,544	28,500	6,741	6,953
Expenditure Transfers	0	0	0	0
<i>Total Para Transit</i>	89,269	176,370	107,248	116,460
Housing Set-Aside(Low-Mod.) Legacy Fund 280				
Loans/Grants	0	0	0	0
Public Works Projects - Fund 320				
Salaries	60,285	0	0	0
Service and Supplies	2,866,949	100,000	0	0
Loans/Grants	0	0	0	0
Fixed Assets/Land Purchases	6,552,060	1,175,161	0	0
Employee Benefits	18,186	0	0	0

Expenditures by category

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

SCHEDULE 4 Expenditures by Category				
Fund	2009-10 Adopted Budget	2010-11 Adopted Budget	2011-12 Requested Budget	2012-13 Requested Budget
<i>Total Public Works Projects</i>	9,497,479	1,275,161	0	0
Municipal Buildings Projects - Fund 330				
Service and Supplies	0	0	0	0
Fixed Assets	16,527	0	0	0
<i>Total Municipal Building Projects</i>	16,527	0	0	0
Redevelopment - Tenth Twp. - Fund 350				
Salaries	503,997	500,500	0	0
Service and Supplies	1,168,281	966,914	75,000	75,000
Fixed Assets	0	0	0	0
Employee Benefits	191,867	199,600	0	0
Expenditure Transfers	6,570	0	0	0
<i>Total Redevelopment - Tenth Twp.</i>	1,870,715	1,667,014	75,000	75,000
2001 Tenth Township Tax Allocation Bonds - Fund 456				
Service and Supplies	0	0	0	0
Debt Service	777,195	782,889	787,075	779,916
<i>Total 2001 Tenth Township Bonds</i>	777,195	782,889	787,075	779,916
2006 JPFA Tax Allocation Bonds - Fund 461				
Debt Service	2,963,453	3,208,585	2,942,456	2,520,210
<i>Total 2006 JPFA Bonds</i>	2,963,453	3,208,585	2,942,456	2,520,210
2004 JPFA Tax Allocation Bonds - Fund 459 (457)				
Service and Supplies	0	0	0	0
Debt Service	2,051,634	2,051,972	2,429,972	2,813,572
<i>Total 2004 JPFA Bonds</i>	2,051,634	2,051,972	2,429,972	2,813,572
1999 Tenth Township Tax Allocation Bonds - Fund 490				
Service and Supplies	0	0	0	0
Debt Service	897,783	893,293	887,070	888,965
<i>Total 1999 Tenth Township Bonds</i>	897,783	893,293	887,070	888,965
1993 Tenth Township Tax Allocation Bonds - Fund 495				
Service and Supplies	0	0	0	0
Debt Service	0	0	0	0
<i>Total 1993 Tenth Township Bonds</i>	0	0	0	0

Expenditures by category

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

SCHEDULE 4 Expenditures by Category				
Fund	2009-10 Adopted Budget	2010-11 Adopted Budget	2011-12 Requested Budget	2012-13 Requested Budget
Economic Development Corporation - Fund 550				
Salaries	0	0	172,220	172,220
Service and Supplies	0	0	0	0
Fixed Assets	0	0	0	0
Employee Benefits	0	0	96,294	99,694
Expenditure Transfers	0	0	0	0
Total Economic Development Corporation	0	0	172,220	172,220

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

Expenditures by category

**CITY COUNCIL (#1110)
FY 2011-2013 BUDGET**

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.

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$46,831	\$48,128
	Councilmembers are paid \$702 per month. Additionally, the City Council acts as the Redevelopment Agency Board; when they function as the Redevelopment Agency, each Councilmember is paid \$30 per meeting		
41900	Benefits	\$65,688	\$67,045
SERVICE AND SUPPLIES			
43300	Memberships & Subscriptions	\$20,900	\$20,900
	a. League of California Cities	\$12,000	\$12,000
	b. Association of Bay Area Governments	\$6,100	\$6,100
	c. Mayors' Conference dues	\$1,200	\$1,200
	d. East Bay Division dues	\$600	\$600
	e. Other membership and publications	\$1,000	\$1,000
43500	Program Costs & Supplies	\$2,300	\$2,300
	a. Business Cards	\$500	\$500
	b. Badges and nameplates	\$100	\$100
	c. Shirts	\$200	\$200
	d. CCC Mayors Dinner Host (\$1,500 paid by Economic Development Corporation: total \$3,000)	\$1,500	\$1,500
43510	Meeting & Sundry Supplies	\$3,710	\$3,710
	a. Refreshments for closed session	\$500	\$500
	b. Mayor's gifts/flowers	\$150	\$150
	c. CCC Mayors Conference monthly dinners	\$2,060	\$2,060
	d. LCC East Bay Division	\$1,000	\$1,000
43600	Professional Services	\$24,000	\$24,000
	Election Costs		
44050	Community Grants & Special Events	\$560,600	\$260,600
	a. Lake Elementary School Subsidy	\$300,000	\$0
	b. County Library support (35 hour basic service)	\$118,000	\$118,000
	c. County Library support (4 hour Sunday service)	\$19,000	\$19,000
	d. Helms School Partnership	\$80,000	\$80,000
	e. San Pablo Community Foundation	\$25,000	\$25,000

	f. Martin Luther King Celebration	\$1,500	\$1,500
	g. Community Grant Match for Economic Development Corporation program	\$10,000	\$10,000
	h. Flowers and cards (for births, deaths, hospital and home confinement)	\$400	\$400
	i. Officer of the Year and Parents of Murdered Children dinner	\$1,000	\$1,000
	j. Council document/proclamation frames	\$200	\$200
	k. MLK and Juneteenth Events	\$1,000	\$1,000
	l. Miscellaneous	\$4,500	\$4,500
44325	Travel & Training/Elected Officials	\$19,540	\$19,540
	a. Mayor	\$4,140	\$4,140
	b. Councilmember (4 x \$3,600)	\$14,400	\$14,400
	c. City Clerk	\$1,000	\$1,000
	TOTAL	\$743,569	\$446,223

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1110 City Council					
Salaries	38,745	42,415	42,100	46,831	48,128
Employee Benefits	59,335	73,629	73,100	65,688	67,045
<i>Total Salaries and Benefits</i>	<i>98,080</i>	<i>116,044</i>	<i>115,200</i>	<i>112,519</i>	<i>115,173</i>
Communications	645	354	720	0	0
Equipment Maintenance	0	363	1,000	0	0
Memberships & Subscriptions	20,696	20,017	23,000	20,900	20,900
Program Costs & Supplies	149	1,082	750	2,300	2,300
Meeting & Sundry Supplies	0	0	0	3,710	3,710
Professional Services	0	18,790	0	24,000	24,000
Speical Department Expenses	295,483	772,236	685,984	0	0
Community Grants & Special Events	0	0	0	560,600	260,600
Training and Travel	2,250	2,700	3,060	0	0
Training and Travel/Elected Of	26,778	10,264	18,540	19,540	19,540
<i>Total Services & Supplies</i>	<i>346,001</i>	<i>825,807</i>	<i>733,054</i>	<i>631,050</i>	<i>331,050</i>
Labor Costs Transferred	0	-3,600	0	0	0
<i>Total Expenditure Transfers</i>	<i>0</i>	<i>-3,600</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total 1110 City Council</i>	<i>444,080</i>	<i>938,251</i>	<i>848,254</i>	<i>743,569</i>	<i>446,223</i>

Expenditures

**CITY ATTORNEY (#1210)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages 1 City Attorney 1 Secretary to the Attorney (80%)	\$300,723	\$306,737
41900	Benefits	\$104,511	\$108,358
SERVICE AND SUPPLIES			
42001	Communications	\$480	\$480
43300	Memberships & Subscriptions This line item represents membership in California State Bar Association; and a new subscription to electronic access to West County Times – print subscription discontinued to save money.	\$640	\$640
43500	Program Costs & Supplies This line item represents department specific office supplies, Federal Express and overnight mailings, computer software.	\$800	\$800
43520	Copies/Printing/Shipping/Xerox This line item represents monthly Xerox copy charges/maintenance costs, printing costs and shipping charges.	\$200	\$200
43600	Professional Services Legal and professional services in cases where specialized counsel would serve the best interests of the City; law library maintenance, court reporting costs, witness fees, service of process fees, deposition expenses and other expenses not chargeable to a specific project or case handled by the Municipal Pooling Authority are appropriated in this line item.	\$42,300	\$42,300
44320	Travel & Training Training to enhance legal secretarial/paralegal skills, League of California Cities seminars including the Annual Spring and Fall City Attorney’s Conferences; 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 Attorney’s Association.	\$3,000	\$3,000
TOTAL		\$452,654	\$462,515

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1210 City Attorney					
Salaries	293,392	290,803	295,900	300,723	306,737
Employee Benefits	131,300	108,642	134,000	104,511	108,358
<i>Total Salaries and Benefits</i>	424,692	399,445	429,900	405,234	415,095
Communications	660	550	290	480	480
Memberships & Subscriptions	560	550	560	640	640
Program Costs & Supplies	950	1,002	1,000	800	800
Copies/Printing/Shipping/Xerox	0	0	0	200	200
Professional Services	110,000	79,502	40,000	42,300	42,300
Speical Department Expenses	10,000	7,733	8,800	0	0
Training and Travel	5,000	2,337	4,275	3,000	3,000
Building Maintenance	3,380	3,687	4,400	0	0
Comm/Util/Copies	5,200	2,554	6,650	0	0
<i>Total Services & Supplies</i>	135,750	97,914	65,975	47,420	47,420
<i>Total 1210 City Attorney</i>	560,442	497,360	495,875	452,654	462,515

Expenditures

City Manager (#1310)

MISSION STATEMENT

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

The City Manager is responsible for City-wide operations and those functions that serve all departments/divisions. The City Manager 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 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.

**CITY MANAGER (#1310)
FY 2011-2013 BUDGET**

		FY 2011-2012	FY 2012-2013
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$701,835	\$715,674
	<u>Salaries</u>	\$678,478	\$692,317
	1 City Manager		
	1 Assistant City Manager		
	1 Secretary/Deputy City Clerk		
	1 Human Resources Manager		
	1 Executive Assistant		
	<u>Part Time Salaries</u>	\$21,849	\$21,849
	<u>Overtime</u>	\$1,508	\$1,508
41900	Benefits	\$264,829	\$275,166
SERVICE AND SUPPLIES			
42001	Communications	\$960	\$960
43300	Memberships & Subscriptions	\$4,280	\$4,280
	a. CCC Public Manager's Association	\$160	\$160
	b. ICMA	\$3,000	\$3,000
	c. California Public Employers Labor Relations Associations (CALPERLRA)	\$620	\$620
	d. International Institute of Municipal Clerks	\$300	\$300
	e. City Clerks Association of California (CCAC)	\$200	\$200
43500	Program Costs & Supplies	\$250	\$250
	Records management virtual documents		
43510	Meeting & Sundry Supplies	\$2,000	\$2,000
43520	Copies/Printing/Shipping/Xerox	\$2,500	\$2,500
	a. Printing Costs	\$2,000	\$2,000
	b. Business cards	\$500	\$500
43600	Professional Services	\$83,598	\$83,598
	a. Townsend Public Affairs	\$60,000	\$60,000
	b. LAFCO	\$5,098	\$5,098
	c. RJA	\$10,000	\$10,000
	d. Leibert, Cassidy, Whitmore	\$4,000	\$4,000
	e. Municipal Code Corporation	\$4,500	\$4,500
43700	Publications & Legal Notices	\$500	\$500

44100	Pre-Employment Expenses	\$3,000	\$3,000
	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.		
44320	Training & Travel	\$4,000	\$4,000
	Notary exam, fee and bond; LCC for City Manager LCC New Elections Law Conference workshops given by Liebert, Cassidy & Whitmore, Mileage for training		
	TOTAL	\$1,067,752	\$1,091,928

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1310 City Manager					
Salaries	572,131	570,685	543,164	701,835	715,674
Employee Benefits	195,765	189,450	249,000	264,829	275,166
<i>Total Salaries and Benefits</i>	<i>767,896</i>	<i>760,135</i>	<i>792,164</i>	<i>966,664</i>	<i>990,840</i>
Communications	883	1,724	1,000	960	960
Equipment Maintenance	1,946	3,272	20,000	0	0
Memberships & Subscriptions	1,482	1,698	2,500	4,280	4,280
Program Costs & Supplies	6,129	4,497	6,500	250	250
Meeting & Sundry Supplies	0	0	0	2,000	2,000
Copies/Printing/Shipping/Xerox	0	0	0	2,500	2,500
Professional Services	19,186	17,863	28,996	83,598	83,598
Legal Notices	3,739	10,594	4,000	500	500
Equipment Rental	7,766	7,074	0	0	0
Speical Department Expenses	36,130	3,695	26,000	0	0
Community Grants & Special Events	17,738	19,655	5,000	0	0
Pre Employment Expense	8,684	13,112	9,000	3,000	3,000
Training and Travel	16,531	6,959	9,160	4,000	4,000
Training and Travel/Elected Of	1,504	445	0	0	0
Building Maintenance	9,522	10,068	11,500	0	0
Comm/Util/Copies	9,066	8,724	17,360	0	0
<i>Total Services & Supplies</i>	<i>140,305</i>	<i>109,379</i>	<i>141,016</i>	<i>101,088</i>	<i>101,088</i>
Labor Costs Transferred	-25,000	-25,000	0	0	0
<i>Total Expenditure Transfers</i>	<i>-25,000</i>	<i>-25,000</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total 1310 City Manager</i>	<i>883,201</i>	<i>844,514</i>	<i>933,180</i>	<i>1,067,752</i>	<i>1,091,928</i>

Expenditures

Information Technology (#1330)

MISSION STATEMENT

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

**INFORMATION TECHNOLOGY (#1330)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>		<u>FY 2012-2013</u>
SALARIES AND BENEFITS				
41000	Total Salaries & Wages	\$312,714		\$318,725
	<u>Salaries</u>	\$300,554		\$306,565
	1 Information Technology Manager			
	1 Information Technology Administrator			
	1 Information Technician			
	<u>Part Time Salaries</u>			
	1 Information Technology Intern (50%)	\$12,160		\$12,160
41900	Benefits	\$121,406		\$127,519
SERVICE AND SUPPLIES				
42001	Communications	\$1,440		\$1,440
42005	Network Applications/Maintenance	\$69,085		\$69,585
	a. City Web Site Rental & Maintenance	\$2,600		\$2,600
	b. RealQuest Fees	\$4,700		\$4,700
	c. Annual maintenance for LaserFische	\$8,000		\$8,000
	d. Technical Support for CRW	\$6,500		\$6,500
	e. Symantec Backup maintenance upgrade	\$1,200		\$1,200
	f. ARCView Licenses	\$4,000		\$4,000
	g. Microsoft Enterprise Agreement (Annual Fee - 5 year plan 2008-2012)	\$35,000		\$35,000
	h. Adobe Acrobat Upgrade	\$260		\$260
	i. Activenet License	\$3,000		\$3,500
	j. Cartegraph CARTEflex Subscription	\$3,825		\$3,825
43300	Memberships & Subscriptions	\$840		\$840
	Municipal Information Systems Association of California (MISAC), MIS publications			
43500	Program Costs & Supplies	\$8,000		\$8,000
44320	Travel & Training	\$200		\$200
	TOTAL	\$513,685		\$526,309

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1330 Information Technology					
Salaries	278,648	293,664	301,300	312,714	318,725
Employee Benefits	99,506	117,012	136,300	121,406	127,519
<i>Total Salaries and Benefits</i>	378,154	410,676	437,600	434,120	446,244
Communications	1,638	3,025	1,700	1,440	1,440
Network Applications/Maint.	55,562	90,295	120,600	69,085	69,585
Memberships & Subscriptions	1,142	320	840	840	840
Program Costs & Supplies	18,939	956	2,000	8,000	8,000
Training and Travel	18,140	3,384	2,250	200	200
Building Maintenance	5,713	7,028	7,340	0	0
Comm/Util/Copies	4,288	4,143	11,080	0	0
<i>Total Services & Supplies</i>	105,422	109,152	145,810	79,565	80,065
Equipment	0	13,234	2,800	0	0
<i>Total Fixed Assets</i>	0	13,234	2,800	0	0
<i>Total 1330 Information Technology</i>	483,576	533,063	586,210	513,685	526,309

Expenditures

Youth Services (#1350)

MISSION STATEMENT

The Youth Services Division is focused on developing positive opportunities, programs and partnerships that will provide children, youth and families with the skills, knowledge and support needed to lead healthy and productive lives, and committed to building a community in which government, families, schools, law enforcement, and community organizations work together to foster hope and assist young people in becoming competent, contributing, responsible and accountable members of the community.

RESPONSIBILITIES

As a new Division, Youth Services was first tasked with establishing a comprehensive Youth Services Strategy utilizing a multi-faceted, multi-agency, and a non-traditional approach to address youth violence in San Pablo. The **Youth Futures Task Force (YFTF)** evolved in concert with several community meetings and contacts, including a Youth Summit, several Community Forums, Stakeholder's Meetings, and meetings with City Leadership.

The YFTF calls for various agencies and systems, including government agencies, law enforcement, social services agencies, educational, grass-root, and faith-based organizations to work together to achieve a more innovative, integrated, team-oriented approach in working with youth at great risk of committing intentional acts of violence and/or engaging in behaviors related to the gang lifestyle.

The YFTF's Strategic Work Plan lays the groundwork towards a comprehensive continuum of care service delivery system by combining current assets with the latest research on successful approaches to healthy youth development and a new strategy to provide intervention services to gang-involved and disconnected youth.

**YOUTH SERVICES DIVISION (#1350)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$116,226	\$118,310
	1 Youth Services Program Manager	\$104,192	\$106,276
	1 Youth Services Intern (50%)	\$12,034	\$12,034
41900	Benefits	\$44,316	\$46,849
SERVICE AND SUPPLIES			
42001	Communications	\$480	\$480
43500	Program Costs & Supplies	\$1,000	\$1,000
43510	Meeting & Sundry Supplies	\$1,500	\$1,500
43520	Copies/Printing/Shipping/Xerox	\$1,500	\$1,500
43600	Professional Services	\$20,000	\$20,000
	Community Crime Prevention Associates provides consultation and evaluation services for partner agencies funded through the Youth Services grant program and other City youth programs including the Police Department Y.E.S Unit and the Recreation Division's Youth Commission		
44050	Community Grants & Special Events	\$155,000	\$105,000
	a. San Pablo Team for Youth Program Grant	\$100,000	\$100,000
	Program funds qualified public and non-profit agencies		
	b. Contra Costa County WIA Agreement	\$0	\$5,000
	c. CalGRIP Grant	\$55,000	\$0
	(98% reimbursable from the City of Richmond)		
44320	Travel & Training	\$3,000	\$3,000
	Includes funds to support agency capacity building workshops and training		
TOTAL		\$343,022	\$297,639

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1350 Youth Services					
Salaries	0	3,367	99,852	116,226	118,310
Employee Benefits	0	552	41,104	44,316	46,849
<i>Total Salaries and Benefits</i>	<i>0</i>	<i>3,919</i>	<i>140,956</i>	<i>160,542</i>	<i>165,159</i>
Communications	0	0	800	480	480
Program Costs & Supplies	0	0	38,000	1,000	1,000
Meeting & Sundry Supplies	0	0	0	1,500	1,500
Copies/Printing/Shipping/Xerox	0	0	0	1,500	1,500
Professional Services	0	0	95,000	20,000	20,000
Speical Department Expenses	0	0	9,200	0	0
Community Grants & Special Events	0	0	0	155,000	105,000
Training and Travel	0	0	0	3,000	3,000
<i>Total Services & Supplies</i>	<i>0</i>	<i>0</i>	<i>143,000</i>	<i>182,480</i>	<i>132,480</i>
<i>Total 1350 Youth Services</i>	<i>0</i>	<i>3,919</i>	<i>283,956</i>	<i>343,022</i>	<i>297,639</i>

Expenditures

Financial Services (#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.

RESPONSIBILITIES

- **The City Treasurer**, an elected official, insures that all moneys are deposited into the treasury of the City on a daily basis, and validates that the City has sufficient funds to operate the City and pay its debt. As part of the legal duties of this office the City Treasurer submits to the City Council a monthly report of disbursements.
- **Finance** is responsible for providing support services for the internal operation of the City and for financial reporting to other government agencies. The Financial Services Department provides financial planning, forecasting and reporting; budget development and monitoring; investment management; bond debt administration; cash flow management; and audit coordination. Finance processes cash receipts, accounts payable and receivable, payroll, employee health and welfare benefit administration and fixed asset management. Finance also administers the City's self - insurance and loss prevention programs through Municipal Pooling Authority (MPA). As a recipient of Federal, State and County financial assistance, Finance is responsible for ensuring that an adequate internal control structure is in place to comply with applicable laws and regulations related to programs covered by the Single Audit Act. The Financial Services Department provides support services for Redevelopment Agency activity, including tracking and collecting on notes receivables.

**FINANCIAL SERVICES (#1420)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages (including Overtime)	\$415,066	\$423,367
	<u>Salaries</u>	\$413,118	\$421,419
	1 City Treasurer (Elected Official)		
	1 Finance Director		
	1 Financial Analyst		
	1 Fiscal Clerk II		
	1 Fiscal Clerk I		
	<u>Overtime</u>	\$1,948	\$1,948
41900	Benefits	\$157,718	\$163,722
SERVICE AND SUPPLIES			
42001	Communications	\$480	\$480
43300	Memberships & Subscriptions	\$1,000	\$1,000
	GFOA	\$250	\$250
	California Society of Municipal Finance Officers	\$110	\$110
	AICPA	\$240	\$240
	California Society of CPAs	\$400	\$400
43500	Program Costs & Supplies	\$2,500	\$2,500
	Cost incurred for printing special checks paper, envelopes, W-2 forms, 1099s and time sheets		
43520	Copies/Printing/Shipping/Xerox	\$8,560	\$8,560
43600	Professional Services	\$128,000	\$103,000
	Annual audit (includes GFOA award costs)	\$36,600	\$36,600
	Maintenance and support for financial software	\$27,500	\$27,500
	Cutwater Asset Management	\$12,000	\$12,000
	HDL property tax services	\$9,600	\$9,600
	HDL sales tax services	\$3,600	\$3,600
	Wells Fargo Bank	\$1,200	\$1,200
	Mechanics Bank	\$7,500	\$7,500
	Muni Cast	\$2,000	\$2,000
	Budget model consultant	\$3,000	\$3,000
	Master Fee Schedule	\$25,000	\$0
44320	Travel & Training	\$3,300	\$3,300
	California State Municipal Finance Officers Conference	\$1,500	\$1,500
	League of California Cities Conference	\$1,000	\$1,000

Local seminars

	\$800	\$800
TOTAL	\$716,624	\$705,929

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1420 Financial Services					
Salaries	337,528	357,800	320,300	415,066	423,367
Employee Benefits	108,048	137,045	125,200	157,718	163,722
<i>Total Salaries and Benefits</i>	<i>445,576</i>	<i>494,845</i>	<i>445,500</i>	<i>572,784</i>	<i>587,089</i>
Communications	97	0	0	480	480
Equipment Maintenance	4,955	3,663	6,000	0	0
Memberships & Subscriptions	2,059	1,983	1,800	1,000	1,000
Program Costs & Supplies	5,891	2,770	5,000	2,500	2,500
Copies/Printing/Shipping/Xerox	0	0	0	8,560	8,560
Professional Services	93,401	86,421	105,000	128,000	103,000
Speical Department Expenses	3,245	5,119	6,500	0	0
Training and Travel	2,619	3,718	3,700	3,300	3,300
Training and Travel/Elected Of	4,031	3,077	2,600	0	0
Building Maintenance	5,713	6,029	9,050	0	0
Comm/Util/Copies	7,496	6,644	13,670	0	0
<i>Total Services & Supplies</i>	<i>129,505</i>	<i>119,424</i>	<i>153,320</i>	<i>143,840</i>	<i>118,840</i>
Labor Costs Transferred	-75,000	-75,000	-40,000	0	0
<i>Total Expenditure Transfers</i>	<i>-75,000</i>	<i>-75,000</i>	<i>-40,000</i>	<i>0</i>	<i>0</i>
<i>Total 1420 Financial Services</i>	<i>500,081</i>	<i>539,269</i>	<i>558,820</i>	<i>716,624</i>	<i>705,929</i>

Expenditures

Multi-Department Programs (#8000)

MISSION STATEMENT

To provide internal services to all City departments/divisions. The functions are insurance, communications, postage, copy paper, office supplies and utilities.

MULTI-DEPARTMENT PROGRAMS (#8000) FY 2011-2013 BUDGET

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, where 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.

		FY 2011-2012	FY 2012-2013
42001	Communications AT&T trunk line services for internal VoIP Phone System, T-1/DSL circuit fees; San Pablo "Free Wi-Fi" backhaul internet lines; analog telephone lines for Burglar/Fire Alarms, EOC phone lines, fax/credit card services phone lines; and 10 Megabit Fiber Optic Internet Service with data bursting costs	\$50,000	\$50,000
43500	Program Costs & Supplies	\$25,000	\$25,000
43550	Central Office Supplies	\$50,000	\$50,000
44400	Utilities Annual PG&E and EBMUD charges for City-owned building (Note: does not include P.D and facilities covered by Street Lighting and Landscaping)	\$104,000	\$105,000
44450	Property/Fire/Flood Insurance	\$25,000	\$25,000
	TOTAL	\$254,000	\$255,000

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
8000 Multi-Departmental Programs					
Salaries	0	0	0	0	0
Employee Benefits	1,084	1,124	25,000	0	0
<i>Total Salaries and Benefits</i>	<i>1,084</i>	<i>1,124</i>	<i>25,000</i>	<i>0</i>	<i>0</i>
Communications	30,895	43,685	50,000	50,000	50,000
Network Applications/Maint.	0	0	15,000	0	0
Program Costs & Supplies	29,562	30,744	10,000	25,000	25,000
Central Office Supplies	0	0	0	50,000	50,000
Utilities	50,988	30,726	50,000	104,000	105,000
Property/Fire/Crime Insurance	0	0	0	25,000	25,000
<i>Total Services & Supplies</i>	<i>111,445</i>	<i>105,155</i>	<i>125,000</i>	<i>254,000</i>	<i>255,000</i>
Admin. Costs transf. to other	-112,529	-106,279	-150,000	0	0
<i>Total Expenditure Transfers</i>	<i>-112,529</i>	<i>-106,279</i>	<i>-150,000</i>	<i>0</i>	<i>0</i>
<i>Total 8000 Multi-Departmental Programs</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>254,000</i>	<i>255,000</i>
Total General Fund Budget	16,790,786	18,692,486	19,176,129	19,706,296	19,863,890

Expenditures

Recreation (#1440)

MISSION STATEMENT

The Recreation Division aims to create community through people, parks, and programs. “Parks Make Life Better” is the new vision of the Recreation Division and is recognized as the vision of the California Parks and Recreation Society (CPRS).

RESPONSIBILITIES AND GOALS

The Recreation Division provides community services for the purpose of:

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

PROGRAMS

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

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

**RECREATION (#1440)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$779,500	\$785,855
	<u>Salaries</u>	\$298,208	\$304,563
	1 Recreation Division Manager		
	2 Recreation Coordinators		
	1 Administrative Clerk I		
	<u>Part Time Salaries</u>	\$481,292	\$481,292
	36 Recreation Staff (Recreation Aides, Senior Recreation Specialists, and staff for summer, after school, youth leagues, trips and excursions, etc.)		
	15 Recreation Staff (Recreation Aides, Recreation Specialist II for Special Events)		
	1 Art Gallery Coordinator		
	2 Recreation Supervisors		
	12 Recreation Building Attendants		
41900	Benefits	\$148,346	\$165,141
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$800	\$1,160
42001	Communications	\$2,520	\$2,520
43300	Memberships & Subscriptions	\$660	\$660
	Membership for the California Parks and Recreation Society		
43500	Program Costs & Supplies	\$90,300	\$92,300
	a. Camp and School's Out Program	\$38,750	\$38,750
	b. After School Programming	\$6,000	\$6,000
	c. Fee Classes	\$25,400	\$27,400
	d. Youth Commission	\$7,800	\$7,800
	e. Senior Programming	\$1,750	\$1,750
	f. General Programming	\$10,600	\$10,600
43520	Copies/Printing/Shipping/Xerox	\$13,300	\$13,300
43600	Professional Services	\$950	\$950
	BMI Licensing (music performances), ASCAP (music system), Motion Picture Licensing		
43700	Publication and Legal Notices	\$50,785	\$50,785
	Includes four (4) editions of San Pablo Newsletter/Activity guide with Spanish Translation		

43800	Equipment Rental	\$3,000	\$3,000
44050	Community Grants & Special Events Supports all special and community events such as the 4 th of July, Movies in the Park, the Tree Lighting, National Night Out, Haunted House and Egg Hunt	\$76,550	\$76,550
44320	Travel & Training Includes funds to support agency capacity building workshops and training	\$3,150	\$3,550
	TOTAL	\$1,169,861	\$1,195,771

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1440 Recreation					
Salaries	616,091	671,310	839,313	779,500	785,855
Employee Benefits	143,283	179,679	219,500	148,346	165,141
<i>Total Salaries and Benefits</i>	<i>759,374</i>	<i>850,988</i>	<i>1,058,813</i>	<i>927,846</i>	<i>950,996</i>
Uniform / Safety	0	1,433	1,900	800	1,160
Communications	4,479	6,001	4,800	2,520	2,520
Equipment Maintenance	14,455	4,877	6,500	0	0
Memberships & Subscriptions	705	1,090	955	660	660
Program Costs & Supplies	4,280	3,848	4,200	90,300	92,300
Copies/Printing/Shipping/Xerox	0	0	0	13,300	13,300
Professional Services	47,331	37,394	6,900	950	950
Legal Notices	77,001	98,172	95,945	50,785	50,785
Equipment Rental	2,730	5,314	3,000	3,000	3,000
Speical Department Expenses	167,212	201,501	159,891	0	0
Community Grants & Special Events	0	0	0	76,550	76,550
Training and Travel	12,669	3,448	4,275	3,150	3,550
Building Maintenance	8,379	9,544	11,000	0	0
Comm/Util/Copies	8,460	9,007	16,620	0	0
<i>Total Services & Supplies</i>	<i>347,703</i>	<i>381,629</i>	<i>315,986</i>	<i>242,015</i>	<i>244,775</i>
<i>Total 1440 Recreation</i>	<i>1,107,077</i>	<i>1,232,618</i>	<i>1,374,799</i>	<i>1,169,861</i>	<i>1,195,771</i>

Expenditures

Para Transit (#1444)

RESPONSIBILITIES

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

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

**PARA TRANSIT (#1444)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$91,341	\$91,476
	1 Recreation Supervisor		
	1 Para Transit Driver (Maintenance Worker) (10%)		
	3 Para Transit Drivers		
41900	Benefits	\$8,780	\$11,160
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$300	\$300
42001	Communications	\$360	\$360
43000	Vehicle/Equipment Maintenance	\$10,800	\$10,800
43100	Gasoline/Diesel	\$9,000	\$9,000
43500	Program Cost & Supplies	\$30,500	30,500
	Para Transit/AC Transit tickets		
TOTAL		\$151,081	\$153,596

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
Para Transit - Fund 216					
1444 Para Transit					
Salaries	54,393	52,859	81,800	91,341	91,476
Employee Benefits	19,739	18,544	28,500	8,780	11,160
<i>Total Salaries and Benefits</i>	<i>74,132</i>	<i>71,403</i>	<i>110,300</i>	<i>100,121</i>	<i>102,636</i>
Uniform / Safety	0	0	250	300	300
Communications	401	246	1,200	360	360
Equipment Maintenance	6,160	466	9,400	10,800	10,800
Gasoline / Diesel	0	0	0	9,000	9,000
Program Costs & Supplies	0	0	0	30,500	30,500
Speical Department Expenses	30,601	14,466	50,000	0	0
Building Maintenance	1,333	1,704	2,080	0	0
Comm/Util/Copies	1,001	984	3,140	0	0
<i>Total Services & Supplies</i>	<i>39,495</i>	<i>17,866</i>	<i>66,070</i>	<i>50,960</i>	<i>50,960</i>
<i>Total 1444 Para Transit</i>	<i>113,627</i>	<i>89,269</i>	<i>176,370</i>	<i>151,081</i>	<i>153,596</i>

Expenditures

Development Services (#1755)

MISSION STATEMENT

To create a thriving and diverse self-sustaining community where housing opportunities, business enterprises, and employment opportunities are supported by strategic planning efforts, construction of high-quality residential and commercial development, and excellent public service.

RESPONSIBILITIES AND SERVICES

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

The City Council recently adopted a new General Plan for the City, *San Pablo General Plan 2030*. As a continuum to this process the City's Zoning Ordinance will be updated to give further detail to the Districts created as part of the new General Plan and to comply with new State regulations. In addition, the San Pablo Avenue Specific Plan is currently undergoing a public review process and is anticipated to be adopted by the end of summer 2011. Further, a Regulating Plan for the site known as the Circle S property is also in the works and is expected to be adopted in the fall of 2011. These are the Division's largest project for the fiscal year. The division will also focus on regional planning efforts and will continue working with ABAG and MTC in the development of a regional Sustainable Community Strategy.

SPECIAL PROJECTS

- Amend the City's Zoning Ordinance to update the City's Zoning Map and Development Standards consistent with the Land Use Element of the San Pablo General Plan 2030; and add new sections as appropriate to meet the goals of the new General Plan.
- Revise the City's Sign Ordinance and Telecommunication Ordinance.
- Prepare amendments to the Zoning Ordinance to comply with changes in State law. (Such as a new Landscaping, and recycling ordinances).
- Finalize the preparation of a Specific Plan for the San Pablo Avenue corridor.
- Continue to work with neighboring cities, ABAG and MTC in developing a regional Sustainable Community Strategy as required by SB375.
- Initiate the public process for input and adoption of a new Regulating Plan that will guide the development of the Circle S site.
- Continue collaboration with other City departments for the development of the Mission Plaza site.
- Continue collaboration with other City Departments to implement the 23rd Street Specific Plan.

- Work with Public Works Department and Recreation Division to enhance the City's recreational facilities.
- Work with Code Enforcement Division to coordinate Residential Health and Safety inspections in order to enhance the efficient enforcement of the City's codes.
- Continue to implement and fine tune procedures to allow projects to be plan checked simultaneously by Planning, Public Works, and Building Inspection in order to speed up the approval process.
- Implement and fine tune procedures to more effectively track Businesses License invoicing.

**DEVELOPMENT SERVICES (#1755)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$514,153	\$521,754
	<u>Salaries</u>	\$373,743	\$381,344
	1 City Planner		
	1 Assistant City Planner		
	1 Permit Technician		
	1 Senior Permit Technician		
	1 Senior Administrative Clerk (50%)		
	<u>Part Time Salaries</u>	\$137,120	\$137,120
	1 Building Inspector		
	1 Building Official		
	1 City Planning Intern		
	1 Administrative Clerk		
	<u>Overtime</u>	\$3,290	\$3,290
41900	Benefits	\$177,148	\$188,602
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$90	\$90
42001	Communications	\$960	\$960
43300	Memberships & Subscriptions	\$1,090	\$1,090
	Memberships include: American Planning Association (APA), American Institute of Certified Planners (AICP), Municipal Management Association of Northern California (MMNAC), International Code Council (ICC), International Association of Plumbing and Mechanical Officials (IAPMO), California Building Officials (CALBO)		
43500	Program Costs & Supplies	\$20,100	\$20,100
43520	Copies/Printing/Shipping/Xerox	\$6,000	\$6,000
43600	Professional Services	\$311,500	\$218,500
	Costs for consulting services the preparation of a Regulating Plan for the Circle S Site and Zoning ordinance update; Contra Costa County Building Inspection and external entities conducting plan checks and inspections		
43700	Publications & Legal Notices	\$5,700	\$5,700
	Planning Commission items in the newspaper, costs of CEQA		

filings, updated CEQA Guidelines books, updated California Building Code books

44320	Training & Travel	\$6,050	\$8,050
	Includes costs incurred for travel and attendance to the League of California Cities , California Building Officials (CALBO) conferences/workshops, CRW training		
	TOTAL	\$1,042,791	\$970,846

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
Neighborhood Services - Fund 212 (215)					
1755 Development Services					
Salaries	547,834	627,678	550,092	514,153	521,754
Employee Benefits	211,031	233,582	197,500	177,148	188,602
<i>Total Salaries and Benefits</i>	758,865	861,260	747,592	691,301	710,356
Uniform / Safety	0	0	0	90	90
Communications	1,321	711	1,000	960	960
Equipment Maintenance	3,759	4,857	2,500	0	0
Memberships & Subscriptions	2,938	1,633	0	1,090	1,090
Program Costs & Supplies	8,026	8,846	8,000	20,100	20,100
Copies/Printing/Shipping/Xerox	0	0	0	6,000	6,000
Professional Services	559,360	574,801	329,908	311,500	218,500
Legal Notices	8,069	11,826	9,000	5,700	5,700
Speical Department Expenses	13,907	14,022	9,000	0	0
Training and Travel	18,919	5,737	9,700	6,050	8,050
Building Maintenance	11,426	12,059	15,780	0	0
Comm/Util/Copies	13,808	14,256	23,820	0	0
<i>Total Services & Supplies</i>	641,533	648,749	408,708	351,490	260,490
Labor Costs Transferred	-25,000	-25,000	0	0	0
<i>Total Expenditure Transfers</i>	-25,000	-25,000	0	0	0
<i>Total 1755 Development Services</i>	1,375,398	1,485,009	1,156,300	1,042,791	970,846

Expenditures

Economic Development Corporation (#5500)

MISSION STATEMENT

The San Pablo Economic Development Corporation, Inc. (EDC) is a nonprofit, 501(c)(3) corporation created to continue the redevelopment and revitalizing of the City by improving and enhancing the social, economic and physical environment of the community. The EDC's mission is to:

- Further expanded employment;
- Economic prosperity for businesses;
- Business and housing opportunities for residents;
- Provide such public and charitable services and activities that are associated with such specific purposes as allowed by law;
- Develop, finance, rehabilitate, own or operate decent, safe and sanitary housing;
- Utilize private and public funding sources to combat community blight and deterioration in the City of San Pablo and contribute to the physical improvement of the City of San Pablo.
- Provide and expand economic opportunities for businesses in the City of San Pablo;
- Encourage and stimulate economic development within the City of San Pablo by assisting the City with eliminating blight, and implementing and assisting the City in development activities and programs that will lessen neighborhood tensions, and combat community deterioration

RESPONSIBILITIES AND GOALS

The primary responsibilities and goals of the EDC will be accomplished through the following efforts: The EDC's overarching goals are geared towards business assistance, retention and attraction; physical development; job creation and community enhancement.

- Create partnerships with outside agencies to maximize services for residents (Richmond Build, San Pablo One Stop, etc.)
- Create partnerships with outside agencies to maximize services for businesses (SBDC)
- Promote the City (Website, Informational Pamphlets, Maps, Resource Guides)
- Communicate the role of the City and its accomplishments (Newsletter)
- Fostering human development
- Foster economic development

**ECONOMIC DEVELOPMENT CORPORATION (#5500)
FY 2011-2013 BUDGET**

		FY 2011-2012	FY 2012-2013
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$266,399	\$273,124
	2 Program Analysts	\$175,664	\$179,177
41900	Employee Benefits	\$90,735	\$93,947
SERVICES AND SUPPLIES			
42001	Communication	\$1,560	\$1,560
43000	Equipment Maintenance	\$1,000	\$1,000
43100	Gas/Diesel	\$2,000	\$2,000
43500	Program Costs & Supplies	\$14,785	\$14,725
43510	Meeting & Sundry Supplies	\$9,500	\$9,500
	Quarterly Networking Events	\$8,000	\$8,000
	Miscellaneous Meetings	\$1,500	\$1,500
43520	Copies/Printing/Shipping/Xerox	\$5,000	\$2,500
43530	Office Furniture & Equipment	\$11,000	\$1,500
43600	Professional Service	\$253,700	\$144,200
	a. SRI Annual Needs Analysis Survey	\$73,000	\$73,000
	b. Data Services	\$3,000	\$3,000
	c. EDC Website & Maintenance	\$7,700	\$1,200
	d. Richmond Build	\$50,000	\$27,000
	e. Loan Program Coordinator	\$30,000	\$40,000
	f. Circle S Project Regulating Plan(CDC)	\$70,000	\$0
	g. Billboard	\$20,000	
43700	Publications and Legal Notices	\$45,000	\$45,000
	Quarterly Newsletter		

43900	Rent/Building	\$30,800	\$28,800
44050	Community Affairs	\$93,660	\$103,660
	a. Community Grant	\$20,000	\$20,000
	b. C.Y.E.S Program	\$5,000	\$5,000
	c. Manzanillo Sister City Program	\$660	\$660
	d. Cinco de Mayo	\$15,000	\$15,000
	e. Awards Dinner	\$0	\$10,000
	f. Old Town Marketing Campaign	\$50,000	\$50,000
	g. ROSP	\$3,000	\$3,000
44320	Training and Travel	\$12,000	\$12,000
	ICSC (Vegas, Monterey, San Diego)	\$10,000	\$10,000
	CALED	\$2,000	\$2,000
FIXED ASSETS			
46300	Equipment	\$13,300	\$0
	EDC Van Acquisition		
	Total	\$759,704	\$639,569

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
Economic Development Corporation - Fund 550					
5500 Economic Development					
Salaries	0	0	0	175,664	179,177
Employee Benefits	0	0	0	90,735	93,947
<i>Total Salaries and Benefits</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>266,399</i>	<i>273,124</i>
Communications	0	0	0	1,560	1,560
Equipment Maintenance	0	0	0	1,000	1,000
Gasoline / Diesel	0	0	0	2,000	2,000
Program Costs & Supplies	0	0	0	14,785	14,725
Meeting & Sundry Supplies	0	0	0	9,500	9,500
Copies/Printing/Shipping/Xerox	0	0	0	5,000	2,500
Office Furn & Equip <\$5000	0	0	0	11,000	1,500
Professional Services	0	0	0	253,700	144,200
Legal Notices	0	0	0	45,000	45,000
Rent/Building	0	0	0	30,800	28,800
Community Grants & Special Events	0	0	0	93,660	103,660
Training and Travel	0	0	0	12,000	12,000
<i>Total Services & Supplies</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>480,005</i>	<i>366,445</i>
Equipment	0	0	0	13,300	0
<i>Total Fixed Assets</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>13,300</i>	<i>0</i>
<i>Total 5500 Economic Development</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>759,704</i>	<i>639,569</i>
Note:					
Contingency Fund Balance as of FY 10-11			420,000		
Less: Monument Sign Program			<u>-149,192</u>		
Contingency Fund Balance as of FY 11-12			270,808		

Expenditures

Redevelopment Agency (#6110)

MISSION STATEMENT

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

REDEVELOPMENT AGENCY (#6110) FY 2011-2013 BUDGET

SERVICE AND SUPPLIES	FY 2011-2012	FY 2012-2013
43600 Professional Services	\$75,000	\$75,000
a. Redevelopment consultants and legal fees	\$25,000	\$25,000
b. Annual financial audit and quarterly sales tax data	\$25,000	\$25,000
c. Fiscal agent fees for bond trustee, Wells Fargo Bank National Association for maintain bondholder records plus payment of principal and interest	\$25,000	\$25,000
TOTAL	\$75,000	\$75,000

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
6110 Redevelopment Implementation					
Salaries	271,570	250,326	244,200	0	0
Employee Benefits	106,646	101,385	113,400	0	0
<i>Total Salaries and Benefits</i>	378,216	351,710	357,600	0	0
Equipment Maintenance	1,962	1,900	3,500	0	0
Memberships & Subscriptions	9,027	9,827	10,000	0	0
Program Costs & Supplies	4,560	3,227	5,500	0	0
Professional Services	1,059,091	890,114	657,250	75,000	75,000
Legal Notices	0	16,615	5,000	0	0
Speical Department Expenses	129,331	192,232	189,994	0	0
Training and Travel	15,784	8,259	9,000	0	0
Utilities	3,260	2,434	7,000	0	0
Building Maintenance	7,618	5,218	5,870	0	0
Comm/Util/Copies	6,978	4,827	8,860	0	0
<i>Total Services & Supplies</i>	1,237,611	1,134,652	901,974	75,000	75,000
Labor Costs Transferred In	2,280	6,570	0	0	0
<i>Total Expenditure Transfers</i>	2,280	6,570	0	0	0
<i>Total 6110 Redevelopment Implementation</i>	1,618,107	1,492,932	1,259,574	75,000	75,000

Expenditures

Engineering (#1730)

MISSION STATEMENT

The Engineering Division provides overall administration and support of the Street and Highway Codes for the City of San Pablo.

RESPONSIBILITIES AND GOALS

The Engineering Division is responsible for providing assistance and guidance to the general public and developers in regards to requirements and regulations for street, sidewalk, storm drainage, grading, and other capital improvements, and plan reviews including for major developments.

The Engineering Division also issues and monitors all encroachment and grading permits, maintains traffic counts and speed studies on major arterial and collector streets throughout the City, and oversees the proper operation of the citywide traffic signal system.

The Engineering Division plans and administers municipal capital improvement, storm water pollution control, and pavement management programs within the City. Capital Improvement projects managed by the Division this year include: Wildcat Creek Trail, Wildcat Creek Daylighting at Davis Park, Rumrill Boulevard Bridge Replacement, Wanlass Park, and the annual Pavement Maintenance/Slurry Seal contract.

**ENGINEERING (#1730)
FY 2011-2013 BUDGET**

		FY 2011-2012	FY 2012-2013
SALARIES AND BENEFITS			
41000	Total Salaries & Wages 1 Public Works Director (75%) 1 Senior Civil Engineer (70%) 1 Senior Public Works Inspector 1 Engineering Technician 1 Senior Administrative Secretary (50%)	\$475,967	\$485,547
41900	Benefits	\$168,323	\$175,760
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment Includes safety boot, vest and hardhats for Engineering staff as needed	\$300	\$300
42001	Communications	\$6,110	\$6,110
43000	Vehicle/Equipment Maintenance	\$1,200	\$1,200
43300	Memberships & Subscriptions Includes American Public Works Association, American Society of Civil Engineers, American Construction Inspectors Association, SCAN NATOA and Professional Engineer registration fees	\$1,550	\$1,550
43500	Program Costs & Supplies	\$60,000	\$60,000
	a. West Contra Costa Transportation Advisory Committee (WCCTAC) dues	\$42,770	\$42,770
	b. Contra Costa Transportation Authority (CCTA) administrative fee	\$4,180	\$4,180
	c. California City-County Street Light Association dues	\$1,200	\$1,200
	d. Municipal Pooling Authority payments for unmet liability deductible	\$10,000	\$10,000
	e. Promotional items for traffic safety, pedestrian and bicycle safety programs	\$1,850	\$1,850
43510	Meeting & Sundry Supplies Costs associated with Safety Commission meetings and small tools for field use	\$900	\$900
43520	Copies/Printing/Shipping/Xerox	\$2,000	\$2,000
43600	Professional Services	\$150,000	\$150,000

	a. Contra Costa County traffic signal maintenance	\$45,000	\$45,000
	b. Traffic accident signal repair contract	\$30,000	\$30,000
	c. Repairs to city-owned street lights	\$5,000	\$5,000
	d. Auditor's fee for Single Audit for Federally funded projects	\$6,000	\$6,000
	e. County mapping services	\$1,000	\$1,000
	f. Annual update of GIS database for soils reports	\$2,000	\$2,000
	g. Vale Road stream gauge monitoring & reporting	\$10,000	\$10,000
	h. Hillcrest parcel drain flushing	\$6,000	\$6,000
	i. Hillcrest parcel inclinometer monitoring	\$24,000	\$24,000
	j. Other contract services (i.e. soil testing, property surveys, special studies, grant writing)	\$21,000	\$21,000
43700	Publications and Legal Notices	\$200	\$200
44320	Training & Travel For training programs such as asphalt concrete, traffic signals, computer, AutoCAD, Pavement Management System, etc., and professional society meeting and associated travel	\$2,400	\$2,400
44400	Utilities Annual electric cost for traffic signals	\$36,000	\$36,000
	TOTAL	\$904,950	\$921,967

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
Gas Tax - Fund 200					
1730 Engineering					
Salaries	413,207	383,764	425,200	475,967	485,547
Employee Benefits	131,240	149,943	154,000	168,323	175,760
<i>Total Salaries and Benefits</i>	<i>544,447</i>	<i>533,707</i>	<i>579,200</i>	<i>644,290</i>	<i>661,307</i>
Uniform / Safety	288	294	500	300	300
Communications	12,991	2,925	6,330	6,110	6,110
Equipment Maintenance	2,689	3,009	7,300	1,200	1,200
Memberships & Subscriptions	1,569	1,215	1,550	1,550	1,550
Program Costs & Supplies	4,465	15,799	7,000	60,000	60,000
Meeting & Sundry Supplies	0	0	0	900	900
Copies/Printing/Shipping/Xerox	0	0	0	2,000	2,000
Professional Services	192,177	73,531	135,000	150,000	150,000
Legal Notices	75	151	200	200	200
Speical Department Expenses	76,643	62,500	68,800	0	0
Training and Travel	7,431	1,801	2,400	2,400	2,400
Utilities	20,977	31,710	36,000	36,000	36,000
Building Maintenance	11,426	12,059	10,270	0	0
Comm/Util/Copies	9,472	9,882	15,510	0	0
<i>Total Services & Supplies</i>	<i>340,203</i>	<i>214,876</i>	<i>290,860</i>	<i>260,660</i>	<i>260,660</i>
Improvements	0	15,800	0	0	0
<i>Total Fixed Assets</i>	<i>0</i>	<i>15,800</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total 1730 Engineering</i>	<i>884,650</i>	<i>764,383</i>	<i>870,060</i>	<i>904,950</i>	<i>921,967</i>

Expenditures

**NPDES (#1740)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$243,373	\$247,231
	<u>Salaries</u>	\$169,973	\$173,831
	1 Public Works Director (25%)		
	1 Environmental Programs Analyst (80%)		
	1 Maintenance Worker		
	<u>Part Time Salaries</u>		
	1 Intern	\$72,325	\$72,325
	2 Temporary Maintenance Workers		
	<u>Overtime</u>	\$1,075	\$1,075
41900	Benefits	\$88,950	\$94,286
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$150	\$150
42001	Communications	\$2,060	\$2,060
43300	Memberships & Subscriptions	\$100	\$100
	National Association of Environmental Professionals, American Public Works Association		
43500	Program Costs & Supplies	\$10,600	\$10,600
	a. Creek restoration workday coordination and supplies	\$2,000	\$2,000
	b. RWQCB MRP permit fee	\$7,500	\$7,500
	c. RWQCB creek cleanup permit fee	\$500	\$500
	d. Department of Fish & Game creek cleanup permit fee	\$600	\$600
43510	Meeting & Sundry Supplies	\$500	\$500
	Costs associated the Earth Day, and field sampling equipment		
43520	Copies/Printing/Shipping/Xerox	\$2,400	\$2,400
	(Note: City newsletter annual street sweeping schedule insert, \$2,000, budgeted in Economic Development Corporation)		
43600	Professional Services	\$5,000	\$5,000
	a. Community Cleanup Program	\$2,000	\$2,000
	b. Annual Wildcat Creek Community Cleanup event and in-classroom education	\$2,000	\$2,000

	c. SPAWNERS Creek Surveys	\$1,000	\$1,000
44320	Training & Travel For training programs such as water quality monitoring, GIS and inspector training, professional society meetings, and associated travel expenses	\$500	\$500
	TOTAL	\$353,633	\$362,827

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
N.P.D.E.S. - Fund 207					
1740 N.P.D.E.S.					
Salaries	181,482	129,452	223,200	243,373	247,231
Employee Benefits	66,736	49,703	80,900	88,950	94,286
<i>Total Salaries and Benefits</i>	<i>248,219</i>	<i>179,156</i>	<i>304,100</i>	<i>332,323</i>	<i>341,517</i>
Uniform / Safety	116	0	150	150	150
Communications	4,814	517	2,220	2,060	2,060
Equipment Maintenance	8	103	500	0	0
Memberships & Subscriptions	85	0	100	100	100
Program Costs & Supplies	56	146	2,000	10,600	10,600
Meeting & Sundry Supplies	0	0	0	500	500
Copies/Printing/Shipping/Xerox	0	0	0	2,400	2,400
Professional Services	6,000	4,000	5,000	5,000	5,000
Speical Department Expenses	31,853	15,797	17,500	0	0
Training and Travel	1,660	7	350	500	500
Building Maintenance	5,653	6,029	5,500	0	0
Comm/Util/Copies	4,288	3,875	8,310	0	0
<i>Total Services & Supplies</i>	<i>54,532</i>	<i>30,474</i>	<i>41,630</i>	<i>21,310</i>	<i>21,310</i>
<i>Total 1740 N.P.D.E.S.</i>	<i>302,751</i>	<i>209,630</i>	<i>345,730</i>	<i>353,633</i>	<i>362,827</i>

Expenditures

Building and Fleet Maintenance (#1780)

MISSION STATEMENT

The mission of the Building and Fleet Maintenance Division is the maintenance and security of City-owned buildings and fleet vehicles. (Note: Police Department building and fleet maintenance expenses appear in the Police Department budget.)

BUILDING AND FLEET MAINTENANCE (#1780) FY 2011-2013 BUDGET

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
The workforce is augmented by Contra Costa County Court Assignees, who assist with routine maintenance and cleanup work.			
41000	Total Salaries & Wages	\$146,200	\$149,124
	Salaries	\$135,000	\$137,924
	1 Lead Worker		
	1 Maintenance Worker		
	Overtime	\$11,200	\$11,200
41900	Benefits	\$70,074	\$73,839
SERVICE AND SUPPLIES			
42001	Communications	\$240	\$240
43000	Vehicle/Equipment Maintenance	\$7,800	\$7,800
	Maintenance and insurance for 13 maintenance vehicles (Recreation: #4, #8, #9, #10, #11, #12; Development Services #304, #314, #316; Engineering #303, #304, #305, #317)		
43100	Gasoline/Diesel	\$3,133	\$3,133
43500	Program Costs & Supplies	\$27,000	\$27,000
	Miscellaneous tools, hardware, equipment, light bulbs, related to and necessary for building maintenance		
43600	Professional Services	\$146,320	\$146,320
	a. Janitorial Service @ 2 times per week	\$22,000	\$22,000
	b. Annual monitoring costs for the City's fire and burglar alarm system	\$15,000	\$15,000

	c. Elevator service agreement	\$5,264	\$5,264
	d. Fire extinguisher servicing	\$1,900	\$1,900
	e. HVAC service	\$5,306	\$5,306
	f. Gate Repair service	\$350	\$350
	g. Grease trap maintenance	\$1,500	\$1,500
	h. Property Tax	\$95,000	\$95,000
46100	Improvements	\$10,000	\$10,000
	a. ADA and energy efficiency upgrades	\$8,000	\$8,000
	b. Gate improvements	\$2,000	\$2,000
	TOTAL	\$410,767	\$417,456

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1780 Building Maintenance					
Salaries	0	0	0	146,200	149,124
Employee Benefits	0	0	0	70,074	73,839
<i>Total Salaries and Benefits</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>216,274</i>	<i>222,963</i>
Communications	0	0	0	240	240
Equipment Maintenance	0	0	0	7,800	7,800
Gasoline / Diesel	0	0	0	3,133	3,133
Program Costs & Supplies	0	0	0	27,000	27,000
Professional Services	87,861	88,834	78,930	146,320	146,320
Speical Department Expenses	30,401	28,699	37,600	0	0
<i>Total Services & Supplies</i>	<i>118,262</i>	<i>117,533</i>	<i>116,530</i>	<i>184,493</i>	<i>184,493</i>
Improvements	0	0	0	10,000	10,000
<i>Total Fixed Assets</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>10,000</i>	<i>10,000</i>
Costs Transferred Out	-118,262	-117,533	-116,530	0	0
<i>Total Expenditure Transfers</i>	<i>-118,262</i>	<i>-117,533</i>	<i>-116,530</i>	<i>0</i>	<i>0</i>
<i>Total 1780 Building Maintenance</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>410,767</i>	<i>417,456</i>

Expenditures

Street Lighting and Landscaping (#2110)

MISSION STATEMENT

The mission of this Division is the maintenance and repair of public facilities, parks and landscaping.

RESPONSIBILITIES

- City Hall grounds and landscaping
- Six recreational and maintenance buildings including structure maintenance, grounds upkeep and custodial service; these buildings are Maple Hall, Davis Park Multipurpose Building, Church Lane Senior Center, Davis Park Senior Center, the former Head Start portable buildings at Davis Park, the Corporation Yard facility, and the newly completed Environmental Education Center at Wanlass Park.
- Davis Park (15 acres), Kennedy Plaza (3 acres), Bertholf Park, 17th & Broadway and 14th & Broadway roadside parks, the San Pablo Youth Soccer Field, Wildcat Creek Trail, Brentz Lane Park, and the newly completed 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 and maintenance of the street lighting system
- Upkeep for a fleet of vehicles and equipment necessary for a many-faceted maintenance division

**STREET LIGHTING AND LANDSCAPING (#2110)
FY 2011-2013 BUDGET**

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$341,384	\$348,212
	<u>Salaries</u>	\$335,897	\$342,725
	1 Maintenance and Operations Manager		
	1 Lead Worker		
	2 Maintenance Workers		
	<u>Overtime</u>	\$5,487	\$5,487
41900	Benefits	\$145,123	\$151,195
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$6,000	\$6,000
42001	Communications	\$17,359	\$17,359
43000	Vehicle/Equipment Maintenance	\$28,000	\$28,000
43100	Gasoline/Diesel	\$13,000	\$13,000
43300	Memberships & Subscriptions	\$200	\$200
43500	Program Costs & Supplies	\$66,100	\$66,100
	Miscellaneous tools, hardware, equipment and light bulbs related to and necessary for building facilities, parks, and landscape maintenance		
43530	Equipment <\$5,000	\$12,700	\$12,700
43600	Professional Services	\$69,132	\$82,760
	a. Janitorial Service @ 2 times per week	\$20,376	\$32,643
	b. Tree Removal	\$10,000	\$10,000
	c. Assessment District Engineer	\$9,900	\$9,900
	d. Alarm monitoring costs	\$10,086	\$10,086
	e. Operator Permits	\$5,000	\$5,000
	f. Cleaning drain lines	\$675	\$675
	g. Pest Control	\$520	\$520
	h. Fuel Tank Testing	\$2,475	\$2,475
	i. Backflow Testing	\$600	\$600
	j. State Department of Transportation Class B License Program Testing	\$700	\$700
	k. Hazardous Materials pickup and removal	\$800	\$800
	l. HVAC service	\$6,000	\$6,000
	m. Permits	\$2,000	\$2,000

43800	Equipment Rental	\$2,000	\$2,000
44320	Training & Travel For Pesticide Applicator's License maintenance and safety training	\$3,500	\$3,500
44400	Utilities	\$290,000	\$290,000
46300	Equipment	\$0	\$16,000
	TOTAL	\$994,498	\$1,057,026

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
Street Lighting and Landscaping - Fund 205					
2110 Street Lighting / Landscape					
Salaries	520,976	581,959	445,700	341,384	348,212
Employee Benefits	215,790	245,481	217,200	145,123	151,195
<i>Total Salaries and Benefits</i>	<i>736,766</i>	<i>827,440</i>	<i>662,900</i>	<i>486,507</i>	<i>499,407</i>
Uniform / Safety	6,903	8,087	8,000	6,000	6,000
Communications	24,373	326	12,950	17,359	17,359
Equipment Maintenance	12,663	15,539	28,750	28,000	28,000
Gasoline / Diesel	0	0	0	13,000	13,000
Memberships & Subscriptions	206	302	1,250	200	200
Program Costs & Supplies	4,049	1,604	3,410	66,100	66,100
Office Furn & Equip <\$5000	0	0	0	12,700	12,700
Professional Services	103,831	97,430	127,946	59,132	82,760
Equipment Rental	1,145	739	4,000	2,000	2,000
Speical Department Expenses	86,423	76,621	104,480	0	0
Training and Travel	3,950	2,107	3,375	3,500	3,500
Utilities	301,102	304,655	341,200	290,000	300,000
Building Maintenance	19,044	14,069	15,900	0	0
Comm/Util/Copies	14,293	11,341	24,010	0	0
<i>Total Services & Supplies</i>	<i>577,983</i>	<i>532,819</i>	<i>675,271</i>	<i>497,991</i>	<i>531,619</i>
Improvements	0	0	0	10,000	10,000
Equipment	72,148	11,194	13,877	0	16,000
<i>Total Fixed Assets</i>	<i>72,148</i>	<i>11,194</i>	<i>13,877</i>	<i>10,000</i>	<i>26,000</i>
<i>Total 2110 Street Lighting / Landscape</i>	<i>1,386,897</i>	<i>1,371,453</i>	<i>1,352,048</i>	<i>994,498</i>	<i>1,057,026</i>

Expenditures

Street Maintenance and Graffiti

(#3110)

MISSION STATEMENT

The Street Maintenance Division's mission is maintenance of the public right-of-way. This includes:

- General Street Maintenance, such as 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, repair and cleaning of the storm drain system, and debris and spill cleanup on streets;
- Abatement of graffiti on public property along main thoroughfares;
- Removal of litter and debris from public areas.

The Division also handles the maintenance and replacement of all equipment used in street maintenance functions, and the Worker Safety Training Program.

The Street Maintenance budget is funded primarily by Gas Tax revenues, which generally must be used for a variety of street purposes such as construction, street drainage, and maintenance. This funding is supplemented by the General Fund.

STREET MAINTENANCE AND GRAFFITI (#3110) FY 2011-2013 BUDGET

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
The workforce is augmented by Contra Costa County Court Assignees, who assist with routine maintenance and cleanup work.			
41000	Total Salaries & Wages	\$387,302	\$393,269
	<u>Salaries</u>	\$271,434	\$277,401
	1 Lead Worker		
	3 Maintenance Workers		
	1 Maintenance Worker (unfilled)		
	<u>Part Time Salaries</u>	\$100,945	\$100,945
	4 Maintenance Aides		
	<u>Overtime</u>	\$14,923	\$14,923
41900	Benefits	\$126,620	\$135,230
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$7,500	\$7,500
	a. Uniforms @ \$950/worker	\$3,800	\$3,800
	b. Boots @ \$475/worker	\$1,900	\$1,900
	c. Safety equipment	\$1,800	\$1,800
42001	Communications	\$4,240	\$4,240
43000	Vehicle/Equipment Maintenance	\$4,800	\$4,800
	Eight (8) Vehicles @ \$600 each		
4300	Gasoline/Diesel	\$16,426	\$16,426
43500	Program Costs & Supplies	\$68,200	\$68,200
	a. Hand tools and hardware, cones, barricades, can liners	\$6,000	\$6,000
	b. Repairs to damaged City property	\$2,000	\$2,000
	c. Street repair materials including replacement storm drain grates, sand and bags, cold patch, crack sealer, hot asphalt, traffic paint	\$10,500	\$10,500
	d. Building materials for pre-fab maintenance shop building installation	\$12,000	\$12,000
	e. Small equipment (replacement or small blower and string trimmers, chainsaws)	\$5,000	\$5,000
	f. Street light report and replacement	\$10,000	\$10,000
	g. Sign production material	\$14,700	\$14,700

43530	Equipment <\$5,000 Replacement compressor	\$2,000	\$2,000
43600	Professional Services	\$70,000	\$70,000
	a. Street sweeping contract services	\$55,585	\$55,585
	b. DOT testing for PW employees	\$700	\$700
	c. HAZMAT pick up and disposal	\$800	\$800
	d. Permits from CCC Fire, CC Health Services, and Bay Area Air Quality	\$5,000	\$5,000
	e. Fuel tank testing and compliance	\$2,475	\$2,475
	f. Sidewalk repair	\$5,440	\$5,440
43800	Equipment Rental	\$2,500	\$2,500
44320	Training & Travel	\$4,000	\$4,000
	a. Team Building Training	\$1,000	\$1,000
	b. Continuing education licenses for pesticide applicators	\$2,500	\$2,500
	c. Street Lead Worker Public Works Institute	\$500	\$500
	TOTAL	\$693,588	\$724,165

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
3110 Street Maintenance					
Salaries	5,786	143,876	129,900	387,302	393,269
Employee Benefits	78,238	71,721	61,000	126,620	135,230
<i>Total Salaries and Benefits</i>	84,023	215,597	190,900	513,922	528,499
Uniform / Safety	2,435	8,252	8,330	7,500	7,500
Communications	7,890	2,111	2,445	4,240	4,240
Equipment Maintenance	13,438	22,315	13,065	4,800	4,800
Gasoline / Diesel	0	0	0	16,426	16,426
Memberships & Subscriptions	38	112	200	0	0
Program Costs & Supplies	7,072	1,076	1,500	68,200	68,200
Office Furn & Equip <\$5000	0	0	0	2,000	2,000
Professional Services	78,707	112,296	73,799	70,000	70,000
Equipment Rental	1,285	1,321	7,000	2,500	2,500
Speical Department Expenses	127,839	97,841	134,208	0	0
Training and Travel	925	2,339	2,350	4,000	4,000
Building Maintenance	7,618	8,039	6,120	0	0
Comm/Util/Copies	5,717	5,774	9,230	0	0
<i>Total Services & Supplies</i>	252,964	261,476	258,247	179,666	179,666
Equipment	91,756	103,456	13,877	0	16,000
<i>Total Fixed Assets</i>	91,756	103,456	13,877	0	16,000
<i>Total 3110 Street Maintenance</i>	428,744	580,529	463,024	693,588	724,165
<i>Total Gas Tax Budget</i>	1,313,394	1,344,912	1,333,084	1,598,538	1,646,132

Expenditures

**POLICE DEPARTMENT (#1810)
FY 2011-2013 BUDGET**

The Police Department is currently allocated seventy-four (74) full-time employees. Fifty-three (53) are sworn and twenty-one (21) non-sworn employees.

Due to early retirement incentives the police department will temporarily (FY 2011-12 and FY 2012-13) reduce its personnel to seventy-one (71) full-time employees. Fifty-two (52) are sworn and nineteen (19) are non-sworn employees.

		<u>FY 2011-2012</u>	<u>FY 2012-2013</u>
SALARIES AND BENEFITS			
41000	Total Salaries & Wages	\$7,744,667	\$7,970,359
	<u>Salaries</u>	\$7,008,199	\$7,228,659
	1 Chief of Police		
	1 Captain		
	3 Lieutenants		
	9 Sergeants		
	35 Officers		
	3 Officers (55% funded by COPS grant)		
	6 Police Services Technicians		
	2 Police Services Assistants		
	1 Senior Police Administrative Clerk		
	7 Police Administrative Clerk II		
	1 Administrative Analyst		
	1 Building Inspector		
	1 Maintenance Worker II		
	<u>Part Time Salaries</u>	\$135,396	\$135,396
	1 Administrative Clerk		
	1 Executive Assistant		
	3 Crossing Guard		
	1 Community Liaison Officer		
	1 Background Investigator		
	<u>Overtime</u>	\$601,072	\$606,304
	Cost incurred for off duty court appearances, report writing after work, off duty training sessions and callbacks. Overtime incurred for special events is partially reimbursed by the Economic Development Corporation.		
41305	Holiday Pay	\$173,500	\$173,500
41900	Benefits	\$3,885,513	\$4,002,129
SERVICE AND SUPPLIES			
42000	Uniforms/Safety Equipment	\$56,600	\$65,000
	Sworn employees assigned to administrative and		

investigative positions are allocated a clothing allowance. Budget also covers uniform cleaning and replacement cost and safety equipment such as vests, rain gear and boots. Only select employees are reimbursed for uniform shoes or boots.

42001	Communications	\$27,500	\$27,500
43000	Equipment and Facilities Maintenance	\$116,922	\$116,922
	a. Provides for routine maintenance vehicle parts and fluids, tires, tire changes, tows, car washes, etc. for all police vehicles, which also includes body damage, subsequent repair costs and painting.	\$90,000	\$90,000
	b. All maintenance costs associated with the facility including janitorial and pest control services, HVAC repair, gasoline storage, paint, etc.	\$20,522	\$20,522
	c. Shared rental of Building 5 Xerox copier (Code Enforcement)	\$2,800	\$2,800
	d. Clancy Electronic Citation System (Code Enforcement)	\$3,600	\$3,600
43100	Fuel Purchase of gasoline (45,000 gallons @ \$3.55 per gallon)	\$160,000	\$180,000
43300	Memberships & Subscriptions	\$8,750	\$8,750
	a. Memberships include: California Chiefs', California Peace Officers Association (CPOA), County Chiefs' Association, International Association of Chiefs of Police (IACP), FBI National Academy Association (FBINA), Sexual Assault Association, California Homicide Investigators Association (CHIA), Western States Intelligence Network (WSIN), California Police Chiefs Association (CPCA), California Law Enforcement Association of Code Enforcement and International Conference of Code Enforcement Officers.		
	b. Subscriptions include: West County Times, West Publishing Penal Codes, Physician's Desk Reference, Legal Source book Updates, CPOA Training Bulletins, Barclay's Commercial Enforcement Bulletins, Automotive Index, Copware, etc.		
43500	Program Costs & Supplies	\$7,850	\$7,850
	a. Reprinting department forms, citation books, manuals, business cards, etc.		
	b. Shipping and handling of large volume documents and equipment to various outside agencies		
43510	Meeting & Sundry Supplies Costs associated to meetings such as CERT, Parent Project,	\$4,000	\$4,000

Civilian Academy, CLEARs, etc.

43520	Copies/Printing/Shipping/Xerox All costs associated with per page copies and supplies. The maintenance costs associated with the Xerox workstations in the Records, Administrative, Patrol, detectives Gang and SIU Units.	\$36,100	\$36,150
43530	Equipment <\$5,000 Replacement and repair costs of worn or obsolete office furniture and equipment	\$2,000	\$2,000
43600	Professional Services	\$1,497,210	\$1,497,210
	a. Contract services for interview and examination of sexual assault victims (Children’s Interview Center)	\$14,000	\$14,000
	b. Forensic services; general criminalists, fingerprint analysis, drug testing, toxicology, and blood withdrawal	\$120,000	\$120,000
	c. Potential liability for Contra Costa County Sheriff booking fees	\$203,000	\$203,000
	d. New police employee recruiting, medical and polygraph examinations, psychological, fingerprints, background investigation, written reports and training	\$5,000	\$5,000
	e. Fitness for Duty reports which includes required medical exam and clearance by a physician before returning to work	\$5,000	\$5,000
	f. For proper removal and disposal of blood borne pathogens, narcotics, narcotic paraphernalia, toxic chemicals and other hazardous materials	\$3,000	\$3,000
	g. West Contra Costa County Narcotic Enforcement Team (WNET)	\$8,000	\$8,000
	h. Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Dispatch Services. <i>(Consolidated Dispatch contractual adjustment \$72,000)</i>	\$755,550	\$823,686
	i. Contractual Agreement with the Richmond Police Department for West Contra Costa County Consolidated Records Management. <i>(Consolidated Records contractual adjustment \$15,000)</i>	\$42,210	\$46,429
	j. New World Systems consolidated records management software and licensing fees	\$20,000	\$20,000
	k. Laserfische document imaging management software and licensing fees	\$7,700	\$7,700
	l. Participation in the Automated Latent Print System (ALPS CAL I.D)	\$26,600	\$26,600
	m. 800 Trunking maintenance fees (radios, base, mobile and portable)	\$55,000	\$55,000
	n. Automated Regional Information Exchange	\$5,000	\$5,000

	System (ARIES)		
	o. All County Criminal Justice Information Network fees (ACCJIN)	\$5,000	\$5,000
	p. Contra Costa Community Awareness and Emergency Response (CAER) notification system	\$500	\$500
	q. Service Maintenance agreements such as Live-Scan Fingerprint, Video Imaging System, Scanners, Property and Evidence, etc.	\$9,200	\$9,200
	r. Lexis Nexis information database	\$1,800	\$1,800
	s. County and State Live-Scan fee	\$10,000	\$10,000
	t. Department alarms (fire and building)	\$4,700	\$4,700
	u. Animal Control Services – per capita amount factored by the CPI each year	\$171,000	\$188,000
	v. 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	\$25,000	\$25,000
43610	Casino San Pablo Background Investigations Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment and supplies.	\$10,000	\$10,000
43800	Equipment Rental	\$23,200	\$23,200
	a. Security Public Storage yearly fee for two lockers		
	b. Rental vehicles for undercover vehicles		
44000	Special Department Expense	\$159,250	\$169,250
	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.	\$45,000	\$55,000
	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.	\$600	\$600
	c. The Department conducts investigations involving controlled substances, prostitution, bookmaking, various forms of gambling and pornography. In addition, prosecution of homicides and other complex criminal cases often requires the department to contribute to the prosecution effort through transcription, translation and DNA examination.	\$10,000	\$10,000
	d. Expenses for maintenance of four (4) police canines, including food, Veterinarian (medicine	\$11,900	\$11,900

	only), yearly maintenance and re-certification fees, bite sleeves, and miscellaneous equipment and supplies.		
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	\$5,000
f.	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	\$40,000
g.	Kids to Camp Program	\$4,000	\$4,000
h.	Youth & Education Services (YES)	\$6,000	\$6,000
i.	Disaster Preparation including citizen and in-house response training materials, public awareness lectures, Night Out Event, etc.	\$6,500	\$6,500
j.	Judgments/Damages to reimburse citizens for property that has been damaged or lost while in police custody; to cover the non-reimbursed portion of vehicle collision damage, unmet liability deductible, and other miscellaneous uncovered liability claims.	\$21,500	\$21,500
k.	Repair and maintenance of electronic equipment, vehicle laptops, radar guns, digital recorders, fire extinguishers, flashlights and other equipment.	\$3,000	\$3,000
l.	Vehicle insurance – each department is responsible for their premium which is based on the estimated vehicle value.	\$5,750	\$5,750
44320	Training & Travel Training courses (Partially POST reimbursable).	\$69,300	\$69,300
a.	Miscellaneous lunch meetings for investigations, records, patrol and administration.		
b.	Miscellaneous conferences, team building, meetings and mileage as needed.		
c.	Narcotics detection course for one K-9.		
44400	Utilities	\$52,000	\$52,000
46300	Equipment ALPR Car (12/13)	\$0	\$50,000
	TOTAL	\$14,034,362	\$14,465,120

CITY OF SAN PABLO
FISCAL YEAR 2011-2013

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09 Actual Expended	2009-10 Actual Expended	2010-11 Adopted Budget	2011-12 Adopted Budget	2012-13 Adopted Budget
General - Fund 100					
1810 Police					
Salaries	7,364,945	8,183,212	7,752,400	7,918,167	8,143,859
Employee Benefits	3,338,048	3,709,547	3,909,200	3,885,513	4,002,129
<i>Total Salaries and Benefits</i>	<i>10,702,994</i>	<i>11,892,758</i>	<i>11,661,600</i>	<i>11,803,680</i>	<i>12,145,988</i>
Uniform / Safety	74,200	69,198	65,000	56,600	65,000
Communications	23,798	37,954	42,650	27,500	27,500
Equipment Maintenance	110,590	193,492	149,900	116,922	116,922
Gasoline / Diesel	0	0	0	160,000	180,000
Memberships & Subscriptions	9,970	9,699	9,350	8,750	8,750
Program Costs & Supplies	88,813	42,097	45,200	7,850	7,850
Meeting & Sundry Supplies	0	0	0	4,000	4,000
Copies/Printing/Shipping/Xerox	0	0	0	36,100	36,150
Office Furn & Equip <\$5000	0	0	0	2,000	2,000
Professional Services	1,144,503	1,192,596	1,475,360	1,497,210	1,497,210
Casino Background	31,723	-3,866	47,000	10,000	10,000
Equipment Rental	53,750	57,681	50,000	23,200	23,200
Speical Department Expenses	340,928	344,510	322,150	159,250	169,250
Training and Travel	74,644	67,489	72,365	69,300	69,300
Utilities	58,570	54,852	52,000	52,000	52,000
Building Maintenance	0	18,065	0	0	0
Comm/Util/Copies	14,963	42,690	87,460	0	0
<i>Total Services & Supplies</i>	<i>2,026,451</i>	<i>2,126,456</i>	<i>2,418,435</i>	<i>2,230,682</i>	<i>2,269,132</i>
Improvements	0	0	5,000	0	0
Equipment	82,884	84,203	10,000	0	50,000
<i>Total Fixed Assets</i>	<i>82,884</i>	<i>84,203</i>	<i>15,000</i>	<i>0</i>	<i>50,000</i>
<i>Total 1810 Police</i>	<i>12,812,329</i>	<i>14,103,418</i>	<i>14,095,035</i>	<i>14,034,362</i>	<i>14,465,120</i>

Expenditures

**CITY OF SAN PABLO
FISCAL YEAR 2011-2013**

Budget and Expenditures by Fund, Division, Expenditure Category					
	2008-09	2009-10	2010-11	2011-12	2012-13
	Actual	Actual	Adopted	Requested	Requested
	Expended	Expended	Budget	Budget	Budget
Police Grants - Fund 217					
1830 Police Grants					
Salaries	203,866	289,715	79,136	200,271	200,271
Employee Benefits	65,898	102,622	0	124,903	128,432
<i>Total Salaries and Benefits</i>	<i>269,764</i>	<i>392,337</i>	<i>79,136</i>	<i>325,174</i>	<i>328,703</i>
Office Expense	0	1,469	0	0	0
Special Department Expenses	0	8,869	2,500	0	0
Training and Travel	0	1,001	4,500	0	0
<i>Total Services & Supplies</i>	<i>0</i>	<i>11,339</i>	<i>7,000</i>	<i>0</i>	<i>0</i>
Equipment	0	37,784	0	0	0
<i>Total Fixed Assets</i>	<i>0</i>	<i>37,784</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>Total 1830 Police Grants</i>	<i>269,764</i>	<i>441,459</i>	<i>86,136</i>	<i>325,174</i>	<i>328,703</i>

Expenditures

Redevelopment Tax Allocation Bonds (#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.

REDEVELOPMENT TAX ALLOCATION BONDS (#7250) FY 2011-2013 BUDGET

44500 Debt Service

The Redevelopment Agency uses tax increment monies to service four 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:

12/1/11	\$610,000	Principal
	\$146,541	Interest (5.25%)
6/1/12	<u>\$130,529</u>	Interest
Total	<u>\$887,070</u>	

Outstanding principal at 6/30/2012 will be \$4, 4710,000.

12/1/12	\$645,000	Principal
	\$130,529	Interest (5.3%)
6/1/13	<u>\$113,436</u>	Interest
Total	<u>\$888,965</u>	

Outstanding principal at 6/30/2013 will be \$4, 065,000.

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

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

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

Payments due for this issue:

12/1/11	\$520,000	Principal
	\$138,933	Interest (4.15%)
6/1/12	<u>\$128,143</u>	Interest
Total	<u>\$787,075</u>	

Outstanding principal on 6/30/2012 will be \$5,440,000.

12/1/12	\$535,000	Principal
	\$128,143	Interest (4.25%)
6/1/13	<u>\$116,773</u>	Interest
Total	<u>\$779,916</u>	

Outstanding principal at 6/30/2013 will be \$4,905,000.

3. 2004 JPFA Tax Allocation Bonds (Fund 459)

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

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

Payments due for this issue are:

12/1/11	\$945,000	Principal	\$0	
	\$685,942	Interest	\$65,994	
06/1/12	<u>\$667,042</u>	Interest	<u>\$65,994</u>	
	<u>\$2,297,984</u>		<u>\$131,988</u>	TOTAL \$2,429,972

Outstanding principal on 6/30/2012 will be \$32,830,000.

12/1/12	\$1,375,000	Principal	\$0	
	\$667,042	Interest	\$65,994	
06/1/13	<u>\$639,542</u>	Interest	<u>\$65,994</u>	
	<u>\$2,681,854</u>		<u>\$131,988</u>	TOTAL \$2,813,572

Outstanding principal on 6/30/2012 will be \$31,455,000.

4. 2006 JPFA Tax Allocation Bonds (Fund 461)

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

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

Payments are made monthly for this issue.

Total amount due in fiscal year 2011-12 is:

Interest (3.55%)	\$ 1,150,136
Letter of credit (1.10%)	\$362,560
Contingency (0.60%)	197,760
Principal 12/1/10	<u>\$1,215,000</u>
	<u>\$2,942,456</u>

Outstanding principal on 6/30/2012 will be \$31,745,000.

Total amount due in fiscal year 2012-13 is:

Interest (3.55%)	\$ 1,112,982
Letter of credit (1.10%)	\$344,383
Contingency (0.60%)	\$187,845
Principal 12/1/10	<u>\$875,000</u>
	<u>\$2,520,210</u>

Outstanding principal on 6/30/2013 will be \$30,870,000.

APPROPRIATION LIMITS FY 2011-2012

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

The State of California Department of Finance provided information showing San Pablo's population change in 2010/2011 was -.73%, Contra Costa County's population change was .77% and California's per capita personal income change was 2.51%. By choosing the County's population change a larger appropriation limit is calculated.

Converting the above factors (population increase of .77% and per capita personal income increase of 2.51%) results in the following: $1.0077 \times 1.0251 = 1.0330$

Multiplying the 2010/11 Appropriation Limit of \$30,804,272 (see Exhibit "A" attached to Resolution) by 1.0330 results in a FY 2011/12 Appropriation Limit of \$31,820.605. This limit applies only to the expenditures funded by "proceeds of taxes", as defined by the Constitution, not to user or regulatory fees. Proceeds of taxes are revenues such as property taxes, sales taxes, utility user taxes, business license fees, state subventions such as motor vehicle in-lieu, mandated costs reimbursements, etc.

1999/2000 Appropriation Limit	\$18,366,127	X	1.0572	\$19,416,670	
2000/2001 Appropriation Limit	\$19,416,670	X	1.0555	\$20,494,295	
2001/2002 Appropriation Limit	\$20,494,295	X	1.0966	\$22,474,044	
2002/2003 Appropriation Limit	\$22,474,044	X	1.0014	\$22,505,508	
2003/2004 Appropriation Limit	\$22,505,508	X	1.0377	\$23,353,965	
2004/2005 Appropriation Limit	\$23,353,965	X	1.0444	\$24,390,881	FY 2005
2005/2006 Appropriation Limit	\$24,390,881	X	1.0650	\$25,976,793	FY 2006
2006/2007 Appropriation Limit	\$25,976,793	X	1.05	\$27,275,633	FY 2007
2007/2008 Appropriation Limit	\$27,275,633	X	1.0560	\$28,803,068	FY 2008
2008/2009 Appropriation Limit	\$28,803,068	X	1.0571	\$30,447,723	FY 2009
2009/2010 Appropriation Limit	\$30,447,723	X	1.0267	\$31,260,678	FY 2010
2010/2011 Appropriation Limit	\$31,260,678	X	0.9854	\$30,804,272	FY 2011
2011/2012 Appropriation Limit	\$30,804,272	X	1.0330	\$31,820,605	FY 2012

CHART OF ACCOUNTS

SALARIES & WAGES		
41000	Salaries	Salaries and wages paid for services rendered by full employees.
41001	Part Time Salaries	Wages paid for services performed by part-time, temporary and intermittent employees.
41002	Overtime	Fees paid in addition to regular salaries and wages for services performed in excess of regular work hour requirements.
41305	Holiday Pay	Compensation for holidays worked when business may be closed.
41900	Benefits	Employees benefit costs and insurance. Costs included are worker's compensation, retirement, health and dental insurance, liability insurance, unemployment insurance, vision care, disability insurance, Medicare, Social Security, life insurance, benefits in-lieu, medical insurance for retirees, employee assistance program and cafeteria plan fees. (Detailed on page 105)
SERVICE AND SUPPLIES		
42000	Uniforms/Safety Equipment	Uniforms, shoes, etc. required to be worn exclusively while carrying out the duties and responsibilities of the position and which are different from the general public. Equipment or other attire worn, necessary to protect the employees' health and welfare.
42001	Communications	Costs for telephone and other communication costs that are essential to the operations
42005	Network Applications & Maintenance	Costs related to the purchase, maintenance and/or replacement of hardware and software that comprise the network.
43000	Vehicle/Equipment Maintenance	Includes all services required in the maintenance of all vehicles, equipment, machinery, etc.
43100	Gasoline/Diesel	Costs for fuel required to power vehicles and/or equipment necessary to program operations.
43300	Memberships & Subscriptions	Costs related to professional organizational memberships and/or subscriptions related to individual disciplines.
43500	Program Costs & Supplies	For miscellaneous supplies not considered essential for day-to-day use in the office which render essential for specific program related projects.
43510	Meeting & Sundry Supplies	For consumable commodities that have a useful life of on (1) year or less, which render essential for specific program related meetings or projects
43520	Copies/Printing/Shipping/Xerox	Includes printing, duplicating, and or binding of books, pamphlets, newsletters, and other reading material; costs related to mailing & shipping such as USPS, UPS and/or FedEx
43530	Equipment <\$5,000	Items necessary for maintenance or program or responsibilities. Cost for equipment is less than \$5,000
43550	Central Office Supplies	Standard office supplies and material required for day-to-day use in the office
43600	Professional Services	Payments made to individuals/companies/organizations that provide professional, scientific, or technical services. Any services that the City does not have the capability to perform itself, in order to operate program, but who are not City employees. (i.e. consultants, trainers, evaluators, contractors, etc.). This includes services performed on a non-recurring basis, such as auditing, accounting, special legal services and other individual on-time services.

43610	Casino San Pablo Background Investigations	Costs associated with conducting background investigations on Casino employees, purchase of miscellaneous equipment.
43700	Publications & Legal Notices	Costs associated with the communicating information about public hearings, court actions, bids and proposal, unclaimed property, liens, zoning notices, etc.
43800	Equipment Rental	For the rental of large or complex or special equipment and/or machinery. This could include special construction equipment, tools, lighting, tents, stereo and speakers, etc.
44000	Special Department Expense	Special expenses incurred in connection with work-related responsibilities or official functions not generally supported by City General Funds. Miscellaneous expenses not covered in the other classifications.
44050	Community Grants & Special Events	Funds allocated for specific community grants and/or related costs for special purchases for Special Events.
44100	Pre-Employment Expenses	Costs related to newspaper advertisements for recruitment of both full-time and part-time positions; participation in job fairs for recruitments, costs of testing materials, pre-employment physical examinations, fingerprints, psychological tests, polygraphs, background checks and oral board review refreshments and lunches.
44320	Training & Travel	For costs directly related to travel and training such as registration fees, trainer costs, conference, etc. related to staff development and/or agency capacity building; transportation, meals and lodging expenses incurred by the employee in the performance of official duties.
44400	Utilities	Electricity, natural gas, water and sewage services
44450	Property/Fire/Flood Insurance	Costs that is paid to MPA (Municipal Pooling Authority) for property / fire and flood insurance
46100	Improvements	Facility improvements that are not covered by maintenance and cost >\$5,000
46300	Equipment	Vehicles and major equipment with a cost >\$5,000

419XX EMPLOYEE BENEFITS & INSURANCE

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

Worker's Compensation/Wellness

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

PERS Retirement

This account reflects the total cost to the City for membership in the Public Employee Retirement System. PERS costs are based upon gross salaries. For FY 2011-12 the City pays 6% of the safety employee's contribution and 4.67% of the miscellaneous employee's share of PERS. For FY 2012-13 the City pays 3% of the safety employee's contribution and 2.34% of the miscellaneous employee's share of PERS. PERS includes Employer Paid Member Contributions (EPMC) for Police Department employees and Executive Management.

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. Starting in January employees will start to pay \$50 per month of the premium for Kaiser Healthcare. This will increase each year to a cap of \$150. For all other plans the employee will pay 20% of the premium.

Health and Dental Insurance-Retirees

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

OPEB - GASB 45

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

Dental Insurance

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

Vision/ Co Pay Rebate Program

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

Long Term Disability Insurance

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

Medicare Tax

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

Public Agency Retirement Services (PARS)

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

Employee Assistance Program

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

Life Insurance

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

Benefits In-lieu

The City will pay \$500 for 2 party coverage and \$350 for single party coverage for employees who can demonstrate that she/he is adequately covered by another source.

Bonds

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

Cafeteria Plan Fees

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

Liability Insurance/ERMA

The liability insurance premium is based on a formula which includes payroll costs, an experience modifier and a premium rate of \$3.38 per \$100 of payroll. The City pays the first \$10,000 for every claim as our deductible.

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

Unemployment Insurance

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

Educational Incentive

The City's MOU'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 per calendar year that the City will reimburse an employee is \$5,250.