

City of Richmond, California

Adopted Biennial Operating Budget
FY2013-14 to FY2014-15

June 25, 2013

CITY OF RICHMOND

FY2013-14 & 2014-15

ADOPTED BIENNIAL BUDGET

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Richmond City Council



Gayle McLaughlin
Mayor



Courtland "Corky" Boozé
Vice Mayor



Nathaniel Bates
Councilmember



Tom Butt
Councilmember



Jim Rogers
Councilmember



Jael Myrick
Councilmember



Jovanka Beckles
Councilmember



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CITY OFFICIALS

JUNE 25, 2013

CITY COUNCIL

Mayor	Gayle McLaughlin
Vice Mayor	Courtland "Corky" Boozé
Councilmember	Tom Butt
Councilmember	Nathaniel Bates
Councilmember	Jovanka Beckles
Councilmember	Jim Rogers
Councilmember	Jael Myrick

ADMINISTRATION AND DEPARTMENT HEADS

City Manager	Bill Lindsay
Asst. City Manager/Human Resources Director	Leslie Knight
City Attorney	Bruce Goodmiller
City Clerk	Diane Holmes
Employment & Training Director	Sal Vaca
Finance Director/Treasurer	James Goins
Fire Chief.....	Michael Banks
Housing Director.....	Patrick Lynch
Information Technology Director	Sue Hartman
Interim Engineer Director.....	Alan Wolken
Library and Cultural Services Director	Katy Curl
Neighborhood Safety Director.....	Devone Boggan
Planning Director.....	Richard Mitchell
Police Chief.....	Christopher Magnus
Port Director.....	Jim Matzorkis
Public Housing Director.....	Tim Jones
Public Works Director	Yader Bermudez
Recreation	Keith Jabari



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CITY OF RICHMOND

FISCAL YEAR 2013-14 & 2014-15 PROPOSED OPERATING BUDGET

SPECIAL ASSISTANCE – DEPARTMENTS & OFFICES

**City Manager's Office
Information Technology
City Clerk's Office
Police Commission
Police Department
Public Works
Library and Cultural Services
Successor Agency
Port of Richmond
Office of Neighborhood Safety
Richmond Housing Authority**



**Finance Department
Human Resources
City Attorney's Office
Office of the Mayor
Fire Department
Recreation Department
Planning and Building Services
Engineering and Wastewater Department
City Council's Office
Employment and Training
Housing Department**

BUDGET TEAM

**James Goins
*Finance Director***

**Andrea Miller
*Budget Administrator***

**Markisha Guillory
*Senior Budget Analyst***

**Connie Valentine
*Senior Budget Analyst***

**Bert Jones
*Budget Analyst I***

**Vrenesia Ward
*Budget Analyst I***

**Leah J. Clark
*Budget Analyst I***

**Antonio Banuelos
*Revenue Manager***

**Tracie Thomas
*Accountant II***

**Andreia Stewart
*Payroll Manager***

**Susan Segovia
*Debt Analyst***

**Yolanda Skelton
*Senior Accountant***

**Theresa Austin
*Executive Secretary II***



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MISSION

The City of Richmond shall provide services that enhance economic vitality, the environment and the quality of life of our community.

VISION

Richmond will develop all of its neighborhoods and businesses as quality places to live, work, shop and play, with its 32 miles of shorelines as a widely recognized symbol of the City's success.

VALUES

Honesty
Excellent Customer Service
Teamwork
Commitment
Innovation, Creativity and Risk-Taking
Effective Results
Community Involvement



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GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**City of Richmond
California**

For the Fiscal Year Beginning

July 1, 2012

Christopher P. Morill

President

Jeffrey P. Egan

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Richmond, California for its annual budget for the fiscal year beginning July 1, 2012. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.

California Society of Municipal Finance Officers

Certificate of Award

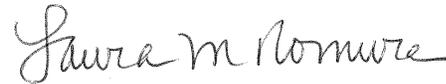
Operating Budget Excellence Award Fiscal Year 2012-2013

Presented to the

City of Richmond

For meeting the criteria established to achieve the Operating Budget Excellence Award.

February 6, 2013



***Laura Nomura
CSMFO President***



***Scott Catlett, Chair
Professional Standards and
Recognition Committee***



Dedicated Excellence in Municipal Financial Reporting

California Society of Municipal Finance Officers

Certificate of Award

Capital Budget Excellence Award Fiscal Year 2012-2013

Presented to the

City of Richmond

For meeting the criteria established to achieve the Capital Budget Excellence Award.

February 6, 2013



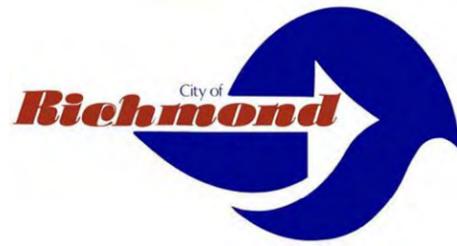
***Laura Nomura
CSMFO President***



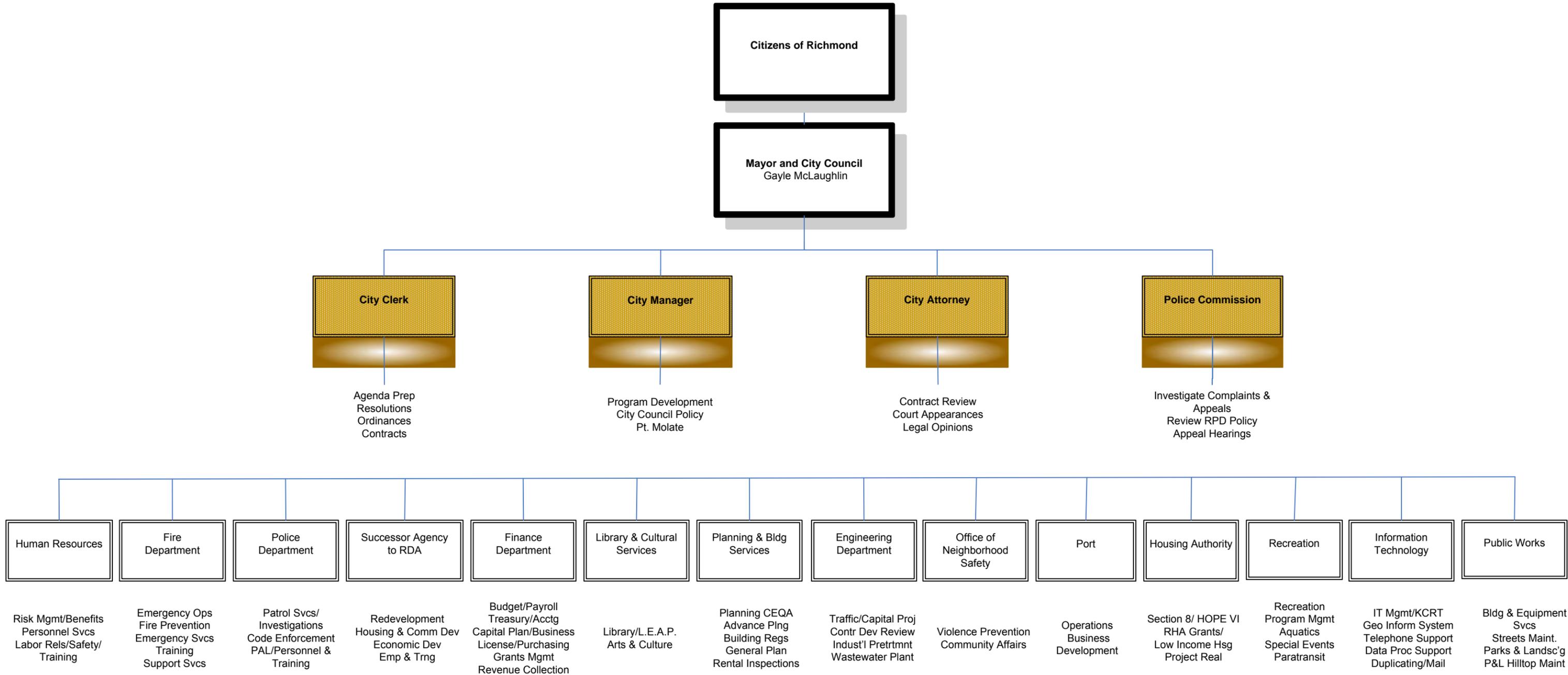
***Scott Catlett, Chair
Professional Standards and
Recognition Committee***



Dedicated Excellence in Municipal Financial Reporting



City of Richmond
 FY2013-14 & 2014-15 Organizational Chart





DATE: June 25, 2013

TO: Mayor McLaughlin and Members of the City Council

FROM: Bill Lindsay, City Manager
James Goins, Finance Director

SUBJECT: Adopted Fiscal Year 2013-15 Biennial Operating Budget and
Fiscal Years 2013-18 Capital Improvement Plan

Transmitted herewith is the Adopted Operating Budget for Fiscal Year (FY) 2013-14. The Operating Budget (\$168,787,212) is balanced to within 0.20%; with a projected deficit of \$328,895. The General Fund Budget (\$144,649,367) is balanced to within 0.28%; with a projected deficit of \$407,507. Staff continues to evaluate options to structurally balance the budget.

To the extent possible within these financial constraints, the budget continues to support the Council's long-range vision for the Richmond community. The budget is intended to achieve three objectives:

- **Policymaking** – By its decision to allocate resources through the budgeting process, the City Council is establishing policies with respect to priorities and service levels for municipal operations.
- **Financial Management** – The final Operating Budget and final Capital Improvement Budget that are adopted by the City Council will establish the underlying financial policies and financial controls that are utilized by City staff to manage expenditures on an ongoing basis.
- **Operations Management** – The FY2013-15 Biennial Operating Budget and the FY2013-18 Capital Improvement Plan support the vision of the City as conveyed through five strategic goals:

1. **Maintain and enhance the physical environment**
2. **Promote a safe and secure community**



- 3. Promote economic vitality
- 4. Promote sustainable communities
- 5. Promote effective government

The budgets contain strategic goals, performance standards, and a system to measure the extent to which these service level goals and standards are being achieved. Every City department has identified key objectives to support the City's five core strategic goals, and operating divisions have developed supporting actions related to these objectives. These goals, standards, and measurements are incorporated into an ongoing management reporting system that is designed for continuous improvement of City services.

For FY2013-14, the thematic goal is Healthy Communities. Under this goal, the City will create policies that maximize health outcomes and reduce health disparities. This will be done by implementing strategies for considering health impacts in all City policies.

Current Economic Conditions

National

The national economy has continued its slow, but steady recovery and growth, as evidenced by key economic indicators. Year-over-year growth in Gross Domestic Product, which is the main measurement of economic growth, showed a total increase of 1.6% from 2012 to 2013. The national unemployment rate has continued to decrease, from 8.4% in June 2012, to 7.4% in June 2013. Consumer spending, which makes up 70% of the national economy, continues to rise.

State

The California economy continues to recover at a modest pace. Labor markets made higher gains in the latter half of 2012, but growth moderated in the early months of 2013. Consumer attitudes and spending have been improving, however, real estate conditions and unemployment rates continue to limit growth.

The current draft of the Governor's Fiscal Year 2013-14 Budget shows a projected budget reserve of \$1.1 billion; a significant improvement from the prior year's projected \$15.7 million deficit. While the proposed budget is balanced, challenges remain, including slow economic recovery and rising health care costs. On a positive note, the proposed budget pays down budgetary debt. In addition, it includes reinvesting in education for K-12 schools and expanding the Medi-Cal health care program.

Local

Richmond's unemployment rate, while still higher than both the national and state rates, has declined 2.7 points to 12.5 in June 2013, from 15.2 in June 2012. Foreclosure activity continues to trend downward, with bank-owned properties at its lowest level yet. Additionally, foreclosure sales by owners are increasing, which signifies that owners are able to sell their homes before the foreclosure process is completed and the bank assumes ownership of the home.

Financial Analysis Summary

The City of Richmond's General Fund ended FY2011-12 with a \$37.4 million total fund balance; a decrease of 0.1% from the prior year's \$40.5 million fund balance. With its budget for FY2013-15, the City continues to demonstrate strong fiscal discipline, which is also evidenced by its "A+" credit rating.

Overall, the City maintains its healthy financial condition, due in large part to a diverse revenue base which includes local manufacturing, a strong presence of green-tech businesses, local sales tax, and a dedicated pension override which can be used to offset costs paid to the California Public Employee Retirement System (CalPERS).

Revenue Analysis

Total General Fund revenues including transfers in for FY2013-14 are \$144.2 million. Property taxes, sales tax and utility users' tax, the City's three main revenue streams, are expected to be fairly flat over the next few years.

For FY2013-14, property tax revenue is forecasted to be \$34.5 million, representing a 19.8% increase from FY2012-13. Assessed valuation decreased 14.6% from 2012 to 2013. Of the approximately \$1.9 billion decrease in assessed value for Fiscal Year 2013-14, most of the decrease is attributable to a reduction in the assessed value of the Chevron Richmond Refinery facilities following a fire that occurred on August 6, 2012.

Sales tax revenue is expected to total \$31.4 million in FY2012-13, increasing by 9.8% over FY2012-13.

Utility users' tax revenue is the most stable revenue source and has become the City's largest General Fund revenue stream, overtaking property tax revenue. The forecast revenue of \$51.1 million represents 35.4% of General Fund revenues in FY2013-14.

Payment from Chevron as part of the Tax Settlement Agreement is scheduled to decrease from \$13.7 million in FY2012-13 to \$13.0 million in FY2013-14.

Expenditure Analysis

Total General Fund expenditures including transfers out for FY2013-14 are \$144.6 million.

During the past several years, the City has successfully maintained prior years' expenditure reductions. After reaching a high of \$17.8 million for general government expenditures in FY2007-08, the City had successfully decreased expenditures in these categories by 51.1% to \$8.7 million in FY2010-11 as necessary due to the economic downturn. These expenditures rose again in FY2012-13 to \$15.2 million and are budgeted at \$16.5 million for FY2013-14, reflecting the slow economic recovery.

While general government expenditures decreased, public safety expenditures continued to increase, reaching a high of \$89.3 million in FY2010-11. Since that year, public safety expenditures have decreased but to a lesser degree than non-public safety expenditures.

Salaries/wages and benefits, the largest component of the General Fund budget, total \$101.9 million. This represents 70.5% of the General Fund budget. Over the last five fiscal years, total full-time equivalents have remained fairly stable, averaging around 805. The increase of 13 positions from the prior fiscal year to FY2013-14 is primarily due to an increase in non-sworn positions in the Police Department.

Projected Net Operating Results

Although faced with fiscal challenges, the adopted Operating Budget is balanced to within 0.20%. This was achieved by all City departments identifying efficiencies that will result in savings by reducing expenditures in areas such as sworn overtime; vacant positions, including sworn vacancies, not being filled; changing the manner in which the City pays its employee's pension and other retirement-related benefits costs; and funding the Risk Management Insurance Reserve funding to a 55% confidence level. The City's various bargaining units participated in conversations relating to the proposed service levels as well.

Capital Improvement Plan

The City's Capital Improvement Plan (CIP) details the planned capital projects for FY2013-14 through FY2017-18. For FY2013-14, projected capital expenditures totaling \$71.2 million are funded by capital project funds, enterprise funds, internal service funds, and Successor Agency funds. There are a total of 77 funded projects planned for FY2013-14. Total CIP grant funding identified in the CIP is \$60.2 million for the five-year period.

The CIP is a proposed funding schedule for five years, which is updated annually to add new projects, to evaluate program and project priorities, and to revise recommendations while taking into account new requirements and new sources of funding. All projects included in the CIP have been reviewed on the basis of their relative need and cost, according to the following guiding policies:

- Address the City's vision through its five strategic goals
- Maximize return on investment, in consideration of financial limitations and budget constraints so as to preserve prior investments, where possible; reduce operating costs; maximize use of outside funding sources to leverage the City's investments; and maximize cost-effective service delivery
- Improve and enhance the existing network of City service levels and facilities
- Implement adopted plans
- Demonstrate coordination and compatibility with other capital projects and other public policies and private efforts

Funded projects in the CIP include: upgrades to the Richmond Auditorium, which needs to comply with American with Disability Act (ADA) requirements; streetlight replacements; and continued improvements to the Sanitary Sewer System. For FY2013-14, the street paving budget of \$3.2 million reflects a reduction of \$3.5 million from previous years due to: transfers from the Operating Budget needed to support daily operations; California State Prop 1B funding no longer available; and the exhaustion of the State Highway fund balance.

CIP Project Highlights

The **Officer Bradley A. Moody Memorial Underpass Project**, totaling \$35 million, is a critical infrastructure project that has extraordinary community support. The project is of critical importance to resolve a major health and safety issue for businesses and residents in Richmond, and is also a critical access improvement for regional transit. A funding plan for design and construction was assembled, consisting of \$16 million from Contra Costa Transportation Authority (CCTA) and \$19 million from the California Transportation Commission (CTC) and Trade Corridor Improvement Fund (TCIF). The estimated completion date is September 1, 2015.

The **Wet Weather Storage Project**, totaling \$17 million, is required to meet terms of the Settlement Agreement between the City and San Francisco Baykeeper. This project designs and constructs storage facilities at the City's Wastewater Treatment Plant to store flows that cannot be accommodated by the plant during peak wet weather events. The project involves pipelines, pumping facilities, storage facilities, and associated facilities, utilities, and equipment. This project also includes additional pipeline capacity improvements that may be needed to abate the most critical upstream capacity

needs. The project is bond funded to be repaid by the Wastewater Enterprise. The estimated completion date is October 31, 2014.

The **Unity Park Project**, totaling \$5 million, is being completed in conjunction with the Richmond Ohlone Greenway Project totaling \$1.3 million. This project is to develop the Richmond Greenway into a park and expand on the current collective activities such as; urban agriculture, public art, bike and pedestrian travel. It will expand on the available recreation space, improve children's play area, and enhance urban forest. Unity Park Project is funded by State Parks Prop 84 Grant and Richmond Greenway is funded by Metropolitan Transportation Commission (MTC) Safe Route to Transit and the Strategic Growth Council (SGC) Urban Greening Grants.

Continuing Structural Issues

While the proposed Fiscal Year 2013-14 Adopted Operating Budget contains sufficient funding for operations, the City's General Fund cash reserve of approximately \$10 million remains intact. It is important to note that without an increase in revenues or further expenditure reductions in future years, it is not sustainable. Key areas of concern are:

- Other Post Employment Benefits (OPEBs) –
 - The yearly Annual Required Contribution (ARC) can range between \$6.7 million and \$8.3 million. For Fiscal Year 2013-14, \$3 million will be funded on a “pay-as-you-go” approach. The current unfunded liability for OPEBs is \$76.1 million and will continue to grow if the (ARC) continues to remain unfunded.
- General Fund subsidies to other funds –
 - In Fiscal Year 2013-14, the General Fund is providing \$6.3 million in total operating subsidies to other operating funds. Without a higher degree of cost recovery in future years, the General Fund Reserves will continue to dwindle.
- In Self-Insurance Reserves – For Fiscal Year 2013-14, insurance reserves are being funded at a reduced confidence level from the targeted level of 80%, down to 55%.
- Dissolution of the Richmond Community Redevelopment Agency –
 - On June 28, 2011, the California Legislature approved two statutes that significantly modified California Redevelopment Law, AB1x 26 and AB1x27. A subsequent ruling by the California Supreme Court on

December 29, 2011 upheld AB 1x26 and invalidated AB 1x27. As a result of this decision, all California redevelopment agencies, including the Richmond Community Redevelopment Agency (“RCRA”), dissolved by operation of law on February 1, 2012.

- All property tax revenues that would have been allocated to the RCRA are allocated to the applicable Redevelopment Property Tax Trust Fund (“RPTTF”) created by the County Auditor-Controller for the “successor agency.” Such funds are used for payments on indebtedness and other “enforceable obligations” (as defined in AB 1x26) and to pay certain administrative costs. Any amounts in excess of the amount needed to pay these costs are to be considered property taxes that will be distributed to taxing agencies. On January 24, 2012, the City elected to become the Successor Agency to the Richmond Community Redevelopment Agency (“Successor Agency”).
- A key report, the Required Obligation Payment Schedule (“ROPS”) establishes the property tax revenue that will be necessary to meet the Successor Agency’s debt, project, and administrative cash flow requirements for each six-month reporting period (January – June and July – December). The effect of these legislative and legal actions has been to severely curtail the Successor Agency’s ability to initiate and complete capital improvement projects planned prior to the dissolution of the RCRA.
- During the first three ROPS cycles (from January 2012 to July 2013) the Successor Agency experienced protracted disputes with the DOF due to their denial of several projects which the Successor Agency and Oversight Board had deemed enforceable obligations. These included capital improvements associated with Phase II of the Richmond Transit Village Project, the Officer Bradley A. Moody Memorial Underpass, and affordable housing projects. While the disputes regarding most of these projects have since been resolved, the DOF’s extraordinary level of involvement in the Successor Agency’s budget – via the ROPS review process – continues to negatively impact the overall budget of the Successor Agency. Disputes regarding administrative costs, employee costs associated with projects, and housing projects are ongoing, with the impacts and timing of resolution uncertain.

Accomplishments and Objectives

FY2012-13 Accomplishments/Highlights

Below are some key accomplishments that fulfilled core strategic goals of the City in FY2012-13:

1. Maintain and enhance the physical environment

- Acknowledged for significant improvement by the Metropolitan Transportation Commission’s (MTC) Annual Report on Bay Area Road Pavement Conditions.

- Awarded the Public Works Project of the Year in the Disaster Emergency Construction /Repair category for the Via Verdi Emergence Response Project.

2. Promote a safe and secure community

- Richmond Public Library's Children's Room was featured in Demco Interiors' newest brochure.
- The Disabled Persons Recreation Center and Shields-Reid Community Center received their very own Imagination Playground.
- Received grant award from the U.S. Department of Homeland Security in the amount of \$794,968 through its Port Security Grant Program. These funds have been awarded to fund the purchase of a Marine Patrol Unit (Police Boat)

3. Promote economic vitality

- RichmondBUILD highlighted by the Environmental Protection Agency (EPA) Region 9 as one of their success stories.
- Approved for a \$825,000 Project HIRE grant from the State of California Employment Development Department's Workforce Services Division to provide training and employment services for up to 125 Richmond residents in career pathways aligned with the anticipated Lawrence Berkeley National Lab.
- Awarded \$75,000 from Stephen Bechtel Fund.
- Completed construction of the Bay Area Rapid Transit (BART) Garage complex.

4. Promote sustainable communities

- The City received an "A" grade in the Annual State of Tobacco Control Report.
- Received a \$343,000 grant from the Metropolitan Transportation Commission (MTC) for the expansion of the "Easy Go" Carshare and Kids Shuttle program

5. Promote effective government

- For the fifth year in a row, the City of Richmond has received the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association of the United States and Canada (GFOA) for the Fiscal Year 2011-12 Comprehensive Annual Financial Report (CAFR).
- Received the California Society of Municipal Finance Officers (CSMFO) Excellence Award in Budgeting for the second year in a row.

FY 2013-14 Outlook and Operating Objectives

Because of downturns in the national and regional economies, revenue growth for the City is projected to continue its sluggish pace from FY2012-13 into FY2013-14 and grow at a cautious rate as the economy climbs out of its current position. The management challenges moving into the new fiscal year are to capitalize on improved efficiencies, new systems, and the new programs that have been added over the last two- to three-years, and to evaluate how those results compare to expected impacts. While the budget for the coming fiscal year reflects decreases in funding levels, there is still an expectation of service performance that is consistent with the commitments that are made within this budget document.

Program initiatives that are incorporated into the proposed operating budget include:

1. Maintain and enhance the physical environment

- Continue to invest in street repairs and resurfacing, through both Public Works department efforts and the annual pavement management contracts, to maintain the City's Paving Condition Index (PCI).
- Replace outdated series street lighting systems through City neighborhoods to improve aesthetic appearance and public safety.
- Continue to repair and replace sewer pipes to reduce inflow and infiltration in the City's wastewater system, and to further reduce sanitary sewer overflows.
- Continue to adhere to maintenance standards for parks and landscaped areas.

2. Promote a safe and secure community

- Continue to implement a "SWAT" approach to code enforcement to increase the number of abandoned vehicle and problem property abatements, and achieve a noticeable reduction of blight in the community.
- Continue to work with partner agencies, including other governmental, community-based, and faith-based organizations to implement violence prevention strategies that are centered on neighborhood change and effective street outreach.
- Continue to initiate Crime Prevention Through Environmental Design (CPTED) reviews at all Housing Authority developments.

3. Promote economic vitality

- Provide jobs in the summer youth employment program, with the goal of increasing the number of youth employed through this program from the previous year.

- Continue to support programs and initiatives that devise and implement strategies and programs to develop a skilled and prepared local workforce; and in doing so, address employers' current and future workforce needs.

4. Promote sustainable communities

- Continue to develop and implement effective community-wide and organizational policies and programs in the areas of resource conservation, climate change, and energy efficiency, to ensure Richmond's long-term environmental stability.
- Continue to support and increase Richmond based and Richmond serving non-governmental organizations.
- Continue to implement health and wellness pilot programs supported by The California Endowment.

5. Promote effective government

- Fully implement and promote an online payment system for business licensing and permits.
- Continue to increase efficiencies in information technology to provide better customer service.
- Continue to increase transparency and accessibility to City documents and records.
- Ensure all emergency communication and management systems are in place and functional in the event of a disaster.
- Continue to aggressively implement performance audit recommendations to improve customer service in City departments.

Budget Review and Approval Process

Beginning July 1, 2013, the City transitioned from an annual budget to a biennial budget. Because the City is still in the early stage of two-year budget process, only FY2013-14 was formally adopted by the City Council on June 25, 2013. Staff plans to review, adjust, and present the second year, FY2014-15, to the City Council for adoption at the one-year mark.

During May and June 2013, neighborhood councils hosted several workshops to gather additional public comment on the proposed budget and input from the community regarding municipal services. Formal budget hearings were also held before the Council to receive additional public comment prior to the final adoption of the budget.

Staff welcomes City Council and public review on these and other aspects of the adopted FY2013-15 biennial budget.



* * * * *

I would like to thank all City staff, and in particular, the members of the Finance Department and its budget team, for their hard work in preparing this adopted budget.

OVERVIEW OF THE CITY OF RICHMOND

The City of Richmond, California (the “City” or “Richmond”), is located 16 miles northeast of San Francisco on the western shore of Contra Costa County (the “County”), occupies 33.7 square miles of land area on a peninsula that separates the San Francisco Bay from San Pablo Bay, and spans 32 miles of shoreline. Richmond was incorporated on August 7, 1905 and became a charter city on March 24, 1909.

Richmond is best known for its unique history and role in the World War II home front effort. Between 1940 and 1945, tens-of-thousands of workers from all over the country streamed into the City to support wartime industries. The City was home to four Kaiser shipyards which housed the most productive wartime shipbuilding operations of World War II, launching 747 ships during the war. The City was also home to approximately 55 war-related industries - more than any other city of its size in the United States.



Today, the City is an important oil refining, industrial, commercial, transportation, shipping and government center. An active redevelopment program in the downtown and waterfront areas and commercial expansion in the City’s Hilltop area, along the Interstate 80 and Interstate 580 corridors, and along the new Richmond Parkway have added to the tax base of the City in recent years.

MUNICIPAL GOVERNMENT

General

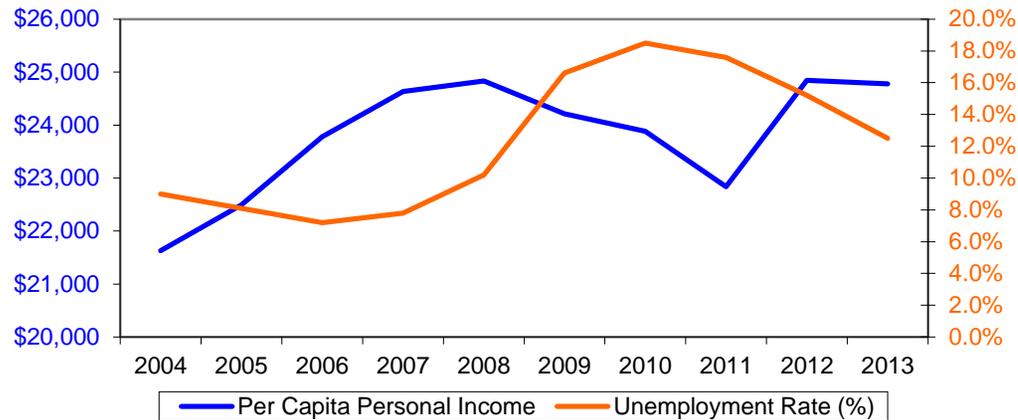
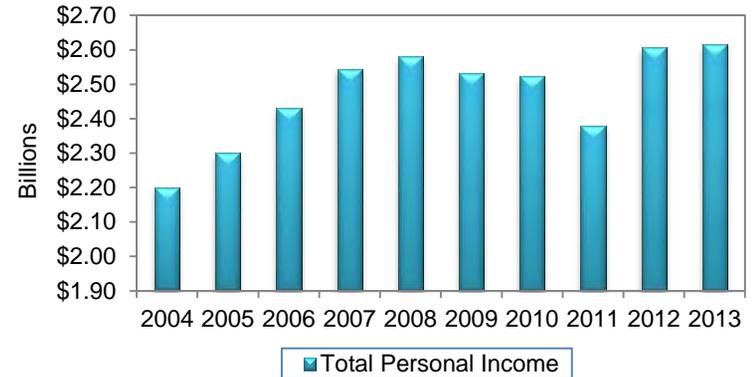
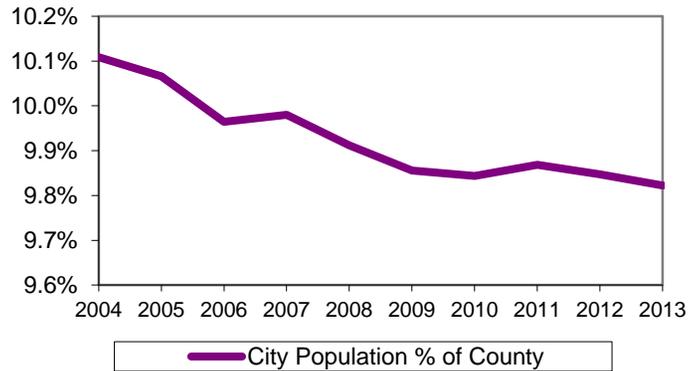
The City is governed by the City Council, consisting of a Mayor and six other Councilmembers. The Mayor is elected at large for a four-year term. Councilmembers are elected at large for staggered four-year terms. The Mayor is limited to two consecutive four-year terms. The City is a charter city, which means the City, through its charter (the “Charter”), may regulate municipal affairs, subject only to restrictions and limitations provided in the Charter; in matters other than municipal affairs, the City is subject to State

law.

The City provides a full range of services contemplated by statute or the Charter, including those functions delegated to cities under State law. These services include police and fire protection, emergency response, construction and maintenance of highways, streets and infrastructure, library services, storm water and municipal sewer systems, wastewater treatment and the administration of recreational activities and cultural events. The City also operates a downtown parking facility and the Richmond Memorial Convention Center.

The City has a Council-Manager form of government. The City Manager, appointed by the Mayor and City Council, is responsible for the operation of all municipal functions except the offices of the City Attorney, City Clerk and Investigative Appeals Officer. The officials heading these offices are appointed by the City Council and carry out policies set forth by the City Council.

**CITY OF RICHMOND
DEMOGRAPHIC AND ECONOMIC STATISTICS
LAST TEN YEARS**



Year	City Population	Per Capita Personal Income	Total Personal Income	Unemployment Rate (%)	Contra Costa County Population	City Population % of County
2003	101,137	\$20,730	\$2,096,570,010	10.1%	993,827	10.2%
2004	101,660	\$21,628	\$2,198,702,480	9.0%	1,005,698	10.1%
2005	102,307	\$22,493	\$2,301,191,351	8.1%	1,016,372	10.1%
2006	102,182	\$23,780	\$2,429,887,960	7.2%	1,025,436	10.0%
2007	103,306	\$24,635	\$2,544,943,310	7.8%	1,035,097	10.0%
2008	103,895	\$24,832	\$2,579,920,640	10.2%	1,048,185	9.9%
2009	104,602	\$24,213	\$2,532,728,226	16.6%	1,061,325	9.9%
2010	105,630	\$23,881	\$2,522,550,030	18.5%	1,073,055	9.8%
2011	104,220	\$22,839	\$2,380,280,580	17.6%	1,056,064	9.9%
2012	104,887	\$24,847	\$2,606,127,289	15.2%	1,065,117	9.8%
2013	105,562	\$24,781	\$2,615,931,922	12.5%	1,074,702	9.8%

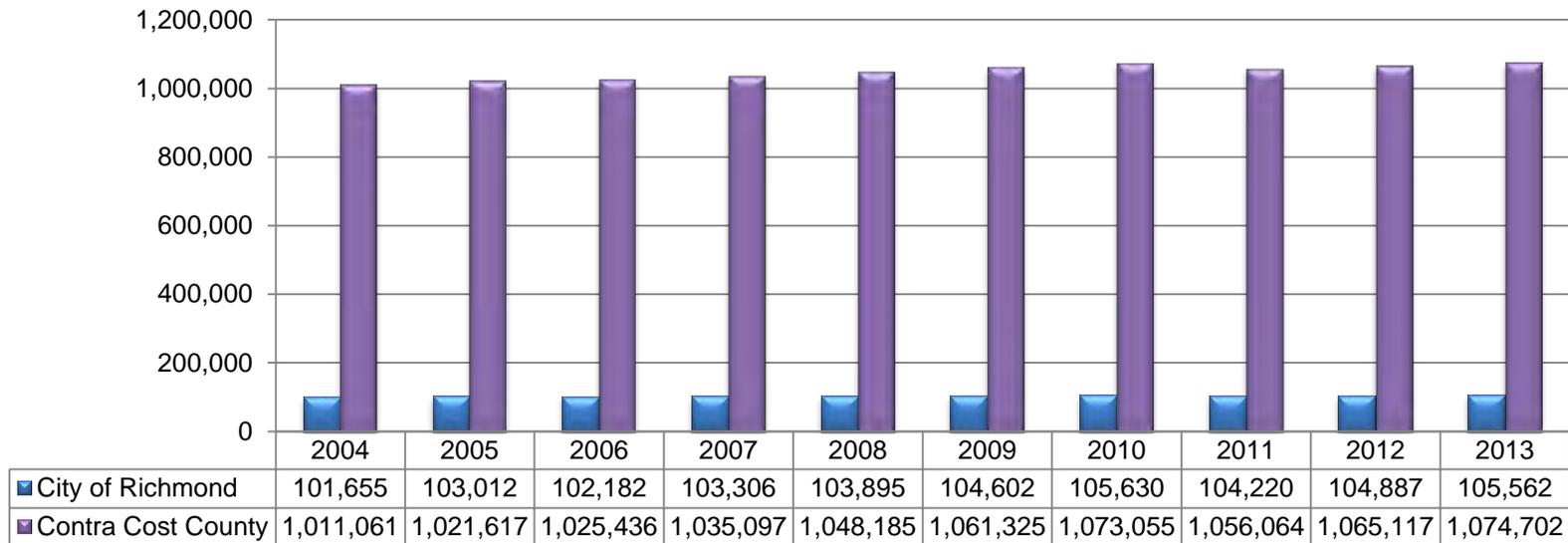
DEMOGRAPHIC AND ECONOMIC INFORMATION

The demographic and economic information provided below has been collected from sources that the City has determined to be reliable. Because it is difficult to obtain complete and timely regional economic and demographic information, the City's economic condition may not be fully apparent in all of the publicly available regional economic statistics provided herein.

Population

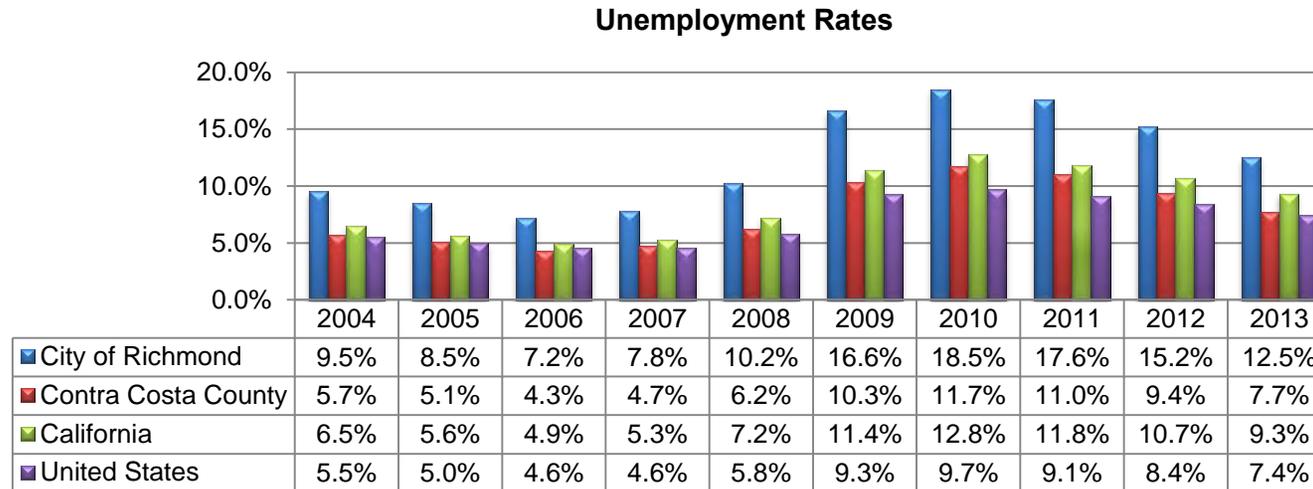
City residents account for approximately 10% of the population of Contra Costa County. While the period from 1980 to 2000 was characterized by rapid population growth in the City and the County, both reflect a trend of slower growth since then. The City's population growth averages 1% per year.

City and County Population



Employment

The chart below sets forth unemployment rates at the local, county, state, and national levels for the last ten years. The City's unemployment rate has continuously risen since 2007 and has remained significantly higher than the rates at the other three levels. The City's unemployment rate in 2009 more than doubled the rate of 7.2% in 2006, reflecting the general decline in the economy. With the slow economic recovery, the City's unemployment has consistently decreased from 2010 to 2013.



Sources: California Department of Finance; California Employment and Development Department; U.S. Department of Labor.

The City is centrally located in western Contra Costa County, within a short distance of the Cities of San Francisco and Oakland, as well as Marin County, and it is approximately 80 miles from the State capital, Sacramento. The economy of the City includes heavy and light manufacturing, distribution facilities, services, commercial centers, and a multi terminal shipping port on San Francisco Bay. Richmond also serves as a government center for the western portion of Contra Costa County.

Historically, the City has been viewed as a distribution center and a city of heavy industry, largely due to the visible presence of a major oil refinery, Chevron USA Richmond Refinery, and other major industrial and distribution uses: General Chemical, Bio-Rad Laboratories, the bulk liquid terminals in the Port of Richmond, the BNSF rail yard, a USPS distribution center and a UPS distributing center. The 500,000 square-foot Ford Assembly plant opened in early 2006, which significantly increased the amount of warehouse and manufacturing space in the City.

Since 1990, the City's economy has experienced growth in the high technology, light industry, research and development, medical technology, computer software and biotechnology sectors. Growth in these sectors is driven by a variety of factors, including proximity to San Francisco and the University of California at Berkeley, the availability of affordable housing for employees in a variety of neighborhoods, housing types and price ranges, and good access to freeway, rail and water transportation. While these new entrants have added diversity to the City's economy, older heavy industries continue to upgrade their facilities, making major investments in modernization and expansion. At the same time, green businesses, such as Power Light, have chosen to make Richmond their home.

The following table shows ten principal employers in the City, ranked by the number of their employees for Fiscal Year 2011-12.

RICHMOND PRINCIPAL EMPLOYERS

Employer	Number of Employees	Products
Chevron Refinery	1,950	Petrochemicals Refinery
West Contra Costa Unified School District	1,580	Education
Social Security Administration	1,259	Federal Government
U.S. Postal Service	1,047	Postal Service
Contra Costa County	844	County Government
City of Richmond	771	Local Government
Kaiser Permanente	677	Health Services
Bio-RAD Laboratories	473	Biotechnology
Michael Stead Auto Depot & Sales	472	Auto Dealership
Walmart	400	Retail
Dicon Fiberoptics	400	Fiberoptics

Source: City of Richmond Comprehensive Annual Financial Report for the Year Ended June 30, 2012.

Community Facilities

Richmond area residents have access to modern health care facilities. The Richmond area has two general hospitals, Doctors Hospital in San Pablo and Doctors Hospital in Pinole – both neighboring Richmond – plus the Kaiser Hospital Facility, located in downtown Richmond. Richmond also has several convalescent hospitals. The Richmond area offers a variety of leisure, recreational and cultural resources, from boating, fishing and hiking, to live theater, golf, tennis and team athletics. Three regional parks are on the shoreline: Point Pinole, George Miller Jr. /John T. Knox, Ferry Point and Point Isabel. In addition, the City is home to the Rosie the Riveter/World War II Home Front National Historical Park. The City operates a public marina (775 boat berths at Marina Bay), four large community parks (Point Molate Beach Park, Hilltop Lakeshore Park, Nichol Park, and Marina Park and Green), 25 neighborhood parks ranging in size from one to 22 acres, many play lots and mini parks, and seven community centers.

In addition, the City operates a disabled person's recreation center, a sports facility, two senior centers (Richmond Senior Center and Richmond Annex Senior Center), the Richmond Museum, the Richmond Municipal Auditorium, the Richmond Swim Center, Coach Randolph Pool, the Washington Fieldhouse, the Veterans Memorial Auditorium, and the Richmond Public Library. The Richmond Art Center, a privately funded arts organization, is partly supported by the City of Richmond.

Also in Richmond are several private yacht harbors, golf and country clubs, and community theaters. Within 30-45 minutes by BART or car are the cultural resources of other cities in the East Bay and Bay Area, including Oakland, Berkeley and San Francisco.

East Bay Regional Park District ("EBRPD") maintains one regional park, four regional shorelines, and one regional preserve within Richmond. One additional parkland facility, the 214-acre Kennedy Grove Regional Recreation Area, is located in an unincorporated area of the County bordering on the City at the eastern end of El Sobrante Valley. The four regional shorelines presently owned and maintained by EBRPD represent a substantial portion of the City's shoreline. The regional shorelines and Wildcat Canyon Park are used not only by residents of the City but also by the general public within the Bay Area region.

Transportation

The City is a central transportation hub in the Bay Area, offering convenient access throughout the region and well into central California. The City's port facilities, railroads and proximity to international airports are complemented by a network of freeways and public transportation services.

Freeways

Existing and new highways have made travel to and through the City more efficient and convenient. Interstate 80, which passes through the City, is a direct route to Oakland, San Francisco, Vallejo, Fairfield and Sacramento. Interstate 580 (the John T. Knox Freeway) provides continuous freeway access from Richmond's South Shoreline area to East Bay communities and to Marin

County and is stimulating new commercial, industrial and residential development along Richmond's South Shoreline. Similarly, completion of the Richmond Parkway through North Richmond in 1996 improves vehicular access between Marin and communities to the north and east on Interstate 80, while opening major tracts of land along the City's north shoreline for new development.

Port and Rail

The City's deep water port is California's third largest in annual tonnage, handling more than 20.8 million metric tons of general, liquid and dry bulk commodities each year, over 90% of which is in bulk liquids, the majority of which arrive at the private Chevron USA Long Wharf facility (the "Chevron Terminal"). The Port of Richmond (the "Port") comprises seven City owned terminals, five dry docks and 11 privately owned terminals. One of the City-owned terminals (Terminal One) is currently in the process of being sold to a developer for use as a residential development. In early 2004, the City entered into a lease with Auto Warehousing Company for the operation on City property of an auto importation business, which has been handling approximately 90,000 automobiles per year arriving on ships from South Korea. Private terminals are responsible for almost 95% of the Port's annual tonnage. On dock rail service is provided to many port terminals by the Burlington Northern Santa Fe ("BNSF") and the Union Pacific. The Port, together with the BNSF operations, serves as an intermodal rail facility. Interstate 580 has enhanced truck access to the Port.

The Port handles a widely varied assortment of cargo, although over 90% of the annual tonnage is in liquid bulk cargo, most of which is shipped through the Chevron Terminal. Principal liquid bulk cargoes are petroleum and petroleum products, chemicals and petrochemicals, coconut oil and other vegetable oils, tallow and molasses. Dry bulk commodities include coal, gypsum, iron, ore, cement, logs and various mineral products. Automobiles, agricultural vehicles, steel products, scrap metals, and other diversified break bulk cargoes are also a significant part of the Port's business.

The City is currently undertaking a 10-year Port expansion plan that is designed to increase the capacity and profitability of the Port.

Regional Airports

Oakland International Airport (18 miles away) and San Francisco International Airport (28 miles away) provide the City with world-wide passenger and freight service. In addition, Concord's Buchanan Field, in central Contra Costa County, is 25 miles to the east and provides limited scheduled service and general aviation services.

Public Transit

The public is served by the San Francisco Bay Area Rapid Transit System ("BART") with a station conveniently located in downtown Richmond; AMTRAK passenger train service is available from a station adjacent to the Richmond BART station; and AC Transit offers local bus service within the City, to other East Bay communities and to San Francisco.

Utilities

Electric power and natural gas services to the City are supplied by Pacific Gas & Electric Co. Telephone services to the City are supplied by AT&T. Water services to the City are supplied by East Bay Municipal Utility District. Sewer services to the City are supplied by West Contra Costa Sanitary District, Richmond Municipal Sewer District and Stege Sanitary District.

Education

The City comprises a portion of the attendance area of the West Contra Costa Unified School District, which comprises 42 elementary schools (18 of which are located in the City), seven middle schools (two of which are located in the City), and 14 high schools and alternative schools (six of which are located in the City) and has a total K-12 enrollment of approximately 35,000 students. In addition, private schools operate in the City and several institutions of higher education are located in or near the City, including the University of California at Berkeley, Contra Costa College, Diablo Valley College, Los Medanos College, the California Maritime Academy, California State University – East Bay, San Francisco State University, and the University of California at San Francisco.



JURISDICTIONAL COMPARISON

	<u>City of Richmond</u>	<u>City of Vallejo</u>	<u>City of Berkeley</u>	<u>City of Concord</u>
<i>Year Incorporated</i>	1905	1867	1878	1905
<i>Form of Government</i>	Council/Manager Charter City	Council/Manager Charter City	Council/Manager Charter City	Council/Manager General Law City
<i>Physical Area (Land)</i>	33.7 square miles	30.7 square miles	10.5 square miles	31.1 square miles
<i>Population</i>	105,562	117,112	112,580	123,812
Growth Over Last 10 Years	3.8%	-3.4%	7.9%	-0.8%
Total Full-Time Equivalents (FTE)	806	523	1,459	392
Population per FTE	131	224	77	316
Total Sworn FTE	285	180	299	152
Population per Sworn FTE	370	651	377	815
<i>Population By Ethnicity</i>				
White	18%	30%	59%	48%
Asian/Native Hawaiian/Pacific Islander	15%	25%	19%	12%
Black or African American	25%	22%	9%	3%
Hispanic or Latino (of any race)	39%	20%	10%	33%
American Indian and Alaskan Native	0.6%	0.7%	0.4%	0.2%
Other/Two or More Races	2%	2%	2%	4%
<i>Median Age</i>	34.6	36.8	31.0	37.8
<i>Number of Registered Voters</i>	41,466	56,634	80,963	56,907
<i>Party Affiliation</i>				
Democrat	68%	60%	65%	48%
Republican	8%	14%	4%	25%
Other/Decline to state	24%	26%	31%	27%
<i>Number of Housing Units</i>	41,219	44,338	49,570	47,154
<i>Number of Households</i>	36,093	40,559	46,029	44,278
<i>Average Household Size</i>	2.82	2.85	2.25	2.77
<i>Median Household Income</i>	\$50,346	\$52,388	\$60,908	\$63,228
<i>Per Capita Income</i>	\$24,781	\$23,334	\$38,877	\$31,417
<i>Unemployment Rate</i>	12.5%	10.5%	7.4%	7.9%
<i>Budget Comparison</i>				
General Fund Revenue Budget	\$143,591,860	\$82,770,547	\$150,800,550	\$79,215,663
General Fund Expenditure Budget	\$144,649,367	\$81,939,691	\$150,696,744	\$74,454,351
Expenditures per capita	\$1,370	\$700	\$1,339	\$601

FINANCIAL OPERATIONS

Financial Statements

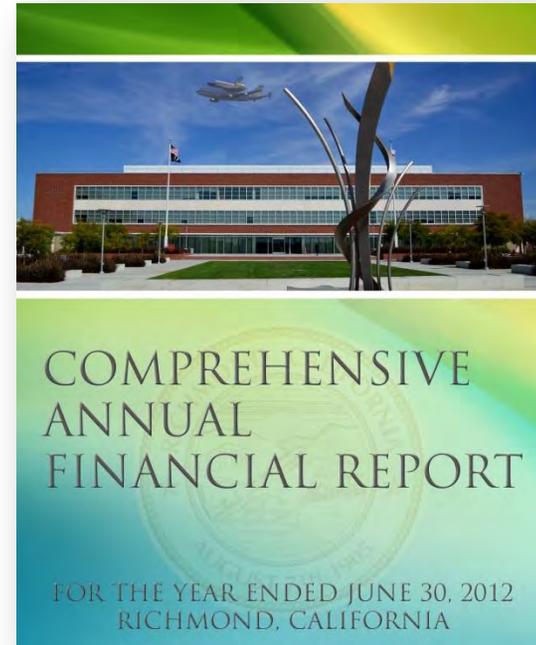
Since Fiscal Year 2001-02, the City has prepared its audited Basic Financial Statements (referred to as General Purpose Financial Statements in previous years) in accordance with Governmental Accounting Standards Board Statement No. 34 (GASB 34). The Basic Financial Statements provide both government-wide financial statements with a long-term perspective on the City's activities and the more traditional fund-based financial statements that focus on near-term inflows, outflows, and balances of spendable financial resources. The government-wide financial statements report on a full accrual basis and include comprehensive reporting of the City's infrastructure and other fixed assets.

Financial and Accounting Information

The City maintains its accounting records in accordance with Generally Accepted Accounting Principles (GAAP) and the standards established by the Governmental Accounting Standards Board (GASB). On a quarterly basis, a report is prepared for the City Council which reviews fiscal performance to date against the budget and recommends any necessary changes. Combined financial statements are produced following the close of each fiscal year.

The City Council employs an independent certified public accountant, who, at such time or times as specified by the City Council, at least annually, and at such other times as they determine, examines the financial statements of the City in accordance with generally accepted auditing standards, including tests of the accounting records and other auditing procedures as such accountant considers necessary. As soon as practicable after the end of the fiscal year, the independent accountant submits a final audit and report to the City Council.

The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures, or expenses, as appropriate. Government resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. The various governmental funds are grouped into three broad fund categories (governmental, proprietary, and fiduciary).

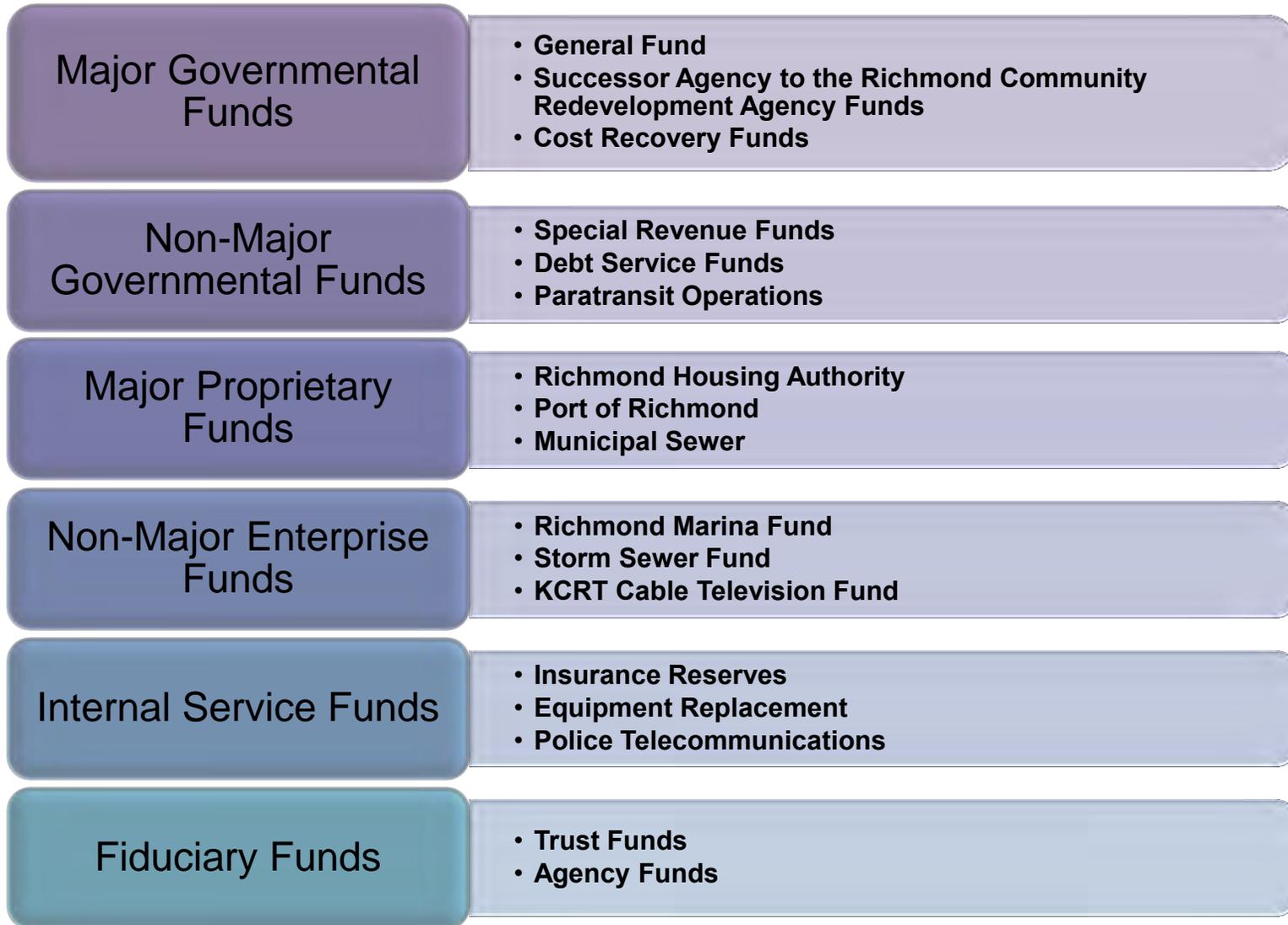


The City's budgets are adopted on a basis substantially consistent with GAAP with two exceptions relating to budgetary accounting in the general fund:

- The City collects property tax override amounts to pay pension obligations approved by voters prior to July 1, 1978. The portion of the property tax override proceeds that is earmarked for the general fund is recorded directly in the general fund as property tax revenue for budgetary purposes. For GAAP reporting, such revenue is recorded in the Pension Reserve Account with a corresponding operating transfer of the tax revenue earmarked for the general fund.
- Workers' compensation and litigation expenses are reported as operating transfers from the general fund to the internal service fund for budgetary purposes. For GAAP purposes, such costs are recorded as general fund expenditures.

Neither of these accounting treatments affects the underlying general fund balance.

Fund Structure



Governmental Funds

Governmental funds account for governmental activities mostly supported by taxes and charges for services. All governmental funds are accounted for on the "*current financial resources*" measurement focus and the modified accrual basis of accounting.

Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

The City has seventeen (17) governmental funds, of which four (4) are considered major funds. Information is presented separately for each major governmental fund and in the aggregate for non-major governmental funds. The City reports the following major governmental funds:

General Fund. The general fund is the primary operating fund of the City. It is used to report the financial results of the daily operations of the City. Major general fund revenue sources include property taxes, utility users taxes and sales taxes. Major general fund expenditures include salaries, employee benefits and administrative expenses.

Redevelopment Agency Capital Projects Fund. The Redevelopment Agency Capital Projects Fund accounts for administrative, operating, debt and construction activities undertaken by the Redevelopment Agency as necessary to carry out its responsibility for redeveloping blighted areas of the City.

Joint Powers Financing Authority Debt Service Fund. The Joint Powers Authority was established to issue debt on behalf of the City to finance various capital improvements within the City. This fund is used to account for bond proceeds, reserves and debt service funds.

General Capital Improvement Fund. This fund is used to account for monies designated for capital improvement projects within the City.

Proprietary Funds

Proprietary Funds account for business-type activities whose functions are intended to recover all or a significant portion of their costs through user fees and charges to external users of goods and services. Proprietary funds are accounted for using the "*economic resources*" measurement focus and the accrual basis of accounting.

Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of when cash changes hands.

Operating revenues in the proprietary funds are those revenues that are generated from the primary operations of the fund. All other revenues are reported as non-operating revenues. Operating expenses are those expenses that are essential to the primary operations of the fund. All other expenses are reported as non-operating expenses.

Proprietary funds of the City are two types: (1) enterprise funds and (2) internal service funds.

Enterprise funds are used to report any activity for which a fee is charged to external users for goods or services provided. The City maintains twelve proprietary funds. The City reports the following major enterprise funds:

Richmond Housing Authority Fund - accounts for all funds provided by the Department of Housing and Urban Development (HUD) to assist low income families in obtaining decent, safe and sanitary housing. The Richmond Housing Authority, a component unit of the City, manages this fund.

Port of Richmond Fund - accounts for operations of the Port of Richmond, a public enterprise established by the City and administered as a department of the City, including its operation of marine terminal facilities and commercial property rentals.

Municipal Sewer Fund - accounts for all financial transactions relating to the City's wastewater and collection services.

Internal service funds are used to finance and account for goods and services provided by a designated department to other departments in the City on a cost-reimbursement basis. Charges to receiving departments are determined using a variety of methodologies including historical usage and statistical analyses. The City maintains the following internal service funds:

Insurance Reserves Fund – used to report activities related to employees' claims due to industrial injuries and activities related to general claims against the City for damages incurred. Charges to departments are allocated based on average number of claims and dollar value, payroll costs incurred, and number of full-time equivalents in each department.

Equipment Replacement Fund – used to report activities related to replacement of City vehicles. Charges to departments are allocated based on acquisition cost, increased three percent for inflation, amortized over the useful life. Departments are charges based on usage.

Police Telecommunications Fund – used to report activities related to Computer Aided Dispatch (CAD) and Records Management System (RMS). Charges are allocated based on actual usage of services between local area Police and Fire agencies.

Cost Allocation Plan – used as the basis for allocating indirect costs from General Fund central service departments (i.e. City Clerk, Finance, Human Resources, etc.) to departments that receive administrative services in support of conducting their operations. As of July 1, 2011, Information Technology, Equipment Maintenance, and Facilities Maintenance were moved from internal service funds to the General Fund and included in the City's cost allocation plan. The cost allocation plan is prepared in

accordance with Generally Accepted Accounting Principles and methods of indirect cost allocation defined by the federal Office of Management and Budget's (OMB) Circular A-87. Allocation bases include a number of methodologies reflective of the benefit received. Receiving departments, such as Public Works, are charged monthly and the General Fund is reimbursed in the form of a contra-expense.

Fiduciary Funds

Fiduciary funds are used to account for resources that are held by the government as a trustee or agent for parties outside the government and cannot be used to support the government's own programs. The City reports the following fiduciary funds:

Pension Trust Funds. The Pension Trust Funds were established to account for revenues and expenditures related to City retirees' pension plans. The City administers the activities of certain pension funds on behalf of retirees including the following closed pension plans of the City: Pension Reserve, General Pension, Police and Firemen Pension and Garfield Pension. All current and future City employees are enrolled in CalPERS (California Public Employee's Retirement System). CalPERS manages all of the financial activities related to the pension plans offered by the City to current and future City employees.

Agency Funds. The various agency funds are used to maintain records of assets and the respective funds' financial activities on behalf of a third party. The City does not make any decisions relating to the uses of the assets in the agency funds.

Financial Policies

The financial policies of the City are summarized below. Copies of the Reserves Policy, Debt Policy, Swap Policy and Investment Policy can be obtained from the City's website.

Reserves Policy

In Fiscal Year 2004-05, the City Council established a \$10 million general fund contingency reserve policy. Although the policy called for the contingency reserve to be fully funded over a period of five fiscal years, the City fully funded the contingency reserve, in part by depositing \$8 million from one-time revenue sources, ahead of schedule during Fiscal Year 2005-06. In April 2007, the City Council adopted an update to the policy, providing for a minimum cash reserve of 7% of general fund expenditures, which would equate to approximately \$10.1 million for Fiscal Year 2013-14, in accordance with guidelines established by the Government Finance Officers Association. The reserve can be temporarily reduced in times of emergency, but must be restored thereafter.

Debt Policy

The City's Debt Policy limits General Fund net debt service to 10% of General Fund revenues and sets forth detailed debt

management and refunding practices. The City is in compliance with the Debt Policy for Fiscal Year 2013-14, with its net debt service equal to approximately 2.23% of General Fund revenues. See “DEBT SERVICE SCHEDULE” on page X-4.

Structural Balance Policy

In connection with its budget preparations for Fiscal Year 2004-05, the City Council adopted a policy to maintain structurally balanced budgets whereby one-time funds can be spent only on one-time uses and ongoing funds can be spent on ongoing (or one-time) uses. In addition, budget enhancements can be approved only if a new source of permanent revenues is received that will cover the future cost of such enhancements. The City is in compliance with the Structural Balance Policy.

Swap Policy

The City is authorized under California Government Code Section 5922 to enter into interest rate swaps to reduce the amount and duration of rate, spread, or similar risk when used in combination with the issuance of bonds. In May 2006, the City Council adopted a comprehensive interest rate swap policy (the “Swap Policy”) to provide procedural direction to the City, the Richmond Housing Authority, the Richmond Community Redevelopment Agency and the Richmond Joint Powers Finance Authority regarding the utilization, execution, and management of interest rate swaps and related instruments (collectively, “interest rate swaps”). Periodically, but at least annually, the City will review the Swap Policy and will make modifications as appropriate due to changes in the business environment or market conditions. The City undertook interest rate swaps in connection with its 2006 Wastewater Bonds, Richmond Community Redevelopment Agency Series 2007 Bonds, and the Lease Revenue Series 2007 Bonds.

Investment Policy

The City’s investment policy (the “Investment Policy”) provides guidelines for City officers charged with the investment of idle cash to ensure prudent investment and cash management practices. The Investment Policy establishes three criteria for selecting investment vehicles: safety, liquidity and yield. The Investment Policy states that an adequate percentage of the portfolio should be maintained in liquid short-term securities that can be converted to cash if necessary to meet disbursement requirements and that yield or “rate of return” on an investment should be a consideration only after the requirements of safety and liquidity are met.

Budget

Budgetary Accounting

The City adopts a budget annually to be effective July 1, for the ensuing fiscal year. The budgets are adopted on a basis substantially consistent with generally accepted accounting principles (GAAP). Budgeted expenditures are adopted through the passage of a resolution. This resolution constitutes the maximum authorized expenditures for the fiscal year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

The City uses an encumbrance system as an extension of normal budgetary accounting for the General Fund, special revenue funds, and capital projects funds. Under this system, purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of applicable appropriations. Encumbrances outstanding at year-end are recorded as reservations of fund balance since they do not constitute expenditures or liabilities. Unencumbered and unexpended appropriations lapse at year-end.

Budget Development Process

The budget development process is the formal method through which the City establishes its program priorities, goals and service levels for the upcoming fiscal year. Through the budget development process, policy is set, programs are established, service levels are expressed, performance measures are articulated, and resources are identified.

The “budgetary” method of accounting is used for preparing the City’s budget. The budget is a plan of revenue and expense activities for the fiscal year and is intended to provide a clear, concise, and coordinated financial program to attain the City’s goals and objectives. Revenue estimates are derived using historical and economic data on the state and local levels. The budget should be balanced with current revenues equal to or greater than current expenditures.

Responsibilities:

1. The Director of Finance has the overall administrative responsibility for planning, coordinating, analyzing, preparing and issuing the budget.
2. Each Department Director is responsible for preparing and submitting the budget for the department and its subsidiary divisions in accordance with the budget instructions.
3. The City Manager, in close consultation with the division and department directors, is responsible for making the final determination of the proposed budget to be submitted for approval to the City Council.
4. The City Council is responsible for approving the annual operating budget.

Preparing the Budget:

1. As a general rule, from October to December, the City Manager, Assistant City Manager, the Director of Finance, and Budget Division hold a series of planning meetings to analyze financial performance and determine preliminary budget guidelines for the upcoming fiscal year.
2. Following the planning meetings, the Director of Finance prepares strategy recommendations for the upcoming budget and presents them to the City Manager.
3. The City Manager, Assistant City Manager, and the Director of Finance make a final determination of the budget strategy and guidelines.

4. In January and February, the Budget Division drafts the budget guidelines, instructions, supporting materials, forms and worksheets, and distributes them to all departments and divisions responsible for budget preparation.

The budget guidelines are based on financial information that includes:

- a. New budget policies for the upcoming fiscal year.
 - b. Department worksheets with historical actual and proposed operating revenue and expenses.
 - c. Variance analysis (actual versus budgeted financial activity) and forecast analyses.
5. The Budget Division coordinates a series of workshops to provide technical assistance to staff who are involved in preparing budgets for their departments or divisions.
 6. Under the direction of the department director, departments and divisions prepare their budgets.
 - a. Budgets are expected to conform to the standards set forth in the Budget Guidelines and Instructions manual.
 - b. Should the budget deviate from those standards, the department or division prepares a justification.
 - c. If a department's proposed budget includes new programs, the department includes information and justification on the programs including amounts that will be required to fund their implementation.
 7. When the division and department budgets are completed, the department director reviews them and forwards them to the Budget Division.
 8. The Budget Division compiles the divisional and departmental budgets into a draft for a single City-wide budget, analyzing all revenue and expenditure projections to ensure that they meet the City's goals and objectives, adhere to the budget guidelines, and that no category has been overlooked.
 9. The Budget Division presents to the City Manager and the Director of Finance the completed draft budget and a master list of departments' proposed new programs.
 10. The City Manager, Director of Finance, and department directors meet between March and the end of April to review the draft budget, make necessary adjustments, and determine which of the proposed new programs will be presented to the City Council for adoption. These meetings are an opportunity for each department and division to present their proposed budget and their justifications for new programs, and to enhance senior management's knowledge of operational needs.
 11. When the draft budget has been approved by the City Manager, Assistant City Manager, and the Director of Finance, the adjusted divisional and departmental budgets are returned to the department directors for their information and acknowledgement.
 12. In early May, the Budget Division compiles a brief summary of the draft budget and sends a copy to the City Council pursuant to the applicable City resolution.
 13. The Budget Division distributes the draft budget summary to the City Council. At the May City Council meeting, the department directors hold a work session to inform the City Council about the budget and the strategies and the financial data upon which it is based.

14. Based upon the City Council’s comments, the Budget Division may subsequently revise the draft budget.
15. Public hearings are conducted on the proposed budgets to review all appropriations and sources of financing.
16. At its June meeting, the City Council formally adopts the budget. Once adopted, the budget is the City Council approved operational plan for the ensuing fiscal year.

Budget Preparation Calendar:

<i>ACTION / ACTIVITY</i>	<i>DATE</i>
First Quarter Operating & CIP Performance Measure Status Reports Due	October 15, 2012
Mid-year revenue and expenditure projections and Second Quarter Operating & CIP Performance Measure Status Reports Due	January 11, 2013
Mid-Year Budget Review - Workshop with the City Manager and City Council	February 19, 2013
FY2013-15 BIENNIAL BUDGET KICK OFF & TRAINING	February 21, 2013
FY2013-15 Budget input window	February 25, 2013- March 4, 2013
Budget Hearings with City Manager and Executive Budget Committee	March 18, 2013– April 5, 2013
Comprehensive Annual Financial Report (CAFR) Complete	April 15, 2013
Third Quarter Operating & CIP Performance Measure Status Reports Due	April 15, 2013
Community Budget Meetings	May 2013
Financial Overview and Budget Presentations to City Council	May 21, 2013
Proposed Five-Year Financial Plan Presentation to Council	June 4, 2013
Departmental Budget Presentations. City Council review and policy discussion. Budget Checklist created.	June 11, 2013
City Council review and direction on Budget Checklist and changes to proposed budget	June 18, 2013

City Council to adopt FY2013-14 and 2014-15 Operating Budget and FY2013-14 to 2017-18 Capital Improvement Plan	June 25, 2013
Adopted budget available in MUNIS financial system	June 30, 2013
Fourth Quarter Operating & CIP Performance Measure Status Reports Due	July 15, 2013

Monitoring the Budget:

1. Once in place, the adopted budget becomes the main internal control document used to monitor and manage the City's financial position.
2. Expenditures are controlled at the fund level for all budgeted departments within the City. This is the level at which expenditures may not legally exceed appropriations.
3. Finance provides a Monthly Revenue and Expenditures Report to the Finance Committee indicating revenue and expenditures for the month and year to date.
4. Department directors review the reports and prepare written explanations of significant variances between actual revenues and expenditures and the budget projections. These data are intended to help department directors control expenditures and maximize revenue.
5. After receiving the Monthly Revenue and Expenditures Report for the quarter ending month, department directors may submit new appropriation requests and adjustments to the adopted budget. The Budget Division prepares monthly Variance Reports for City Council and with approval of the City Manager, Assistant City Manager, and Finance Director, may include requested appropriation changes and/or adjustments for the approval of the City Council.
6. Throughout the year, department directors assist their divisions and departments in taking any necessary corrective action to control costs.

Budget Amendments:

Amendments to the budget may be made throughout the fiscal year. A mid-year budget review is conducted and presented to the City Council in January. Any amendment or transfer of appropriations between object group levels within the same department must be authorized by the Finance Director or his/her designee. Appropriations of new monies, transfers between funds, or any amendment to the total level of appropriations require formal action through City Council resolution irrespective of amount. Supplemental appropriations financed with unanticipated revenues during the year must also be approved by the City Council.

Capital Planning

Each year the City adopts a five-year Capital Improvement Plan ("CIP") containing a forecast of capital improvement needs and funds identified to meet those needs during the current budget fiscal year and the next four fiscal years. The CIP for FY2013-14

identifies approximately \$71.2 million of funded capital improvement projects funded by capital project, enterprise, internal service, and Successor Agency funds; and approximately \$573.5 million of unfunded capital improvement projects over the next five fiscal years. The CIP is available on the City's website.

Five-Year Strategic Business Planning

The City of Richmond's Five-Year Strategic Business Plan (5YSBP) is a distinct document that integrates strategic planning and budgeting. Strategic planning addresses the needs of the citizens and Council as a whole by defining what is to be accomplished through the use of its resources. It allows staff to identify future challenges and opportunities, causes of fiscal imbalances, and strategies to secure financial sustainability.

The 5YSBP was presented and adopted by the City Council in October 2009. The complete document is available from the City's website at www.ci.richmond.ca.us/5YSBP. The 5YSBP was adopted to help the City Council assess the impact of policy decisions on the City's quality of life. As a blueprint for the future, the 5YSBP outlines the City's goals and evaluates its financial capability to achieve them. The 5YSBP outlines the City's adopted strategic goals: maintain and enhance the physical environment; promote a safe and secure community; promote economic vitality; promote sustainable communities; and promote effective government.

On a quarterly basis, the City Manager meets with the various Department Directors and their staff to discuss the status, future activity, and success indicators for each objective.

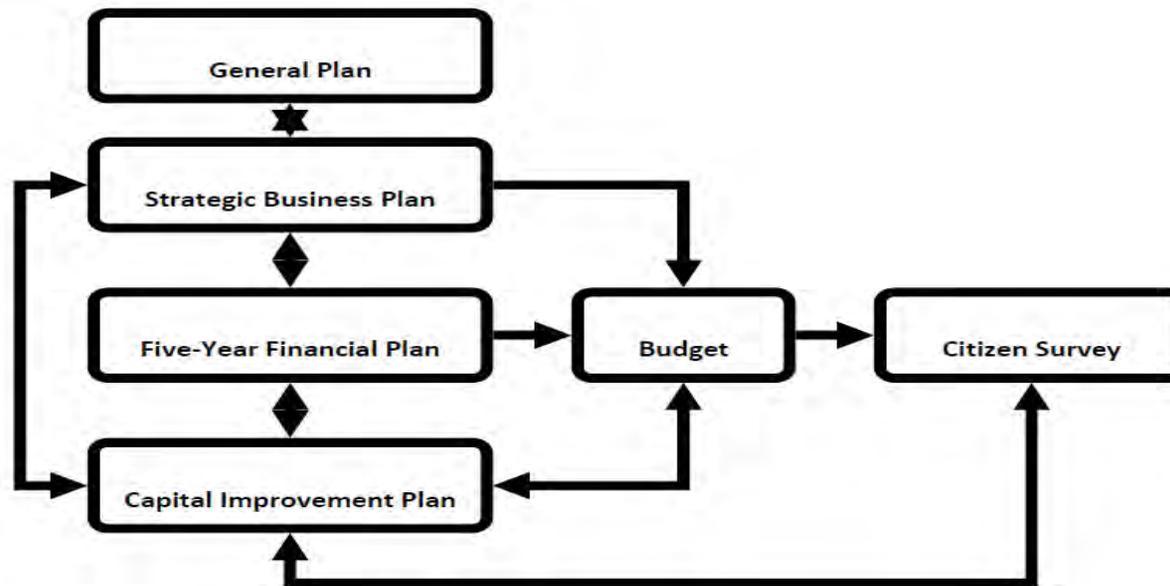
Through the City Council's continued leadership, Richmond will continue to fulfill its strategic goals, ensuring the community's quality of life.

Five-Year Financial Planning

The City of Richmond’s Five-Year Financial Plan (“the Plan”), adopted by City Council on June 4, 2013, is an annual 5-year forecast of revenue and expenditure projections to be used as a tool for the long term sustainability of the City and its employees. The Plan looks forward at the City’s operating revenues and expenditures and uses them to project a sustainable level that will guide the development of capital projects, service levels, revenue levels and budgets in line with the General Plan and the strategies and objectives of the *Five-Year Strategic Business Plan*.

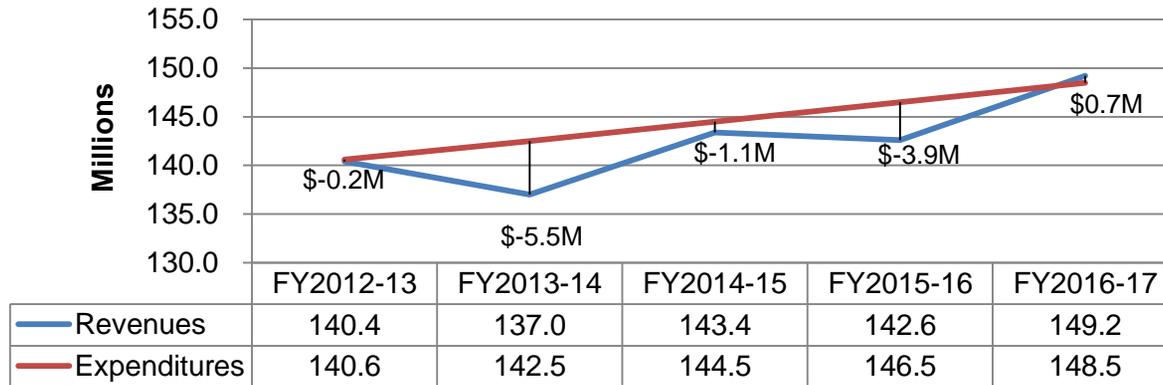
The Plan provides a snapshot of possible projected fiscal outcomes and their impacts on maintaining the City’s service levels and policies. A number of financial indicators and analyses—including the consumer price index—were used to determine

The City’s five-year financial planning complements other planning processes that the City uses such as budgeting, strategic business planning, and capital improvement planning. Together they form a complete planning framework as illustrated below.



The Five-Year Financial Plan works in conjunction with the budget as it provides a long-term financial outlook. This enables the City to take a proactive approach to mitigating potential negative impacts. The forecast summary below depicts the General Fund projected operating position through FY2016-17. At the time of adoption, a budget shortfall of \$5.5 million was projected in the Five-Year Financial Plan. During the FY2013-14 budget development phase, staff worked to decrease the shortfall to \$408 thousand using various cost-saving measures.

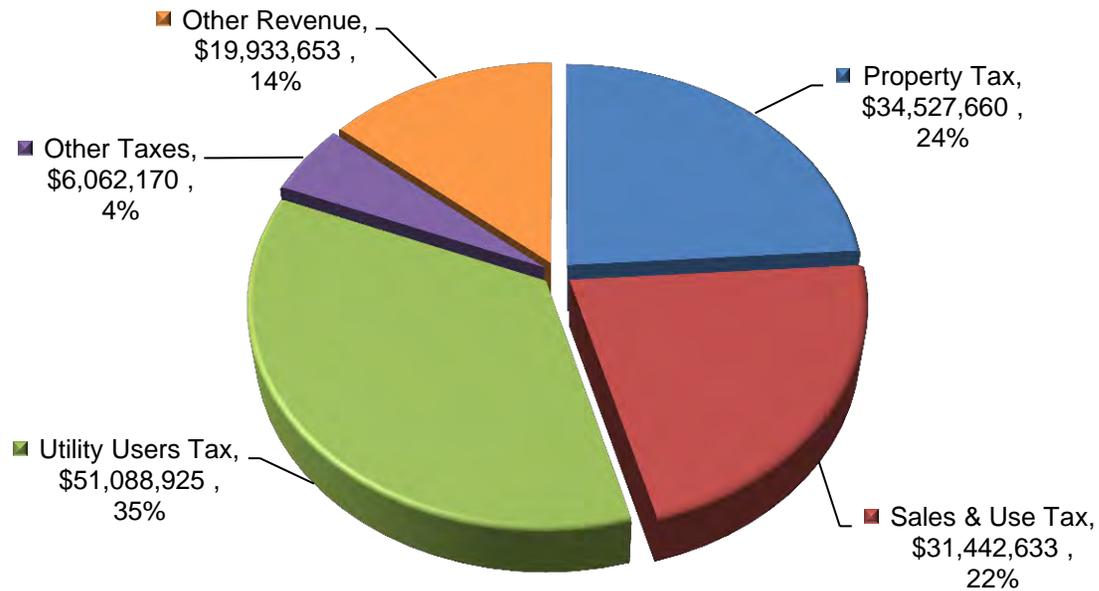
Five-Year Financial Forecast Summary



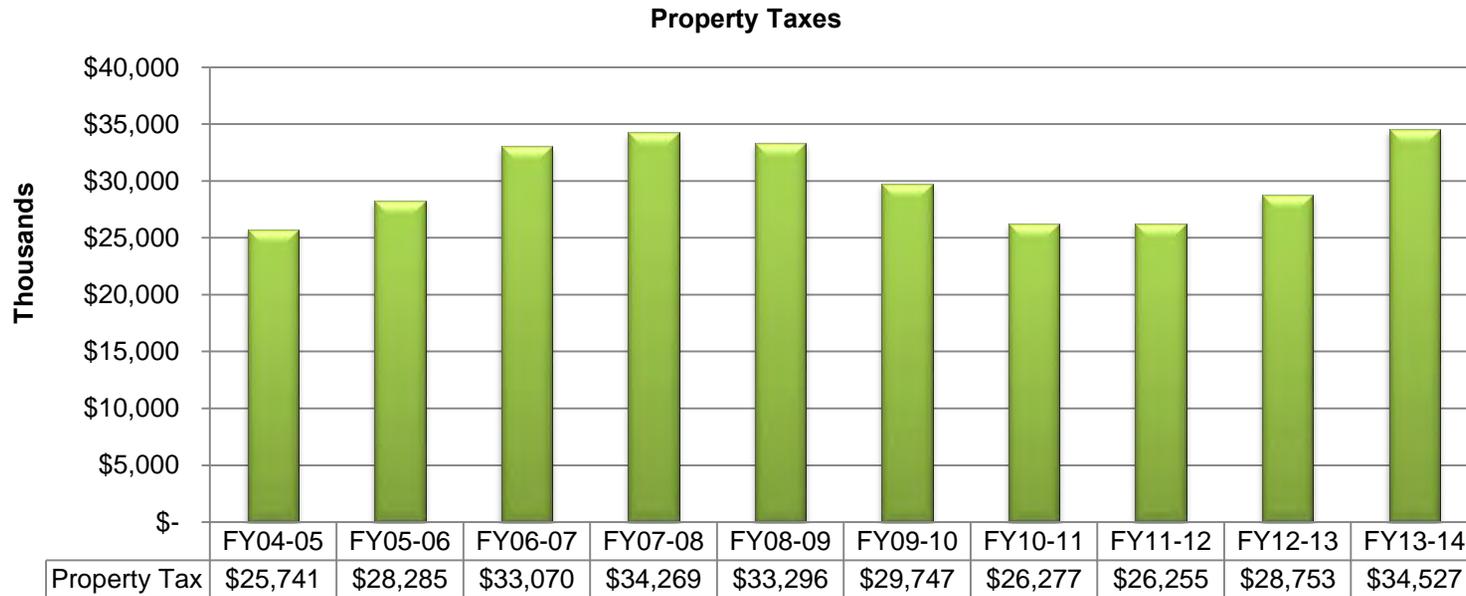
Major General Fund Revenue Sources

Following is a discussion of the City's principal general fund revenue sources: property taxes, utility user taxes, sales and use taxes, and other taxes. For Fiscal Year 2013-14, the budget projects these principal sources to total approximately \$124.3 million, or 86.2% of the General Fund revenue budget. The overall General Fund budget including all revenue sources totals \$144.2 million. The revenue budget is developed based on financial indicators and analyses, including the consumer price index, trend analyses, and reports provided by Contra Costa County.

FY2013-14 General Fund Revenue Budget



Property Taxes and Assessed Valuations



The City utilizes the facilities of the County for the assessment and collection of property related taxes for City purposes. The assessed valuation of property is established by the County Assessor and reported at 100% of the full cash value as of January 1, except for public utility property, which is assessed by the State Board of Equalization. City property related taxes are assessed and collected at the same time and on the same tax rolls as are county, school, and special district taxes.

The County collects the *ad valorem* property taxes. Taxes arising from the basic one percent levy are apportioned among local taxing agencies on the basis of a formula established by State law in 1979. Under this formula, the City receives a base year allocation plus an allocation on the basis of growth in assessed value (consisting of new construction, change of ownership and inflation). Taxes relating to voter-approved indebtedness are allocated to the relevant taxing agency. Taxes relating to voter-approved pension costs are allocated to the taxing agency. Beginning in Fiscal Year 1990-91 (with the adoption of new State legislation), the County has deducted the pro-rata cost of collecting property taxes from the City's allocation.

The California Community Redevelopment Law authorizes redevelopment agencies to receive the allocation of tax revenues resulting from increases in assessed valuations of properties within designated project areas. In effect, the other local taxing

authorities realize tax revenues from such properties only on the base-year valuations, which are frozen at the time a redevelopment project area is created. The tax revenues which result from increases in assessed valuations flow to the redevelopment areas. The City has created redevelopment project areas pursuant to State law. Generally, funds must be spent within the redevelopment areas in which the tax increment revenues were generated and may only be spent on projects which qualify under State redevelopment law.

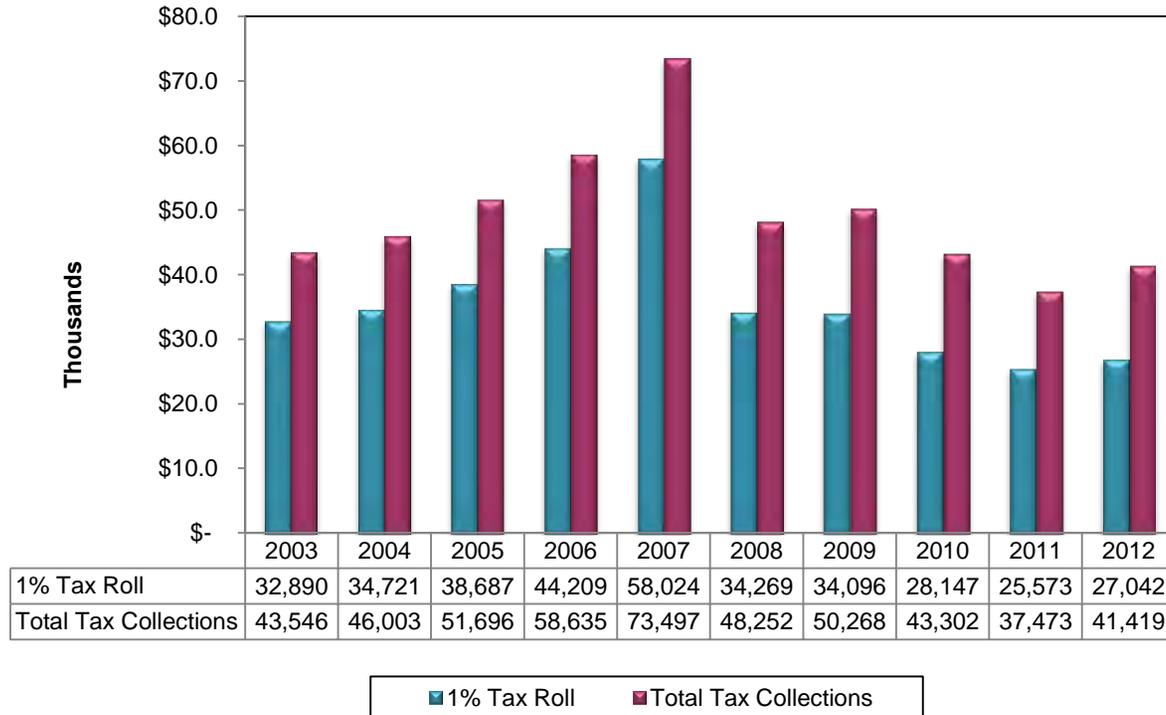
As previously discussed, pursuant to Article XIII A of the California Constitution, annual increases in property valuations by the County Assessor are limited to a maximum 2% unless properties are improved or sold. Transferred properties and improvements are assessed at 100% of full cash value. Therefore, the County tax rolls do not reflect values uniformly proportional to market values.

Business inventories are exempt from property taxation and are not included in the values shown in the following tables. Also excluded is the first \$7,000 of the value of owner occupied residences, pursuant to the homeowners' exemption under State law.

"Secured" property is real property which in the opinion of the County Assessor can serve as a lien to secure payment of taxes. "Utility" property is any property of a public utility which is assessed by the State Board of Equalization rather than the County Assessor, and which is also "secured" property.

Property tax receipts collected for the City by the County are set forth in the chart below. In preparing its annual budgets, the City forecasts property taxes based on each of the specific categories of receipts (secured and unsecured, current and delinquent receipts, supplemental, and State replacement funds). Current receipts are derived from the County Assessor's estimate of growth in assessed valuation, adjusted for estimates in growth for redevelopment project areas. Estimates of other property tax receipts are primarily based on historical collections.

**City of Richmond
Property Tax Levies and Collections
Last Ten Fiscal Years**



Teeter Plan. The City is located within a county that is following the “Teeter Plan” (defined below) with respect to property tax collection and disbursement procedures. Under this plan, a county can implement an alternate procedure for the distribution of certain property tax levies on the secured roll pursuant to Chapter 3, Part 8, Division 1 of the Revenue and Taxation Code of the State of California (comprising Section 4701 through 4717, inclusive), commonly referred to as the “Teeter Plan.”

Generally, the Teeter Plan provides for a tax distribution procedure by which secured roll taxes and assessments are distributed to taxing agencies within the county included in the Teeter Plan on the basis of the tax levy, rather than on the basis of actual tax collections. The County then receives all future delinquent tax payments, penalties and interest, and a complex tax redemption distribution system for all participating taxing agencies is avoided. While the County bears the risk of loss on delinquent

taxes that go unpaid, it benefits from the penalties associated with these delinquent taxes when they are paid. In turn, the Teeter Plan provides participating local agencies with stable cash flow and the elimination of collection risk. The constitutionality of the Teeter Plan was upheld in *Corrie v. County of Contra Costa*, 110 Cal. App. 2d 210 (1952). The County was the first Teeter Plan county in the State when the Teeter Plan was enacted by the State Legislature in 1949.

The valuation of property is determined as of January 1 each year and equal installments of tax levied upon secured property become delinquent on the following December 10 and April 10. Taxes on unsecured property are due May 15 and become delinquent August 31.

Although the City receives its entire secured tax levy amount each year under the Teeter Plan, an indication of actual tax collections can be obtained from the history of collections of all entities levying taxes within the City limits.

Largest Taxpayers. Set forth in the following table are the ten largest secured taxpayers in the City for the Fiscal Year FY2012-13, based on assessed valuations within the City.

RICHMOND LARGEST PROPERTY TAX PAYERS

<u>Property Owner</u>	<u>Type of Business</u>	<u>Assessed Valuation⁽¹⁾</u>	<u>Total⁽²⁾</u>
Chevron USA	Industrial	\$5,194,208	40.71%
Guardian KW Hilltop LLC	Residential	143,382	1.12%
Kaiser Foundation Hospitals	Unsecured	76,677	0.60%
US Bank	Commercial	75,184	0.59%
Richmond Essex LP	Residential	60,694	0.48%
BioRichland LLC	Industrial	59,777	0.47%
Cherokee Simeon Venture I LLC	Commercial	46,477	0.36%
Pacific Atlantic Terminals LLC	Industrial	45,295	0.35%
Auto Warehousing Company	Unsecured	42,817	0.34%
Foss Maritime Company	Unsecured	42,314	0.33%
Total		\$5,786,925	45.35%

(1) In thousands

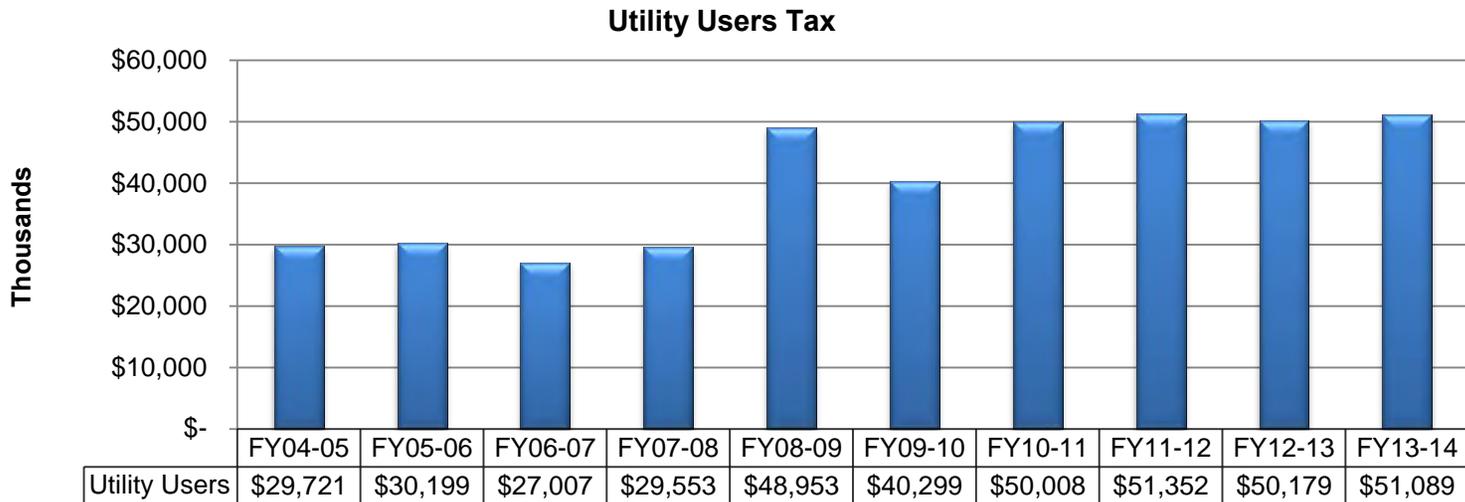
(2) Based on total net assessed value of \$12,760,685 (in thousands)

Source: HDL Companies 2012-13 CAFR Statistical Reports.

Utility Users Tax

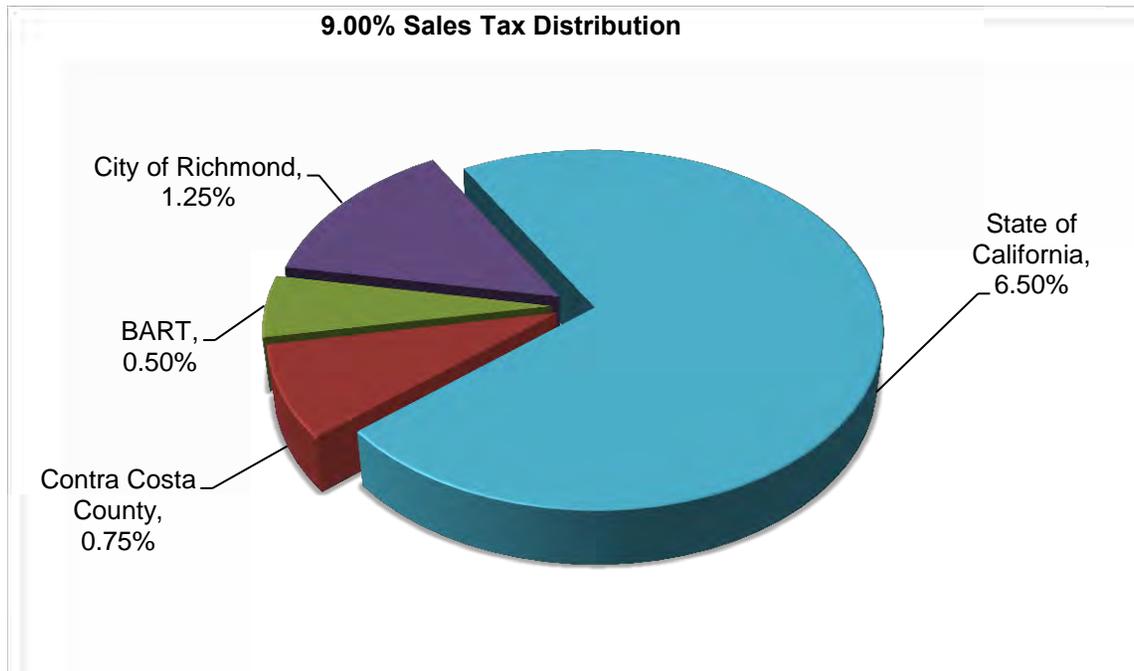
The City collects a tax (the “Utility Users Tax”) from utility users within the City’s boundaries. Such users are charged 10% of the total bill for electricity and gas services, and 9.5% of the total bill for phone and cable television services. The tax is not applicable to State, County, or City agencies, insurance companies or banks. The Utility Users Tax represented the largest revenue source for the City in Fiscal Year 2013-14.

The Richmond Municipal Code Section 13.52.100 provides that any electric service user may annually elect to pay a maximum Utility Users Tax that is calculated as the base amount of \$1,148,137.54 for each percent of tax imposed for any tax year, which base amount is then adjusted annually by that percentage which is ninety percent (90%) of the total percentage of change in the United States Department of Labor, Bureau of Labor Statistics’ Gas (piped) and Electric Consumer Price Index For All Consumers Urban for the San Francisco/Oakland/San Jose Area calculated on the basis of the two consecutive and most recently completed years for which data is available from the United States Department of Labor. In order to elect to pay the maximum Utility Users Tax, a user of the electric service must enter into an agreement with the City Tax Administrator prior to the commencement of the tax year to pay the maximum tax liability directly to the City during the tax year. No portion of the maximum Utility Users Tax is refundable in the event the service user subsequently determines that its tax liability under this chapter would have been less than the maximum Utility Users Tax calculated as described above.



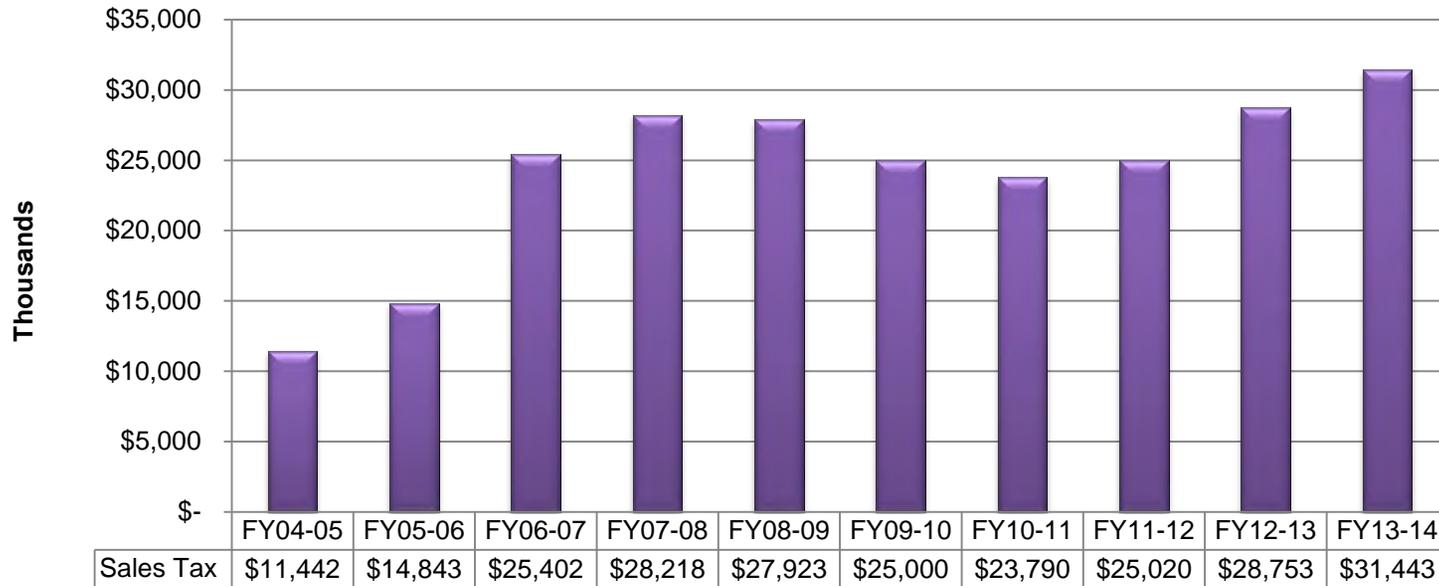
Sales and Use Taxes

The sales tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. The use tax is an excise tax imposed on a person for the storage, use or other consumption of tangible personal property purchased from any retailer. The proceeds of sales and use taxes (collectively, "Sales Tax") imposed within the boundaries of the City are distributed by the State to various agencies as shown below in the table below. The total Sales Tax rate for the City currently is 9.00% and is allocated as follows:



Source: California State Board of Equalization.

Sales Tax

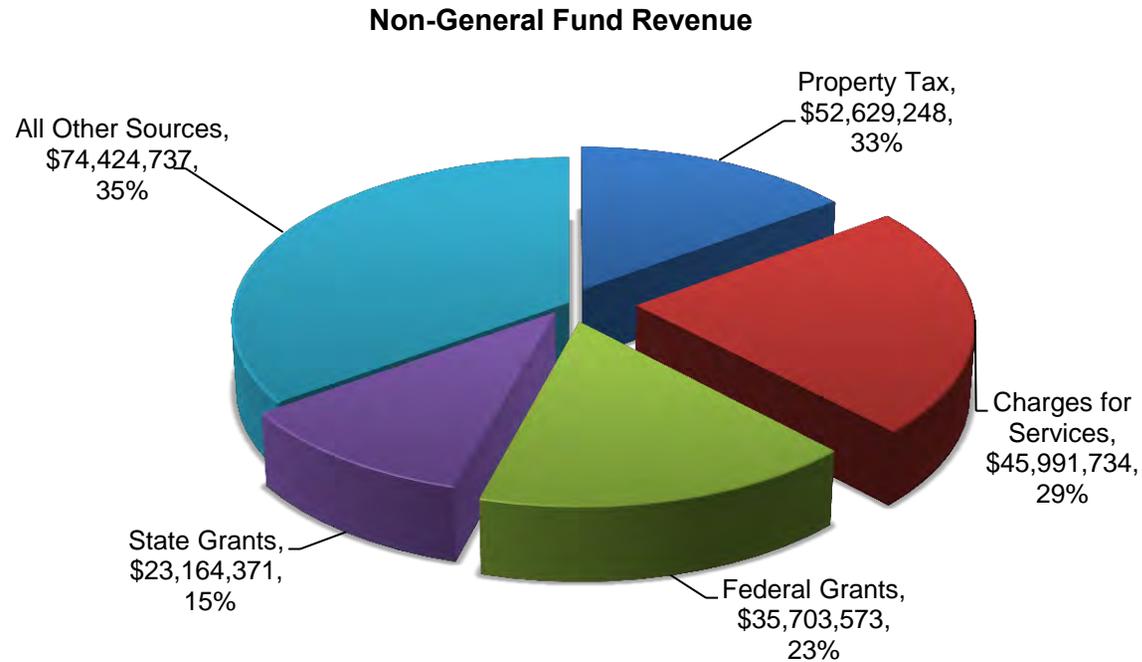


Other Taxes

Other taxes include franchise fees, transient occupancy tax, and documentary transfer tax which is the largest amount collected under this revenue source. The City collects a tax (the “Documentary Transfer Tax”) on all transfers by deeds, instruments, writings or any other document by which lands, tenements, or other interests in real property are sold at a rate of \$7.00 for each \$1,000 or fractional part thereof of the consideration.

Major Non-General Fund Revenue Sources

Following is a discussion of the City's principal non-general fund revenue sources: property tax, charges for services, federal grants, and state grants. For Fiscal Year 2013-14, the budget projects these individual non-general fund revenue sources to total approximately \$157.5 million. The overall Non-General Fund budget including all revenue sources totals \$213.4 million.



Property Taxes

The property taxes received outside the General Fund is from tax increment, special assessment tax (assessment district, floating lien), pension override, and secured and unsecured property taxes. The tax increment is collected and used in the Richmond Community Redevelopment Agency (RCRA) for the revitalization of physical, economic and social conditions of blighted areas and community enhancing programs to improve the general welfare and enhance the quality of life in the community. The other revenues are used on debt service, retirement benefits, bank fees, and other miscellaneous expenses. Projections of tax increment revenues are from hiring an outside consulting agency with assumptions from the assessor's office. Assessed valuation determines the revenue from the special assessment tax each year. Pension override is a fixed rate of tax levied upon the taxable and personal property within the taxing districts. For secured property taxes - revenue is generated when the Assessor establishes the value of

property (land or structures) on January 1st. This value is multiplied by the tax rate then some special charges are added i.e. sewer assessment charges. Unsecured property taxes are taxes against businesses for property that can be relocated such as business equipment, planes, and boats. The unsecured tax revenue comes from the prior year secured tax on January 1st multiplied by the tax rate.

Charges for Services

These charges adhere from three main departments of the City of Richmond – Engineering, Human Resources, and Public Works. Engineering generates revenue from wastewater sewer charges and for capital improvement work. The Wastewater sewer division receives revenues from fixed fees from residential, commercial, and industrial users as set by ordinance. While the residential fees are fixed based on the number of users, commercial and industrial pay a flat fee and a flow based fee. These non-residential fees (commercial & residential) are based on prior year usage. Engineering charges for services it renders to other departments for projects they perform. The Human Resources department receives revenue from general liability cost allocations and departmental worker's compensation reimbursements. These general liability allocations are based on the annual actuarial study and program expenses while worker's compensation reimbursements vary from year to year based on claims activity. The Public Works department receives revenue come from internal service fund charges for equipment replacement. The allocations are based on the straight-line depreciation method taking into account acquisition cost and useful life.

Federal Grants

While some recurring grants are easy to estimate future revenues it's often difficult to forecast new grant revenues several years out. Employment & Training received several grants including the Brownsfield Job Training Grant from the United States Environmental Protection Agency (US EPA) and the Construction Transfer Grant from the Department of Labor. The received grants from Housing and Urban Development (HUD) for the Neighborhood Stabilization program and the Homeless Prevention Shelter. RCRA was also awarded a grant from the Economic Development Administration. The City of Richmond will continue to explore and apply for grants in the future to better help serve our communities.

Other Grants

The revenue from other grants fund capital projects in the Richmond Community Redevelopment Agency.

Employee Compensation

Employees are compensated based on job classification, which is a group of positions sufficiently similar with respect to their duties and responsibilities that: (a) the same descriptive title may be used to designate the positions allocated to the class; (b) the scope and level of duties and responsibilities are similar; (c) the same qualifications and tests of fitness may be required of all incumbents; and (d) the same salary rate or range can apply with equity under substantially the same working conditions. Salaries are established on a monthly basis and are paid over twenty-four periods each fiscal year.

Compensation packages include the following benefits: medical plan, dental plan, vision plan, cafeteria plan, life insurance, disability insurance, flexible benefits plan, employee assistance program, and professional development.

Employees are represented by the following bargaining units: Service Employees International Union (SEIU) Local 1021; International Federation of Professional and Technical Employees (IFPTE) Local 21; Richmond Police Officers Association (RPOA); Richmond Police Management Association (RPMA); International Association of Fire Fighters (IAFF) – Local 188; and Richmond Fire Management Association (RFMA). Memorandums of Understanding (MOUs) between the City of Richmond and bargaining units explain employee compensation as stipulated. They are available on the City’s website.

Pension Plans

The City contributes to the California Public Employees’ Retirement System (“PERS”) as well as three separate City-administered, single-employer, defined-benefit pension plans – the General Pension Plan, the Police and Firemen’s Pension Plan and the Garfield Pension Plan.

California Public Employees’ Retirement System

The City contributes to PERS, an agent, multiple-employer, public employee, defined benefit, pension plan. PERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. PERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute and city ordinance. Copies of PERS’ annual financial report may be obtained from their Executive Office: 400 P Street, Sacramento, CA 95814.

Funding Policy: Miscellaneous Plan participants are required to contribute 8% of their annual covered salary, while Safety Plan participants are required to contribute 9% of their annual covered salary. The City makes the contributions required of City employees on their behalf and for their account. The City as employer was required to contribute for the period from July 1, 2005 to January 31, 2006 at an actuarially determined rate of 20.417% and 34.045% of annual covered payroll for miscellaneous and safety employees, respectively. The employer contribution rate was changed on February 1, 2006. From February 1, 2006 to June 30, 2006, the City was required to contribute at an actuarially determined rate of 11.328% and 16.485% of annual covered payroll for

miscellaneous and safety employees, respectively in part reflecting the City's prepayment of its Unfunded Actuarial Accrued Liability (UAAL) from proceeds of pension obligation bonds in 2005. The contribution requirements of plan members and the City are established and may be amended by PERS.

General Pension Plan. The General Pension Plan funds retirement and other benefits payable to 36 retirees who are not covered by PERS. The General Pension Plan is closed to new membership, and all of its current members are retired. Benefits are funded from the assets of the General Pension Plan and from related investment earnings. The City is required under its charter to contribute the remaining amounts necessary to fund the General Pension Plan using the Entry Age Normal Cost actuarial cost method as specified by ordinance.

Police and Firemen's Pension Plan. The Police and Firemen's Pension Plan is a defined benefit pension plan covering 98 police and fire personnel employed by the City prior to October 1964. The Police and Firemen's Pension Plan is closed to new membership, and substantially all of its current members are retired. Funding for the Police and Firemen's Pension Plan is provided from the Pension Reserve Trust Fund. Employees eligible under the Police and Firemen's Pension Plan were vested after five years of service, and members were allowed normal retirement benefits after 25 or more continuous years of service. The City is required under its charter to contribute the remaining amounts necessary to fund the Police and Firemen's Pension Plan using the Entry Age Normal Cost actuarial cost method as specified by ordinance. The City has established the Pension Reserve Trust Fund, to which a portion of the proceeds of an incremental property tax levy approved by the citizens of the City are credited, for the payment of benefits under the Police and Firemen's Pension Plan as well as other pre-1978 benefits approved for general safety and miscellaneous employees enrolled in PERS.

Garfield Pension Plan. The City maintains the Garfield Pension Plan to fund defined retirement and other benefits due to a retired Chief of Police of the City, pursuant to a contractual agreement. Retirement and other benefits are paid from the assets of the Garfield Pension Plan and from related investment earnings.

Postretirement Health Care Benefits

In addition to the retirement and pension benefits described above, the City provides postretirement health care benefits (“OPEB Obligations”), in accordance with City ordinances, to all employees who retire from the City on or after attaining retirement age (50 for police and fire employees, and 55 for all other employees) and who have at least ten years of service. Risk Management

The City is exposed to various risks of loss related to torts, theft of, damage to, and destruction of assets, errors and omission, injuries to employees, natural disasters, and inverse condemnation. The City began self-insuring its workers’ compensation and its general and auto liability in 1976. The City has chosen to establish risk financing internal service funds where assets are accumulated for claim settlements associated with the above risks of loss up to certain limits. Excess coverage for the above-mentioned risk categories excluding wrongful termination, sexual harassment, and inverse condemnation is provided by policies with various commercial insurance carriers. Self-insurance and insurance company limits are as follows:

Type of Coverage	Self Insurance	Commercial Insurance Carrier
Workers’ compensation for public safety employees	Up to \$1,000,000 per claim	\$24,000,000 in excess of self-insured retention
Workers’ compensation for general employees	Up to \$1,000,000 per claim	\$24,000,000 in excess of self-insured retention

Annual Appropriations Limit

Article XIII B of the State Constitution, more commonly referred to as the Gann Initiative or Gann Limit, and subsequent implementation legislation requires that the City of Richmond limit each fiscal year's appropriations of the proceeds of taxes to the amount of such appropriations in Fiscal Year 1978-79 as adjusted for changes in the cost of living and population. Section 7910 of the Government Code requires each local government to establish by resolution its appropriations limit for each fiscal year. The City's limitation is calculated every year and it is established by a resolution of the City Council as a part of the Annual Operating Budget. Resolution No. 62-13 was approved on June 25, 2013 establishing the City of Richmond's appropriation limit. Below is the calculation.

Fiscal Year	Population Percent Change	Per Capita Inflation Change Factor	Annual Growth Factor	Annual Adjustment	Annual Appropriations Limit
2013-14	1.0077	1.0512	1.0593	\$17,657,067	\$297,787,227
2012-13	1.0083	1.0377	1.0463	\$13,180,945	\$284,606,282
2011-12	1.0077	1.0251	1.0330	\$9,090,177	\$275,516,105
2010-11	1.0110	0.9746	0.9853	-\$4,104,665	\$279,620,770
2009-10	1.0116	1.0062	1.0179	\$4,909,616	\$274,711,154
2008-09	1.0136	1.0429	1.0571	\$14,834,645	\$259,876,509
2007-08	1.0113	1.0442	1.0560	\$13,781,204	\$246,095,305
2006-07	1.0100	1.0396	1.0500	\$11,717,931	\$234,377,374
2005-06	1.0118	1.0526	1.0650	\$14,308,996	\$220,068,378
2004-05	1.0112	1.0328	1.0444	\$9,349,060	\$210,719,318

The City and the Successor Agency to the Redevelopment Agency anticipate that their combined tax allocations for FY2013-14 will be approximately \$218,127,906, which is below the authorized spending limit of \$297,787,227. Additional appropriations to the budget funded by non-tax sources such as beginning fund balances, grants or service charges are unaffected by the appropriations limit. Historically, the City's Annual Appropriations Limit has exceeded annual appropriations and the City projects this trend to continue.

RESOLUTION NO. 62-13

RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA, ADOPTING THE FISCAL YEARS 2013-2015 BIENNIAL OPERATING BUDGET

WHEREAS, pursuant to Section 1(b) of Article IV of the Richmond City Charter the City Manager is required to prepare an annual budget for the review and approval by the City Council; and

WHEREAS, all appropriations for the prior fiscal years shall lapse at the end of Fiscal Years 2012-13 and any remaining amounts shall be credited against their respective fund balances except for any encumbered amounts for specific obligations outstanding at the end of said Fiscal Year; and

WHEREAS, all grants received per the attached grants listing shall be appropriated and spent according to grant guidelines; and

WHEREAS, the City Council has reviewed the proposed budget for Fiscal Years 2013-2015 at public meetings on June 11 and June 18, 2013; and

WHEREAS, the City Council will review additional requests at a public meeting on June 25, 2013 to determine if said requests will be included in the adopted budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts the 2013-2015 Biennial Budget for the following funds:

General Fund	\$ 144,649,367
Other Operating Funds	24,203,518
Special Revenue Funds	12,896,453
Capital Improvement Funds	25,569,141
Debt Service Funds	16,835,820
Enterprise Funds	38,135,901
Internal Service Funds	25,326,908
Successor Agency to Richmond Community Redevelopment Agency	72,889,184
Richmond Housing Authority	26,172,284
Total	\$ 386,678,576

BE IT FURTHER RESOLVED, that the budgets for the Successor Agency to the Richmond Community Redevelopment Agency and the Richmond Housing Authority will be adopted under separate resolutions of the respective entity's governing body.

BE IT FURTHER RESOLVED, that the budget for the Capital Improvement Funds will be adopted as a separate document.

I certify that the foregoing resolution was passed and adopted by the Council of the City of Richmond at a regular meeting thereof held on June 25, 2013, by the following vote:

AYES: Councilmembers Beckles, Butt, Myrick, Rogers, and Mayor McLaughlin.

NOES: Vice Mayor Boozé.

ABSTENTIONS: Councilmember Bates.

ABSENT: None.

DIANE HOLMES
CLERK OF THE CITY OF RICHMOND
(SEAL)

Approved:

GAYLE MCLAUGHLIN
Mayor

Approved as to form:

BRUCE GOODMILLER
City Attorney

State of California }
County of Contra Costa } : ss.
City of Richmond }

I certify that the foregoing is a true copy of Resolution No. 62-13, finally passed and adopted by the City Council of the City of Richmond at a regular meeting held on June 25, 2013.

City of Richmond
Summary of Revenue by Fund

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adjusted Budget	FY 2012-13 Actual Thru March 2013	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
General Fund							
0001-General Fund							
30 PROPERTY TAXES	29,746,916	26,277,405	28,359,545	33,040,822	18,353,641	34,527,660	36,495,735
31 SALES & USE TAX	25,000,181	23,025,924	27,788,340	29,720,759	16,481,565	31,442,633	32,501,060
32 UTILITY USERS TAX	40,298,719	50,007,806	50,984,315	49,220,624	38,139,654	51,088,925	52,681,441
33 OTHER TAXES	6,092,050	7,824,182	6,550,828	7,012,170	2,759,677	7,248,989	7,444,209
34 LICENSES	4,028,963	4,643,242	3,888,443	4,619,133	3,480,776	5,108,340	5,219,072
35 FINES & FORFEITURES	245,099	310,231	338,104	308,000	166,081	325,000	350,000
36 USE OF MONEY&PROPRTY	400,287	444,008	342,202	319,538	106,904	335,038	350,538
37 CHARGES FOR SERVICES	2,070,506	1,173,732	1,369,658	1,123,776	728,091	1,423,000	1,423,000
38 OTHER REVENUE	2,414,665	2,096,546	5,330,976	1,258,119	1,235,397	826,911	626,911
39 RENTAL INCOME	746,216	940,861	779,944	615,398	452,241	716,070	730,535
3A INTERGOV STATE TAXES	307,363	533,381	54,148	-	-	-	-
3B INTERGOV FED GRANT	757,611	1,506,075	1,635,188	1,610,819	406,638	699,472	-
3C INTERGOV STATE GRANT	434,670	707,253	573,188	746,985	318,484	382,000	137,000
3D INTERGOV OTHER GRANT	79,858	90,000	487,427	484,500	337,500	30,244	-
60 PROC FR SLE PROP	-	-	188,489	100,000	52,717	100,000	100,000
61 LOAN/BOND PROCEEDS	222,813	160,718	2,848,225	109,701	125,733	109,701	109,701
90 OPER XFRS IN	9,301,359	14,830,448	14,826,136	10,500,660	9,021,820	9,877,877	6,258,787
TOTAL GENERAL FUND	122,147,278	134,571,813	146,345,157	140,791,003	92,166,918	144,241,860	144,427,989
Other Operating Funds							
1003 PARATRANSIT OPERATIONS							
36 USE OF MONEY&PROPRTY	(25,766)	(10,505)	(5,621)	-	-	-	-
37 CHARGES FOR SERVICES	-	200	-	-	-	-	-
38 OTHER REVENUE	74,349	38,392	44,680	47,000	32,493	43,000	45,000
3C INTERGOV STATE GRANT	-	65,369	256,316	-	-	-	-
3D INTERGOV OTHER GRANT	480,650	504,151	583,390	665,825	456,543	685,182	721,234
90 OPER XFRS IN	526,302	686,919	707,479	423,612	423,612	454,266	458,113
TOTAL PARATRANSIT OPERATIONS	1,055,535	1,284,525	1,586,244	1,136,437	912,648	1,182,448	1,224,347
1012 HILLTOP LANDSCAPE MAINT DIST							
30 PROPERTY TAXES	774,469	728,829	796,506	820,112	451,049	832,269	820,112
36 USE OF MONEY&PROPRTY	6,513	1,727	2,335	-	715	-	-
61 LOAN/BOND PROCEEDS	-	-	502,500	-	-	-	-
90 OPER XFRS IN	85,000	151,946	153,465	171,138	171,138	182,558	188,035
TOTAL HILLTOP LANDSCAPE MAINT	865,982	882,502	1,454,806	991,250	622,902	1,014,827	1,008,147
1015 MARINA BAY LNDSCP & LIGHT DIST							
30 PROPERTY TAXES	463,672	463,672	476,228	490,525	269,778	497,643	497,643
36 USE OF MONEY&PROPRTY	-	9,325	8,617	-	3,428	-	-
37 CHARGES FOR SERVICES	-	-	15,897	-	-	-	-
90 OPER XFRS IN	305,000	303,305	312,404	325,862	325,862	341,744	351,996
TOTAL MARINA BAY LNDSCP & LIGH	768,672	776,302	813,147	816,386	599,068	839,387	849,639

City of Richmond
Summary of Revenue by Fund

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adjusted Budget	FY 2012-13 Actual Thru March 2013	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
1050 CR-PLANNING & BUILDING							
34 LICENSES	2,810,658	2,467,980	4,995,347	3,276,343	2,070,067	3,416,165	3,481,573
36 USE OF MONEY&PROPRTY	(94,916)	(91,454)	(42,467)	-	-	-	-
37 CHARGES FOR SERVICES	54,313	(7,636)	458,612	244,582	624,445	790,500	790,500
38 OTHER REVENUE	11,300	1,565	529,653	1,000	670	1,000	1,000
3B INTERGOV FED GRANT	75,000	-	-	-	-	-	-
3C INTERGOV STATE GRANT	-	25,000	-	685,125	519,714	1,350,552	334,400
3D INTERGOV OTHER GRANT	35,000	134,015	100,985	-	-	-	-
90 OPER XFERS IN	-	2,784,806	2,152,696	1,242,872	1,242,872	104,000	466,065
TOTAL CR-PLANNING & BUILDING	<u>2,891,355</u>	<u>5,314,275</u>	<u>8,194,826</u>	<u>5,449,922</u>	<u>4,457,768</u>	<u>5,662,217</u>	<u>5,073,538</u>
1051 CR-ENGINEERING							
34 LICENSES	465,618	379,858	457,941	505,000	322,245	578,250	578,250
36 USE OF MONEY&PROPRTY	6,749	(41,155)	8,905	-	6,535	-	-
37 CHARGES FOR SERVICES	766,983	1,934,961	1,368,906	1,800,000	309,453	1,800,000	1,800,000
38 OTHER REVENUE	270	84,987	27,360	-	31,662	45,000	45,000
3C INTERGOV STATE GRANT	3,323,497	1,172,681	-	-	1,014,000	-	-
3D INTERGOV OTHER GRANT	-	2,486,137	746,125	-	613,863	-	-
90 OPER XFERS IN	71,938	1,062,512	1,098,284	1,081,104	1,081,104	823,980	877,768
TOTAL CR-ENGINEERING	<u>4,635,055</u>	<u>7,079,980</u>	<u>3,707,521</u>	<u>3,386,104</u>	<u>3,378,863</u>	<u>3,247,230</u>	<u>3,301,018</u>
1053 CR-CODE ENFORCEMENT							
34 LICENSES	1,476,867	1,079,308	719,574	1,060,000	756,758	1,120,000	1,060,000
35 FINES & FORFEITURES	210,599	140,152	176,871	150,000	151,367	400,000	400,000
36 USE OF MONEY&PROPRTY	(31,566)	(40,978)	(20,240)	(41,000)	45	(10,000)	(10,000)
90 OPER XFERS IN	371,195	2,594,017	2,487,257	2,448,801	2,378,801	3,140,200	3,349,682
TOTAL CR-CODE ENFORCEMENT	<u>2,027,095</u>	<u>3,772,498</u>	<u>3,363,462</u>	<u>3,617,801</u>	<u>3,286,971</u>	<u>4,650,200</u>	<u>4,799,682</u>
1205 EMPLOYMENT & TRAINING							
34 LICENSES	55,775	72,195	79,795	50,000	81,280	50,000	50,000
37 CHARGES FOR SERVICES	448,951	63,020	281,911	75,000	13,364	386,000	386,000
38 OTHER REVENUE	639,367	244,334	286,512	135,000	160,862	25,000	25,000
3B INTERGOV FED GRANT	4,926,494	4,549,419	3,851,331	4,000,646	489,306	2,622,508	1,256,289
3C INTERGOV STATE GRANT	309,462	452,958	301,871	183,000	-	183,000	-
3D INTERGOV OTHER GRANT	-	409,979	343,906	1,781,065	131,000	395,316	1,796,265
90 OPER XFERS IN	1,078,034	1,076,344	759,344	738,460	681,460	879,418	881,150
TOTAL EMPLOYMENT & TRAINING	<u>7,458,083</u>	<u>6,868,248</u>	<u>5,904,670</u>	<u>6,963,171</u>	<u>1,557,272</u>	<u>4,541,242</u>	<u>4,394,704</u>

City of Richmond
Summary of Revenue by Fund

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adjusted Budget	FY 2012-13 Actual Thru March 2013	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
4006 STORMWATER							
34 LICENSES	1,705	1,610	155	-	-	11,000	11,000
35 FINES & FORFEITURES	-	-	-	41,000	1,958	20,000	20,000
36 USE OF MONEY&PROPRTY	(33,943)	(25,151)	(16,882)	-	-	-	-
37 CHARGES FOR SERVICES	1,585,751	1,692,264	1,796,073	1,865,316	1,025,021	1,854,701	1,850,701
38 OTHER REVENUE	2,736	-	-	-	-	-	-
39 RENTAL INCOME	3,600	3,600	4,308	4,212	3,159	4,380	4,555
3C INTERGOV STATE GRANT	-	-	-	850,840	65,366	765,000	-
3D INTERGOV OTHER GR	-	-	-	-	-	34,615	-
90 OPER XFRS IN	-	-	-	-	180,463	389,211	755,157
TOTAL STORMWATER	1,559,849	1,672,324	1,783,654	2,761,368	1,275,967	3,078,907	2,641,413
Total Other Operating Funds	21,261,626	27,650,654	26,808,329	25,122,439	16,091,459	24,216,457	23,292,487
Special Revenue Funds							
1001 SECURED PENSION OVERRIDE	8,913,230	6,125,687	8,245,186	11,273,281	4,141,844	8,025,466	8,958,147
1005 LIBRARY FUND	312,042	330,462	475,067	365,621	211,915	125,241	75,241
1007 EMERGENCY MED SERV	52,723	27,554	36,063	25,305	34,745	35,482	35,482
1009 VEOLIA MITIGATION	25,673	38,633	25,718	25,000	12,815	25,000	25,000
1010 N.RICHMOND WASTE	11,599	415,524	581,913	505,000	948	400,000	400,000
1011 OUTSIDE FUNDED SVCS - DO	31,398	684	9,043	20,000	191	39,498	39,498
1013 HAZMAT FUND	368,401	360,955	307,433	499,062	62,049	343,294	343,294
Total Special Revenue Funds	9,715,065	7,299,499	9,680,425	12,713,269	4,464,507	8,993,981	9,876,662
Capital Projects Funds							
1002 STATE GAS TAX	2,789,284	2,857,500	3,003,035	2,547,399	1,453,446	3,091,861	3,122,146
1004 ASSET SEIZURE FUND	91,278	67,942	93,905	153,053	133,998	3,535	3,535
1006 OUTSIDE FUNDED SVCS - GRANTS	1,287,621	915,060	921,394	2,824,567	337,740	2,971,625	98,800
1054 ENGINEERING GRANTS	-	1,363,420	4,941,759	6,242,533	3,713,225	2,614,215	-
2001 GENERAL CAPITAL FUND	6,429,030	6,448,780	2,733,074	10,780,678	2,696,674	8,202,207	-
2002 MEASURE J	46,830	1,238,239	998,058	1,241,685	3,810	1,059,226	1,069,818
2003 CIP LSE REV BOND 01	11,131	(4,750)	9,094	-	2,941	1,171	-
2004 CIVIC CENTER	64,556	15,657	(317)	-	133	-	-
2007 HARBOR FUND	20,468	15,645	10,386	11,000	2,840	11,000	11,000
2110 IMPACT FEE - PARKS	77,429	55,354	31,977	30,000	8,719	8,719	8,719
2113 IMPACT FEE - FIRE	12,627	5,334	19,074	5,200	232	2,298	2,303
2114 IMPACT FEE - POLICE	15,254	7,740	21,762	2,170	616	-	-
2115 IMPACT FEE - COMM/AQUATC	54,830	10,856	3,737	4,000	937	1,894	1,912
2117 IMPACT FEE - LIBRARY	74,940	19,410	13,315	6,000	1,005	1,889	1,906
Total Capital Projects Funds	10,975,277	13,016,187	12,800,255	23,848,285	8,356,317	17,969,640	4,320,139

City of Richmond
Summary of Revenue by Fund

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adjusted Budget	FY 2012-13 Actual Thru March 2013	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
Debt Service Funds							
3001 DS - 2005 TAXABLE POB	8,223,675	8,517,133	8,669,804	8,737,084	4,450,825	6,767,737	6,742,405
3002 DS - 99A PENSION OBLIG B	2,979,999	2,798,528	2,621,741	2,444,523	2,444,523	2,267,315	2,084,978
3003 DS - 95A SER REV RFDG BD	398,053	443,463	429,906	-	11,061	-	-
3005 DS - 07 REFNDING&CVC CTR	98,454,919	4,586,158	5,409,631	5,761,936	5,763,657	4,919,074	4,896,574
Total Debt Service Funds	110,056,646	16,345,282	17,131,082	16,943,543	12,670,066	13,954,126	13,723,957
Enterprise Funds							
4001 PORT OF RICHMOND	3,890,057	6,921,943	9,770,258	16,396,378	6,891,520	9,564,346	9,748,736
4003 WASTEWATER	15,047,859	18,983,339	12,119,991	17,015,000	9,866,098	18,168,048	17,001,000
4005 MARINA	537,913	311,478	304,347	150,000	248,597	356,815	356,815
4008 KCRT - CABLE TELEVIS	1,182,893	1,116,351	1,031,694	1,102,000	604,307	1,112,000	1,112,000
Total Enterprise Funds	20,658,722	27,333,111	23,226,291	34,663,378	17,610,522	29,201,209	28,218,551
Internal Service Funds							
5001 INSURANCE RESERVES	19,485,109	17,119,952	16,126,582	10,279,902	8,458,258	15,653,835	15,855,621
5003 EQUIPMENT SERVICES	7,450,858	6,465,413	3,705,008	3,135,615	2,628,528	2,254,539	2,254,539
5005 CAD DISPATCH SYSTEM	3,760,436	4,097,660	4,757,532	4,985,762	2,588,756	4,985,762	4,985,762
5006 RMS RECORDS SERVICES	278,242	329,715	414,737	454,336	254,078	454,336	454,336
Total Internal Service Funds	30,974,646	28,012,740	25,003,859	18,855,615	13,929,620	23,348,472	23,550,258
Successor Agency Funds							
6101 SA-PROPERTY TAX TRUST FUND	-	-	13,785,036	16,231,650	8,566,580	16,687,000	16,687,000
6102 SA-ADMINISTRATION	-	-	1,254,727	1,769,929	-	1,322,392	1,205,876
6103 SA-CAPITAL PROJECT FUNDS	-	-	27,751,877	25,364,213	1,802,636	29,265,147	26,376,509
6206 SA-CIP 04B TAR BND PRCDS-HSC	-	-	1,218,477	-	80	-	-
6300 SA-DS HARBOR 98 TAR B	-	-	3,104,042	2,334,562	-	2,321,363	2,321,763
6301 SA-DS 2000A TAR B	-	-	2,214,319	3,173,710	96,563	2,360,660	2,360,400
6302 SA-DS 2000B TAR B - HOUSING	-	-	616,314	760,983	27,918	589,355	589,710
6303 SA-DS 2003A TAR B	-	-	1,200,308	1,447,888	40,015	1,204,950	1,205,350
6304 SA-DS 2003B TAR B	-	-	992,673	1,309,739	31,095	1,096,103	1,095,295
6305 SA-DS 2004A TAR B 2/3	-	-	2,092,843	907,650	604,306	608,134	607,956
6306 SA-DS 2004A TAR B -1/3 HSING	-	-	1,046,421	454,324	302,153	303,917	303,828
6307 SA-DS 2004B TAR B - HOUSING	-	-	232,244	179,225	13	141,213	140,713
6308 SA-DS 2007/10A TAR B	-	-	8,079,198	3,814,812	-	3,181,781	3,190,972
6309 SA-DS 2007B TAR B - HOUSING	-	-	-	726,000	-	1,600	1,600
7001 SA-PROPERTY TAX TRUST FD(SC)	-	-	7,954,729	-	-	-	-
7401 DS - EASTSHORE PROJECT AR	535,755	496,482	248,358	-	-	-	-
7402 DS - POTRERO PROJECT AREA	1,010,980	942,466	452,969	-	-	-	-
7403 DS - PILOT PROJECT AREA	101,765	107,319	4	-	-	-	-
7404 DS - HENSLEY PROJECT AREA	1,781,442	1,536,851	343,264	-	-	-	-
7405 DS - DOWNTOWN PROJECT ARE	2,157,211	1,419,874	663,303	-	-	-	-
7406 DS - GALVIN PROJECT AREA	985,365	875,369	455,458	-	-	-	-
7407 DS - NEVIN CENTER	88,455	42,732	57,399	-	-	-	-
7408 DS - NO. RICHMOND PROJECT	57,857	59,793	31,453	-	-	-	-

**City of Richmond
Summary of Revenue by Fund**

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Adjusted Budget	FY 2012-13 Actual Thru March 2013	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
7409 DS - HARBOR DEBT SERVICE	12,394,086	11,521,735	2,109,502	-	-	-	-
7512 DS - HARBOR GATE 6A DEBT	1,142,576	1,029,680	485,111	-	-	-	-
7316 CIP- 2007A BOND	40,709,477	3,160,027	3,817,028	-	-	-	-
7317 CIP- 2007B BOND(HSGING)	604,386	2,411,089	11,675	-	-	-	-
7510 DS - HARBOR 91 TARB DEBT	37,260	-	-	-	-	-	-
7511 DS - HARBOR 98 TARB DEBT	2,268,839	2,243,916	303,139	-	-	-	-
7601 DS - 2003A TARB - REDEVELOPMN	1,233,631	1,233,591	807,766	-	-	-	-
7602 DS - 2003B TARB - REDEVELOPMN	1,120,428	1,118,007	474,641	-	-	-	-
7603 DS - 2004A TARB - REDEVELOPMN	1,483,084	603,833	737,134	-	-	-	-
7604 DS - 2000A TARB - REDEVELOPMN	2,417,149	2,417,235	1,647,796	-	-	-	-
7701 DS - 2004A TARB - HOUSING	595,298	301,938	665,611	-	-	-	-
7702 DS - 2004B TARB - HOUSING	140,124	138,064	108,503	-	-	-	-
7703 DS - 2000B TARB - HOUSING	602,995	607,090	(64,199)	-	-	-	-
Total Successor Agency Funds	71,468,163	32,267,090	84,899,122	58,474,685	11,471,359	59,083,615	56,086,972
Housing Department Funds							
Total Housing Department Funds	3,852,114	5,094,478	22,191,895	7,757,586	1,135,800	10,357,258	3,539,179
Housing Authority Funds							
Total Housing Authority Funds	26,246,538	30,765,020	30,380,169	31,227,335	21,720,133	26,232,571	27,080,599
Total All funds	427,356,074	322,355,873	398,466,584	370,397,138	199,616,701	357,599,188	334,116,792

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
GENERAL FUND - 0001							
40 SALARIES AND WAGES	61,089,191	60,923,402	66,797,823	48,131,815	66,324,895	68,086,379	69,161,636
41 PYROLLFRINGE BENEFIT	26,679,885	28,554,095	33,505,824	23,039,779	32,740,675	33,822,645	36,792,696
42 PROF & ADMIN	4,529,280	6,782,389	10,540,942	5,428,942	11,386,091	11,284,602	9,375,804
43 OTHER OPERATING	4,126,810	5,174,546	7,619,504	5,071,409	8,049,997	8,266,060	8,542,343
44 UTILITIES	1,666,599	1,575,109	3,002,183	2,868,820	4,277,010	4,180,136	4,377,086
45 EQPT & CONTRACT SVCS	1,790,426	1,864,204	2,406,831	1,065,333	1,736,857	1,697,869	1,799,418
46 PROVISN FOR INS LOSS	145,755	-	-	-	-	-	-
47 COST POOL	25,466,209	24,288,866	14,764,315	9,300,689	11,274,008	13,486,471	13,556,284
48 ASSET/CAPITAL OUTLAY	201,513	166,994	2,968,089	164,205	580,975	415,850	321,234
49 DEBT SVC EXPENDITURE	1,016,996	902,717	1,342,017	964,661	1,497,352	1,193,863	1,196,528
4A A87 COST PLAN REIMBS	(4,206,434)	(6,828,132)	(8,394,312)	(5,722,452)	(7,613,517)	(7,627,848)	(7,627,848)
50 GRANT EXPENDITURES	33,213	45,692	175,226	18,342	13,000	-	-
91 OPER XFRS OUT	5,646,585	9,848,764	14,737,949	8,862,768	11,254,759	9,843,340	10,418,998
GENERAL FUND TOTAL	128,186,028	133,298,646	149,466,391	99,194,309	141,522,101	144,649,367	147,914,180
OTHER OPERATING FUNDS							
PARATRANSIT OPERATIONS - 1003							
40 SALARIES AND WAGES	445,920	356,284	353,528	261,195	378,408	399,108	399,108
41 PYROLLFRINGE BENEFIT	280,279	201,291	202,734	154,941	178,606	242,814	259,468
42 PROF & ADMIN	34,711	40,821	66,580	19,302	57,086	47,710	58,140
43 OTHER OPERATING	9,826	8,121	12,070	8,474	17,689	15,900	15,850
44 UTILITIES	3,273	3,189	7,499	4,080	6,700	5,000	5,000
45 EQPT & CONTRACT SVCS	88,383	(35)	-	-	-	-	-
47 COST POOL	272,313	391,781	598,586	376,330	469,811	466,636	466,781
48 ASSET/CAPITAL OUTLAY	24	82,250	289,603	1,743	5,565	5,280	20,000
PARATRANSIT OPERATIONS TOTAL	1,134,730	1,083,702	1,530,599	826,065	1,113,865	1,182,448	1,224,347

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
HILLTOP LANDSCAPE MAINT - 1012							
40 SALARIES AND WAGES	470,795	463,789	381,570	278,222	412,900	414,544	414,544
41 PYROLLFRINGE BENEFIT	255,787	206,146	189,621	145,283	213,330	221,153	236,359
42 PROF & ADMIN	4,040	21,921	15,302	487,828	567,070	42,781	42,781
43 OTHER OPERATING	81,077	53,551	59,999	40,123	59,975	63,991	63,991
44 UTILITIES	20,539	16,022	22,111	34,212	38,885	38,885	38,885
45 EQPT & CONTRACT SVCS	-	8,986	5,677	163	8,286	8,286	8,286
47 COST POOL	204,696	163,469	140,168	80,028	92,143	140,605	141,859
48 ASSET/CAPITAL OUTLAY	-	-	502,500	-	-	-	-
49 DEBT SVC EXPENDITURE	-	-	37,548	37,548	84,692	75,278	75,278
HILLTOP LANDSCAPE MAINT TOTAL	1,036,934	933,884	1,354,497	1,103,407	1,477,281	1,005,522	1,021,982
MARINA BAY LNDSCP & LIGHT - 1015							
40 SALARIES AND WAGES	121,183	368,620	362,628	266,646	372,757	393,753	395,268
41 PYROLLFRINGE BENEFIT	68,010	157,301	144,474	120,219	138,905	157,171	168,588
42 PROF & ADMIN	2,019	16,616	71,265	82,635	216,490	74,550	74,550
43 OTHER OPERATING	50,762	43,589	57,777	46,408	53,143	53,000	53,000
44 UTILITIES	36,943	58,135	54,008	97,065	84,422	84,422	84,422
45 EQPT & CONTRACT SVCS	-	100	534	-	-	-	-
47 COST POOL	-	14,787	13,369	12,944	12,944	30,716	31,134
MARINA BAY LNDSCP & LIGHT TOTAL	278,918	659,148	704,055	625,917	878,661	793,612	806,962
CR-PLANNING & BUILDING - 1050							
40 SALARIES AND WAGES	2,626,536	1,869,663	1,898,758	1,351,882	1,747,051	1,731,452	1,830,421
41 PYROLLFRINGE BENEFIT	1,001,679	767,136	833,386	581,783	821,242	835,516	922,671
42 PROF & ADMIN	369,807	528,442	3,459,214	537,645	1,445,137	1,311,157	569,916
43 OTHER OPERATING	256,062	(52,280)	66,344	22,574	80,949	63,378	53,194
44 UTILITIES	9,412	9,293	7,723	4,821	10,000	8,000	7,000
45 EQPT & CONTRACT SVCS	10,304	5,686	3,411	-	-	-	-
47 COST POOL	1,831,233	1,948,839	1,744,332	1,370,658	1,628,341	1,689,181	1,690,336
91 OPER XFERS OUT	-	-	7,176	7,176	7,176	-	-
CR-PLANNING & BUILDING TOTAL	6,105,033	5,076,779	8,020,344	3,876,539	5,739,896	5,638,684	5,073,538

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CR-ENGINEERING - 1051							
40 SALARIES AND WAGES	1,152,671	1,195,375	1,039,755	825,618	1,045,655	929,618	935,463
41 PYRLLFRINGE BENEFIT	398,703	427,490	413,381	337,449	503,450	454,620	491,519
42 PROF & ADMIN	326,477	227,285	136,948	21,192	41,641	44,000	44,000
43 OTHER OPERATING	29,989	103,290	145,909	9,872	27,300	20,200	20,200
44 UTILITIES	5,470	8,030	6,336	3,273	6,600	6,600	6,600
45 EQPT & CONTRACT SVCS	233,499	5,956	5,000	2,250	4,100	4,100	4,100
47 COST POOL	1,845,443	1,494,392	1,457,006	1,152,938	1,356,584	1,786,092	1,797,136
48 ASSET/CAPITAL OUTLAY	5,327,507	307,927	305,430	62,334	785,802	2,000	2,000
91 OPER XFERS OUT	-	-	7,131	7,131	7,131	-	-
CR-ENGINEERING TOTAL	9,319,758	3,769,745	3,516,895	2,422,057	3,778,263	3,247,230	3,301,018
CR-CODE ENFORCEMENT - 1053							
40 SALARIES AND WAGES	1,559,636	1,913,195	1,943,484	1,531,180	2,019,748	2,194,902	2,208,519
41 PYRLLFRINGE BENEFIT	719,787	877,961	982,390	807,378	1,031,428	1,243,059	1,338,680
42 PROF & ADMIN	105,601	79,608	36,598	32,403	163,076	52,300	52,300
43 OTHER OPERATING	235,975	118,010	(48,467)	40,219	147,093	101,700	106,700
44 UTILITIES	4,469	39,415	51,849	10,794	66,368	45,000	45,000
45 EQPT & CONTRACT SVCS	5,704	26,494	22,850	1,364	24,800	24,800	24,800
47 COST POOL	315,060	319,871	969,152	715,082	905,942	978,739	982,027
48 ASSET/CAPITAL OUTLAY	42,453	68,014	22,083	33,118	38,307	9,700	9,700
50 GRANT EXPENDITURES	-	70,780	37,482	-	-	-	-
91 OPER XFERS OUT	91,200	-	48,473	48,472	48,472	-	-
CR-CODE ENFORCEMENT TOTAL	3,079,885	3,513,346	4,065,894	3,220,010	4,445,234	4,650,200	4,767,726
EMPLOYMENT & TRAINING - 1205							
40 SALARIES AND WAGES	1,928,324	1,877,004	1,781,580	1,197,384	1,799,908	1,748,366	1,748,366
41 PYRLLFRINGE BENEFIT	807,193	776,991	801,187	556,345	989,232	1,061,331	1,113,061
42 PROF & ADMIN	228,050	244,073	87,021	14,289	-	-	-
43 OTHER OPERATING	3,604,171	3,055,222	1,434,245	692,808	3,318,435	950,000	750,000
44 UTILITIES	19,160	10,524	5,615	1,944	6,000	6,000	6,000
45 EQPT & CONTRACT SVCS	456,780	851,461	458,525	305,181	312,000	196,127	196,127
47 COST POOL	588,344	588,344	540,441	396,196	537,596	579,418	581,150
EMPLOYMENT & TRAINING TOTAL	7,632,022	7,403,619	5,108,614	3,164,147	6,963,171	4,541,242	4,394,704

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STORMWATER - 4006							
40 SALARIES AND WAGES	88,506	145,150	181,879	147,178	205,314	206,925	208,072
41 PYROLLFRINGE BENEFIT	38,493	70,494	80,753	65,559	91,795	101,685	110,076
42 PROF & ADMIN	1,249,344	1,322,231	1,309,826	775,506	2,435,605	2,539,781	2,126,435
43 OTHER OPERATING	8,326	23,619	29,870	24,656	33,500	28,750	28,750
44 UTILITIES	409	7,024	13,887	4,690	22,400	11,000	11,000
45 EQPT & CONTRACT SVCS	197,697	-	-	-	-	34,615	-
47 COST POOL	-	90,564	90,564	100,245	122,217	156,151	157,080
48 ASSET/CAPITAL OUTLAY	915,849	936,561	915,849	-	-	-	-
49 DEBT SVC EXPENDITURE	29,214	74,756	122,145	-	-	-	-
STORMWATER TOTAL	2,527,838	2,670,399	2,744,773	1,117,835	2,910,831	3,078,907	2,641,413
OTHER OPERATING FUNDS TOTAL	31,115,118	25,110,622	27,045,671	16,355,978	27,307,202	24,137,845	23,231,690
SPECIAL REVENUE FUNDS							
SECURED PENSION OVERRIDE - 1001							
91 OPER XFERS OUT	7,722,636	8,340,123	5,105,504	5,590,950	9,528,324	9,420,270	8,958,147
SECURED PENSION OVERRIDE TOTAL	7,722,636	8,340,123	5,105,504	5,590,950	9,528,324	9,420,270	8,958,147
LIBRARY FUND - 1005							
42 PROF & ADMIN	123,594	247,130	189,622	147,951	421,031	231,745	13,000
43 OTHER OPERATING	53,780	31,664	21,634	10,419	24,624	5,000	5,000
45 EQPT & CONTRACT SVCS	15,000	-	-	-	-	-	-
48 ASSET/CAPITAL OUTLAY	-	46,444	4,833	8,104	117,249	171,600	50,003
50 GRANT EXPENDITURES	-	-	26,082	23,264	39,245	-	-
52 EMPLMT & TRNG ALLOC	-	23,062	-	-	-	-	-
LIBRARY FUND TOTAL	192,373	348,300	242,171	189,738	602,150	408,345	68,003
EMERGENCY MED SERV - 1007							
50 GRANT EXPENDITURES	22,442	36,262	52,042	75,400	103,805	127,553	127,553
EMERGENCY MED SERV TOTAL	22,442	36,262	52,042	75,400	103,805	127,553	127,553

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VEOLIA MITIGATION - 1009							
42 PROF & ADMIN	7,440	26,756	2,410	-	80,000		50,000
VEOLIA MITIGATION TOTAL	7,440	26,756	2,410	-	80,000	-	50,000
N.RICHMOND WASTE - 1010							
40 SALARIES AND WAGES	-	-	2,243	-	-		
41 PYROLLFRINGE BENEFIT	-	-	661	-	-		
42 PROF & ADMIN	114,029	306,329	404,072	53,855	483,000	215,000	215,000
43 OTHER OPERATING	7,449	4,573	5,698	368	12,000	12,000	12,000
44 UTILITIES	-	5,474	12,029	507	10,000	10,000	10,000
91 OPER XFERS OUT	174,698	16,835	90,000	-	300,000	263,000	163,000
N.RICHMOND WASTE TOTAL	296,176	333,211	514,704	54,730	805,000	500,000	400,000
OUTSIDE FUNDED SVCS - 1011							
42 PROF & ADMIN	-	-	617	-	-		
43 OTHER OPERATING	-	-	1,201	-	20,000	39,498	39,498
OUTSIDE FUNDED SVCS TOTAL	-	-	1,818	-	20,000	39,498	39,498
HAZMAT FUND - 1013							
42 PROF & ADMIN	-	-	22,460	-	367,675	407,675	407,675
43 OTHER OPERATING	(1,162)	60	-	2,279	80,000	40,000	40,000
48 ASSET/CAPITAL OUTLAY	149	-	56,839	-	-	-	-
50 GRANT EXPENDITURES	107,164	85,970	35,046	442	159,638	108,155	108,155
91 OPER XFERS OUT	-	160,016	-	-	-	-	-
HAZMAT FUND TOTAL	106,151	246,046	114,345	2,721	607,313	555,830	555,830
SPECIAL REVENUE FUNDS TOTAL	8,347,218	9,330,698	6,032,993	5,913,539	11,746,592	11,051,496	10,199,031

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CAPITAL PROJECT FUNDS							
STATE GAS TAX - 1002							
40 SALARIES AND WAGES						200,000	
42 PROF & ADMIN	-	3,000	2,717	-	3,000	3,000	3,000
43 OTHER OPERATING	-	-	15	-	-	-	-
45 EQPT & CONTRACT SVCS	135,950	2,298,696	1,567,038	224,237	2,148,755	534,390	151,047
48 ASSET/CAPITAL OUTLAY	512,387	1,491,479	1,674,524	2,394,183	4,243,460	3,114,666	2,235,159
91 OPER XFERS OUT	373,032	420,013	407,312	-	-	-	-
STATE GAS TAX TOTAL	1,021,368	4,213,189	3,651,606	2,618,419	6,395,216	3,852,056	2,389,206
ASSET SEIZURE FUND - 1004							
42 PROF & ADMIN	2,426	21,589	2,111	-	8,125		
43 OTHER OPERATING	31,798	28,560	9,702	-	228,596		
48 ASSET/CAPITAL OUTLAY	17,820	-	32,451	-	25,798	360,000	55,000
ASSET SEIZURE FUND TOTAL	52,044	50,149	44,264	-	262,519	360,000	55,000
OUTSIDE FUNDED SVCS - GR - 1006							
40 SALARIES AND WAGES	-	-	-	-	-		
42 PROF & ADMIN	281,990	352,873	485,695	544,066	1,570,343	1,145,393	79,200
43 OTHER OPERATING	253,090	79,056	45,529	26,188	205,405	21,945	178,000
45 EQPT & CONTRACT SVCS	-	2,827	-	-	-	-	-
48 ASSET/CAPITAL OUTLAY	982,473	668,387	170,817	243,568	1,930,062	1,325,352	
50 GRANT EXPENDITURES	-	-	-	-	-		
91 OPER XFERS OUT	59,930	-	-	-	-		
OUTSIDE FUNDED SVCS - GR TOTAL	1,577,483	1,103,143	702,041	813,821	3,705,810	2,492,690	257,200
ENGINEERING GRANTS - 1054							
42 PROF & ADMIN	-	-	-	-	200,000		
45 EQPT & CONTRACT SVCS	-	186,164	121,113	-	456,060	497,541	
48 ASSET/CAPITAL OUTLAY	-	4,294,529	1,966,920	5,116,178	9,508,267	2,116,674	
ENGINEERING GRANTS TOTAL	-	4,480,693	2,088,033	5,116,178	10,164,327	2,614,215	-

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	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
GENERAL CAPITAL FUND - 2001							
40 SALARIES AND WAGES	174,851	146,891	71,333	53,836	71,387	-	
41 PYROLLFRINGE BENEFIT	65,056	58,996	28,519	21,500	29,721	-	
42 PROF & ADMIN	10,195	37,384	307,478	261,899	5,356,965	4,779,910	
43 OTHER OPERATING	615,760	31,450	651	-	-	-	
45 EQPT & CONTRACT SVCS	565,587	448,844	224,485	212,541	974,727	392,954	
48 ASSET/CAPITAL OUTLAY	2,326,076	4,806,179	4,863,895	2,318,906	9,276,570	7,432,384	
49 DEBT SVC EXPENDITURE	-	47,371	-	63,570	63,570		
52 EMPLMT & TRNG ALLOC	-	-	-	5,396	-		
91 OPER XFERS OUT	71,938	34,926	311,000	145,674	28,352		
GENERAL CAPITAL FUND TOTAL	3,829,462	5,612,039	5,807,361	3,083,320	15,801,292	12,605,248	-
MEASURE J - 2002							
42 PROF & ADMIN	132,405	131,730	131,542	-	140,000	140,000	140,000
43 OTHER OPERATING	63,744	-	14	-	-	-	-
45 EQPT & CONTRACT SVCS	88,480	490,471	544,750	85,863	469,462	242,686	174,950
48 ASSET/CAPITAL OUTLAY	1,433,838	51,380	501,464	234,120	1,443,694	1,438,071	754,868
MEASURE J TOTAL	1,718,467	673,581	1,177,771	319,983	2,053,156	1,820,757	1,069,818
CIP LSE REV BOND 01 - 2003							
45 EQPT & CONTRACT SVCS	362,474	1,656,703	195,906	-	531,435		
48 ASSET/CAPITAL OUTLAY	6,172	358,938	1,382	-	2,182	79,235	
49 DEBT SVC EXPENDITURE	2,171	1,454	-	-	-		
CIP LSE REV BOND 01 TOTAL	370,816	2,017,094	197,288	-	533,617	79,235	-
CIVIC CENTER - 2004							
42 PROF & ADMIN	180	135	-	257,214	460,185		
43 OTHER OPERATING	31,087	-	3,574	170,767	-		
45 EQPT & CONTRACT SVCS	95,215	288,502	563	-	-		
48 ASSET/CAPITAL OUTLAY	7,980,322	507,360	580,677	52,694	-		
91 OPER XFERS OUT	6,757,882	154,000	525,401	364,500	364,500		
CIVIC CENTER TOTAL	14,864,687	949,998	1,110,214	845,175	824,685	-	-

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HARBOR FUND - 2007							
42 PROF & ADMIN	1,700	-	-	315,000	-		
48 ASSET/CAPITAL OUTLAY	-	-	-	-	1,058,844		
49 DEBT SVC EXPENDITURE	83	49	18	9	-		
HARBOR FUND TOTAL	1,783	49	18	315,009	1,058,844	-	-
IMPACT FEE - PARKS - 2110							
45 EQPT & CONTRACT SVCS	-	-	-	16,851	16,851		
48 ASSET/CAPITAL OUTLAY	210,052	248,965	503,425	246,121	1,452,997	1,385,365	175,000
IMPACT FEE - PARKS TOTAL	210,052	248,965	503,425	262,972	1,469,848	1,385,365	175,000
IMPACT FEE - FIRE - 2113							
48 ASSET/CAPITAL OUTLAY	123,198	240	-	-	-		
IMPACT FEE - FIRE TOTAL	123,198	240	-	-	-	-	-
IMPACT FEE - POLICE - 2114							
42 PROF & ADMIN	-	-	-	545	1,344		
43 OTHER OPERATING	-	-	-	-	86,747	120,000	
45 EQPT & CONTRACT SVCS	13,279	809	28,211	-	-		
48 ASSET/CAPITAL OUTLAY	185,596	-	-	799	-		
IMPACT FEE - POLICE TOTAL	198,875	809	28,211	1,344	88,091	120,000	-
IMPACT FEE - RECREATION - 2115							
45 EQPT & CONTRACT SVCS	44,638	-	-	2,197	2,197		
48 ASSET/CAPITAL OUTLAY	49,630	27,755	61,983	75,505	217,516	110,575	
IMPACT FEE - RECREATION TOTAL	94,268	27,755	61,983	77,702	219,713	110,575	-
IMPACT FEE - LIBRARY - 2117							
42 PROF & ADMIN	-	-	284,284	61,478	155,000	84,000	6,000
43 OTHER OPERATING	-	-	852	-	-	-	
45 EQPT & CONTRACT SVCS	10,673	1,890	-	-	-	-	
48 ASSET/CAPITAL OUTLAY	-	47,897	-	-	45,000	45,000	
IMPACT FEE - LIBRARY TOTAL	10,673	49,787	285,136	61,478	200,000	129,000	6,000
CAPITAL PROJECT FUNDS TOTAL	24,073,178	19,427,491	15,657,352	13,515,401	42,777,119	25,569,141	3,952,224

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DEBT SERVICE FUNDS							
DS - 2005 TAXABLE POB - 3001							
49 DEBT SVC EXPENDITURE	5,008,660	5,316,415	5,646,069	5,965,029	5,643,329	6,156,199	8,026,860
91 OPER XFERS OUT	5,289,804	2,728,314	2,671,409	2,601,079	2,601,079	2,549,922	980,575
DS - 2005 TAXABLE POB - 3001	<u>10,298,464</u>	<u>8,044,729</u>	<u>8,317,479</u>	<u>8,566,108</u>	<u>8,244,408</u>	<u>8,706,121</u>	<u>9,007,435</u>
DS - 99A PENSION OBLIG BOND - 3002							
42 PROF & ADMIN	-	-	-	-	-	-	-
49 DEBT SVC EXPENDITURE	2,974,450	2,801,618	2,626,381	2,448,913	2,444,523	2,267,315	2,084,978
DS - 99A PENSION OBLIG BOND TOTAL	<u>2,974,450</u>	<u>2,801,618</u>	<u>2,626,381</u>	<u>2,448,913</u>	<u>2,444,523</u>	<u>2,267,315</u>	<u>2,084,978</u>
DS - 95A SER REV RFDG BD - 3003							
42 PROF & ADMIN	1	-	-	-	-	-	-
49 DEBT SVC EXPENDITURE	426,672	432,945	426,389	11,740	421,213	421,213	421,213
91 OPER XFERS OUT	-	-	-	-	-	-	-
DS - 95A SER REV RFDG BD TOTAL	<u>426,673</u>	<u>432,945</u>	<u>426,389</u>	<u>11,740</u>	<u>421,213</u>	<u>421,213</u>	<u>421,213</u>
DS - 07 REFNDING&CVC CTR - 3005							
49 DEBT SVC EXPENDITURE	105,722,986	5,463,291	5,400,347	5,395,098	5,405,876	5,441,171	5,441,171
91 OPER XFERS OUT	1,836,735	-	-	-	-	-	-
DS - 07 REFNDING&CVC CTR TOTAL	<u>107,559,721</u>	<u>5,463,291</u>	<u>5,400,347</u>	<u>5,395,098</u>	<u>5,405,876</u>	<u>5,441,171</u>	<u>5,441,171</u>
DEBT SERVICE FUNDS TOTAL	<u>121,259,308</u>	<u>16,742,582</u>	<u>16,770,595</u>	<u>16,421,858</u>	<u>16,516,020</u>	<u>16,835,820</u>	<u>16,954,797</u>
ENTERPRISE FUNDS							
PORT OF RICHMOND - 4001							
40 SALARIES AND WAGES	772,818	610,775	641,362	533,672	662,074	722,687	727,889
41 PYRL/FRINGE BENEFIT	303,720	255,231	276,138	229,179	295,008	344,888	373,542
42 PROF & ADMIN	285,230	137,287	762,824	447,405	1,672,175	1,368,215	1,465,841
43 OTHER OPERATING	54,399	(76,855)	180,284	22,552	39,800	39,200	39,200
44 UTILITIES	155,031	129,041	153,141	104,212	188,651	183,900	183,900
45 EQPT & CONTRACT SVCS	7,044	14,256	13,775	7,440	297,000	19,000	19,000
46 PROVISN FOR INS LOSS	84,533	23,173	21,007	21,939	22,000	24,000	24,000
47 COST POOL	983,321	942,802	883,269	642,093	851,353	869,156	869,618
48 ASSET/CAPITAL OUTLAY	2,207,413	1,151,123	1,457,369	6,605,458	10,868,905	490,000	-
49 DEBT SVC EXPENDITURE	3,757,708	3,846,182	3,479,749	2,200,955	3,878,613	6,089,182	5,985,177
91 OPER XFERS OUT	14,300	-	330,428	5,428	5,428	150,000	150,000
PORT OF RICHMOND TOTAL	<u>8,625,516</u>	<u>7,033,014</u>	<u>8,199,347</u>	<u>10,820,333</u>	<u>18,781,006</u>	<u>10,300,228</u>	<u>9,838,167</u>

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
WASTEWATER - 4003							
40 SALARIES AND WAGES	468,109	509,628	595,558	420,281	702,208	896,202	971,354
41 PYROLLFRINGE BENEFIT	164,121	189,455	250,663	164,661	264,657	319,916	363,089
42 PROF & ADMIN	6,199,713	5,954,973	5,781,284	4,537,717	7,595,464	7,120,269	7,215,607
43 OTHER OPERATING	4,687	139,861	183,399	132,735	574,607	584,165	610,189
44 UTILITIES	790,759	563,686	558,210	412,817	854,212	895,906	895,906
45 EQPT & CONTRACT SVCS	122,202	279,381	220,174	338,525	817,650	742,650	742,650
47 COST POOL	2,613,062	1,517,803	1,363,822	815,904	1,004,433	1,091,945	1,094,321
48 ASSET/CAPITAL OUTLAY	634,080	613,638	601,926	3,603,974	14,510,750	9,285,750	7,735,750
49 DEBT SVC EXPENDITURE	2,614,364	4,183,490	4,238,474	2,957,497	5,231,568	5,849,027	5,962,102
WASTEWATER TOTAL	13,611,097	13,951,916	13,793,511	13,384,111	31,555,549	26,785,830	25,590,968
MARINA - 4005							
42 PROF & ADMIN	-	-	-	-	-	14,940	-
43 OTHER OPERATING	-	-	14,260	14,655	-	-	-
45 EQPT & CONTRACT SVCS	-	-	-	100,000	100,000	-	-
48 ASSET/CAPITAL OUTLAY	88,457	87,143	1,528,547	-	-	-	-
49 DEBT SVC EXPENDITURE	144,399	141,591	138,655	79,939	146,872	206,815	206,815
50 GRANT EXPENDITURES	-	115,000	-	-	-	-	-
91 OPER XFERS OUT	-	170,448	-	-	-	-	-
MARINA TOTAL	232,856	514,182	1,681,462	194,594	246,872	221,755	206,815
KCRT - CABLE TELEVISION - 4008							
40 SALARIES AND WAGES	369,991	381,470	355,384	309,918	415,422	330,270	330,270
41 PYROLLFRINGE BENEFIT	178,256	166,280	168,319	141,692	192,389	180,611	193,188
42 PROF & ADMIN	7,070	6,909	6,607	6,777	35,334	120,034	120,034
43 OTHER OPERATING	29,457	27,315	22,284	18,940	23,180	259,280	45,780
45 EQPT & CONTRACT SVCS	53,287	30,284	18,082	1,193	-	-	-
47 COST POOL	304,759	299,670	274,934	188,263	245,193	253,192	253,515
48 ASSET/CAPITAL OUTLAY	48,687	49,134	191,532	46,376	134,700	84,700	84,700
91 OPER XFERS OUT	500,000	-	700,000	147,055	147,055	-	-
KCRT - CABLE TELEVISION TOTAL	1,491,507	961,063	1,737,142	860,214	1,193,273	1,228,087	1,027,487
ENTERPRISE FUNDS TOTAL	23,960,976	22,460,176	25,411,462	25,259,253	51,776,700	38,535,901	36,663,437

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
INTERNAL SERVICE FUNDS							
INSURANCE RESERVES - 5001							
40 SALARIES AND WAGES	1,727,817	1,922,646	2,357,576	1,947,742	1,048,414	960,612	1,031,920
41 PYROLLFRINGE BENEFIT	828,287	918,505	1,274,514	955,118	347,515	399,426	450,534
42 PROF & ADMIN	1,098,012	413,550	373,692	592,888	1,814,513	1,778,258	1,740,921
43 OTHER OPERATING	16,883	55,866	17,792	8,423	26,000	34,250	34,600
44 UTILITIES	1,450	1,091	636	225	1,000	1,000	1,000
46 PROVISN FOR INS LOSS	8,048,252	7,699,724	12,123,191	8,372,393	12,441,150	13,355,350	13,309,125
47 COST POOL	87,743	694,190	662,250	491,041	649,979	647,564	647,509
48 ASSET/CAPITAL OUTLAY	468	618,081	-	-	13,000	10,500	10,500
91 OPER XFERS OUT	-	-	5,537,996	3,127,259	4,591,099		
INSURANCE RESERVES TOTAL	11,808,912	12,323,655	22,347,647	15,495,089	20,932,670	17,186,960	17,226,109
EQUIPMENT SERVICES - 5003							
40 SALARIES AND WAGES	1,135,030	998,393	828	-	-		
41 PYROLLFRINGE BENEFIT	578,645	464,273	53	56	-		
42 PROF & ADMIN	32,346	65,139	-	-	-		
43 OTHER OPERATING	1,676,543	2,038,724	39,609	(4,615)	-		
44 UTILITIES	3,355	2,806	-	2,356	-		
45 EQPT & CONTRACT SVCS	406,343	288,075	-	-	48,940	48,940	48,940
47 COST POOL	502,178	871,009	348,776	240,705	320,943	320,943	320,943
48 ASSET/CAPITAL OUTLAY	1,732,154	1,595,446	1,783,662	121,178	4,899,990	4,562,733	4,565,750
49 DEBT SVC EXPENDITURE	214,354	185,877	220,845	492,224	992,668	614,082	614,082
91 OPER XFERS OUT	7,130,000	3,257,311	415,592	-	-		
EQUIPMENT SERVICES TOTAL	13,410,949	9,767,052	2,809,366	851,903	6,262,540	5,546,697	5,549,714
CAD DISPATCH SYSTEM - 5005							
40 SALARIES AND WAGES	2,543,051	2,440,228	2,570,778	1,976,137	2,602,020	2,674,395	2,593,271
41 PYROLLFRINGE BENEFIT	877,272	892,235	1,035,424	764,240	1,135,755	1,244,137	1,344,445
42 PROF & ADMIN	40,878	20,040	41,089	52,568	54,299	46,936	45,436
43 OTHER OPERATING	106	-	1,082,104	5,138	11,637	20,500	20,500
44 UTILITIES	-	-	15,325	13,301	20,006	20,006	20,006
45 EQPT & CONTRACT SVCS	-	122,278	39,566	-	500,418	500,000	200,000
47 COST POOL	153,373	612,420	646,252	429,613	528,171	619,782	622,851
48 ASSET/CAPITAL OUTLAY	81,988	96,577	108,334	-	5,000	5,000	5,000
CAD DISPATCH SYSTEM TOTAL	3,696,668	4,183,777	5,538,871	3,240,998	4,857,306	5,130,756	4,851,509

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
RMS RECORDS SERVICES - 5006							
40 SALARIES AND WAGES	125,371	125,862	125,862	94,397	125,872	126,800	126,800
41 PYROLLFRINGE BENEFIT	48,598	48,290	56,421	42,423	56,709	64,524	69,636
42 PROF & ADMIN	-	-	-	594	63,215	63,215	63,215
43 OTHER OPERATING	1,673	-	277,102	750	10,000	10,000	10,000
44 UTILITIES	-	-	9,502	4,053	10,266	10,266	10,266
45 EQPT & CONTRACT SVCS	20,996	65,459	99,255	119,135	165,000	165,000	165,000
47 COST POOL	8,989	26,502	31,451	15,298	18,955	22,690	22,800
RMS RECORDS SERVICES TOTAL	205,627	266,113	599,594	276,650	450,017	462,495	467,717
INTERNAL SERVICE FUNDS TOTAL	29,122,156	26,540,597	31,295,477	19,864,640	32,502,533	28,326,908	28,095,049
SUCCESSOR AGENCY FUNDS							
HOUSING ADMINISTRATION - 1200							
40 SALARIES AND WAGES	-	-	-	(480,419)	-	(271,964)	25,575
41 PYROLLFRINGE BENEFIT	-	-	-	23,887	-	317,035	342,838
42 PROF & ADMIN	-	-	-	-	-	48,555	49,036
43 OTHER OPERATING	-	-	-	-	-	40,420	42,098
44 UTILITIES	-	-	-	-	-	650	657
45 EQPT & CONTRACT SVCS	-	-	-	-	-	-	-
47 COST POOL	-	-	-	-	-	267,704	-
91 OPER XFERS OUT	-	-	-	-	-	-	267,704
HOUSING ADMINISTRATION TOTAL	-	-	-	(456,532)	-	402,400	727,907
CDBG - 1201							
40 SALARIES AND WAGES	374,074	278,432	167,850	130,160	179,940	253,878	258,485
41 PYROLLFRINGE BENEFIT	125,837	107,973	64,676	51,632	42,655	-	-
42 PROF & ADMIN	61,147	25,357	800	133,093	75,777	173,456	68,087
43 OTHER OPERATING	866	400	343	119	5,000	5,000	-
45 EQPT & CONTRACT SVCS	6,301	-	1,098	-	2,223	-	-
47 COST POOL	42,430	42,430	36,905	27,675	36,905	36,905	36,905
48 ASSET/CAPITAL OUTLAY	-	414,490	-	-	150,000	-	-
51 CDBG/HOME/HSG PROJ	2,369,514	2,653,809	786,620	212,865	1,064,617	1,235,526	541,817
91 OPER XFERS OUT	10,500	-	254,613	-	-	-	-
CDBG TOTAL	2,990,668	3,522,892	1,312,906	555,544	1,557,117	1,704,766	905,294

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
HOME PROGRAM - 1202							
40 SALARIES AND WAGES	42,838	52,160	41,181	17,691	9,098	42,641	43,226
41 PYRLLFRINGE BENEFIT	12,030	19,251	13,527	5,758	6,000	-	-
42 PROF & ADMIN	203	-	-	6,250	24,000	92,338	9,774
43 OTHER OPERATING	-	-	-	-	-	-	-
45 EQPT & CONTRACT SVCS	154,787	646,628	486,583	-	(519,481)	-	-
48 ASSET/CAPITAL OUTLAY	10,000	-	-	-	2,005,000	-	-
51 CDBG/HOME/HSG PROJ	75,877	53,720	36,507	165,751	61,148	2,137,378	290,226
HOME PROGRAM TOTAL	295,736	771,759	577,799	195,450	1,585,764	2,272,357	343,226
NEIGHBORHOOD STAB(NP) - 1203							
40 SALARIES AND WAGES	-	-	(27,312)	-	-	-	-
41 PYRLLFRINGE BENEFIT	-	(0)	27,312	-	-	-	-
42 PROF & ADMIN	-	-	(1)	-	20,000	10,000	10,000
43 OTHER OPERATING	-	-	340,310	-	-	-	-
45 EQPT & CONTRACT SVCS	-	-	-	2,040	-	-	-
51 CDBG/HOME/HSG PROJ	1,094,976	-	723,086	166,116	306,000	2,106,638	486,638
NEIGHBORHOOD STAB(NP) TOTAL	1,094,976	(0)	1,063,396	168,156	326,000	2,116,638	496,638
COR-NEIGHBORHOOD STAB(CITY) - 1207							
40 SALARIES AND WAGES	-	-	96,778	-	-	10,362	10,362
42 PROF & ADMIN	-	-	40	39,319	-	3,000	3,000
43 OTHER OPERATING	-	-	723,086	-	-	-	-
51 CDBG/HOME/HSG PROJ	-	-	-	561,471	1,529,109	1,296,638	236,638
COR-NEIGHBORHOOD STAB(CITY) TOTAL	-	-	819,904	600,790	1,529,109	1,310,000	250,000
COR-SUCCESSOR HOUSING AGENCY - 1208							
42 PROF & ADMIN	-	-	9,875	-	60,000	30,000	30,000
51 CDBG/HOME/HSG PROJ	-	-	-	-	-	190,000	40,000
COR-SUCCESSOR HOUSING AGENCY TOTAL	-	-	9,875	-	60,000	220,000	70,000
CAL-HOME GRANT FUND - 1209							
40 SALARIES AND WAGES	-	-	-	-	-	-	-
42 PROF & ADMIN	-	-	(40)	25,108	-	2,000	2,000
51 CDBG/HOME/HSG PROJ	-	-	174,280	-	1,054,000	8,000	8,000
91 OPER XFERS OUT	-	-	437,498	-	-	-	-
CAL-HOME GRANT FUND TOTAL	-	-	611,738	25,108	1,054,000	10,000	10,000
SECTION 108 IRON TRIANGLE - 2125							
48 ASSET/CAPITAL OUTLAY	-	-	-	-	-	1,511,000	-
SECTION 108 IRON TRIANGLE TOTAL	-	-	-	-	-	1,511,000	-

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
HOUSING CIP FUND - 2126							
40 SALARIES AND WAGES							319,213
48 ASSET/CAPITAL OUTLAY						2,300,000	496,861
HOUSING CIP FUND TOTAL						2,300,000	816,074
SA-PROPERTY TAX TRUST FUND - 6101							
48 ASSET/CAPITAL OUTLAY	-	-	-	-	186,178		
91 OPER XFERS OUT	-	-	6,120,235	-	13,045,473	16,687,000	16,686,999
SA-PROPERTY TAX TRUST FUND TOTAL	-	-	6,120,235	-	13,231,651	16,687,000	16,686,999
SA-ADMINISTRATION - 6102							
40 SALARIES AND WAGES	-	-	940,836	(300,094)	205,170	(91,689)	(104,554)
41 PYRLLFRINGE BENEFIT	-	-	-	20,781	-	276,251	297,603
42 PROF & ADMIN	-	-	23,616	91,987	601,300	362,200	242,200
43 OTHER OPERATING	-	-	16,376	-	53,870	32,870	32,870
44 UTILITIES	-	-	711	-	300	300	300
45 EQPT & CONTRACT SVCS	-	-	7,115	-	50,000	50,000	50,000
47 COST POOL	-	-	178,907	-	859,669	685,222	685,222
SA-ADMINISTRATION TOTAL	-	-	1,167,560	(187,327)	1,770,309	1,315,154	1,203,641
SA-CAPITAL PROJECT FUNDS - 6103							
40 SALARIES AND WAGES	-	-	-	-	-	1,338,122	729,044
42 PROF & ADMIN	-	-	-	692,406	1,404,302	100,000	100,000
45 EQPT & CONTRACT SVCS	-	-	4,971,455	-	100,000	1,150,000	1,550,000
47 COST POOL	-	-	69,508	-	-	-	-
48 ASSET/CAPITAL OUTLAY	-	-	735,662	(383,763)	25,849,957	26,574,067	38,110,782
49 DEBT SVC EXPENDITURE	-	-	395,315	619,327	863,370	1,552,959	1,936,246
91 OPER XFERS OUT	-	-	-	-	-	-	-
94 XTRAORDINRY XFER-OUT	-	-	8,219,493	-	-	-	-
SA-CAPITAL PROJECT FUNDS TOTAL	-	-	14,391,433	927,970	28,217,629	30,715,148	42,426,072
SA-CIP 04B TAR BND PRCD - 6206							
42 PROF & ADMIN	-	-	29	48	-	-	-
91 OPER XFERS OUT	-	-	-	-	-	1,105,000	-
SA-CIP 04B TAR BND PRCD TOTAL	-	-	29	48	-	1,105,000	-
SA-DS HARBOR 98 TAR B - 6300							
42 PROF & ADMIN	-	-	-	2,468	1,000	5,750	5,750
49 DEBT SVC EXPENDITURE	-	-	-	-	2,333,562	2,315,613	2,316,013
SA-DS HARBOR 98 TAR B TOTAL	-	-	-	2,468	2,334,562	2,321,363	2,321,763
SA-DS 2000A TAR B - 6301							
42 PROF & ADMIN	-	-	2	5,549	-	7,650	7,650
49 DEBT SVC EXPENDITURE	-	-	356,875	1,996,875	2,316,210	2,353,010	2,352,750
SA-DS 2000A TAR B TOTAL	-	-	356,877	2,002,424	2,316,210	2,360,660	2,360,400

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
SA-DS 2000B TARB - HOUSING - 6302							
42 PROF & ADMIN	-	-	0	127	-	1,900	1,900
49 DEBT SVC EXPENDITURE	-	-	121,633	466,633	575,983	587,455	587,810
SA-DS 2000B TARB - HOUSING TOTAL	-	-	121,633	466,759	575,983	589,355	589,710
SA-DS 2003A TARB - 6303							
42 PROF & ADMIN	-	-	1	4,323	-	3,700	3,700
49 DEBT SVC EXPENDITURE	-	-	355,844	845,844	1,192,888	1,201,250	1,201,650
SA-DS 2003A TARB TOTAL	-	-	355,845	850,167	1,192,888	1,204,950	1,205,350
SA-DS 2003B TARB - 6304							
42 PROF & ADMIN	-	-	1	3	-	600	600
49 DEBT SVC EXPENDITURE	-	-	336,219	761,219	1,087,239	1,095,503	1,094,695
SA-DS 2003B TARB TOTAL	-	-	336,220	761,222	1,087,239	1,096,103	1,095,295
SA-DS 2004A TARB 2/3 - 6305							
42 PROF & ADMIN	-	-	42	2,289	-	3,300	3,300
49 DEBT SVC EXPENDITURE	-	-	243,090	366,423	605,259	604,834	604,656
SA-DS 2004A TARB 2/3 TOTAL	-	-	243,132	368,712	605,259	608,134	607,956
SA-DS 2004A TARB -1/3 HS - 6306							
42 PROF & ADMIN	-	-	21	1,144	-	1,500	1,500
49 DEBT SVC EXPENDITURE	-	-	121,545	183,212	303,129	302,417	302,328
SA-DS 2004A TARB -1/3 HS TOTAL	-	-	121,566	184,356	303,129	303,917	303,828
SA-DS 2004B TARB - HOUSING - 6307							
42 PROF & ADMIN	-	-	5	9	-	800	800
49 DEBT SVC EXPENDITURE	-	-	32,269	107,269	139,225	140,413	139,913
SA-DS 2004B TARB - HOUSING TOTAL	-	-	32,274	107,278	139,225	141,213	140,713
SA-DS 2007/10A TARB - 6308							
42 PROF & ADMIN	-	-	-	-	-	9,800	9,800
49 DEBT SVC EXPENDITURE	-	-	1,083,541	-	3,155,974	3,171,981	3,181,172
91 OPER XFERS OUT	-	-	-	906,277	-	-	-
SA-DS 2007/10A TARB TOTAL	-	-	1,083,541	906,277	3,155,974	3,181,781	3,190,972
SA-DS 2007B TARB - HOUSING - 6309							
42 PROF & ADMIN	-	-	-	-	-	1,600	1,600
49 DEBT SVC EXPENDITURE	-	-	-	-	726,000	-	-
91 OPER XFERS OUT	-	-	-	-	-	-	-
SA-DS 2007B TARB - HOUSING TOTAL	-	-	-	-	726,000	1,600	1,600
SUCCESSOR AGENCY FUNDS TOTAL	4,381,379	4,294,651	28,725,962	7,478,871	61,768,048	73,478,539	75,753,438

City of Richmond
Summary of Expenditures by Fund, by Type

	FY 2009-10 Actual	FY 2010-11 Actual	FY 2011-12 Actual	FY 2012-13 Actual Thru Mar-2013	FY 2012-13 Adjusted Budget	FY 2013-14 Adopted Budget	FY 2014-15 Proposed Budget
Richmond Housing Authority Funds							
RICHMOND HOUSING AUTHORITY							
40 SALARIES AND WAGES	2,332,100	2,119,341	1,492,497	1,492,497	1,851,025	2,004,339	2,192,723
41 PYRLL/FRINGE BENEFIT	1,161,986	1,313,218	691,282	691,282	1,023,772	1,329,240	1,408,024
42 PROF & ADMIN	306,072	1,147,470	1,518,701	569,908	1,225,000	250,000	300,000
43 OTHER OPERATING	23,170,205	22,355,572	22,831,663	16,737,397	22,188,150	19,327,500	19,172,500
44 UTILITIES	807,290	820,477	897,032	776,782	931,895	600,000	700,000
45 EQPT & CONTRACT SVCS						1,524,101	1,590,520
47 COST POOL		625,859	681,647		458,750	337,104	337,104
48 ASSET/CAPITAL OUTLAY	1,373,281	1,121,858	845,845	619,616	1,150,000		
49 DEBT SVC EXPENDITURE	1,083,679	1,009,831	1,079,825	333,653	1,251,789	800,000	900,000
91 OPER XFERS OUT		-	-	-	-	-	-
RICHMOND HOUSING AUTHORITY TOTAL	30,234,613	30,513,626	30,038,492	21,221,135	30,080,381	26,172,284	26,600,871
TOTAL ALL FUNDS	400,679,973	287,719,089	330,444,396	225,224,984	415,996,696	388,757,301	369,364,717

City of Richmond
 Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
GENERAL FUND - 0001							
OFFICE OF THE MAYOR	637,274	468,553	441,157	355,972	461,042	457,784	472,375
CITY COUNCIL	829,447	456,177	359,243	326,083	436,293	462,983	471,774
COMMISSIONS	276,524	287,187	227,043	132,755	204,336	205,970	209,169
CITY MANAGER	1,790,266	1,728,295	2,851,145	2,219,384	3,590,621	2,945,124	2,076,390
CITY CLERK	398,162	975,889	393,605	419,744	774,475	671,504	686,339
CITY ATTORNEY	2,208,532	1,790,091	1,398,306	1,110,386	1,330,817	1,513,126	1,587,564
PLANNING & BUILDING SERVICES	432,790	353,112	210,814	186,918	245,221	307,774	318,259
FINANCE	4,586,536	3,683,116	2,955,380	2,361,762	2,914,389	3,709,159	3,785,886
HUMAN RESOURCES	1,396,138	1,231,445	1,064,223	803,038	1,026,393	1,252,878	1,232,972
POLICE	61,335,511	63,343,193	63,109,514	39,849,722	57,678,526	60,687,006	62,446,202
FIRE	27,085,761	26,063,309	23,153,949	15,768,855	22,820,112	23,511,097	25,114,549
OFFICE OF NEIGHBORHOOD SAFETY	1,608,638	2,173,304	2,325,046	1,291,009	2,779,175	2,336,909	1,532,648
PUBLIC WORKS	13,355,263	11,315,450	17,914,652	14,259,028	19,820,401	21,848,004	22,462,111
LIBRARY & CULTURAL SERVICES	6,850,985	6,376,172	4,871,474	3,747,951	5,206,294	6,068,783	6,308,333
RECREATION SERVICES	6,857,753	6,838,349	4,666,900	3,378,367	5,138,157	5,607,519	5,564,423
INFORMATION TECHNOLOGY	-	-	3,794,386	1,879,453	2,655,630	2,948,832	2,996,947
NON-DEPARTMENTAL	(1,463,552)	6,215,004	19,729,554	11,103,882	14,440,218	10,114,914	10,648,239
GENERAL FUND TOTAL	128,186,028	133,298,646	149,466,391	99,194,309	141,522,101	144,649,367	147,914,180

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
OTHER OPERATING FUNDS							
PARATRANSIT OPERATIONS - 1003 RECREATION SERVICES	1,134,730	1,083,702	1,530,599	826,065	1,113,865	1,182,448	1,224,347
HILLTOP LANDSCAPE MAINT - 1012 PUBLIC WORKS	1,036,934	933,884	1,354,497	1,103,407	1,477,281	1,005,522	1,021,982
MARINA BAY LNDSCP & LIGHT - 1015 PUBLIC WORKS	278,918	659,148	704,055	625,917	878,661	793,612	806,962
CR-PLANNING & BUILDING - 1050 PLANNING & BUILDING SERVICES	6,105,033	5,076,779	8,020,344	3,876,539	5,739,896	5,638,684	5,073,538
CR-ENGINEERING - 1051 ENGINEERING	9,319,758	3,769,745	3,516,895	2,422,057	3,778,263	3,247,230	3,301,018
CR-CODE ENFORCEMENT - 1053 POLICE	3,079,885	3,513,346	4,065,894	3,220,010	4,445,234	4,650,200	4,767,726
EMPLOYMENT & TRAINING - 1205 EMPLOYMENT & TRAINING	7,632,022	7,403,620	5,108,613	3,164,147	6,963,171	4,541,242	4,394,704
STORMWATER - 4006 CITY MANAGER	2,496,645	915,849	915,849	-	-	-	-
ENGINEERING	-	1,754,550	1,828,924	1,117,835	2,910,831	3,078,907	2,641,413
PUBLIC WORKS	31,193	-	-	-	-	-	-
OTHER OPERATING FUNDS TOTAL	31,115,118	25,110,623	27,045,670	16,355,978	27,307,202	24,137,845	23,231,690

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
SPECIAL REVENUE FUNDS							
SECURED PENSION OVERRIDE - 1001 NON-DEPARTMENTAL	7,722,636	8,340,123	5,105,504	5,590,950	9,528,324	9,420,270	8,958,147
LIBRARY FUND - 1005 LIBRARY & CULTURAL SERVICES	192,373	348,300	242,171	189,738	602,150	408,345	68,003
EMERGENCY MED SERV - 1007 FIRE	22,442	36,262	52,042	75,400	103,805	127,553	127,553
VEOLIA MITIGATION - 1009 CITY MANAGER	7,440	26,756	2,410	-	80,000	-	50,000
N.RICHMOND WASTE - 1010 CITY MANAGER	296,176	333,211	514,704	54,730	805,000	500,000	400,000
OUTSIDE FUNDED SVCS - 1011 FIRE	-	-	1,201	-	20,000	39,498	39,498
RECREATION SERVICES	-	-	617	-	-	-	-
HAZMAT FUND - 1013 FIRE	106,151	246,046	114,345	2,721	607,313	555,830	555,830
SPECIAL REVENUE FUNDS TOTAL	8,347,218	9,330,698	6,032,993	5,913,539	11,746,592	11,051,496	10,199,031

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
CAPITAL PROJECT FUNDS							
STATE GAS TAX - 1002							
ENGINEERING	1,010,278	4,213,189	3,640,577	1,100,378	4,645,216	1,452,056	389,206
PUBLIC WORKS	11,090	-	11,029	1,518,041	1,750,000	2,400,000	2,000,000
ASSET SEIZURE FUND - 1004							
POLICE	52,044	50,149	44,264	-	262,519	360,000	55,000
OUTSIDE FUNDED SVCS - GR - 1006							
POLICE	954,901	618,140	480,328	299,104	511,671	917,924	
FIRE	146,458	73,400	90,190	197,049	1,820,575	527,622	257,200
PUBLIC WORKS	315,764	409,724	131,243	317,668	1,370,014	1,047,144	
RECREATION SERVICES	4,121	1,879	280	-	3,550		
NON-DEPARTMENTAL	156,239	-	-	-	-		
ENGINEERING GRANTS - 1054							
ENGINEERING	-	4,480,693	2,088,033	5,116,178	10,164,327	2,614,215	
GENERAL CAPITAL FUND - 2001							
CITY MANAGER	-	124,823	621,927	1,515,310	5,026,039	3,483,985	
CITY CLERK	93,943	22,988	-		-		
PLANNING & BUILDING SERVICES	8,000	-	-		-		
FINANCE	100,371	106,726	108,463	90,397	121,120		
POLICE	604,345	105,420	-	63,570	578,570	1,991,418	
FIRE	1,095,938	-	-		-		
ENGINEERING	1,635,201	2,560,784	1,217,021	717,918	2,801,949	806,320	
PUBLIC WORKS	105,280	2,524,663	2,478,328	521,385	6,912,615	6,140,125	
LIBRARY & CULTURAL SERVICES	85,637	41,869	-		-		
RECREATION SERVICES	9,200	34,926	-		-		
INFORMATION TECHNOLOGY	-	-	988,463	50,075	250,000	183,400	
EMPLOYMENT & TRAINING	91,547	89,840	393,159	124,666	111,000		

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
MEASURE J - 2002							
ENGINEERING	458,922	671,688	1,033,356	277,497	1,803,156	1,820,757	1,069,818
PUBLIC WORKS	1,259,545	1,893	144,416	42,486	250,000		
CIP LSE REV BOND 01 - 2003							
ENGINEERING	370,816	2,017,094	197,288	-	533,617	79,235	
CIVIC CENTER - 2004							
ENGINEERING	14,864,687	949,998	1,110,214	437,961	364,500		
NON-DEPARTMENTAL	-	-	-	407,214	460,185		
HARBOR FUND - 2007							
PORT OPERATIONS	-	-	-	-	1,058,844		
NON-DEPARTMENTAL	1,783	49	18	315,009	-		
IMPACT FEE - PARKS - 2110							
PUBLIC WORKS	210,052	248,965	503,425	262,972	1,469,848	1,385,365	175,000
IMPACT FEE - FIRE - 2113							
FIRE	123,198	240	-	-	-		
IMPACT FEE - POLICE - 2114							
POLICE	198,875	809	28,211	1,344	88,091	120,000	
IMPACT FEE - RECREATION - 2115							
RECREATION SERVICES	94,268	27,755	61,983	77,702	219,713	110,575	
IMPACT FEE - LIBRARY - 2117							
LIBRARY & CULTURAL SERVICES	10,673	49,787	285,136	61,478	200,000	129,000	6,000
CAPITAL PROJECT FUNDS TOTAL	24,073,178	19,427,491	15,657,352	13,515,401	42,777,119	25,569,141	3,952,224

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
DEBT SERVICE FUNDS							
DS - 2005 TAXABLE POB - 3001 NON-DEPARTMENTAL	10,298,464	8,044,729	8,317,479	8,566,108	8,244,408	8,706,121	9,007,435
DS - 99A PENSION OBLIG BOND - 3002 NON-DEPARTMENTAL	2,974,450	2,801,618	2,626,381	2,448,913	2,444,523	2,267,315	2,084,978
DS - 95A SER REV RFDG BD - 3003 NON-DEPARTMENTAL	426,673	432,945	426,389	11,740	421,213	421,213	421,213
DS - 07 REFNDING&CVC CTR - 3005 NON-DEPARTMENTAL	107,559,721	5,463,291	5,400,347	5,395,098	5,405,876	5,441,171	5,441,171
DEBT SERVICE FUNDS TOTAL	121,259,308	16,742,582	16,770,595	16,421,858	16,516,020	16,835,820	16,954,797
ENTERPRISE FUNDS							
PORT OF RICHMOND - 4001 PORT OPERATIONS	8,625,516	7,033,014	8,199,347	10,820,333	18,781,006	10,300,228	9,838,167
WASTEWATER - 4003 ENGINEERING	13,611,097	13,951,916	13,793,511	13,384,111	31,555,549	26,785,830	25,590,968
MARINA - 4005 PORT OPERATIONS	-	-	1,453,581	114,655	100,000	-	-
MARINA OPERATIONS NON-DEPARTMENTAL	232,856	399,182	227,881	79,939	146,872	206,815	206,815
	-	115,000	-	-	-	14,940	-
KCRT - CABLE TELEVISION - 4008 INFORMATION TECHNOLOGY	1,491,507	961,063	1,737,142	860,214	1,193,273	1,228,087	1,027,487
ENTERPRISE FUNDS TOTAL	23,960,976	22,460,176	25,411,462	25,259,253	51,776,700	38,535,901	36,663,437

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
INTERNAL SERVICE FUNDS							
INSURANCE RESERVES - 5001 HUMAN RESOURCES	11,808,912	12,323,655	22,347,647	15,495,089	20,932,670	17,186,960	17,226,109
EQUIPMENT SERVICES - 5003 PUBLIC WORKS INFORMATION TECHNOLOGY	13,410,949	9,767,052	2,809,366	851,903	6,262,540	5,446,697 100,000	5,449,714 100,000
CAD DISPATCH SYSTEM - 5005 POLICE	3,696,668	4,183,777	5,538,871	3,240,998	4,857,306	5,130,756	4,851,509
RMS RECORDS SERVICES - 5006 POLICE	205,627	266,113	599,594	276,650	450,017	462,495	467,717
INTERNAL SERVICE FUNDS TOTAL	29,122,156	26,540,597	31,295,477	19,864,640	32,502,533	28,326,908	28,095,049
SUCCESSOR AGENCY FUNDS							
HOUSING ADMINISTRATION - 1200 HOUSING DEPARTMENT-COR	-	-	-	(456,532)	-	402,400	727,907
CDBG - 1201 RICHMOND COMM REDEV AGENCY	2,990,668	3,522,892	1,312,906	555,544	1,557,117	1,704,766	905,294
HOME PROGRAM - 1202 RICHMOND COMM REDEV AGENCY	295,736	771,759	577,799	195,450	1,585,764	2,272,357	343,226
NEIGHBORHOOD STAB(NP) - 1203 RICHMOND COMM REDEV AGENCY HOUSING DEPARTMENT-COR	1,094,976	(0)	1,063,396	168,156	326,000	920,000 1,196,638	120,000 376,638
COR-NEIGHBORHOOD STAB(CITY) - 1207 HOUSING DEPARTMENT-COR	-	-	819,904	600,790	1,529,109	1,310,000	250,000
COR-SUCCESSOR HOUSING AGENCY - 1208 HOUSING DEPARTMENT-COR	-	-	9,875	-	60,000	220,000	70,000
CAL-HOME GRANT FUND - 1209 HOUSING DEPARTMENT-COR	-	-	611,738	25,108	1,054,000	10,000	10,000
SECTION 108 IRON TRIANGLE - 2125 HOUSING DEPARTMENT-COR	-	-	-	-	-	1,511,000	

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
HOUSING CIP FUND - 2126 HOUSING DEPARTMENT-COR	-	-	-	-	-	2,300,000	816,074
SA-PROPERTY TAX TRUST FUND - 6101 RICHMOND SUCCESSOR AGENCY	-	-	6,120,235	-	13,231,651	16,687,000	16,686,999
SA-ADMINISTRATION - 6102 RICHMOND SUCCESSOR AGENCY	-	-	1,167,560	(187,327)	1,770,309	1,315,154	1,203,641
SA-CAPITAL PROJECT FUNDS - 6103 RICHMOND SUCCESSOR AGENCY	-	-	14,391,433	927,970	28,217,629	30,715,148	42,426,072
SA-CIP 04B TAR BND PRCD - 6206 RICHMOND SUCCESSOR AGENCY	-	-	29	48	-	1,105,000	
SA-DS HARBOR 98 TAR B - 6300 RICHMOND SUCCESSOR AGENCY	-	-	-	2,468	2,334,562	2,321,363	2,321,763
SA-DS 2000A TAR B - 6301 RICHMOND SUCCESSOR AGENCY	-	-	356,877	2,002,424	2,316,210	2,360,660	2,360,400
SA-DS 2000B TAR B - HOUSING - 6302 RICHMOND SUCCESSOR AGENCY	-	-	121,633	466,759	575,983	589,355	589,710
SA-DS 2003A TAR B - 6303 RICHMOND SUCCESSOR AGENCY	-	-	355,845	850,167	1,192,888	1,204,950	1,205,350
SA-DS 2003B TAR B - 6304 RICHMOND SUCCESSOR AGENCY	-	-	336,220	761,222	1,087,239	1,096,103	1,095,295
SA-DS 2004A TAR B 2/3 - 6305 RICHMOND SUCCESSOR AGENCY	-	-	243,132	368,712	605,259	608,134	607,956
SA-DS 2004A TAR B -1/3 HS - 6306 RICHMOND SUCCESSOR AGENCY	-	-	121,566	184,356	303,129	303,917	303,828
SA-DS 2004B TAR B - HOUSING - 6307 RICHMOND SUCCESSOR AGENCY	-	-	32,274	107,278	139,225	141,213	140,713

Summary of Expenditures by Fund, by Department

	FY2009-10 ACTUALS	FY2010-11 ACTUALS	FY2011-12 ACTUALS	FY2012-13 ACTUALS Thru Mar-2013	FY2012-13 ADJUSTED	FY2013-14 ADOPTED	FY2014-15 PROPOSED
SA-DS 2007/10A TARB - 6308 RICHMOND SUCCESSOR AGENCY	-	-	1,083,541	906,277	3,155,974	3,181,781	3,190,972
SA-DS 2007B TARB - HOUSING - 6309 RICHMOND SUCCESSOR AGENCY	-	-	-	-	726,000	1,600	1,600
SUCCESSOR AGENCY FUNDS TOTAL	4,381,379	4,294,651	28,725,962	7,478,870	61,768,048	73,478,539	75,753,438
RICHMOND HOUSING AUTHORITY FUNDS							
TOTAL RICHMOND HOUSING AUTHORITY FUND	30,234,613	30,513,626	30,038,492	21,221,135	30,080,381	26,172,284	26,600,871
ALL FUNDS TOTAL	400,679,973	287,719,090	330,444,395	225,224,983	415,996,696	388,757,301	369,364,717

**City of Richmond
FY2013-14 Adopted Budget Summary**

	General Fund	Other Operations	Special Revenues	Capital Improvements	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal	Successor Agency	Housing Authority	Total
ESTIMATED BEGINNING BALANCE 07/01/13	10,709,406	(10,618,063)	2,952,916	8,950,891	4,846,292	41,413,680	15,244,476	73,499,598	6,109,744	-	79,609,342
Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
Housing Authority Debt Payment	-	-	-	-	-	-	-	-	-	-	-
General Fund Loan - Subaru Project	-	-	-	-	-	-	-	-	-	-	-
Capital Interest	-	-	-	-	-	-	-	-	-	-	-
NEW BALANCE	10,709,406	(10,618,063)	2,952,916	8,950,891	4,846,292	41,413,680	15,244,476	73,499,598	6,109,744	-	79,609,342
Revenues											
30 Property Tax	34,527,660	1,329,911	8,025,466	-	5,787,162	-	-	49,670,199	16,687,000	-	66,357,199
31 Sales Tax	31,442,633	-	-	-	-	-	-	31,442,633	-	-	31,442,633
32 Utility Users Tax	51,088,925	-	-	-	-	-	-	51,088,925	-	-	51,088,925
33 Other Taxes	7,248,989	-	-	-	-	-	-	7,248,989	-	-	7,248,989
34 Licenses, Permits and Fees	5,108,340	5,175,415	425,000	617	-	26,000	-	10,735,372	-	-	10,735,372
35 Fines, Forfeitures and Penalties	325,000	420,000	20,000	-	-	-	-	765,000	-	-	765,000
36 Interest and Investment Income	335,038	(10,000)	3,500	63,210	-	150,200	350,000	891,948	296,000	-	1,187,948
37 Charges for Services	1,423,000	4,856,201	-	-	3,383,081	19,078,048	21,629,390	50,369,720	-	-	50,369,720
Charges for Internal Services	-	-	-	-	-	-	-	-	-	-	-
38 Other Revenues	826,911	89,000	47,498	1,790,252	-	176,000	655,000	3,584,661	1,345,000	770,000	5,699,661
39 Rental Income	716,070	4,380	-	-	-	9,770,961	-	10,491,411	345,407	1,980,000	12,816,818
3A State and Local Taxes	-	-	-	3,065,136	-	-	-	3,065,136	-	-	3,065,136
3B Federal Grant Revenue	699,472	2,622,508	50,000	1,681,983	-	-	-	5,053,963	7,229,320	23,482,571	35,765,853
3C State Grant Revenue	382,000	2,298,552	45,241	7,236,003	-	-	-	9,961,796	14,029,154	-	23,990,950
3D Other Grant Revenue	30,244	1,115,113	377,276	3,932,439	-	-	-	5,455,072	9,413,178	-	14,868,251
3H Pension Stabilization Revenue	-	-	-	-	980,575	-	-	980,575	-	-	980,575
60 Proceeds from Sale of Property	100,000	-	-	-	-	-	-	100,000	90,000	-	190,000
61 Loan/Bond Proceeds	109,701	-	-	-	-	-	-	109,701	897,925	-	1,007,626
Total Revenues	134,363,983	17,901,080	8,993,981	17,769,640	10,150,818	29,201,209	22,634,390	241,015,101	50,332,984	26,232,571	317,580,656

**City of Richmond
FY2013-14 Adopted Budget Summary**

	General Fund	Other Operations	Special Revenues	Capital Improve- ments	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal	Successor Agency	Housing Authority	Total
Expenditures											
40 Salaries and wages	68,086,379	8,018,668	-	200,000	-	1,949,159	3,761,807	82,016,013	1,281,350	2,004,339	85,301,702
41 Benefits	33,822,645	4,317,349	-	-	-	845,415	1,708,087	40,693,496	593,286	1,329,240	42,616,022
Non-department - vacancies	-	-	-	-	-	-	-	-	-	-	-
Retirements, layoffs, transfers	-	-	-	-	-	-	-	-	-	-	-
42 Professional services	11,284,602	4,112,279	854,420	6,152,303	-	8,623,458	1,888,409	32,915,470	858,149	250,000	34,023,620
43 Other Operating	8,266,060	1,296,919	96,498	141,945	-	882,645	64,750	10,748,817	78,290	19,327,500	30,154,607
44 Utilities	4,180,136	204,907	10,000	-	-	1,079,806	31,272	5,506,121	950	600,000	6,107,071
45 Equipment & Contractual Svcs.	1,697,869	267,928	-	1,667,571	-	761,650	713,940	5,108,958	1,200,000	1,524,101	7,833,059
46 Provision for insurance losses	-	-	-	-	-	1,115,945	13,355,350	14,471,295	-	-	14,471,295
47 Cost Pool	5,858,623	5,827,538	-	-	-	1,122,348	1,610,979	14,419,488	989,831	337,104	15,746,423
48 Asset & Capital Outlay	415,850	16,980	171,600	17,407,322	-	9,860,450	4,578,233	32,450,435	30,385,067	800,000	63,635,502
Capital Improvement Projects	-	-	-	-	-	-	-	-	-	-	-
49 Debt Service Expenditures	1,193,863	75,278	-	-	14,285,898	12,145,024	614,082	28,314,144	13,325,435	-	41,639,579
50 Grant Expenditures	-	-	235,708	-	-	-	-	235,708	-	-	235,708
52 Employment & Training All	-	-	-	-	-	-	-	-	-	-	-
Rental and miscellaneous	-	-	-	-	-	-	-	-	-	-	-
Direct costs	-	-	-	-	-	-	-	-	-	-	-
51 CDBG/Home/Hsg Proj	-	-	-	-	-	-	-	-	6,974,181	-	6,974,181
Total Expenditures	134,806,027	24,137,845	1,368,226	25,569,141	14,285,898	38,385,900	28,326,908	266,879,945	55,686,539	26,172,284	348,738,768

**City of Richmond
FY2013-14 Adopted Budget Summary**

	General Fund	Other Operations	Special Revenues	Capital Improve- ments	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal	Successor Agency	Housing Authority	Total
90 Transfers in from:											
General Fund	-	6,277,377	-	-	1,535,993	-	714,082	8,527,452	1,315,889	-	9,843,340
Operations	-	-	-	-	-	-	-	-	-	-	-
Special Revenue	7,177,955	38,000	-	200,000	-	-	-	7,415,955	-	-	7,415,955
Capital Improvements	-	-	-	-	-	-	-	-	-	-	-
Debt Service	2,549,922	-	-	-	2,267,315	-	-	4,817,237	-	-	4,817,237
Enterprise Fund	150,000	-	-	-	-	-	-	150,000	-	-	150,000
Internal Service Funds	-	-	-	-	-	-	-	-	-	-	-
Successor Agency	-	-	-	-	-	-	-	-	17,792,000	-	17,792,000
Housing Authority	-	-	-	-	-	-	-	-	-	-	-
Total transfers in	9,877,877	6,315,377	-	200,000	3,803,308	-	714,082	20,910,644	19,107,889	-	40,018,532
91 Transfers out to:											
General Fund	-	-	7,177,955	-	2,549,922	150,000	-	9,877,877	-	-	9,877,877
Operations	6,277,377	-	38,000	-	-	-	-	6,315,377	-	-	6,315,377
Special Revenue	-	-	-	-	-	-	-	-	-	-	-
Capital Improvements	-	-	200,000	-	-	-	-	200,000	-	-	200,000
Debt Service	1,535,993	-	2,267,315	-	-	-	-	3,803,308	-	-	3,803,308
Enterprise Fund	-	-	-	-	-	-	-	-	-	-	-
Internal Service Funds	714,081	-	-	-	-	-	-	714,081	-	-	714,081
Successor Agency	1,315,889	-	-	-	-	-	-	1,315,889	17,792,000	-	19,107,889
Housing Authority	-	-	-	-	-	-	-	-	-	-	-
Total transfers out	9,843,340	-	9,683,270	-	2,549,922	150,000	-	22,226,532	17,792,000	-	40,018,532
Net transfers in/out	34,537	6,315,377	(9,683,270)	200,000	1,253,386	(150,000)	714,082	(1,315,889)	1,315,889	-	0
Net Surplus/Deficit	(407,507)	78,612	(2,057,515)	(7,599,501)	(2,881,694)	(9,334,691)	(4,978,436)	(27,180,733)	(4,037,666)	60,287	(31,158,112)
ENDING BALANCE	10,301,899	(10,539,451)	895,401	1,351,390	1,964,598	32,078,989	10,266,040	46,318,865	2,072,078	60,287	48,451,230

City of Richmond
FY2013-14 Adopted Budget Summary

CC	PROJECT CODE CLASSIFICATION	General Fund	General Fund Total
	ORG FUND	0001	
	Estimated Beginning Balance 07/01/13	10,709,406	10,709,406
	Bond Proceeds		-
	Housing Authority Debt Payment		-
	General Fund Loan - Subaru Project		-
	Capital Interest		-
	NEW BALANCE	10,709,406	10,709,406
	Revenues		
30	Property Tax	34,527,660	34,527,660
31	Sales Tax	31,442,633	31,442,633
32	Utility Users Tax	51,088,925	51,088,925
33	Other Taxes	7,248,989	7,248,989
34	Licenses, Permits and Fees	5,108,340	5,108,340
35	Fines, Forfeitures and Penalties	325,000	325,000
36	Interest and Investment Income	335,038	335,038
37	Charges for Services	1,423,000	1,423,000
	Charges for Internal Services		-
38	Other Revenues	826,911	826,911
39	Rental Income	716,070	716,070
3A	State and Local Taxes		-
3B	Federal Grant Revenue	699,472	699,472
3C	State Grant Revenue	382,000	382,000
3D	Other Grant Revenue	30,244	30,244
3H	Pension Stabilization Revenue		-
60	Proceeds from Sale of Property	100,000	100,000
61	Loan/Bond Proceeds	109,701	109,701
	Total Revenues	134,363,983	134,363,983

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION	General Fund	General Fund Total
	ORG FUND	0001	
	<u>Expenditures</u>		
40	Salaries and wages	68,086,379	68,086,379
41	Benefits	33,822,645	33,822,645
	Non-department - vacancies		-
	Retirements, layoffs, transfers		-
42	Professional services	11,284,602	11,284,602
43	Other Operating	8,266,060	8,266,060
44	Utilities	4,180,136	4,180,136
45	Equipment & Contractual Svcs.	1,697,869	1,697,869
46	Provision for insurance losses		-
47	Cost Pool	5,858,623	5,858,623
48	Asset & Capital Outlay	415,850	415,850
	Capital Improvement Projects		-
49	Debt Service Expenditures	1,193,863	1,193,863
50	Grant Expenditures		-
	Non-capital asset acquisition		-
	Rental and miscellaneous		-
	Direct costs		-
	Total Expenditures	134,806,027	134,806,027

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	Paratransit	Hilltop L&L	Marina Bay L&L	Planning	Bldg Cost Recovery	Engineering Cost Recovery
		1003	1012	1015	1050	1050	1051
	Estimated Beginning Balance 07/01/13	(477,251)	(95,183)	576,471	(6,069,370)		(251,674)
	Bond Proceeds						
	Housing Authority Debt Payment						
	General Fund Loan - Subaru Project						
	Capital Interest						
	NEW BALANCE	(477,251)	(95,183)	576,471	(6,069,370)	-	(251,674)
	Revenues						
30	Property Tax		832,269	497,643			
31	Sales Tax						
32	Utility Users Tax						
33	Other Taxes						
34	Licenses, Permits and Fees				429,910	2,986,255	578,250
35	Fines, Forfeitures and Penalties						
36	Interest and Investment Income						
37	Charges for Services				787,500	3,000	1,800,000
	Charges for Internal Services						
38	Other Revenues	43,000			1,000		45,000
39	Rental Income						
3A	State and Local Taxes						
3B	Federal Grant Revenue						
3C	State Grant Revenue				1,350,552		
3D	Other Grant Revenue	685,182					
3H	Pension Stabilization Revenue						
60	Proceeds from Sale of Property						
61	Loan/Bond Proceeds						
	Total Revenues	728,182	832,269	497,643	2,568,962	2,989,255	2,423,250

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	Paratransit	Hilltop L&L	Marina Bay L&L	Planning	Bldg Cost Recovery	Engineering Cost Recovery
		1003	1012	1015	1050	1050	1051
	<u>Expenditures</u>						
40	Salaries and wages	399,108	414,544	393,753	650,349	1,081,103	929,618
41	Benefits	242,814	221,153	157,171	334,933	500,583	454,620
	Non-department - vacancies Retirements, layoffs, transfers						
42	Professional services	47,710	42,781	74,550	975,786	335,371	44,000
43	Other Operating	15,900	63,991	53,000	42,062	21,316	20,200
44	Utilities	5,000	38,885	84,422	2,000	6,000	6,600
45	Equipment & Contractual Svcs.		8,286				4,100
46	Provision for insurance losses						
47	Cost Pool	466,636	140,605	30,716	644,299	1,044,882	1,786,092
48	Asset & Capital Outlay Capital Improvement Projects	5,280					2,000
49	Debt Service Expenditures		75,278				
50	Grant Expenditures						
52	Employment & Training All Rental and miscellaneous Direct costs						
51							
	Total Expenditures	1,182,448	1,005,522	793,612	2,649,429	2,989,255	3,247,230

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	Paratransit	Hilltop L&L	Marina Bay L&L	Planning	Bldging Cost Recovery	Engineering Cost Recovery
		1003	1012	1015	1050	1050	1051
90	Transfers in from:						
	General Fund	454,266	182,558	341,744	104,000		823,980
	Operations						
	Special Revenue						
	Capital Improvements						
	Debt Service						
	Enterprise Fund						
	Internal Service Funds						
	Successor Agency						
	Housing Authority						
	Total transfers in	454,266	182,558	341,744	104,000	-	823,980
91	Transfers out to:						
	General Fund						
	Operations						
	Special Revenue						
	Capital Improvements						
	Debt Service						
	Enterprise Fund						
	Internal Service Funds						
	Successor Agency						
	Housing Authority						
	Total transfers out	-	-	-	-	-	-
	Net transfers in/out	454,266	182,558	341,744	104,000	-	823,980
	Net Surplus/Deficit	-	9,304	45,774	23,533	-	-
	Ending Balance	(477,251)	(85,879)	622,245	(6,045,837)	-	(251,674)

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	Code	Employment	Stormwater	Operations
		Enforcement	& Training	Enterprise	Total
		1053	1205	4006	
	Estimated Beginning Balance 07/01/13	(3,146,871)		(1,154,185)	(10,618,063)
	Bond Proceeds				-
	Housing Authority Debt Payment				-
	General Fund Loan - Subaru Project				-
	Capital Interest				-
	NEW BALANCE	(3,146,871)	-	(1,154,185)	(10,618,063)
	Revenues				
30	Property Tax				1,329,911
31	Sales Tax				-
32	Utility Users Tax				-
33	Other Taxes				-
34	Licenses, Permits and Fees	1,120,000	50,000	11,000	5,175,415
35	Fines, Forfeitures and Penalties	400,000		20,000	420,000
36	Interest and Investment Income	(10,000)			(10,000)
37	Charges for Services		411,000	1,854,701	4,856,201
	Charges for Internal Services				-
38	Other Revenues				89,000
39	Rental Income			4,380	4,380
3A	State and Local Taxes				-
3B	Federal Grant Revenue		2,622,508		2,622,508
3C	State Grant Revenue		183,000	765,000	2,298,552
3D	Other Grant Revenue		395,316	34,615	1,115,113
3H	Pension Stabilization Revenue				-
60	Proceeds from Sale of Property				-
61	Loan/Bond Proceeds				-
	Total Revenues	1,510,000	3,661,824	2,689,696	17,901,080

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	Code	Employment	Stormwater	Operations
		Enforcement	& Training	Enterprise	Total
		1053	1205	4006	
	<u>Expenditures</u>				
40	Salaries and wages	2,194,902	1,748,366	206,925	8,018,668
41	Benefits	1,243,059	1,061,331	101,685	4,317,349
	Non-department - vacancies				-
	Retirements, layoffs, transfers				-
42	Professional services	52,300		2,539,781	4,112,279
43	Other Operating	101,700	950,000	28,750	1,296,919
44	Utilities	45,000	6,000	11,000	204,907
45	Equipment & Contractual Svcs.	24,800	196,127	34,615	267,928
46	Provision for insurance losses				-
47	Cost Pool	978,739	579,418	156,151	5,827,538
48	Asset & Capital Outlay	9,700			16,980
	Capital Improvement Projects				-
49	Debt Service Expenditures				75,278
50	Grant Expenditures				-
52	Employment & Training All				-
	Rental and miscellaneous				-
	Direct costs				-
51					-
Total Expenditures		4,650,200	4,541,242	3,078,907	24,137,845

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	<i>Secured Pension Override</i>	<i>Library Fund</i>	<i>Emergency Medical Services</i>	<i>Veolia Mitigation Funds</i>	<i>N. Rich. Waste Mit. Funds</i>	<i>Outside Funded Services Donations</i>	<i>Hazmat Grant</i>	Special Revenue Total
		1001	1005	1007	1009	1010	1011	1013	
	Estimated Beginning Balance 07/01/13	1,701,037	709,891	117,960	87,724	79,172	19,307	237,825	2,952,916
	Bond Proceeds								-
	Housing Authority Debt Payment								-
									-
									-
	NEW BALANCE	1,701,037	709,891	117,960	87,724	79,172	19,307	237,825	2,952,916
	Revenues								
30	Property Tax	8,025,466							8,025,466
31	Sales Tax								-
32	Utility Users Tax								-
33	Other Taxes								-
34	Licenses, Permits and Fees				25,000	400,000			425,000
35	Fines, Forfeitures and Penalties		20,000						20,000
36	Interest and Investment Income		2,000	1,500					3,500
37	Charges for Services								-
	Charges for Internal Services								-
38	Other Revenues		8,000				39,498		47,498
39	Rental Income								-
3A	State and Local Taxes								-
3B	Federal Grant Revenue		50,000						50,000
3C	State Grant Revenue		45,241						45,241
3D	Other Grant Revenue			33,982				343,294	377,276
3H	Pension Stabilization Revenue								-
60	Proceeds from Sale of Property								-
	Total Revenues	8,025,466	125,241	35,482	25,000	400,000	39,498	343,294	8,993,981

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION	<i>Secured Pension Override</i>	<i>Library Fund</i>	<i>Emergency Medical Services</i>	<i>Veolia Mitigation Funds</i>	<i>N. Rich. Waste Mit. Funds</i>	<i>Outside Funded Services Donations</i>	<i>Hazmat Grant</i>	<i>Special Revenue Total</i>
	ORG FUND	1001	1005	1007	1009	1010	1011	1013	
	<u>Expenditures</u>								
40	Salaries and wages								-
41	Benefits								-
	Non-department - vacancies								-
	Retirements, layoffs, transfers								-
42	Professional services		231,745			215,000		407,675	854,420
43	Other Operating		5,000			12,000	39,498	40,000	96,498
44	Utilities					10,000			10,000
45	Equipment & Contractual Svcs.								-
46	Provision for insurance losses								-
47	Cost Pool								-
48	Asset & Capital Outlay		171,600						171,600
	Capital Improvement Projects								-
49	Debt Service Expenditures								-
50	Grant Expenditures			127,553				108,155	235,708
	Non-capital asset acquisition								-
	Rental and miscellaneous								-
	Direct costs								-
51	CDBG/HOME/HSG PRJ								-
	Total Expenditures	-	408,345	127,553	-	237,000	39,498	555,830	1,368,226

**City of Richmond
FY2013-14 Adopted Budget Summary**

PROJECT CODE CLASSIFICATION ORG ORG FUND	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	CIP Lease Rev Bond 00	Civic Center	HARBOR FUND
	1002	1004	1006	1054	2001	2002	2003	2004	2007
Estimated Beginning Balance 07/01/13	1,086,115	388,240	676,321	(1,653,075)	4,403,040	765,551	78,065	82,197	1,087,002
Bond Proceeds									
Housing Authority Debt Payment									
NEW BALANCE	1,086,115	388,240	676,321	(1,653,075)	4,403,040	765,551	78,065	82,197	1,087,002
Revenues									
Property Tax									
Sales Tax									
Utility Users Tax									
Other Taxes									
Licenses, Permits and Fees									
Fines, Forfeitures and Penalties									
Interest and Investment Income	26,725	3,535				6,596	1,171		11,000
Charges for Services									
Charges for Internal Services									
Other Revenues					1,790,252				
Rental Income									
State and Local Taxes	3,065,136								
Federal Grant Revenue			1,681,983						
State Grant Revenue			120,000	904,048	6,211,955				
Other Grant Revenue			1,169,642	1,710,167		1,052,630			
Pension Stabilization Revenue									
Proceeds from Sale of Property									
Loan/Bond Proceeds									
Total Revenues	3,091,861	3,535	2,971,625	2,614,215	8,002,207	1,059,226	1,171	-	11,000

**City of Richmond
FY2013-14 Adopted Budget Summary**

PROJECT CODE CLASSIFICATION ORG ORG FUND	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	CIP Lease Rev Bond 00	Civic Center	HARBOR FUND
	1002	1004	1006	1054	2001	2002	2003	2004	2007
<u>Expenditures</u>									
Salaries and wages	200,000								
Benefits									
Non-department - vacancies									
Retirements, layoffs, transfers									
Professional services	3,000		1,145,393		4,779,910	140,000			
Other Operating			21,945						
Utilities									
Equipment & Contractual Svcs.	534,390			497,541	392,954	242,686			
Provision for insurance losses									
Cost Pool									
Asset & Capital Outlay	3,114,666	360,000	1,325,352	2,116,674	7,432,384	1,438,071	79,235		
Capital Improvement Projects									
Debt Service Expenditures									
Grant Expenditures									
Non-capital asset acquisition									
Rental and miscellaneous									
Direct costs									
Total Expenditures	3,852,056	360,000	2,492,690	2,614,215	12,605,248	1,820,757	79,235	-	-

**City of Richmond
FY2013-14 Adopted Budget Summary**

PROJECT CODE CLASSIFICATION ORG ORG FUND	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	CIP Lease Rev Bond 00	Civic Center	HARBOR FUND
	1002	1004	1006	1054	2001	2002	2003	2004	2007
Transfers in from:									
General Fund									
Operations									
Special Revenue					200,000				
Capital Improvements									
Debt Service									
Enterprise Fund									
Internal Service Funds									
Successor Agency									
Housing Authority									
Total transfers in	-	-	-	-	200,000	-	-	-	-
Transfers out to:									
General Fund									
Operations									
Special Revenue									
Capital Improvements									
Debt Service									
Enterprise Fund									
Internal Service Funds									
Successor Agency									
Housing Authority									
Total transfers out	-	-	-	-	-	-	-	-	-
Net transfers in/out	-	-	-	-	200,000	-	-	-	-
Net Surplus/Deficit	(760,195)	(356,465)	478,935	-	(4,403,041)	(761,531)	(78,064)	-	11,000
Ending Balance	325,920	31,775	1,155,256	(1,653,075)	(1)	4,020	1	82,197	1,098,002

**City of Richmond
FY2013-14 Adopted Budget Summary**

PROJECT CODE CLASSIFICATION ORG ORG FUND	Park	Fire	Police	Recreation	Library	Improvements
	Impact Fee	Impact Fee	Impact Fee	Impact Fee	Impact Fee	Total
Estimated Beginning Balance 07/01/13	2110 1,613,970	2113 46,468	2114 120,791	2115 108,681	2117 147,525	8,950,891
Bond Proceeds						-
Housing Authority Debt Payment						-
						-
						-
NEW BALANCE	1,613,970	46,468	120,791	108,681	147,525	8,950,891
Revenues						
Property Tax						-
Sales Tax						-
Utility Users Tax						-
Other Taxes						-
Licenses, Permits and Fees		469			148	617
Fines, Forfeitures and Penalties						-
Interest and Investment Income	8,719	1,829		1,894	1,741	63,210
Charges for Services						-
Charges for Internal Services						-
Other Revenues						1,790,252
Rental Income						-
State and Local Taxes						3,065,136
Federal Grant Revenue						1,681,983
State Grant Revenue						7,236,003
Other Grant Revenue						3,932,439
Pension Stabilization Revenue						-
Proceeds from Sale of Property						-
Loan/Bond Proceeds						-
Total Revenues	8,719	2,298	-	1,894	1,889	17,769,640

**City of Richmond
FY2013-14 Adopted Budget Summary**

PROJECT CODE CLASSIFICATION ORG ORG FUND	Park	Fire	Police	Recreation	Library	Improvements
	Impact Fee	Impact Fee	Impact Fee	Impact Fee	Impact Fee	Total
	2110	2113	2114	2115	2117	
<u>Expenditures</u>						
Salaries and wages						200,000
Benefits						-
Non-department - vacancies						-
Retirements, layoffs, transfers						-
Professional services					84,000	6,152,303
Other Operating			120,000			141,945
Utilities						-
Equipment & Contractual Svcs.						1,667,571
Provision for insurance losses						-
Cost Pool						-
Asset & Capital Outlay	1,385,365			110,575	45,000	17,407,322
Capital Improvement Projects						-
Debt Service Expenditures						-
Grant Expenditures						-
Non-capital asset acquisition						-
Rental and miscellaneous						-
Direct costs						-
						-
Total Expenditures	1,385,365	-	120,000	110,575	129,000	25,569,141

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG FUND	2005	99A	95A	2007	Debt Svc Total
		TAXBLE POBS	PENSION OBG	Revenue Rfndng	Lease Revenue	
		3001	3002	3003	3005	
	Estimated Beginning Balance 07/01/13	4,551,413	(14,907)	317,929	(8,143)	4,846,292
	Bond Proceeds					-
	Housing Authority Debt Payment					-
						-
						-
	NEW BALANCE	4,551,413	(14,907)	317,929	(8,143)	4,846,292
	Revenues					
30	Property Tax	5,787,162				5,787,162
31	Sales Tax					-
32	Utility Users Tax					-
33	Other Taxes					-
34	Licenses, Permits and Fees					-
35	Fines, Forfeitures and Penalties					-
36	Interest and Investment Income					-
37	Charges for Services				3,383,081	3,383,081
	Charges for Internal Services					-
38	Other Revenues					-
39	Rental Income					-
3A	State and Local Taxes					-
3B	Federal Grant Revenue					-
3C	State Grant Revenue					-
3D	Other Grant Revenue					-
3H	Pension Stabilization Revenue	980,575				980,575
60	Proceeds from Sale of Property					-
	Total Revenues	6,767,737	-	-	3,383,081	10,150,818

**City of Richmond
FY2013-14 Adopted Budget Summary**

	2005 TAXBLE POBS	99A PENSION OBG	95A Revenue Rfndng	2007 Lease Revenue	Debt Svc Total
<u>Expenditures</u>					
40 Salaries and wages					-
41 Benefits					-
Non-department - vacancies					-
Retirements, layoffs, transfers					-
42 Professional services					-
43 Other Operating					-
44 Utiilities					-
45 Equipment & Contractual Svcs.					-
46 Provision for insurance losses					-
47 Cost Pool					-
48 Asset & Capital Outlay					-
Capital Improvement Projects					-
49 Debt Service Expenditures	6,156,199	2,267,315	421,213	5,441,171	14,285,898
50 Grant Expenditures					-
Non-capital asset acquisition					-
Rental and miscellaneous					-
Direct costs					-
					-
Total Expenditures	6,156,199	2,267,315	421,213	5,441,171	14,285,898

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG ORG FUND/DEPT/ORG	Port	Wastewater Enterprise Operations	Marina Operations	KCRT	Enterprise Fund Total
		4001	4003	4005	4008	
	Estimated Beginning Balance 07/01/13	7,037,541	31,080,450	3,086,590	209,099	41,413,680
	Bond Proceeds		-			-
	Housing Authority Debt Payment					-
	General Fund Loan - Subaru Project					-
	Capital Interest					-
	NEW BALANCE	7,037,541	31,080,450	3,086,590	209,099	41,413,680
	Revenues					
30	Property Tax					-
31	Sales Tax					-
32	Utility Users Tax					-
33	Other Taxes					-
34	Licenses, Permits and Fees		26,000			26,000
35	Fines, Forfeitures and Penalties					-
36	Interest and Investment Income	200		150,000		150,200
37	Charges for Services		18,142,048		936,000	19,078,048
	Charges for Internal Services					-
38	Other Revenues				176,000	176,000
39	Rental Income	9,564,146		206,815		9,770,961
3A	State and Local Taxes					-
3B	Federal Grant Revenue					-
3C	State Grant Revenue					-
3D	Other Grant Revenue					-
3H	Pension Stabilization Revenue					-
60	Proceeds from Sale of Property					-
	Total Revenues	9,564,346	18,168,048	356,815	1,112,000	29,201,209

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION ORG ORG FUND/DEPT/ORG	Port	Wastewater Enterprise Operations	Marina Operations	KCRT	Enterprise Fund Total
		4001	4003	4005	4008	
	<u>Expenditures</u>					
40	Salaries and wages	722,687	896,202		330,270	1,949,159
41	Benefits	344,888	319,916		180,611	845,415
	Non-department - vacancies					-
	Retirements, layoffs, transfers					-
42	Professional services	1,368,215	7,120,269	14,940	120,034	8,623,458
43	Other Operating	39,200	584,165		259,280	882,645
44	Utilities	183,900	895,906			1,079,806
45	Equipment & Contractual Svcs.	19,000	742,650			761,650
46	Provision for insurance losses	24,000	1,091,945			1,115,945
47	Cost Pool	869,156			253,192	1,122,348
48	Asset & Capital Outlay	490,000	9,285,750		84,700	9,860,450
	Capital Improvement Projects					-
49	Debt Service Expenditures	6,089,182	5,849,027	206,815		12,145,024
50	Grant Expenditures					-
	Non-capital asset acquisition					-
	Rental and miscellaneous					-
	Direct costs					-
	Total Expenditures	10,150,228	26,785,830	221,755	1,228,087	38,385,900

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION	<i>Risk Mngmnt</i>	<i>Equipment</i>	<i>Police CAD</i>	<i>Police RMS</i>	<i>Internal</i>
		<i>Insurance</i>	<i>Replacement</i>	<i>System</i>	<i>System</i>	<i>Service Total</i>
	ORG					
	ORG					
	FUND	5001	5003	5005	5006	
	Estimated Beginning Balance 07/01/13	13,967,058	594,922	513,506	168,990	15,244,476
	Bond Proceeds					-
	Housing Authority Debt Payment					-
						-
						-
	NEW BALANCE	13,967,058	594,922	513,506	168,990	15,244,476
	Revenues					
30	Property Tax					-
31	Sales Tax					-
32	Utility Users Tax					-
33	Other Taxes					-
34	Licenses, Permits and Fees					-
35	Fines, Forfeitures and Penalties					-
36	Interest and Investment Income	350,000				350,000
37	Charges for Services	15,253,835	1,540,457	4,485,762	349,336	21,629,390
	Charges for Internal Services					-
38	Other Revenues	50,000		500,000	105,000	655,000
39	Rental Income					-
3A	State and Local Taxes					-
3B	Federal Grant Revenue					-
3C	State Grant Revenue					-
3D	Other Grant Revenue					-
3H	Pension Stabilization Revenue					-
60	Proceeds from Sale of Property					-
	Total Revenues	15,653,835	1,540,457	4,985,762	454,336	22,634,390

**City of Richmond
FY2013-14 Adopted Budget Summary**

CC	PROJECT CODE CLASSIFICATION	<i>Risk Mngmnt</i>	<i>Equipment</i>	<i>Police CAD</i>	<i>Police RMS</i>	<i>Internal</i>
		<i>Insurance</i>	<i>Replacement</i>	<i>System</i>	<i>System</i>	<i>Service Total</i>
	ORG					
	ORG					
	FUND	5001	5003	5005	5006	
	Expenditures					
40	Salaries and wages	960,612		2,674,395	126,800	3,761,807
41	Benefits	399,426		1,244,137	64,524	1,708,087
	Non-department - vacancies					-
	Retirements, layoffs, transfers					-
42	Professional services	1,778,258		46,936	63,215	1,888,409
43	Other Operating	34,250		20,500	10,000	64,750
44	Utilities	1,000		20,006	10,266	31,272
45	Equipment & Contractual Svcs.		48,940	500,000	165,000	713,940
46	Provision for insurance losses	13,355,350				13,355,350
47	Cost Pool	647,564	320,943	619,782	22,690	1,610,979
48	Asset & Capital Outlay	10,500	4,562,733	5,000		4,578,233
	Capital Improvement Projects					-
49	Debt Service Expenditures		614,082			614,082
50	Grant Expenditures					-
	Non-capital asset acquisition					-
	Rental and miscellaneous					-
	Direct costs					-
	Total Expenditures	17,186,960	5,546,697	5,130,756	462,495	28,326,908

**City of Richmond
FY2013-14 Adopted Budget Summary**

	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency	Cal Home Grant	Housing Capital Project Fund	Iron Triangle	RDA SA Property Tax Trust
	1200	1201	1202	1203	1207	1208	1209	2126	2125	6101
Estimated Beginning Balance 07/01/13	35,663					457,670			1,511,411	
Bond Proceeds										
Housing Authority Debt Payment										
NEW BALANCE	35,663	-	-	-	-	457,670	-		1,511,411	-
Revenues										
30 Property Tax										16,687,000
31 Sales Tax										
32 Utility Users Tax										
33 Other Taxes										
34 Licenses, Permits and Fees										
35 Fines, Forfeitures and Penalties										
36 Interest and Investment Income										
37 Charges for Services										
Charges for Internal Services										
38 Other Revenues				820,000	455,000	60,000				
39 Rental Income										
3A State and Local Taxes										
3B Federal Grant Revenue		1,626,841	2,272,357		855,000					
3C State Grant Revenue								1,500,000		
3D Other Grant Revenue				1,296,638						
3H Pension Stabilization Revenue										
60 Proceeds from Sale of Property										
61 Loan/Bond Proceeds		77,925				10,000	10,000	800,000		
Total Revenues	-	1,704,766	2,272,357	2,116,638	1,310,000	70,000	10,000	2,300,000	-	16,687,000

**City of Richmond
FY2013-14 Adopted Budget Summary**

	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency	Cal Home Grant	Housing Capital Project Fund	Iron Triangle	RDA SA Property Tax Trust
	1200	1201	1202	1203	1207	1208	1209	2126	2125	6101
<u>Expenditures</u>										
40 Salaries and wages	(271,964)	253,878	42,641		10,362					
41 Benefits	317,035									
Non-department - vacancies										
Retirements, layoffs, transfers										
42 Professional services	48,555	173,456	92,338	10,000	3,000	30,000	2,000			
43 Other operating expenditures	40,420	5,000								
44 Utilities	650									
45 Equipment & Contractual Services										
46 Provision for insurance losses										
47 Cost Pool	267,704	36,905								
48 Asset & Capital Outlay								2,300,000	1,511,000	
Capital Improvement Projects										
49 Debt service										
50 Grant expenditures										
Non-capital asset acquisition										
Rental and miscellaneous										
Direct costs										
51 CDBG/Home/Hsg Proj		1,235,526	2,137,378	2,106,638	1,296,638	190,000	8,000			
Total Expenditures	402,400	1,704,766	2,272,357	2,116,638	1,310,000	220,000	10,000	2,300,000	1,511,000	-

**City of Richmond
FY2013-14 Adopted Budget Summary**

	Housing Admin	CDBG	Home Program	NSP (Non-Profit)	NSP (City)	Successor Housing Agency	Cal Home Grant	Housing Capital Project Fund	Iron Triangle	RDA SA Property Tax Trust
	1200	1201	1202	1203	1207	1208	1209	2126	2125	6101
90 Transfers in from:										
General Fund	573,497									
Operations										
Special Revenue										
Capital Improvements										
Debt Service										
Enterprise Fund										
Internal Service Funds										
Successor Agency to RCRA										
Housing Authority										
Total transfers in	573,497	-	-	-	-	-	-	-	-	-
91 Transfers out to:										
General Fund										
Operations										
Special Revenue										
Capital Improvements										
Debt Service										
Enterprise Fund										
Internal Service Funds										
Successor Agency to RCRA										16,687,000
Housing Authority										
Total transfers out	-	-	-	-	-	-	-	-	-	16,687,000
Net transfers in/out	573,497	-	-	-	-	-	-	-	-	(16,687,000)
Net Surplus/Deficit	171,097	-	-	0	-	(150,000)	-	-	(1,511,000)	-
Ending Balance	206,760	-	-	0	-	307,670	-	-	411	-

**City of Richmond
FY2013-14 Adopted Budget Summary**

	RDA SA Administration	SA Capital Projects	SA-2004B TARB Bond Proceeds-HSG	SA-1998 TARB Debt Service	SA-2000A TARB Debt Service	SA-2000B TARB Debt Service-HSG	SA-2003A TARB Debt Service	SA-2003B TARB Debt Service	SA-2004A TARB Debt Service-2/3
Estimated Beginning Balance 07/01/13	6102	6103	6206	6300	6301	6302	6303	6304	6305
Bond Proceeds		3,000,000	1,105,000						
Housing Authority Debt Payment									
NEW BALANCE	-	3,000,000	1,105,000	-	-	-	-	-	-
Revenues									
Property Tax									
Sales Tax									
Utility Users Tax									
Other Taxes									
Licenses, Permits and Fees									
Fines, Forfeitures and Penalties									
Interest and Investment Income				62,000	116,000	47,000	40,000	31,000	
Charges for Services									
Charges for Internal Services									
Other Revenues		10,000							
Rental Income		345,407							
State and Local Taxes									
Federal Grant Revenue		2,475,122							
State Grant Revenue		12,529,154							
Other Grant Revenue		8,116,540							
Pension Stabilization Revenue									
Proceeds from Sale of Property		90,000							
Loan/Bond Proceeds									
Total Revenues	-	23,566,223	-	62,000	116,000	47,000	40,000	31,000	-

**City of Richmond
FY2013-14 Adopted Budget Summary**

	RDA SA Administration	SA Capital Projects	SA-2004B TAR B Bond Proceeds-HSG	SA-1998 TAR B Debt Service	SA-2000A TAR B Debt Service	SA-2000B TAR B Debt Service-HSG	SA-2003A TAR B Debt Service	SA-2003B TAR B Debt Service	SA-2004A TAR B Debt Service-2/3
	6102	6103	6206	6300	6301	6302	6303	6304	6305
<u>Expenditures</u>									
Salaries and wages	(91,689)	1,338,122							
Benefits	276,251								
Non-department - vacancies									
Retirements, layoffs, transfers									
Professional services	362,200	100,000		5,750	7,650	1,900	3,700	600	3,300
Other operating expenditures	32,870								
Utilities	300								
Equipment & Contractual Services	50,000	1,150,000							
Provision for insurance losses									
Cost Pool	685,222								
Asset & Capital Outlay		26,574,067							
Capital Improvement Projects									
Debt service		1,552,959		2,315,613	2,353,010	587,455	1,201,250	1,095,503	604,834
Grant expenditures									
Non-capital asset acquisition									
Rental and miscellaneous									
Direct costs									
CDBG/Home/Hsg Proj									
Total Expenditures	1,315,154	30,715,148	-	2,321,363	2,360,660	589,355	1,204,950	1,096,103	608,134

**City of Richmond
FY2013-14 Adopted Budget Summary**

	RDA SA Administration	SA Capital Projects	SA-2004B TAR B Bond Proceeds-HSG	SA-1998 TAR B Debt Service	SA-2000A TAR B Debt Service	SA-2000B TAR B Debt Service-HSG	SA-2003A TAR B Debt Service	SA-2003B TAR B Debt Service	SA-2004A TAR B Debt Service-2/3
	6102	6103	6206	6300	6301	6302	6303	6304	6305
Transfers in from:									
General Fund	742,392								
Operations									
Special Revenue									
Capital Improvements									
Debt Service									
Enterprise Fund									
Internal Service Funds									
Successor Agency to RCRA	580,000	5,698,924		2,259,363	2,244,660	542,355	1,164,950	1,065,103	608,134
Housing Authority									
Total transfers in	1,322,392	5,698,924	-	2,259,363	2,244,660	542,355	1,164,950	1,065,103	608,134
Transfers out to:									
General Fund									
Operations									
Special Revenue									
Capital Improvements									
Debt Service									
Enterprise Fund									
Internal Service Funds									
Successor Agency to RCRA			1,105,000						
Housing Authority									
Total transfers out	-	-	1,105,000	-	-	-	-	-	-
Net transfers in/out	1,322,392	5,698,924	(1,105,000)	2,259,363	2,244,660	542,355	1,164,950	1,065,103	608,134
Net Surplus/Deficit	7,238	(1,450,001)	(1,105,000)	-	-	-	-	-	-
Ending Balance	7,238	1,549,999	-	-	-	-	-	-	-

**City of Richmond
FY2013-14 Adopted Budget Summary**

	SA-2004A TARB Debt Service-HSG 1/3	SA-2004B TARB Debt Service-HSG	SA-2007/10A TARB	SA-2007/10B TARB-HSG	Housing & Successor Agency Total
Estimated Beginning Balance 07/01/13	6306	6307	6308	6309	6,109,744
Bond Proceeds					-
Housing Authority Debt Payment					-
					-
					-
NEW BALANCE	-	-	-	-	6,109,744
Revenues					-
Property Tax					16,687,000
Sales Tax					-
Utility Users Tax					-
Other Taxes					-
Licenses, Permits and Fees					-
Fines, Forfeitures and Penalties					-
Interest and Investment Income					296,000
Charges for Services					-
Charges for Internal Services					-
Other Revenues					1,345,000
Rental Income					345,407
State and Local Taxes					-
Federal Grant Revenue					7,229,320
State Grant Revenue					14,029,154
Other Grant Revenue					9,413,178
Pension Stabilization Revenue					-
Proceeds from Sale of Property					90,000
Loan/Bond Proceeds					897,925
					-
Total Revenues	-	-	-	-	50,332,984

**City of Richmond
FY2013-14 Adopted Budget Summary**

	SA-2004A TARB Debt Service-HSG 1/3	SA-2004B TARB Debt Service-HSG	SA-2007/10A TARB	SA-2007/10B TARB-HSG	Housing & Successor Agency Total
	6306	6307	6308	6309	
<u>Expenditures</u>					
Salaries and wages					1,281,350
Benefits					593,286
Non-department - vacancies					-
Retirements, layoffs, transfers					-
Professional services	1,500	800	9,800	1,600	858,149
Other operating expenditures					78,290
Utilities					950
Equipment & Contractual Services					1,200,000
Provision for insurance losses					-
Cost Pool					989,831
Asset & Capital Outlay					30,385,067
Capital Improvement Projects					-
Debt service	302,417	140,413	3,171,981		13,325,435
Grant expenditures					-
Non-capital asset acquisition					-
Rental and miscellaneous					-
Direct costs					-
CDBG/Home/Hsg Proj					6,974,181
Total Expenditures	303,917	141,213	3,181,781	1,600	55,686,539

**City of Richmond
FY2013-14 Adopted Budget Summary**

	SA-2004A TARB Debt Service-HSG 1/3	SA-2004B TARB Debt Service-HSG	SA-2007/10A TARB	SA-2007/10B TARB-HSG	Housing & Successor Agency Total
	6306	6307	6308	6309	
Transfers in from:					
General Fund					1,315,889
Operations					-
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund					-
Internal Service Funds					-
Successor Agency to RCRA	303,917	141,213	3,181,781	1,600	17,792,000
Housing Authority					-
					-
					-
					-
					-
Total transfers in	303,917	141,213	3,181,781	1,600	19,107,889
Transfers out to:					
General Fund					-
Operations					-
Special Revenue					-
Capital Improvements					-
Debt Service					-
Enterprise Fund					-
Internal Service Funds					-
Successor Agency to RCRA					17,792,000
Housing Authority					-
					-
					-
					-
					-
Total transfers out	-	-	-	-	17,792,000
Net transfers in/out	303,917	141,213	3,181,781	1,600	1,315,889
Net Surplus/Deficit	-	-	-	-	(4,037,666)
Ending Balance	-	-	-	-	2,072,078

**City of Richmond
FY2013-14 Adopted Budget Summary**

FUND	Housing Authority	Housing Authority Total
8101		
Estimated Beginning Balance 07/01/13	-	-
Bond Proceeds	-	-
Housing Authority Debt Payment	-	-
	-	-
	-	-
NEW BALANCE	-	-
Revenues		
Property Tax	-	-
Sales Tax	-	-
Utility Users Tax	-	-
Other Taxes	-	-
Licenses, Permits and Fees	-	-
Fines, Forfeitures and Penalties	-	-
Interest and Investment Income	-	-
Charges for Services	-	-
Charges for Internal Services	-	-
Other Revenues	770,000	770,000
Rental Income	1,980,000	1,980,000
State and Local Taxes	-	-
Federal Grant Revenue	23,482,571	23,482,571
State Grant Revenue	-	-
Other Grant Revenue	-	-
Pension Stabilization Revenue	-	-
Proceeds from Sale of Property	-	-
Total Revenues	26,232,571	26,232,571

**City of Richmond
FY2013-14 Adopted Budget Summary**

FUND	Housing Authority	Housing Authority Total
Expenditures	8101	
Salaries and wages	2,004,339	2,004,339
Benefits	1,329,240	1,329,240
Non-department - vacancies		-
Retirements, layoffs, transfers		-
Professional services	250,000	250,000
Other Operating	19,327,500	19,327,500
Utilities	600,000	600,000
Equipment & Contractual Services	1,524,101	1,524,101
Provision for insurance losses		-
Cost Pool	337,104	337,104
Asset & Capital Outlay	800,000	800,000
Capital Improvement Projects		-
Debt service		-
Grant expenditures		-
Non-capital asset acquisition		-
Rental and miscellaneous		-
Direct costs		-
		-
Total Expenditures	26,172,284	26,172,284

City of Richmond
General Fund Five-Year Financial Forecast

	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Adopted	FY2014-15 Proposed	FY2015-16 Forecast	FY2016-17 Forecast	FY2017-18 Forecast	FY2018-19 Forecast
REVENUES:								
Revenues, recurring								
Property Tax	\$ 27,732,608	\$ 33,040,822	\$ 34,527,660	\$ 36,495,735	\$ 37,225,650	\$ 37,970,163	\$ 38,729,566	\$ 39,504,157
Sales & Use Tax	\$ 27,788,340	\$ 29,720,759	\$ 31,442,633	\$ 32,501,060	\$ 33,151,081	\$ 33,814,103	\$ 34,490,385	\$ 35,180,193
Utility User Tax	\$ 50,984,315	\$ 49,220,624	\$ 51,088,925	\$ 52,681,441	\$ 53,735,070	\$ 54,809,771	\$ 55,905,967	\$ 57,024,086
Other Taxes	\$ 6,550,828	\$ 7,012,170	\$ 7,248,989	\$ 7,444,209	\$ 7,593,093	\$ 7,744,955	\$ 7,899,854	\$ 8,057,851
Licenses, Permits & Fees	\$ 3,888,435	\$ 4,619,133	\$ 5,108,340	\$ 5,219,072	\$ 5,323,453	\$ 5,429,923	\$ 5,538,521	\$ 5,649,291
Charges for Services	\$ 1,369,658	\$ 1,123,776	\$ 1,423,000	\$ 1,423,000	\$ 1,451,460	\$ 1,480,489	\$ 1,510,099	\$ 1,540,301
Rental Income	\$ 779,944	\$ 615,398	\$ 716,070	\$ 730,535	\$ 745,145	\$ 760,048	\$ 775,249	\$ 790,754
Intergov State Taxes	\$ 54,148	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grants	\$ 2,678,084	\$ 2,842,303	\$ 1,111,716	\$ 137,000	\$ 139,740	\$ 142,535	\$ 145,385	\$ 148,293
All Other Recurring Revenues	\$ 6,190,381	\$ 1,985,657	\$ 1,586,949	\$ 1,427,449	\$ 1,455,998	\$ 1,485,118	\$ 1,514,820	\$ 1,545,116
Revenues, recurring subtotal	\$ 128,016,742	\$ 130,180,642	\$ 134,254,281	\$ 138,059,500	\$ 140,820,690	\$ 143,637,104	\$ 146,509,846	\$ 149,440,043
Revenues, one-time								
Loan/Bond Proceeds	\$ 2,848,225	\$ 109,701	\$ 109,701	\$ 109,701	\$ -	\$ -	\$ -	\$ -
Revenues, one-time subtotal	\$ 2,848,225	\$ 109,701	\$ 109,701	\$ 109,701	\$ -	\$ -	\$ -	\$ -
REVENUES subtotal	\$ 130,864,967	\$ 130,290,343	\$ 134,363,982	\$ 138,169,201	\$ 140,820,690	\$ 143,637,104	\$ 146,509,846	\$ 149,440,043
Transfers-In								
Pension Tax Override	\$ 2,671,409	\$ 2,601,079	\$ 2,601,079	\$ -	\$ -	\$ -	\$ -	\$ -
Other Transfers in	\$ 12,154,524	\$ 7,899,581	\$ 7,276,798	\$ 6,258,787	\$ 688,185	\$ 701,949	\$ 715,988	\$ 730,307
Transfers-In, subtotal	\$ 14,825,933	\$ 10,500,660	\$ 9,877,877	\$ 6,258,787	\$ 688,185	\$ 701,949	\$ 715,988	\$ 730,307
REVENUES & TRANSFERS IN, Total	\$ 145,690,900	\$ 140,791,003	\$ 144,241,859	\$ 144,427,988	\$ 141,508,875	\$ 144,339,053	\$ 147,225,834	\$ 150,170,351

City of Richmond
General Fund Five-Year Financial Forecast

	FY2011-12 Actual	FY2012-13 Estimated	FY2013-14 Adopted	FY2014-15 Proposed	FY2015-16 Forecast	FY2016-17 Forecast	FY2017-18 Forecast	FY2018-19 Forecast
EXPENDITURES:								
Expenditures, recurring								
Salaries & Wages	\$ 66,722,678	\$ 66,325,895	\$ 68,086,379	\$ 69,161,636	\$ 69,853,252	\$ 70,551,785	\$ 71,257,303	\$ 71,969,876
Employee Benefits	\$ 33,448,079	\$ 32,740,675	\$ 33,822,645	\$ 36,792,696	\$ 34,926,626	\$ 35,275,892	\$ 35,628,651	\$ 35,984,938
Operating Expenditures	\$ 32,705,475	\$ 29,702,192	\$ 31,703,140	\$ 30,344,322	\$ 31,011,897	\$ 31,694,159	\$ 32,391,430	\$ 33,104,041
Expenditures, recurring subtotal	\$ 132,876,232	\$ 128,768,762	\$ 133,612,164	\$ 136,298,653	\$ 135,791,775	\$ 137,521,836	\$ 139,277,384	\$ 141,058,855
Expenditures, one-time								
Debt Service	\$ 1,308,308	\$ 1,497,352	\$ 1,193,863	\$ 1,196,528	\$ 1,222,852	\$ 1,249,755	\$ 1,277,249	\$ 1,305,349
EXPENDITURES, one-time subtotal	\$ 1,308,308	\$ 1,497,352	\$ 1,193,863	\$ 1,196,528	\$ 1,222,852	\$ 1,249,755	\$ 1,277,249	\$ 1,305,349
Transfers-Out								
Operating Transfers Out	\$ 8,464,787	\$ 8,666,303	\$ 7,693,266	\$ 8,275,950	\$ 8,458,021	\$ 8,644,098	\$ 8,834,268	\$ 9,028,622
Debt Service Transfers Out	\$ 1,810,995	\$ 2,588,456	\$ 2,150,074	\$ 2,143,048	\$ 2,190,195	\$ 2,238,379	\$ 2,287,624	\$ 2,337,952
Transfers-Out, subtotal	\$ 10,275,782	\$ 11,254,759	\$ 9,843,340	\$ 10,418,998	\$ 10,648,216	\$ 10,882,477	\$ 11,121,892	\$ 11,366,573
EXPENDITURES & TRANSFERS OUT, Total	\$ 144,460,323	\$ 141,520,873	\$ 144,649,367	\$ 147,914,180	\$ 147,662,843	\$ 149,654,067	\$ 151,676,525	\$ 153,730,777
FUND BALANCE								
Net Change in Fund Balance	\$ 1,230,578	\$ (729,870)	\$ (407,508)	\$ (3,486,192)	\$ (6,153,968)	\$ (5,315,015)	\$ (4,450,691)	\$ (3,560,426)
Beginning Balance (Deficit): July 1	\$ 39,206,413	\$ 40,436,991	\$ 39,707,120	\$ 39,299,613	\$ 35,813,421	\$ 29,659,453	\$ 24,344,438	\$ 19,893,747
Ending Balance (Deficit): June 30	\$ 40,436,991	\$ 39,707,120	\$ 39,299,613	\$ 35,813,421	\$ 29,659,453	\$ 24,344,438	\$ 19,893,747	\$ 16,333,321

**City of Richmond
FY2013-14**

Transfers In / Transfers Out Schedule

TRANSFERS OUT			TRANSFERS IN			JUSTIFICATION
Operating Transfers Out - General Fund			Operating Transfers In			
Org-Object			Org-Object			
01917090-400901	Non-Departmental Activity	\$ 182,558	11233731-391994	Hilltop LMD	\$ 182,558	Hilltop LMD subsidy.
01917090-400901	Non-Departmental Activity	\$ 341,744	11533931-391994	Marina Bay LMD	\$ 341,744	Marina Bay LMD subsidy.
01917090-400901	Non-Departmental Activity	\$ 823,980	15121131-391994	CR-Engineering	\$ 823,980	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	\$ 3,102,200	15398021-391994	CR-Code Enforcement	\$ 3,102,200	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	\$ 100,000	50362917-391991	Equipment Fund	\$ 100,000	Computer Refresh Pool
01917090-400901	Non-Departmental Activity	\$ 454,266	10355051-391994	Paratransit	\$ 454,266	General Fund ISF & subsidy of services.
01917090-400901	Non-Departmental Activity	\$ 389,211	40623431-391994	Stormwater	\$ 389,211	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	\$ 742,392	61227066-391994	Successor Agency Admin	\$ 742,392	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	\$ 573,497	12031063-391994	Successor Housing Department	\$ 573,497	General Fund subsidy of services.
01917090-400901-2DJ01	Non-Departmental Activity	\$ 104,000	15061219-391991-2DJ01	Planning & Building	\$ 104,000	General Fund grant match.
01917090-400901-42022	Non-Departmental Activity	\$ 300,000	12571041-391994-42022	Employment & Training	\$ 300,000	SummerYouth Employment.
01917090-400901-42717	Non-Departmental Activity	\$ 579,418	12571041-391994-42717	Employment & Training	\$ 579,418	ISF Subsidy
01917090-400902	Non-Departmental Activity	\$ 1,535,993	30511090-391994	Debt Service-2007 Lease Rev	\$ 1,535,993	2007 Refunding & Civic Center
01202022-400902	Fire Department	\$ 369,350	50335031-391992	Equipment Services	\$ 369,350	Suntrust Lease #5 Debt Service
01234331-400902	Public Works - Street Sweeping	\$ 244,731	50335031-391992	Equipment Services	\$ 244,731	Suntrust Lease #6 Debt Service
Total General Fund		\$ 9,843,340			\$ 9,843,340	
Operating Transfers Out - Other Funds			Operating Transfers In			
Org-Object			Org-Object			
10114090-400902	Secured Pension Override	\$ 2,267,315	30211090-391992	Debt Service-99A POB	\$ 2,267,315	Portion of unfunded accrued actuarial liability in Pension Fund
10114090-400904	Secured Pension Override	\$ 7,152,955	01917090-391991	Non-Departmental Activity	\$ 7,152,955	Utilized for one-time operating costs.
11032913-400901	N. Richmond Waste Mitigation	\$ 38,000	15398021-391991	Code Enforcement-Abatement	\$ 38,000	Temporary Code Enforcement Officer
11032913-400901-03I02	N. Richmond Waste Mitigation	\$ 200,000	20136031-391993-03I02	Park Projects	\$ 200,000	Park rehabilitation projects.
11032913-400901	N. Richmond Waste Mitigation	\$ 25,000	01131013-391991	City Manager's Office	\$ 25,000	Administrative costs
30111090-400904	Debt Service-2005 Taxable POB	\$ 2,549,922	01917090-391991	Non-Departmental Activity	\$ 2,549,922	Utilized for one-time operating costs.
40181080-400901	Port of Richmond	\$ 150,000	01917090-391991	Non-Departmental Activity	\$ 150,000	Debt service payment.
Total Other Funds		\$ 12,383,192	Total Other Funds		\$ 12,383,192	
Operating Transfers Out - Successor Agency			Operating Transfers In			
Org-Object			Org-Object			
61127066-400901	RDA SA Property Tax Trust	\$ 580,000	61227066-391991	RDA SA Administration	\$ 580,000	For administration.
61127066-400901	RDA SA Property Tax Trust	\$ 3,336,907	61322066-391991	SA Capital Projects	\$ 3,336,907	For projects.
61127066-400902	RDA SA Property Tax Trust	\$ 1,257,017	61321066-391992	SA Capital Projects	\$ 1,257,017	For loan payments.
61127066-400902	RDA SA Property Tax Trust	\$ 2,259,363	63021090-391992	SA-1998 TARB Debt Service	\$ 2,259,363	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 2,244,660	63121090-391992	SA-1998 TARB Debt Service	\$ 2,244,660	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 542,355	63221090-391992	SA-2000B TARB Debt Service	\$ 542,355	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 1,164,950	63321090-391992	SA-2003A TARB Debt Service	\$ 1,164,950	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 1,065,103	63041090-391992	SA-2003B TARB Debt Service	\$ 1,065,103	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 608,134	63521090-391992	SA-2004A TARB Debt Service	\$ 608,134	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 303,917	63621090-391992	SA-2004A TARB Debt Service HSG 1/3	\$ 303,917	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 141,213	63721090-391992	SA-2004B TARB Debt Service HSG	\$ 141,213	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 3,181,781	63821090-391992	SA-2007/10A TARB Debt Service HSG	\$ 3,181,781	Debt service payment
61127066-400902	RDA SA Property Tax Trust	\$ 1,600	63921090-391992	SA-2007/10B TARB Debt Service HSG	\$ 1,600	Debt service payment
62062066-400901	SA-2004B TARB Bond Proceeds-HSG	\$ 1,105,000	61322066-391991	SA Capital Projects	\$ 1,105,000	For housing projects.
Total SA Funds		\$ 17,792,000	Total SA Funds		\$ 17,792,000	
10114090-400901	Secured Pension Override	\$ 1,596,771	65115090-391991	Police & Fire Pension	\$ 1,596,771	Police & Fire Pension ARC
10114090-400901	Secured Pension Override	\$ 148,186	65015090-391991	General Pension	\$ 148,186	General Pension ARC
Total Transfers-Out		\$ 41,763,489			\$ 41,801,789	

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
OFFICE OF THE MAYOR	3.67	3.67	3.67	3.67	3.67
CITY COUNCIL	1.0	1.0	1.0	1.0	1.0
CITY CLERK	3.0	3.0	3.0	3.0	3.0
CITY MANAGER	10.0	10.0	11.4	12.0	12.0
OFFICE OF NEIGHBORHOOD SAFETY	9.0	9.0	10.0	10.0	10.0
CITY ATTORNEY	6.0	6.8	10.0	9.0	9.0
POLICE COMMISSION	1.5	1.5	1.0	1.0	1.0
FINANCE DEPARTMENT	34.0	34.8	31.8	33.8	33.8
HUMAN RESOURCES	15.0	15.0	15.0	15.0	16.0
INFORMATION TECHNOLOGY	17.0	17.0	16.0	16.0	16.0
POLICE DEPARTMENT - Sworn	195.0	196.0	195.0	196.0	196.0
POLICE DEPARTMENT - Non-Sworn	102.0	101.0	96.0	105.0	105.0
FIRE DEPARTMENT	97.0	89.0	97.0	97.0	97.0
PUBLIC WORKS	123.0	116.0	113.0	116.0	116.0
ENGINEERING & WASTEWATER	21.0	21.0	21.0	20.0	20.0
PLANNING & BUILDING SERVICES	23.0	22.0	21.0	20.0	20.0
LIBRARY & CULTURAL SERVICES	40.2	41.0	38.0	40.7	40.7
RECREATION DEPARTMENT	32.0	32.8	35.2	36.1	35.6
SUCCESSOR AGENCY TO RCRA	19.0	19.6	13.0	12.0	12.0
EMPLOYMENT & TRAINING	28.0	28.0	24.0	24.0	24.0
RICHMOND HOUSING AUTHORITY	32.0	32.0	25.0	29.0	29.0
PORT	6.0	6.0	6.0	6.0	6.0
GRAND TOTAL ALL DEPARTMENTS	818.4	806.1	787.1	806.2	806.7

Mayor's Office



Mission:

The Mayor's Office aims to assist residents to create better/healthier lives by effectively addressing social, economic and environmental health and justice issues for all of Richmond. To this end, the Mayor's Office works to increase jobs, educational opportunities and the creation of responsive government to provide a gateway to the future.

Key Objectives for Strategic Goals:

Quality of Life: promote pathways to peace by addressing the root causes of violence

- Engage with individuals, families and groups affected by violence in conjunction with the Office of Neighborhood Safety (ONS) and local organizations to promote the healing process and break the cycle of violence.
- Create pathways out of poverty for our residents by expanding job training programs like RichmondBUILD, YouthBUILD, and Solar Richmond to train and place our residents in healthy jobs.
- Actively network with Contra Costa College, West Contra Costa Unified School District, and not-for-profits to further enhance educational pathways to better lives.
- Work with and support local community groups, student groups, and faith-based groups organizing public events that promote community building; e.g., festivals, marches, rallies, and activities for peace, education, social justice, and unity.
- Support community policing efforts through effective working relationships with community members, neighborhood councils, West Contra Costa Family Justice Center, and Richmond Police Department.
- Actively engage with community groups and City staff on critical violence prevention strategies such as the Cease Fire and Re-Entry strategies.

Enhance a Healthy, Local Economy: continue to build a strong, responsible, local economy with social, environmental and health equity

- Advance Richmond-specific green/sustainable programs: oversee implementation of our new General Plan, including our Housing Element, Health and Wellness Element, and our Energy and Climate Change Element; advance the creation of Richmond Climate Action Plan; continue to expand our local green job training in all possible ways; advance solar financing and incentive opportunities for residents and businesses, including our low-income homeowners; continue "green" tours focused on sustainability throughout Richmond, especially for our youth.
- Continue to work within the East Bay Green Corridor to implement new programs and policies to create a more sustainable planet and bring forward jobs within the new green economy.
- Advance a sustainable and healthy local economy by continuing to seek out and welcome new businesses and job creation across economic sectors and by encouraging sustainable, small business development.
- Encourage sustainable practices in all businesses.

Mayor's Office

- Assure and advance the goals of our Local Employment Ordinance hiring policies and Local Business Ordinance.
- Complete term of contract with Mayor's Office consultant and collaborate with residents and community stakeholders to create and promote worker-owned cooperatives in Richmond as a worker empowerment-based model of economic development and job creation.
- Oversee implementation of our Bicycle and Pedestrian Plan.
- Oversee implementation of Marin Clean Energy Richmond providing clean energy options for our residents.
- Continue to advance a collaborative effort working closely with the Environmental Initiatives team and Health in All Policies Initiative in the City Manager's Office to expand environmental and health policies and activities in the City of Richmond.

Community Empowerment - the gauge by which true progress in Richmond must be measured is the extent to which we as a community are empowered to meet our needs and further our common interests

- Support a variety of community-led efforts at the grass roots level by assigning staff to act as liaisons to local projects and efforts including: the BBK Collaboration Community Engagement Project; the Richmond Food Policy Council; Reentry Solutions Group; Building Bridges between Black and Brown Dialogues; Out of School Time; Healing Circles; and wreath laying for victims of homicide.
- Continue to reclaim and bring back the commons by utilizing more extensively the common spaces available (e.g., Civic Center, community centers, parks, and libraries) and by encouraging more ownership of outdoor space, including the growing of more community gardens.
- Continue to support the expansion and activities of the Richmond Greenway, the Groundwork Richmond program, Healthy Eating Active Living (HEAL), Urban Tilth, Richmond Rivets and EcoVillage Learning Farm to give community members an opportunity to learn about growing healthy food and beautifying our City.
- Support ongoing efforts to protect our natural resources including a healthy, open, accessible shoreline, preserved hillsides, and clean waterways.
- Promote policies that celebrate public art and promote artistic performances.
- Continue to implement our Richmond Poet Laureate program.
- Advance new creative industries and tourism in our City to help uplift Richmond's image.
- Support the rights of our immigrant families, including the implementation of our new municipal ID program, and advocate for the human rights of all our residents.
- Continue the effort to empower and celebrate women leaders and organizations making positive change in our community by hosting the 7th and 8th Annual International Women's Day community gathering in March 2014 and 2015.
- Sponsor a public community youth-organized event in the fall of 2013 and 2014 in collaboration with local organizations to elevate the voices, talents, and efforts of our youth for social justice and unity.
- Engage in dialogue with the community's concerns and ideas through ongoing monthly "Meet with the Mayor" town-hall like public sessions.
- Support and make recommendations for commissions and boards to reflect the fullest range of our diversity.
- Meet on a regular basis and engage with other elected officials, including West County and Contra Costa County Mayors, and other relevant regional bodies, to address relevant multi-jurisdictional concerns.

MAYOR'S OFFICE PROGRAM ORGANIZATIONAL CHART



- * Leadership
- * Budget & Policy
Development
- * Coordination between
Departments & Community
- * Appointments to
Commissions &
Standing Committees
- * Represents City at
Regional, State,
National and
International
Organizations

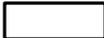


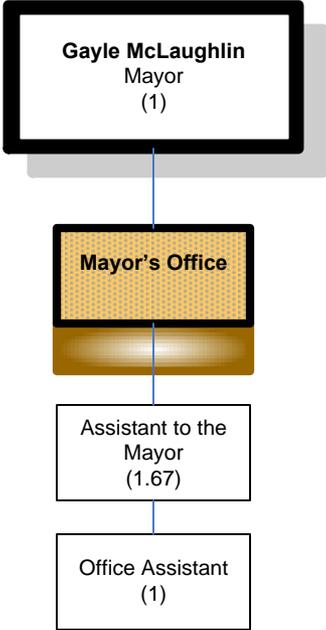
Office of the Mayor

FY2013-15 Organizational Chart

Existing FTE = 3.67, Proposed FTE = 3.67

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program
	Reclassification		



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
OFFICE OF THE MAYOR					
Mayor	1.0	1.0	1.0	1.0	1.0
Assistant to the Mayor	1.67	1.67	1.67	1.67	1.67
Office Assistant	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalent (FTEs)	3.67	3.67	3.67	3.67	3.67

Office of the Mayor-10

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	439,763	463,939	353,072	457,784	472,375	(6,155)	-1%	14,591	3%
Other Revenue	1,394		2,900						
Sources Total	441,157	463,939	355,972	457,784	472,375	(6,155)	-1%	14,591	3%
USES BY TYPE									
Salaries	238,151	241,938	178,879	246,227	249,009	4,289	2%	2,782	1%
Benefits	128,122	133,416	101,004	151,333	163,268	17,917	13%	11,935	8%
Professional Services	56,672	54,875	23,616	34,600	34,600	(20,275)	-37%	-	0%
Other Operating Expenses	6,839	14,650	2,713	14,650	14,650	-	0%	-	0%
Utilities	2,903	4,739	1,642	4,739	4,739	-	0%	-	0%
Equipment & Contract Services						-	0%	-	0%
Cost Pool	158,488	146,644	145,872	146,398	146,272	(246)	0%	(126)	0%
Asset/Capital Outlay						-	0%	-	0%
A87 Cost Plan Reimbursement	-153,244	-139,689	-105,120	-140,163	-140,163	(474)	0%	-	0%
Operating Transfer Out	3,225	7,366	7,366			(7,366)	-100%	-	0%
Uses-Operating Expenditure Total	441,157	463,939	355,972	457,784	472,375	(6,155)	-1%	14,591	3%
USES BY ORG CODE									
Office of the Mayor (Admin)-01101011	441,157	463,939	355,972	457,784	472,375	(6,155)	-1%	14,591	3%
TOTAL BUDGET	441,157	463,939	355,972	457,784	472,375	(6,155)	-1%	14,591	3%

FY2013-14 & 2014-15 Biennial Budget

City Council



Mission:

The City Council establishes comprehensive goals and objectives for the City; provides leadership in establishing policies for the conduct of municipal affairs; formulates priorities for allocation of City resources; supports special legislative bodies; represents the City at local, regional, state, and nation-wide organizations; and holds regularly-scheduled meetings, hearings, and study sessions to receive community input and conduct business in a public forum.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Maintain the historical Civic Center and continue to revitalize downtown.
- Continue to implement efforts to maintain City streets, landscaping, parks and historical buildings.
- Enforce abatement ordinances to combat graffiti, vacant buildings, illegal dumping and overgrown vegetation throughout the City.

2. Promote a safe and secure community

- Support community-policing policies.
- Support and market recreation and youth programs.
- Communicate with the West Contra Costa Unified School District (WCCUSD) to foster a supportive collaboration to sustain a healthy learning environment for Richmond youth.

3. Promote economic vitality

- Seek opportunities to develop programs and projects that promote job creation and employment for Richmond residents.
- Expand economic opportunities for business and employment opportunities for Richmond residents.
- Support efforts to attract and sustain businesses through effective and efficient permitting processes.

4. Promote sustainable communities

- Support and implement programs that will address blight.
- Promote environmentally-friendly options.
- Support efforts of the City of Richmond's Environmental Initiative Division to promote sustainability within the organization.
- Sustain and augment programs that promote general and higher education for our youth.

5. Promote effective government

- Remain updated on infrastructure bonds, the state budget, and key legislation to broaden local programs and services by participating in courses, seminars and conferences provided through association memberships.
- Implement, maintain, and respond to the biennial community survey through sound policy measures.
- Provide public policy education for all City Council members to enhance the effectiveness of policy decisions.
- Strengthen avenues of communication with the community through collaborations, outreach, and public meetings.

City Council

Goal

To establish municipal policy and allocate resources to improve the quality of life for Richmond residents.

Description

The City Council consists of seven members, including an elected Mayor. The City Council is the City's main legislative body, making laws and policy decisions through the enactment of ordinances and resolutions. The City Council adopts the City budget, represents the City on county and regional governmental agencies, hosts ceremonial occasions, and carries out a variety of other municipal responsibilities. City Council members also serve as the City's Redevelopment Successor Agency Board and Housing Authority Commissioners. They are assisted by the numerous boards, commissions, and neighborhood councils comprised of Richmond residents.

2013-15 Supporting Actions

- 2.11.a** Strengthen efforts to promote education and quality educational facilities for Richmond youth.
- 4.11.a** Support environmentally-friendly programs and initiatives.
- 5.11.a** Implement, maintain, and respond to the biennial community survey through sound policy measures.
- 5.11.b** Hold regularly-scheduled public meetings, hearings, and study sessions.
- 5.11.c** Address issues of departmental efficiency and performance, including adoption of legislative proposals that make City services more effective.
- 5.11.d** Support outreach efforts through City Council-endorsed meetings and events.

City Council

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.11.a	# of Joint City Council and WCCUSD Board Meetings	1	0	2	2	2
4.11.a	# of environmentally-friendly initiatives/policies implemented	6	6	10	6	6
5.11.a	# of actions taken as a response to biennial community survey results	30	10	20	20	20
5.11.b	# of scheduled public meetings, hearings, and study sessions	93	51	100	90	90
5.11.c	# of resolutions and ordinances issued	150	61	125	100	100
5.11.d	# of City Council-endorsed outreach events and/or meetings held	30	10	20	20	20

Community Survey Results	Percent of respondents that responded "excellent" or "good"		
	2007	2009	2011
The overall quality of life in Richmond	17	18	21
Richmond as a place to live	20	25	32
Overall appearance of Richmond	8	14	18
The value of services for the taxes paid to Richmond ¹	18	19	20
The overall direction that Richmond is taking	27	28	30
The job Richmond government does at welcoming citizen involvement ¹	41	23	31
Overall image or reputation of Richmond	4	6	6
Services provided by City of Richmond	17	26	29

¹ For jurisdictions that have conducted The NCS prior to 2008, this change in the wording of response options may cause a decline in the percent of residents who offer a positive perspective on public trust. It is well to factor in the possible change due to question wording this way: if you show an increase, you may have found even more improvement with the same question wording; if you show no change, you may have shown a slight increase with the same question wording; if you show a decrease, community sentiment is probably about stable (from the NCS report).

CITY COUNCIL PROGRAM ORGANIZATIONAL CHART

City Council

- Allocation of Resources
And Policy Development
- Formulates Priorities
- Coordination between
Departments & Community
- Represents City at Local,
Regional & Nation-wide
Organizations
- Conducts regularly scheduled meetings,
hearings, and study sessions to
receive citizens' input.



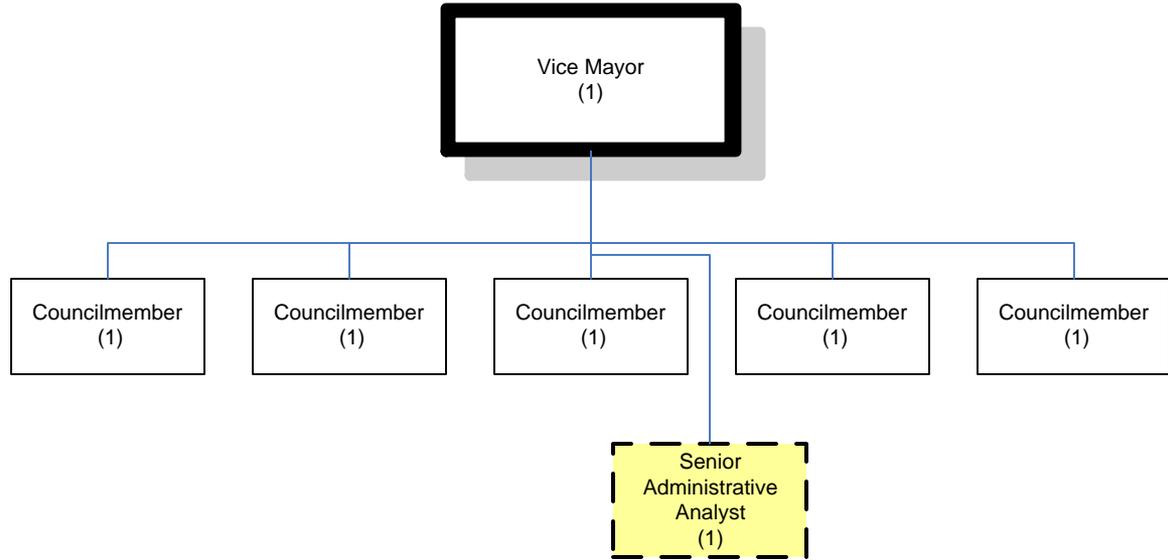
Richmond City Council

FY2013-15 Organizational Chart

Existing FTE = 7, Proposed FTE = 7

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program
	Reclassification		



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
CITY COUNCIL					
Staff Assistant to the City Council	1.0	1.0	1.0		
Senior Administrative Analyst				1.0	1.0
Total Full-Time Equivalents (FTEs)	1.0	1.0	1.0	1.0	1.0

City Council-11 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	357,904	436,293	326,083	462,983	471,774	26,690	6%	8,791	2%
Other Revenue	1,340								
Sources Total	359,243	436,293	326,083	462,983	471,774	26,690	6%	8,791	2%
USES BY TYPE									
Salaries	250,596	271,567	181,935	273,649	277,941	2,082	1%	4,292	2%
Benefits	120,733	118,783	89,840	125,071	134,544	6,288	5%	9,473	8%
Professional Services	87,936	89,622	33,154	95,900	90,900	6,278	7%	(5,000)	-5%
Other Operating Expenses	7,490	13,943	7,901	15,600	15,600	1,657	12%	-	0%
Utilities	1,546	1,500	654	1,100	1,100	(400)	-27%	-	0%
Equipment & Contract Services						-	0%	-	0%
Cost Pool	209,152	230,603	230,603	242,379	242,405	11,776	5%	26	0%
Asset/Capital Outlay	350	500	407	500	500	-	0%	-	0%
A87 Cost Plan Reimbursement	-318,560	-290,225	-218,412	-291,216	-291,216	(991)	0%	-	0%
Uses-Operating Expenditure Total	359,243	436,293	326,083	462,983	471,774	26,690	6%	8,791	2%
USES BY ORG CODE									
City Council (Admin)-01115011	347,008	406,793	320,077	432,983	441,774	26,190	6%	8,791	2%
Councilmember-01115111	608	5,000	1,501	5,000	5,000	-	0%	-	0%
Councilmember-01115211	4,137	5,000	69	5,000	5,000	-	0%	-	0%
Councilmember-01115311		4,500	486	5,000	5,000	500	11%	-	0%
Councilmember-01115411	1,476	500				(500)	-100%	-	0%
Councilmember-01115511	1,125	5,000	2	5,000	5,000	-	0%	-	0%
Councilmember-01115611	4,438	5,000	3,899	5,000	5,000	-	0%	-	0%
Councilmember-01115711	451	4,500	49	5,000	5,000	500	11%	-	0%
Councilmember-01115811									
TOTAL BUDGET	359,243	436,293	326,083	462,983	471,774	26,690	6%	8,791	2%

FY2013-14 & 2014-15 Biennial Budget

City Clerk's Office



Mission:

The City Clerk's Office maintains City documents and legislative actions of the City Council and other City agencies, and ensures their accessibility to City staff and the public.

Key Objectives for Strategic Goals:

2. Promote a safe and secure community

- Publish and promote City policies regarding a Drug-Free Workplace, Violence in the Workplace and Workplace Harassment.

4. Promote sustainable communities

- Enable records research and review of ordinances, resolutions, agendas, minutes, and contracts through the City's website.

5. Promote effective government

- Ensure that all ordinances and resolutions are executed, recorded, and incorporated into municipal code, where applicable.
- Ensure that City records are maintained in an orderly and accessible manner.
- Increase the amount of information made available electronically to City staff and the public.
- Continue automated correspondence and application procedures.
- Purge and destroy offsite files with expired dates.
- Ensure City Council, Committee, Commission and other official meetings are properly noticed to encourage public participation in conformance with legal mandates.
- Facilitate the Municipal Election process within the City to ensure that elections are conducted properly and ethically in accordance with federal, state, and local laws.
- Oversee the filing of Campaign Disclosure Statements and Statements of Economic Interest as required by the Fair Political Practices Commission.
- Develop an Information and Rules and Procedures Manual for the City's Boards and Commissions.
- Develop and install a kiosk system in the lobby of the Council Chamber for the public to request to speak on agenda items.

City Clerk's Office

Goal

Support legislative and policy development activities of the City Council and provide public access to information.

Description

The City Clerk's Office supports the legislative and policy process by providing timely and accurate information to the City Council, City-staff, and the public. The Office ensures compliance with the Brown Act by providing timely notice of public meetings, is the custodian of public meeting records of the legislative authorities and City of Richmond agencies, administers the City's records management program, and is the local election office for City elections.

2013-15 Supporting Actions

5.14.a Digitalize and place on website all minutes, resolutions, and ordinances from 1905 to 2008 and maintain going-forward.

5.14.b Provide online agenda packages prior to City Council meetings.

5.14.c Increase public access to public information.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.14.b	# of agenda management system transactions	688	351	1,200	1,200	1,300
5.14.c	# of website visits to City Council agendas and minutes	17,575	5,331	16,000	17,000	18,000
	# of visits to the Boards and Commissions web page	3,166	598	3,000	3,000	3,100
	# of visits to the City Clerk's Office's web page	3,079	976	3,000	3,100	3,100

Effectiveness

5.14.a	% of documents posted on the website within two weeks:					
	Minutes	100%	100%	100%	100%	100%
	Resolutions	100%	100%	100%	100%	100%
	Ordinances	100%	100%	100%	100%	100%
5.14.b	% of agenda packages available 72 hours prior to meeting	100%	100%	100%	100%	100%
	% of agenda packages distributed electronically	100%	100%	100%	100%	100%

Efficiency

5.14.b	Cost per meeting for packet generation	\$4,581	\$814	\$20	\$1,300	\$1,300
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CITY CLERK'S OFFICE PROGRAM ORGANIZATIONAL CHART

City Clerk

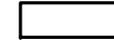
- * Agenda Preparation
- * Resolutions
- * Ordinances
- * Contracts
- * Monitor and Track terms,
absences, and
resignations of Boards
and Commissions
- * Elections Official
- * Record Deeds, Street
Vacations, Liens with
County Recorder
- * Accept Claims Against
City
- * Publish Legal Notices
- * Schedule Hearings
- * Maintain Attendance
Roster for Council
- * Records Management
- * Agenda Distribution
- * Open Bids
- * Ensure Municipal Code
is Updated
- * Research Service
- * Public Information
Requests
- * Minute Preparation
FPPC Filing Official



City Clerk's Office FY2013-15 Organizational Chart

Existing FTE = 3, Proposed FTE = 3

Legend:



Existing Pos.



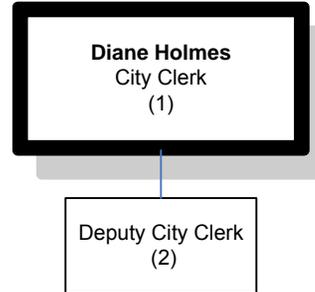
Main Program



Proposed Pos.



Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	1.0
Deputy City Clerk	2.0	2.0	2.0	2.0	2.0
Total Full-Time Equivalentents (FTEs)	3.0	3.0	3.0	3.0	3.0

City Clerk-14 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
Thru Mar-2013									
SOURCES BY FUND									
General Fund-0001	361,307.36	798,655	434,123.62	500,504	685,339	(298,151)	-37%	184,835	37%
Licenses, Permits, Fees	930	1,000	1,426	1,000	1,000	-	0%	-	0%
Sources Total	362,237	799,655	435,550	501,504	686,339	(298,151)	-37%	184,835	37%
USES BY TYPE									
Salaries	202,449	269,264	205,672	279,261	280,261	9,997	4%	1,000	0%
Benefits	93,040	124,093	97,097	141,951	152,566	17,858	14%	10,615	7%
Professional Services	137,811	428,000	191,695	163,000	333,100	(265,000)	-62%	170,100	104%
Other Operating Expenses	10,492	92,434	12,718	44,137	47,317	(48,297)	-52%	3,180	7%
Cost Pool	77,592	88,989	80,711	76,280	76,220	(12,709)	-14%	(60)	0%
A87 Cost Plan Reimbursement	-159,147	-203,125	-152,343	-203,125	-203,125	-	0%	-	0%
Uses-Operating Expenditure Total	362,237	799,655	435,550	501,504	686,339	(298,151)	-37%	184,835	37%
USES BY ORG CODE									
City Clerk-01141013	362,237	799,655	435,550	501,504	686,339	(298,151)	-37%	184,835	37%
TOTAL BUDGET	362,237	799,655	435,550	501,504	686,339	(298,151)	-37%	184,835	37%

Office of the City Manager



Mission:

The City Manager's Office implements City Council policy through effective day-to-day oversight of operating departments, and through the initiation, development, and implementation of programs that provide for the efficient, effective and equitable delivery of services to all those who live and work in the City of Richmond.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Participate in collaborations and oversee grants and mitigation funds to ensure that an attractive, safe and healthy physical environment is maintained throughout the community.
- Work collaboratively with City departments, residents and outside organizations to ensure the successful implementation of the Nystrom United Revitalization Effort (NURVE) through the development of specific capital projects and programs and provision of services.
- Work with City departments and neighborhood councils to coordinate the annual neighborhood clean-up program.
- Work collaboratively with City staff to oversee the environmental remediation process at Pt. Molate and to obtain a desirable development option.
- Collaborate with community members to facilitate renovation of Elm Playlot as part of the City's Health and Wellness Element implementation.
- Support the development and investment of transit infrastructure in economic development activity areas and along mixed-use boulevards that will help reduce traffic congestion and improve access and air quality.

2. Promote a safe and secure community

- Support the City's Neighborhood Stabilization Project which, in part, focuses on the purchase and repair of abandoned homes in order to reduce neighborhood blight.
- Support the Office of Neighborhood Safety and the Richmond Police Department, and support the work with local community organizations in their efforts to reduce the crime rate and prevent gang violence.
- Ensure that community concerns regarding neighborhood issues are addressed by appropriate City departments and entities.
- Provide support to the City's neighborhood councils and community-based organizations to help them improve the livability, safety and appearance of their communities.
- Upgrade existing street lights to energy-efficient LED street lighting to provide properly lit public spaces, improve public safety and decrease energy consumption and costs.

Office of the City Manager

3. Promote economic vitality

- Work with City departments to develop and implement financial plans and balanced budgets, ensure adherence to financial practices and policies, and find ways to increase revenue generation.
- Attract and retain green and other job-producing businesses to Richmond, and support the implementation of a green business recruitment and retention plan.
- Provide support to Richmond-based and Richmond-serving Non-Governmental Organizations (NGOs) such as faith-based, non-profit, and community-based organizations in the areas of capacity building, collaboration and event planning.
- Work with an interdepartmental group to support City departments in researching and applying for grants to increase the City's revenue base, assist in the development of capital improvement projects, and allow for additional support of City services such as recreation and transportation programs.
- Work with the West Contra Costa Unified School District to develop a plan to promote Full Service Community Schools and prevent school closures.
- Aid departments in securing outside funding opportunities to support built environment improvements, programs and services for Richmond residents.
- Continue to collaborate with the Economic Development Commission and other stakeholders on the development and refinement of economic development strategies, policies and activities.
- Work with businesses and organizations located within the City's major thoroughfares, such as the 23rd Street Merchants Association and Richmond Main Street, on business assistance needs, and to develop area-specific marketing strategies.
- Create Business Improvement Districts (BID) in commercial districts (e.g., downtown, Cutting Boulevard, 23rd Street, Point Richmond, and San Pablo Avenue)
- Work with Richmond Convention and Visitors Bureau to promote local restaurants and hotels.
- Provide assistance and access to resources to local small businesses.
- Provide small business loans and loan modifications to Richmond small businesses.
- Manage the Enterprise Zone program.

Office of the City Manager

4. Promote sustainable and healthy communities

- Work with the Planning Department and other City departments to ensure General Plan policies and actions, including those in the Health and Wellness Element and Energy and Climate Change Element, are implemented through the Five-Year Strategic Business Plan.
- Develop outreach strategies and materials to reduce municipal, commercial and residential environmental impacts.
- Coordinate the City's involvement in the MCE Community Choice Aggregation program to provide residents with a clean energy alternative to PG&E.
- Develop a Climate Action Plan and work collaboratively with Contra Costa County on the development of the County Climate Action Plan.
- Implement Environmental Urban Accords actions which include supporting and developing efforts in waste reduction, energy efficiency, alternative and renewable energy, land use and transit planning, green jobs, and other activities.
- Work with the City's Finance department to establish Environmentally Preferable Purchasing for procurement of products and services.
- Participate in the Richmond Food Policy Council and Farm 2 Table program to increase and promote sustainable, healthy food systems in the City of Richmond
- Facilitate compost, fruit tree and garden seed giveaways to residents, local schools and community gardens to increase local, sustainable urban agriculture.
- Manage the Catalog Choice internet opt out program to allow residents to opt out of unwanted junk mail and phone books to prevent landfill waste, and advance a zero waste policy.
- Facilitate the Richmond Health Equity Partnership to work collaboratively with City departments, Contra Costa County Health Services and the West Contra Costa Unified School District to advance health equity for Richmond children and families through the development of a Health in All Policies strategy, Full-Service Community Schools strategy and Health Equity Report Card for duplication in other cities and areas of West Contra Costa County.
- Support the implementation of the Healthy Richmond Initiative, a 10-year community-based project to help Richmond/North Richmond become a safe, healthy, and equitable place to live, work, and go to school.
- Participate in the East Bay Green Corridor Partnership to strengthen the regional economy by supporting emerging green and sustainable industries.
- Continue to work with applicable City departments, neighboring jurisdictions, and regional agencies such as the Association of Bay Area Governments (ABAG), the Bay Area Air Quality Management District (BAAQMD), and the Metropolitan Transportation Commission (MTC) to reduce motor vehicle emissions.
- Work with City departments and community organizations to minimize vehicle emissions by reducing automobile use and encouraging alternative means of transportation.
- Continue to support the infrastructure of Electric Vehicle stations throughout the City to promote car-sharing and ride-sharing programs and services to reduce pollutants generated by vehicles, and to meet transportation control measures recommended by the BAAQMD.
- Continue to coordinate with City departments and agencies to build upon existing transportation programs to decrease vehicle emissions.

Office of the City Manager

- Work with applicable City departments to ensure the development of future housing units near transit stations to encourage walking, bicycling and the use of public transportation.

5. Promote effective government

- Work with the Finance Department and other City departments to help implement the Five-Year Strategic Business Plan.
- Implement City Council directives and communicate regularly to the City Council through weekly reports and bi-monthly meetings.
- Work with the Finance Department to develop and ensure effective tracking of performance measurements to promote transparency, accountability, effectiveness, and efficiency in City operations.
- Ensure issues raised in the biennial community surveys are discussed and/or addressed.
- Work with the West Contra Costa Unified School District to develop joint use agreements to ensure the efficient and effective use of City and District facilities.
- Provide public information to the community through various forms of media.
- Implement a streamlined regulatory process through cooperative efforts of all City departments working with community-based organizational needs.
- Form strategic partnerships with other jurisdictions, regional agencies and the private sector to eliminate impediments to funding, expedite the implementation of projects and address multi-jurisdictional concerns.
- Develop and implement a volunteer program that engages Richmond residents and interested groups to support City departments in addressing targeted service needs of the Richmond community such as building the capacity and infrastructure of community-based organizations, raising awareness and mobilizing communities to volunteer, supporting educational development and health and wellness, and empowering neighborhoods to beautify and revitalize their communities.

Office of the City Manager

Goal

To support the City Council by providing organizational leadership to all City departments and implementing City Council-directed policies. Promote effective use of City resources among all departments and maintain a stable financial condition. Ensure all departments provide high-quality, responsive service in a courteous manner. Maintain positive relationships with the City Council, City staff, outside entities, and community members.

Description

The City Manager's Office is responsible for the day-to-day administration of the City according to policies set forth by the City Council. Responsibilities include implementing City Council policy, overseeing departmental operations, providing leadership in program development and implementation, assuring an efficient and equitable delivery of City services, initiating and developing short and long-term special projects that improve the quality of life in Richmond, overseeing the annual budget process, managing the City's inter-governmental relations and public information functions, developing and implementing environmental initiatives, volunteer programs and sustainable transportation programs and services, and directing major economic development projects.

2013-15 Supporting Actions

- 1.13.a** Work collaboratively with various City departments to oversee the City's contribution to the Nystrom United Revitalization Effort (NURVE).
- 1.13.b** Coordinate the annual neighborhood clean-up program.
- 1.13.c** Develop and implement a Cities of Service volunteer program to provide Richmond residents and other interested parties opportunities to support City departments in enhancing the physical environment.
- 3.13.a** Provide support and resources to Non-Governmental Organizations (NGOs) in the areas of capacity building, collaboration and event planning.
- 3.13.b** Attract new business to the City of Richmond.
- 3.13.c** Provide assistance and access to resources to local small businesses.
- 4.13.a** Develop and implement effective community-wide and municipal environmental policies and programs in the areas of resource conservation, climate change, and energy efficiency, to ensure Richmond's long-term environmental sustainability.
- 4.13.b** Increase public awareness among Richmond residents and businesses regarding efforts to reduce environmental impacts and greenhouse gas emissions.
- 4.13.c** Increase transportation options for Richmond residents.
- 5.13.a** Provide an initial response to all City Manager's Office directed web-based resident or employee inquiries within two business days.
- 5.13.b** Support, coordinate and/or implement collaborative projects between the City Manager's Office and outside agencies and other ongoing collaborative efforts among Richmond-serving entities.
- 5.13.c** Develop and implement strategies to increase public awareness about Richmond's efforts to improve the quality of life and services.
- 5.13.d** Pursue grant funds and submit reimbursements timely.

Office of the City Manager

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.13.b	Amount (lbs) of garbage collected at the neighborhood clean-ups	384,688	210,820	280,000	220,000	210,000
	# of dumps by residents at the neighborhood clean-ups	1,195	941	950	900	850
1.13.c	# of volunteers participating in CMO volunteer program	71	57	150	200	250
3.13.a	# of events, workshops, trainings, etc. held to support NGOs	13	29	4	6	10
3.13.b	# of new businesses locating in Richmond	-	130	250	300	325
3.13.c	# of loans approved and funded for small businesses	-	0	5	5	5
	# of loan modifications approved and closed.	-	3	4	2	2
	# of participants enrolled in small business classes	-	62	200	200	225
	# of small business workshops hosted or participated in	-	5	10	10	12
	Average occupancy rates	-	53%	60%	70%	75%
	# of Business Improvement Districts approved	-	1	1	1	1
4.13.a	# of renewable energy projects initiated	31	47	1	2	2
	# of new municipal waste reduction and recycling strategies	2	0	1	1	1
	# of municipal buildings to achieve energy star rating	3	0	0	2	2
	# of energy efficiency/conservation projects initiated	3	3	1	1	1
4.13.b	# of new community-wide waste reduction and recycling strategies	1	2	1	2	4
	# of materials developed to increase public environmental awareness	9	2	2	2	2
4.13.c	# of Richmond residents utilizing Easy Go transportation options	-	-	-	TBD	TBD
5.13.b	# of collaborations existing between the City Manager's Office and outside agencies	56	58	15	10	15
5.13.c	# of strategies, including correspondence, developed and implemented to increase community awareness of Richmond's efforts	4	5	4	6	12

Office of the City Manager

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.13.a	% of NURVE Capital Improvement Projects completed (5 projects total)	50%	50%	65%	55%	70%
5.13.a	% of citizen requests through web-based technologies receiving initial response within two days	100%	99.5%	100%	100%	100%
5.13.d	% of grant reimbursements submitted timely	100%	100%	100%	100%	100%
	# of new grants awarded	2	3	2	2	4

Community Survey Results	Percent of respondents that responded "excellent" or "good"			
	2007	2009	2011	2013
Opportunities to volunteer	-	35%	43%	45%

CITY MANAGER'S OFFICE PROGRAM ORGANIZATIONAL CHART

City Manager/ Program Development	City Council/Policy Development	Environmental Initiatives	Health In All Policies
* Policy Research and Implementation	* Agenda Packet Preparation	* Climate Action Plan Development and Implementation	* Health & Wellness Element Coordination, Data Tracking and Implementation
* Management Oversight of City Departmental Services	* Committee Staff Support	* Program Funding and Grant Opportunities Research	*Health Equity Partnership (City, CCHS & WCCUSD) Collaboration and Coordination to advance health equity for Richmond residents
* Community Relations	* Policy Recommendations	* East Bay Green Corridor Partnership Collaboration	
* City Budget Oversight and Resource Allocation	* Council Communication and Information Provision	* Implement Urban Accords Actions	* Healthy Richmond Implementation Support
* Organizational and Employee Development	* Facilitation Decision-making Processes	* Energy Efficiency Community Block Grant Program Planning and Implementation	
* Non-governmental Organization Support			
* Inter and Intra-governmental Relations		* Solid Waste and Recycling Contract Administration	
* Public Information		* Waste Reduction Program Development	
* Contract and Grant Administration			
* Transportation Infrastructure Investment and Program Development & Implementation			
* Environmental Mitigation Funding Oversight			
* City-Wide Grant Seeking			
* Volunteer Program Development and Oversight			



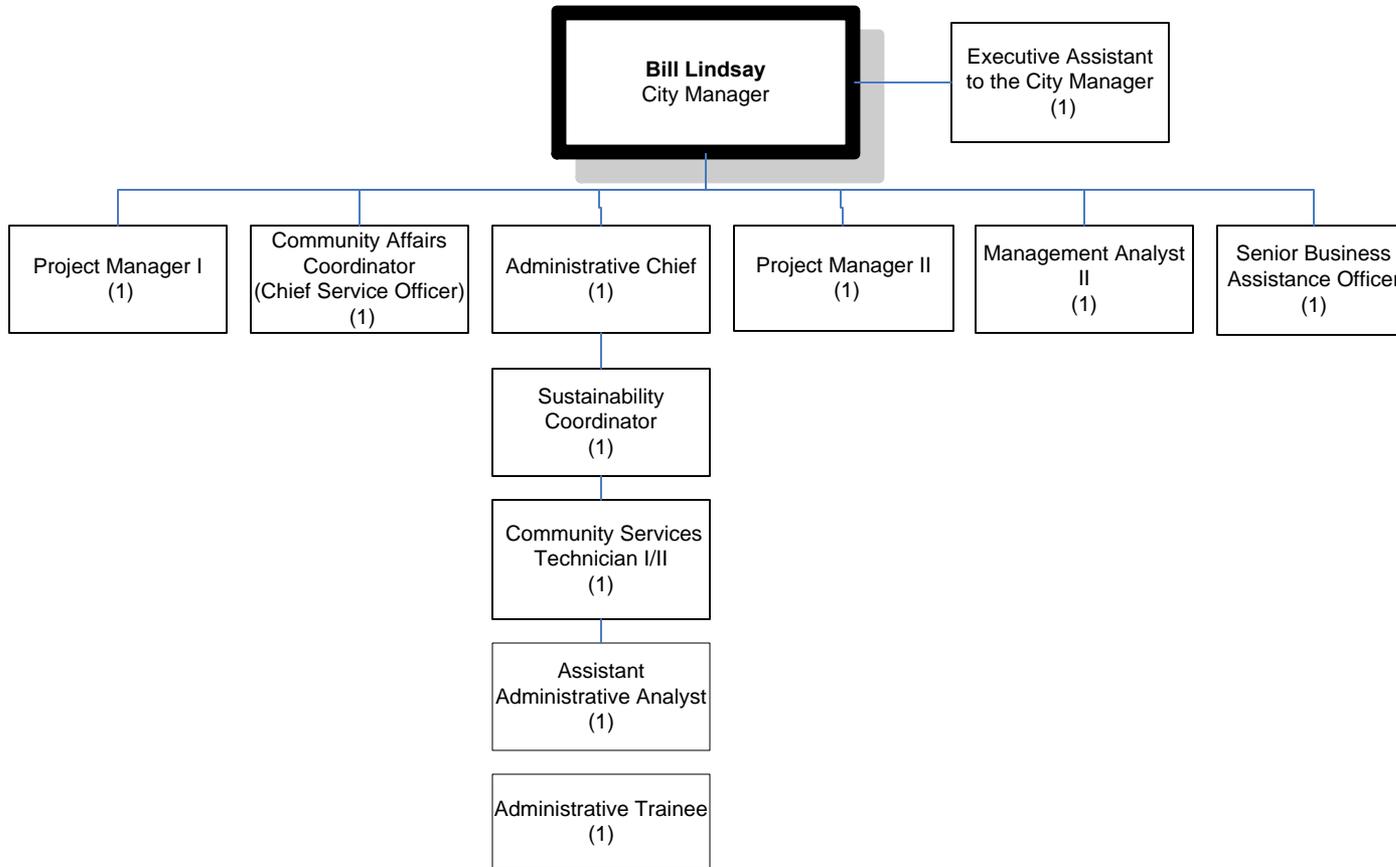
Office of the City Manager

FY2013-15 Organizational Chart

Existing FTE = 11.4, Proposed FTE = 12

Legend:

- Existing Pos. (white box)
- Proposed Pos. (green dashed box)
- Reclassification (yellow dashed box)
- Main Program (orange textured box)
- Sub-Program (yellow textured box)



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
CITY MANAGER					
Administrative Chief			1.0	1.0	1.0
Administrative Trainee	1.0	1.0	1.0	1.0	1.0
Assistant Administrative Analyst			1.0	1.0	1.0
City Manager	1.0	1.0	1.0	1.0	1.0
Community Affairs Coordinator	1.0	1.0	1.0	1.0	1.0
Community Services Technician	1.0	1.0	1.0	1.0	1.0
Environmental Manager	1.0				
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0
Management Analyst I/II	2.0	1.0	1.0	1.0	1.0
Project Manager I		1.0	0.4	1.0	1.0
Project Manager II			1.0	1.0	1.0
Senior Business Assistance Officer			1.0	1.0	1.0
Senior Development Project Manager		1.0			
Senior Planner	1.0	1.0			
Sustainability Coordinator	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	10.0	10.0	11.4	12.0	12.0

City Manager-13 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	2,080,712	2,515,015	1,650,135	2,914,880	2,076,390	399,865	16%	(838,490)	-29%
Grants	770,433	950,847	569,248	30,244		(920,603)	-97%	(30,244)	-100%
Pt. Molate-1008	30,874					-	0%	-	0%
Veolia Mitigation-1009	25,718	25,000	12,815	25,000	25,000	-	0%	-	0%
North Richmnd Waste Mitigation-1010	581,913	505,000	948	400,000	400,000	(105,000)	-21%	-	0%
Downtown Business Improvement District-1016			83,379			-	0%	-	0%
General Capital Fund-2001	280,132	4,341,378	248,152	3,190,252		(1,151,126)	-27%	(3,190,252)	-100%
Storm Drainage Impact Fee-2119	73,736					-	0%	-	0%
Sources Total	3,843,518	8,337,239	2,564,678	6,560,376	2,501,390	-1,776,863	-21%	-4,058,986	-62%
USES BY TYPE									
Salaries	911,989	1,065,611	881,281	1,124,676	1,158,813	59,065	6%	34,137	3%
Benefits	370,153	437,494	341,979	562,241	617,305	124,747	29%	55,064	10%
Professional Services	2,526,740	2,928,964	1,331,663	1,581,226	693,710	(1,347,738)	-46%	(887,516)	-56%
Other Operating Expenses	135,754	108,442	43,761	85,929	65,300	(22,513)	-21%	(20,629)	-24%
Utilities	19,744	16,200	5,577	16,400	16,400	200	1%	-	0%
Equipment & Contract Services	197,909	22,222				(22,222)	-100%	-	0%
Cost Pool	213,545	205,443	204,311	212,511	212,721	7,068	3%	210	0%
Asset/Capital Outlay	1,183,339	4,691,445	1,281,498	3,483,985		(1,207,460)	0%	(3,483,985)	0%
A87 Cost Plan Reimbursement	-428,456	-398,921	-300,645	-400,859	-400,859	(1,938)	0%	-	0%
Operating Transfer Out	90,000	300,000		263,000	163,000	(37,000)	-12%	(100,000)	-38%
Uses-Operating Expenditure Total	5,220,716	9,376,900	3,789,423	6,929,109	2,526,390	-2,447,791	-26%	-4,402,719	-64%
USES BY ORG CODE									
City Manager (Admin)-01131013	2,227,623	2,816,022	1,715,863	2,580,907	1,762,463	(235,115)	-8%	(818,444)	-32%
City Manager (Special Projects)-01132713	623,522	649,839	503,520	364,217	313,927	(285,622)	-44%	(50,290)	-14%
Pt. Molate- 10832613	314,682					-	0%	-	0%
Veolia Mitigation-10932813	2,410	80,000			50,000	(80,000)	-100%	50,000	0%
North Richmond Waste Mitigation-11032913	514,704	805,000	54,730	500,000	400,000	(305,000)	-38%	(100,000)	-20%
Capital Outlay-20131031	621,927	5,026,039	1,515,310	3,483,985		(1,542,054)	0%	(3,483,985)	-100%
Stormwater Admin-40631431	915,849					-	0%	-	0%
TOTAL BUDGET	5,220,716	9,376,900	3,789,423	6,929,109	2,526,390	(2,447,791)	-26%	(4,402,719)	-64%

FY2013-14 & 2014-15 Biennial Budget

Office of Neighborhood Safety



Mission:

The Office of Neighborhood Safety (ONS) builds healthy communities and increases public safety through reducing gun violence. ONS builds and sustains strategic partnerships and initiatives that develop, focus, connect and sustain human service resources to and on behalf of those identified as most likely to commit gun violence in Richmond, California.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Build capacity and create alignment within public systems, community and faith-based organizations to implement innovative best practice-based gun violence prevention and intervention strategies and programs that aid in enhancing the physical environment of the Richmond community.

2. Promote a safe and secure community

- Coordinate City-initiated gun violence prevention and intervention initiatives.
- Design and implement City-initiated programs that reduce gun violence.
- Evaluate City/community-based partnerships and programs that reduce and prevent gun violence.
- Coordinate collaborative community efforts to reduce gun violence.
- Identify "best practices" and community needs to reduce and prevent gun violence.

3. Promote economic vitality

- Fund economic development that promotes reducing gun violence.
- Pursue opportunities to leverage and re-deploy existing resources as well as pursue state, federal and philanthropic resources.

4. Promote sustainable communities

- Build capacity and create alignment within public systems, community and faith-based organizations to implement innovative best practice-based gun violence prevention and intervention strategies and programs that promote a healthy and sustainable Richmond community.

5. Promote effective government

- Facilitate and strengthen the City's interdepartmental coordination of efforts designed to build and advance meaningful human service delivery opportunities on behalf of those most likely to be involved in gun violence.

Office of Neighborhood Safety

Goal

Expand the City's capacity to advance evidence-based, data-driven prevention, intervention and youth development strategies that effectively reduce gun violence, ensure greater neighborhood and community well-being and increase public safety.

Description

The Office of Neighborhood Safety (ONS) provides and coordinates targeted intervention services to and on behalf of those identified as most likely to be involved in and/or confronted by gun violence (the ONS population). A priority objective of the ONS is to ensure greater accessibility and connectivity to culturally competent social, educational and economic service opportunities (real alternatives to gun violence) for this vulnerable population.

2013-15 Supporting Actions

- 2.21.a** Conduct independent process and outcomes evaluation of ONS and its program strategies.
- 2.21.b** Facilitate street and school-based outreach contacts and service referrals on behalf of individuals and families identified as being involved in gun violence.
- 2.21.c** Coordinate with appropriate public system, community and faith partners to focus prevention and intervention activities on behalf of individuals and families identified as being involved in gun violence.
- 2.21.d** E
- 2.21.e** Expand the number, types, coordination and capacity of activities administered in the City that serve individuals and families identified as being involved in gun violence.
- 2.21.f** Create and expand youth and young adult leadership and life skills development opportunities for individuals identified as being involved in gun violence.
- 2.21.g** Pursue grant funds, and submit reimbursements timely.

Office of Neighborhood Safety

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.21.b	# of outreach contacts made annually	3,110	690	2,800	3,400	3,740
	# of service referrals made annually	211	71	270	340	375
2.21.c	# of new community and faith-based partnerships formed	2	0	2	2	2
	# of neighborhood-based activities and outreach efforts developed that improve public safety outcomes	7	2	8	5	5
2.21.d	# of difficult to serve formerly incarcerated individuals receiving ONS support – firearm offenders	415	86	165	200	200
2.21.e	# of ONS contacts receiving attention, intensive support and mentoring	227	98	105	200	200
2.21.f	# of [suspected] active firearm offenders involved in ONS sponsored leadership and life skills development opportunities	230	0	50	200	200
2.21.g	# of grants applied for	*	1	*	4	4
	# of grant reimbursements submitted	1	*	*	*	*

Effectiveness

2.21.a	# of independent evaluations of ONS program strategies conducted	1	0	1	1	1
2.21.g	% of grant reimbursements submitted timely	100%	100%	100%	100%	100%
	# of new grants awarded	2	3	2	*	*
	Amount of grant funds received	*	\$724,472	*	*	*

OFFICE OF NEIGHBORHOOD SAFETY PROGRAM ORGANIZATIONAL CHART

Neighborhood Safety

*Coordination of City-initiated violence prevention initiatives

*Coordination of collaborative community efforts to reduce gun violence

*Development of funding sources for gun violence reduction strategies

*Identification of "best practices" and community needs to prevent gun violence

*Evaluation and provision of funding to community organizations for gun violence prevention strategies

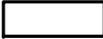
*Design and implementation of programs that reduce gun violence

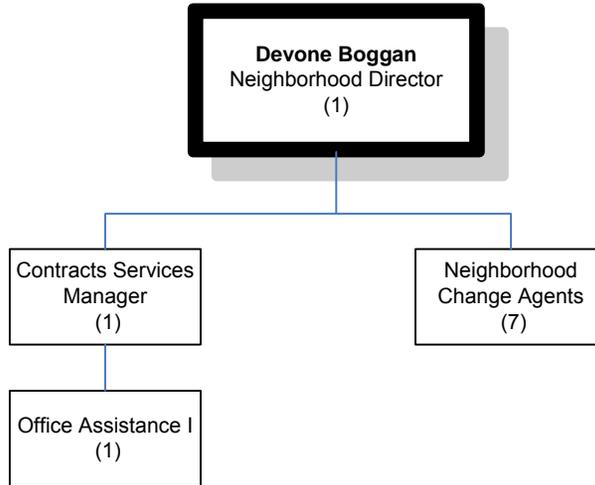


Office of Neighborhood Safety FY2013-15 Organizational Chart

Existing FTE = 10, Proposed FTE = 10

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
OFFICE OF NEIGHBORHOOD SAFETY					
Neighborhood Change Agents	7.0	7.0	7.0	7.0	7.0
Neighborhood Safety Director	1.0	1.0	1.0	1.0	1.0
Office Assistant I			1.0	1.0	1.0
Redevelopment Contract Administrator	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	9.0	9.0	10.0	10.0	10.0

Office of Neighborhood Safety-21 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	1,566,058.35	1,534,033	1,558,506	1,388,638	1,533,849	(145,395)	-10%	145,211	10%
Other Revenue		590	590			(590)	100%	-	0%
Federal Grant		699,472		699,472		-	0%	(699,472)	-100%
State Grant	135,236	530,080	183,658	250,000		(280,080)	-112%	(250,000)	-100%
Other Grant		25,000	25,000			(25,000)	0%	-	0%
Sources Total	1,701,294	2,789,175	1,767,754	2,338,110	1,533,849	(451,065)	-19%	(804,261)	-34%
USES BY TYPE									
Salaries	537,565	788,007	583,062	818,411	823,258	30,404	4%	4,847	1%
Benefits	234,119	353,296	257,064	412,069	442,292	58,773	14%	30,223	7%
Professional Services	530,658	1,386,935	696,560	857,972	18,500	(528,963)	-62%	(839,472)	-98%
Other Operating Expenses	28,283	39,499	17,309	34,090	34,090	(5,408)	-16%	-	0%
Utilities	17,507	13,000	11,537	13,000	13,000	-	0%	-	0%
Equipment & Contract Services	3,014	10,100	3,500	10,100	10,100	-	0%	-	0%
Cost Pool	194,354	172,206	169,965	182,868	183,009	10,662	6%	141	0%
Asset/Capital Outlay		6,000	3,445	9,600	9,600	3,600	38%	-	0%
Grant Expenditures	152,671	13,000	18,179			(13,000)	0%	-	0%
Operating Transfers Out	3,123	7,132	7,132			(7,132)	0%	-	0%
Uses-Operating Expenditure Total	1,701,294	2,789,175	1,767,754	2,338,110	1,533,849	(451,065)	-19%	(804,261)	-34%
USES BY ORG CODE									
Administration - 01211013	1,385,564	1,434,033	1,079,803	1,402,509	1,533,849	(31,524)	-2%	131,340	9%
Grant Administration-01212013	315,730	1,355,142	687,951	935,601	0	(419,541)	-45%	(935,601)	-100%
TOTAL BUDGET	1,701,294	2,789,175	1,767,754	2,338,110	1,533,849	(451,065)	-19%	(804,261)	-34%

City Attorney's Office



Mission:

The City Attorney's Office is dedicated to providing timely and reliable legal services to assist City officials and departments in performing their critically important public functions. The City's public attorneys continue to educate themselves in developing areas of the law and learn new specialty areas of law to enhance the ability of the City Attorney's Office to serve as a full service public law office while minimizing the need to utilize outside counsel.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Work cooperatively with, and provide timely legal advice to, the Police Department, Public Works and other departments involved in code enforcement to improve the quality of life in all Richmond neighborhoods.

2. Promote a safe and secure community

- Provide legal advice to the Police Department to assist in designing and implementing innovative strategies to combat crime.
- Coordinate the efforts of the City Prosecutor to improve municipal code enforcement.
- Provide timely legal advice to other departments charged with protecting public safety.

3. Promote economic vitality

- Work closely with the Successor Agency and staff to promote the City's revitalization.

4. Promote sustainable communities

- Assist in the development and drafting of the City's environmental policies, ensuring a concerted effort toward a "greener" environment at the municipal level.
- Continue to provide advice on proposed policies regarding air and water quality, green building, recycling, public health, socioeconomic conditions and transportation.

5. Promote effective government

- Support City Council as its legal advisor and act as general counsel to all City departments, and the Richmond Housing Authority.
- Increase staff expertise in areas of municipal law, including finance, human resources, and real estate development.

City Attorney's Office

Goal

To continue to provide excellent legal services that enable City officials to accomplish their policy goals and operations. To assure the City Attorney's Office staff's expertise through continued education, interaction with other legal experts, and positive engagement with all City departments. To efficiently support City operations by timely responding to requests for legal opinions. To monitor the use of, and work performed by, outside counsel to ensure excellent work product at a reasonable cost.

Description

The City Attorney's Office serves as the general counsel to the City and related agencies. This office provides timely, effective and innovative legal representation for elected and appointed City officials. Staff handles sensitive and complex legal matters that preserve, protect, and advocate on behalf of the City of Richmond. The City Attorney's Office serves as the liaison between City staff and outside counsel. The City Attorney's Office provides an on-site attorney to work closely with the Police Department and Code Enforcement to address blight, abatement and safety initiatives instituted by the City.

2013-15 Supporting Actions

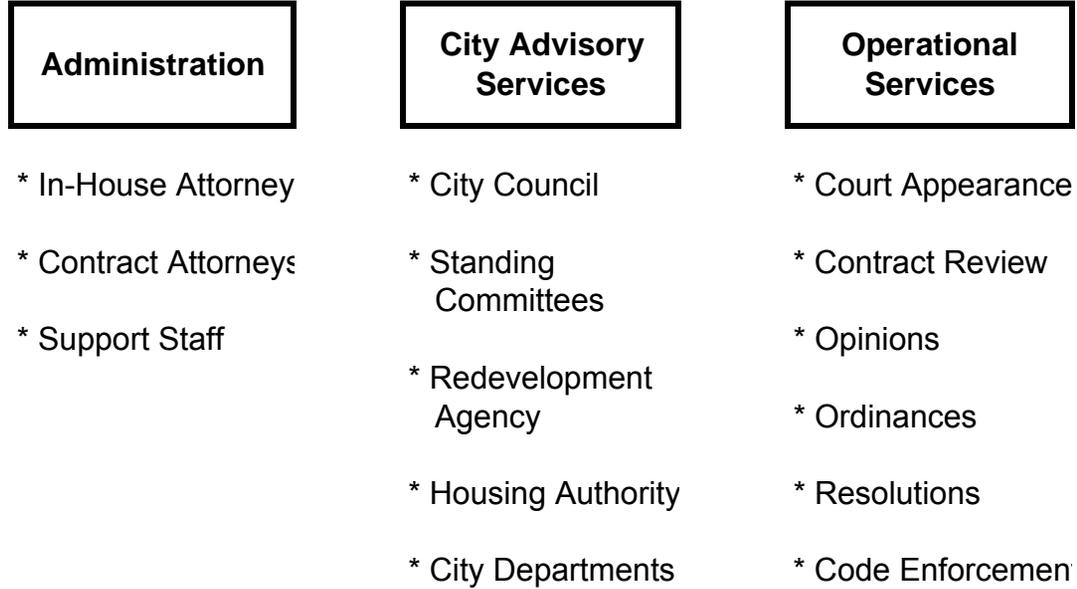
- 5.15.a** Prepare resolutions and ordinances requested by the City Council in a timely manner.
- 5.15.b** Return legal opinions within five working days.
- 5.15.c** Return contracts within 21 working days.
- 5.15.d** Improve the efficiency of the City's contracting process through coordination with City departments and the use of technology.
- 5.15.e** Provide exceptional customer service to all City departments.

City Attorney's Office

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
5.15.a	# of resolutions prepared, returned and reviewed within 21 working days	86	32	100	100	100
	# of ordinances returned within 21 working days	7	6	20	20	20
5.15.b	# of legal opinions returned within five working days	175	46	200	200	200
	# of miscellaneous/RFQ/RFP documents returned within five working days	7	1	5	4	4
5.15.c	# of contracts returned within 21 working days	569	232	450	450	450
Effectiveness						
5.15.a	% of ordinances/resolutions completed by next City Council meeting	94%	80%	100%	100%	100%
5.15.b	% of legal opinions completed within five working days	89.5%	75%	95%	95%	95%
5.15.d	% of contracts returned within 21 working days	97.5%	72%	100%	100%	100%
5.15.e	% of customers rating City Attorney services Good or Better					
	Responsiveness	-	-	100%	100%	100%
	Accessibility	-	-	100%	100%	100%
	Satisfaction of services	-	-	100%	100%	100%

CITY ATTORNEY PROGRAM ORGANIZATIONAL CHART

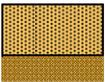


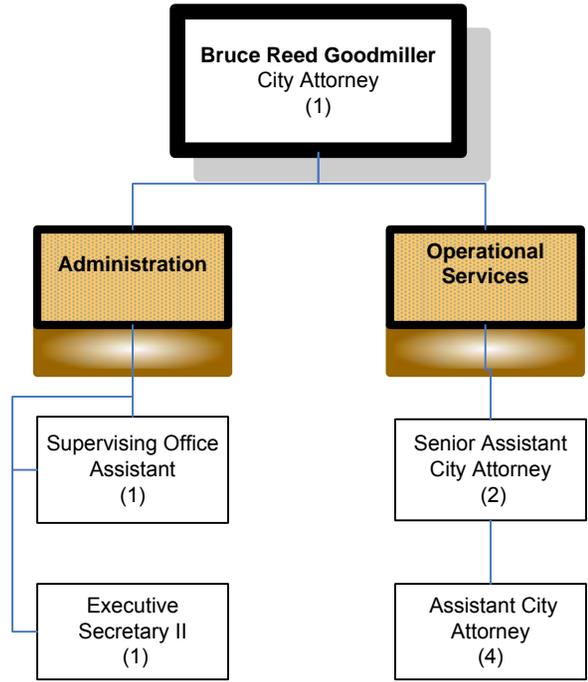


City Attorney's Office FY2013-15 Organizational Chart

Existing FTE = 9, Proposed FTE = 9

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program
	Reclassification		



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
CITY ATTORNEY					
Assistant City Attorney	3.0	3.0	4.0	5.0	4.0
City Attorney			1.0	1.0	1.0
Deputy City Attorney		0.8	1.0		
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Office Assistant I			1.0		
Senior Assistant City Attorney	1.0	1.0	1.0	1.0	2.0
Supervising Office Assistant	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	6.0	6.8	10.0	9.0	9.0

City Attorney Department-15 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	1,397,453.63	1,313,067	1,268,563	1,513,126	1,587,564	200,059	15%	74,438	5%
Charges for Services	852					-			
Sources Total	1,398,306	1,313,067	1,268,563	1,513,126	1,587,564	200,059	15%	74,438	5%
USES BY TYPE									
Salaries	714,851	745,287	727,332	858,087	878,087	112,800	15%	20,000	2%
Benefits	252,322	247,488	249,909	349,944	378,585	109,848	44%	28,641	8%
Professional Services	728,709	649,200	454,285	644,500	669,500	(4,700)	-1%	25,000	4%
Other Operating Expenses	17,598	21,950	16,235	20,250	21,250	(1,700)	-8%	1,000	5%
Utilities	3,176	3,000	1,710	3,000	3,000	-	0%	-	0%
Equipment & Contract Services	479	4,100	2,963	24,200	24,300	20,100	490%	100	0%
Cost Pool	342,133	338,408	338,408	309,511	309,208	(26,544)	-8%	(303)	0%
A87 Cost Plan Reimbursement	-660,963	-696,366	-522,279	-696,366	-696,366	-	0%	-	0%
Uses-Operating Expenditure Total	1,398,306	1,313,067	1,268,563	1,513,126	1,587,564	209,804	16%	74,438	5%
USES BY ORG CODE									
Administration- 01151014	1,398,306	1,313,067	1,268,563	1,513,126	1,587,564	209,804	16%	74,438	5%
TOTAL BUDGET	1,398,306	1,313,067	1,268,563	1,513,126	1,587,564	209,804	16%	74,438	5%

Police Commission



Mission:

To promote proper police conduct in the Richmond Police Department and to enhance police-community relationships.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Conduct vehicle impound appeal hearings.

2. Promote a safe and secure community

- Investigate citizens' complaints regarding allegations of specific police misconduct (Unnecessary Force, Excessive Force and Racially Abusive Treatment).
- Review Richmond Police Department policies when investigations reveal policy deficiencies.
- Conduct investigations regarding appeals of RPD Internal Affairs investigations into other allegations of police misconduct as well as vehicle impound, false alarm and Code Enforcement appeal hearings.

3. Promote economic vitality

- Enhance police, community and business relationships.
- Promote effective public safety to attract new businesses and residents to Richmond.

4. Promote sustainable communities

- Reduce paper use by printing double-sided.
- Provide public information through the City's website.
- Enhance the mental health of community members by ensuring police accountability.

5. Promote effective government

- Perform administrative investigations when requested and available.

Police Commission

Goal

To enhance police services by ensuring the accountability of police officers; thereby, positively influencing police-community relationships.

Description

The Police Commission advises the City Council, City Manager and the Police Chief on all matters pertaining to the administration of the Richmond Police Department. The Commission is charged with reviewing Richmond Police Department policies, recommending strategies to improve police-community relationships, investigating citizens' complaints against police which contain allegations of force or racially abusive treatment, and receiving appeals of Richmond Police Department Professional Standards Unit investigations.

The Confidential Investigative and Appeals Officer (CIAO) assists the Police Commission in the performance of its duties by serving as the secretary to the Police Commission and handling the administrative matters of the Commission. The CIAO serves as custodian for the records and reports of the Police Commission and conducts vehicle impound and alarm appeal hearings.

2013-15 Supporting Actions

2.12.a Investigate allegations of police misconduct within three months of receipt.

2.12.b Review Police Department policies when investigations reveal policy deficiencies.

2.12.c Enhance police-community relationships by conducting ongoing public outreach, and conduct vehicle impound and alarm appeals.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.12.a	# of citizens' complaints (receiving formal investigations)	2	0	<3	<3	<3
	# of citizens' complaints (receiving preliminary investigations only)	2	0	5	5	5
2.12.b	# of policies reviewed	14	0	5	5	5
2.12.c	# community outreach events, hearings and meetings (includes vehicle impound, alarm appeal and Police Commission meetings)	35	6	30	30	30
	# of citizen contacts/inquiries	241	44	140	140	140
Effectiveness						
2.12.a	% of complaints investigated within three months	25%	0%	100%	100%	100%

Citizen contacts, complaints, and hearing requests are initiated by citizens and are difficult to predict.

POLICE COMMISSION PROGRAM ORGANIZATIONAL CHART

Police Commission

- * Investigate Complaints
- * Investigate Appeals
- * Review RPD Policies
- * Promote Positive
Police-Community
Relations
- * Conduct Appeal
Hearings

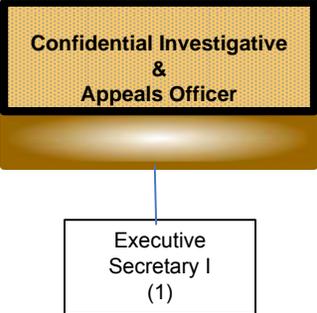


Police Commission FY2013-15 Organizational Chart

Existing FTE = 1.5, Proposed FTE = 1

Legend:

	Existing Pos.		Main Program
	Proposed Pos.		Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
POLICE COMMISSION					
Executive Secretary I	1.0	1.0	1.0	1.0	1.0
Investigative & Appeals Officer	0.5	0.5			
Total Full-Time Equivalent (FTEs)	1.5	1.5	1.0	1.0	1.0

Police Commission - 12 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	188,586	204,336	132,748	205,970	209,169	1,634	1%	3,199	2%
								-	0%
Sources Total	188,586	204,336	132,748	205,970	209,169	1,634	1%	3,199	2%
USES BY TYPE									
Salaries	102,627	111,024	50,832	111,024	111,024	-	0%	-	0%
Benefits	32,658	41,159	30,800	45,499	48,760	4,340	10%	3,261	7%
Professional Services	3,852			35	35	35	100%	-	0%
Other Operating Expenses	588	600	92	1,100	1,100	500	45%	-	0%
Utilities	407	533	4	533	533	-	0%	-	0%
Cost Pool	48,454	51,020	51,020	47,779	47,717	(3,241)	-7%	(62)	0%
Uses-Operating Expenditure Total	188,586	204,336	132,748	205,970	209,169	1,634	1%	3,199	2%
USES BY ORG CODE									
Police Commission- 01121011	188,586	204,336	132,748	205,970	209,169	1,634	1%	3,199	2%
TOTAL BUDGET	188,586	204,336	132,748	205,970	209,169	1,634	1%	3,199	2%

Finance Department



Mission

The Finance Department's mission is to achieve excellence in financial management by maintaining the highest standards in budgeting, auditing, payroll, treasury, accounting, accounts receivable, contracts, grants management, technology, capital planning and purchasing.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Provide administrative support to City departments to ensure an attractive physical environment is maintained throughout the community.

2. Promote a safe and secure community

- Provide administrative support to City departments for the reduction of violence in the community.

3. Promote economic vitality

- Develop and make available on the City's website the Five-Year Capital Improvement Plan to enable better capital investment decisions.
- Develop prudent budgetary management strategies for improved fiscal planning based on multi-year revenue forecasting.

4. Promote sustainable communities

- Reduce paper use by printing double-sided and making reports available electronically on the City's website.
- Converting to a paperless payroll process and generating electronic data to our employees for services such as direct deposit notification and year-end W2s.
- Continue implementation of the Environmental Purchasing Policy that will attract more environmentally-friendly companies and contracts throughout the City.
- Leverage other funding sources to improve health outcomes.

5. Promote effective government

- Achieve the Government Finance Officers Association Distinguished Budget Preparation and the California Society of Municipal Finance Officers awards for operating and capital budgets, public communications, budget innovation, and annual financial reporting.
- Promote Richmond City government transparency by making financial reports, including budget, investments, and debt policies, available on the City's website.
- Develop and implement a system for the City Manager and department heads to receive real-time variance reports and other tools for decision making.
- Enhance financial infrastructure enterprise system to improve financial reporting.
- Achieve improved credit ratings with Standard & Poor's and Moody's rating agencies.
- Monitor and ensure City-wide adherence to Municipal Code 2.52 Contracting and Purchasing Procedures.

Finance Department

Management Division

Goal

To provide accurate and timely information to the public through the various divisions of the Finance Department. Ensure high performance by consistent evaluation of the technologies, business practices, and employee performance and accountability.

Description

The Management Division provides efficient and effective oversight of the City's finance-related activities and supervision of the Finance Department. The Management Division ensures that timely and responsive information is available and provided to the Mayor and City Council, the City Council's Finance Committee, the public, and City departments. It manages the finance-related activities of budget, performance monitoring, general accounting, treasury, grant and contract management, purchasing, revenue, and collections. Additionally, the Management Division coordinates collaborative efforts on various projects between finance divisions, City departments, and the community.

2013-15 Supporting Actions

- 5.17.a** Ensure all annual and regular financial reports and filings are provided on time, and that all published financial documents are posted on the City's website within 10 days of distribution or adoption.
- 5.17.b** Prepare and present an annual mid-year budget review to City Council.
- 5.17.c** Ensure proper execution, implementation, and administration of all contracts initiated by the Finance Department are completed in conformance with all City policies, procedures and established timelines.
- 5.17.d** Maintain quarterly City-wide performance measure progress reports on departmental program service levels for presentation to the City Manager and City Council.
- 5.17.e** Prepare and present balanced proposed Operating and Capital Improvement Budgets.
- 5.17.f** Process invoices within 10 days after departmental approval.
- 5.17.g** Continue to enhance technical skills and government finance-related knowledge by having each employee attend at least two specialized trainings per year, and encourage staff to attain and maintain professional certification.
- 5.17.h** Continue to receive the Government Finance Officers Association (GFOA) and the California Society of Municipal Finance Officers (CSMFO) awards.

Finance Department Management Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	Submit Annual Financial Report	1	*	1	1	1
	Submission of Monthly Report by end of following month:					
	• Budget Variance	12	6	12	12	12
	• Cash Management	12	6	12	12	12
	• Bank Reconciliation	12	6	12	12	12
	• Revenue Reconciliation	12	6	12	12	12
	• Treasurer's/Investment	12	6	12	12	12
5.17.d	# of quarterly City-wide performance measure progress reports	4	2	4	4	4
5.17.e	# of proposed Operating Budget and Five-Year Capital Improvement Plan submitted	5	3	3	3	1
5.17.g	# of specialized professional trainings attended by Department staff	149	58	141	139	134
Effectiveness						
5.17.a	% of financial reports published on the website within 10 days of distribution	100%	100%	100%	100%	100%
5.17.b	% of proposed Operating Budget and Five-Year Capital Improvement Plan submitted on time	100%	100%	100%	100%	100%
5.17.c	% of Finance Department-initiated contracts executed, implemented and administered in compliance with all City policies and guidelines	100%	100%	100%	100%	100%
5.17.f	% of invoices processed within 10 days of departmental authorization	100%	100%	100%	100%	100%
5.17.h	# of awards from California Society of Municipal Finance Officers and Government Finance Officers Association	4	*	4	4	1

Finance Department

Administration Division

Goal

To provide centralized Finance administrative support, coordinate Finance-related activities and facilitate Finance Department efficiencies.

Description

The Administration Division provides centralized administrative support that includes coordination of meetings for Department staff, securing meeting locations, and providing logistical support, including recordkeeping. The Division monitors employee leave usage, monitors timely performance evaluation of department employees, compiles records of professional training of staff, coordinates travel authorization and arrangements, compiles the Weekly Finance Report, coordinates the timely submission of the various City financial reports, requests for legal reviews and submission of Department staff reports for the City's various City Council and Committee agendas. The Division compiles and distributes meeting agendas, coordinates phone coverage, receives guests to the department, processes department invoices, oversees the City's contract processing, which includes ensuring all necessary documents are submitted and pre-encumbering funds, and in conjunction with Risk Management, ensures each contract satisfies the City's insurance requirements. In addition, the Division reviews City-wide personnel actions to ensure effective position control of all authorized/budgeted personnel, and coordinates the quarterly update of departmental/division performance plans approved in conjunction with the Operating and Capital Improvement Plan budgets. Division staff works closely with financial advisors, underwriters, and bond counsel regarding proposed transactions to determine the structure that will most efficiently achieve the City's financing goals.

2013-15 Supporting Actions

- 5.17.a** Ensure all financial reports and filings are provided on time.
- 5.17.b** Increase information sharing among the department and the Divisions.
- 5.17.c** Complete all quarterly performance measurement reports.
- 5.17.d** Ensure all Finance Department contracts are approved and entered into the MUNIS Contract Management Module.
- 5.17.e** Continue to enhance technical skills and government finance-related knowledge by ensuring that each Division employee attends at least two specialized trainings per year.
- 5.17.f** Ensure timely submission of weekly Finance Department reports and weekly activity reports.
- 5.17.g** Ensure timely submission of City Council and Finance Committee agenda items.
- 5.17.h** Increase information sharing among departments and their divisions involving the Five-Year Strategic Business Plan.

Finance Department Administration Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of financial reports completed	734	385	789	789	789
5.17.b	# of monthly Finance Department meetings scheduled	*	3	10	10	10
	# of weekly Finance Department Division meetings scheduled	82	46	80	80	80
5.17.c	# of quarterly performance measurement reports completed (City-wide)	4	2	4	4	4
5.17.d	# of Finance Department contracts processed and entered into MUNIS	14	12	14	14	14
5.17.e	# of specialized professional trainings attended by Administrative staff	18	4	15	15	15
	# of specialized professional trainings attended by Department staff	149	58	141	139	134
5.17.f	# of weekly Finance Department reports submitted	52	24	50	50	50
	# of weekly activity reports submitted	52	26	52	52	52
5.17.g	# of City Council and Finance Committee agendas submitted	52	32	50	50	50
5.17.h	# of quarterly chapter update meetings with the City Manager	19	1	20	20	20
	# of Efficiency and Effectiveness Committee meetings attended	28	10	40	25	25

Effectiveness

5.17.a	% of recurring financial reports submitted within established deadline	94%	98%	100%	100%	100%
5.17.d	% of department contracts entered into MUNIS within 24 hours of approval	100%	100%	100%	100%	100%
5.17.e	% of Division staff attending at least two specialized professional trainings	100%	33%	100%	100%	100%

Efficiency

5.17.d	% of purchase requisitions completed within 48 hours	100%	100%	100%	100%	100%
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Finance Department

Budget Division - Operating & Capital Improvement Plan (CIP)

Goal

To prepare and submit for adoption, within legislated deadlines, the Operating and Capital Improvement Plan (CIP) budgets in accordance with the City Council's goals to guide decision making that meet or exceed best practices. To provide documents and public information reflecting community needs, priorities, challenges and opportunities. Coordinate and administer the City's Operating and Capital Improvement Plan budgets in accordance with the policies set forth by the City Council and City Manager.

Description

The Operating and Capital Improvement Plan Budget Division provides assistance to the City Manager and Finance Director in allocating the City's resources to meet strategic priorities. This is accomplished through developing balanced and effective operating and Five-Year Capital Improvement Plan Budgets; monitoring and evaluating projected revenue and expenditures; and meeting division-level performance requirements. Additionally, the Division assists in the development and maintenance of the City's Five-Year Financial Plan.

2013-15 Supporting Actions

- 5.17.a** Continue to receive the Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award.
- 5.17.b** Continue to receive the California Society of Municipal Finance Officers Association (CSMFO) Excellence in Budgeting Award in the categories of operating budget and capital improvement plan budget.
- 5.17.c** In collaboration with the City Manager's Office, prepare and present balanced proposed Operating and Five-Year Capital Improvement Plan budgets by the first Tuesday in May for adoption by June 30th.
- 5.17.d** Ensure that all Division financial reports are published on the internet within 10 days of distribution.
- 5.17.e** Assist departments in completing monthly budget-to-actual variance reports by the 10th day of the following month. Prepare monthly City-wide variance reports for City Manager and Finance Director.
- 5.17.f** Maintain updated records on the status of all personnel action forms (PAF) throughout the City; review and approve City-wide personnel actions; and prepare weekly personnel action aging reports.
- 5.17.g** Ensure the Operating and Capital Improvement Plan budgets align with the Five-Year Strategic Business Plan and Five-Year Financial Plan.
- 5.17.h** Ensure all approved budget adjustments are processed within 48 hours of receipt.
- 5.17.i** Maintain high standards of professional development through GFOA and other certification programs. Access the most current trends in budget development by becoming a member of the Budget Review Panel.
- 5.17.j** Ensure the number of audit findings remain below five.

Finance Department

Budget Division - Operating & Capital Improvement Plan (CIP)

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of budget award applications submitted	3	3	3	3	0
5.17.c	# of budget documents prepared	5	0	3	3	1
	# of budget committee meetings with City Manager and Finance Director	12	6	12	12	12
5.17.e	# of City-wide variance reports completed	12	6	12	12	12
	# of CIP variance reports completed	12	6	12	12	12
5.17.f	# of personnel action and aging reports submitted	104	52	104	104	104
5.17.h	# of budget transfers and amendments received	316	99	<250	<250	<250
5.17.i	# of employees pursuing certifications and/or college degrees	1	1	1	0	2
	# of employees who become a Budget Reviewer	0	0	0	1	1

Effectiveness

5.17.a	# of awards received from GFOA	1	0	1	1	0
5.17.b	# of awards received from CSMFO	2	0	2	2	0
5.17.d	% of financial reports published on the internet within 10 days of distribution	100%	100%	100%	100%	100%
5.17.e	% of budget reports submitted by the 10th day of the following month	100%	100%	100%	100%	100%
5.17.h	% of budget adjustments processed and/or approved within 48 hours of receipt	100%	100%	100%	100%	100%
5.17.i	# of trainings attended by Division staff	17	6	20	15	15
5.17.j	# of audit findings	0	*	<10	<5	<5

Efficiency

5.17.i	# of degree or certifications attained	.8	1	1	0	2
	# of budgets reviewed	0	0	0	6	6

Finance Department

General Accounting Division

Goal

To provide accurate and meaningful reporting on the City's financial position. To improve and enhance the financial system information available to the departments and maintain the integrity of the City's Financial Reporting System.

Description

The General Accounting Division monitors and reports on the financial position of the City, Joint Powers Financing Authority, Port, Community Development Block Grant, HOME, Municipal Sewer District and other enterprise funds. The Division provides financial guidance and direction to departments and ensures that City records comply with Generally Accepted Accounting Principles (GAAP). The Division prepares accurate financial statements and various reports required by state, federal and local governments and assures timely audits in compliance with GAAP. The Division monitors, records and reports all financial transactions, coordinates the City's annual financial statement audits and administers the reporting of fixed assets.

2013-15 Supporting Actions

- 5.17.a** Continue to enhance technical skills, maintain professional certifications, and increase government accounting knowledge by attending or participating in web-based trainings offered by nationally-recognized organizations such as GFOA, CSMFO, and Tyler Technologies as appropriations allow.
- 5.17.b** Reduce the number of adjusting journal entries.
- 5.17.c** Complete all account and bank reconciliations within 45 days of month-end closing.
- 5.17.d** Reconcile the Treasurer's Report with the General Ledger.
- 5.17.e** Prepare and submit required reports to the State Controller's Office by the due date.

Finance Department

General Accounting Division

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
5.17.b	# of adjusting journal entries submitted to the auditors during the preparation of the City's Comprehensive Annual Financial Report	10	*	8	8	6
5.17.c	# of bank reconciliations completed within 45 days of month-end close	94	80	94	100	100
	# of account reconciliations completed within 45 days of quarter close	6	16	32	35	35
5.17.d	# of reconciliations of Treasurer's Report with General Ledger	16	6	12	12	12
5.17.e	# of reports submitted to the State Controller's Office for Pensions, Special Districts and Street Report	7	*	6	1	1
Effectiveness						
5.17.a	# of trainings attended by Division staff	13	7	15	20	20
	# of CPE credits attained	15	0	20	20	20
5.17.c	% of bank reconciliations completed within 45 days of month-end close	88%	95%	100%	100%	100%
	% of account reconciliations completed within 45 days of quarter close	94%	100%	100%	100%	100%

Finance Department

Purchasing Division

Goal

To use the best practices to procure goods and services for the City in a transparent, competitive, and efficient manner designed to obtain the best value, while upholding the public's trust in an open and honest environment. To purchase products and services that minimize environmental impacts, toxins, pollution, waste, and hazards to workers and promotes community safety to the greatest extent practicable.

Description

The Purchasing Division assists City departments to competitively obtain goods and services by providing tools such as a central on-line vendor database, blanket contracts and purchase cards, as well as guidance in developing generic specifications and scopes of work that allow wider contractor participation. The Division also expands competition by posting quotes and bids on-line.

2013-15 Supporting Actions

- 5.17.a** Continue to expand outreach to local small businesses and other firms to increase registration in the City's on-line vendor database and increase local business participation.
- 5.17.b** Guide and support City departments in developing specifications that foster competitive bidding and secure competitive prices for goods and services.
- 5.17.c** Streamline the purchasing process to expedite purchases and decrease the cost of the overall process of buying.
- 5.17.d** Educate internal customers and vendors on procurement processes to ensure purchase requisitions and contracts comply with local, state, and/or federal standards.
- 5.17.e** Maintain successful purchasing card audit reviews.
- 5.17.f** Increase innovation, professionalism, e-procurement, productivity, and leadership attributes of the procurement function by receiving the Achievement of Excellence in Procurement Award sponsored by the National Institute of Government Purchasing (NIGP) and California Association of Public Procurement Officials (CAPPO).
- 5.17.g** Increase the number of environmentally-friendly contracts for supplies or services.
- 5.17.h** Continue to improve efficiency and effectiveness of the purchasing system through new state-of-the-art software.
- 5.17.i** Continue professional development to increase the number of professionally-certified purchasing personnel.

Finance Department Purchasing Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of new vendors registered on-line in vendor database	899	236	550	550	600
	# of vendor outreach events conducted	-	3	6	6	8
	# of workshops held with vendors "How to do business with the City"	-	0	1	1	1
5.17.b	# of solicitations posted to the Bids-Online System per fiscal year	97	41	100	100	120
5.17.c	Number of Purchase Orders created/changed	1,118	489	1,000	1,000	1,050
5.17.d	# of purchasing procedures trainings given by Division staff	27	5	25	20	25
5.17.e	# of purchase card audits five to ten card holders per month	89	25	65	65	65
5.17.g	# of new environmentally-friendly contracts	16	9	15	15	20
5.17.i	# of trainings attended by Division staff to attain a degree or certification	20	11	25	25	30
	# of continuing education credit/education hours earned	123.5	91.5	80	90	100

Effectiveness

5.17.a	Increase number of Richmond businesses registered on Bids-Online from 7% to 11%	-	8.2%	>11%	>11%	>11%
5.17.b	Secure more than four competitive bids/proposals per solicitation	-	-	-	>4	>4
5.17.c	Process requisitions in less than five days	-	-	-	<5	<5
	Total Purchase Orders issued less than 25% of all transactions	-	-	-	<25%	<25%
5.17.d	% of requisitions initially submitted by departments that comply with City's policies	-	94.5%	>90%	>90%	>90%
	% of contract requisitions initially submitted by departments that comply with City's policies	-	88.5%	>85%	>85%	>85%
5.17.e	% of successful purchasing card transaction audit reviews	93.91%	84%	80%	80%	80%
5.17.f	Receive Achievement of Excellence (AEP) award	100%	*	100%	100%	100%
5.17.h	% of purchasing inquiries responded to within 24 hours	99.25%	99%	99%	99%	99%
5.17.i	% of Certified Professional Public Buyers (CPPB) in the Purchasing Division	50%	50%	100%	100%	100%

Finance Department

Revenue Division

Goal

To provide consistent quality customer service to the residents, businesses and employees of the City of Richmond while processing revenues efficiently. To increase the amount of revenue collected by working with other City departments, and decrease the amount of bad debt by following up on unpaid accounts and removing uncollectible accounts off our records in a timely and accurate manner. Implement a program identifying unlicensed businesses in Richmond to increase the Business License Tax revenue for the City of Richmond.

Description

The Revenue Division collects, processes, records and reports City billings, accounts receivables and revenues in an accurate and timely manner, and seeks new opportunities to enhance the City's revenue base. The Division collects and records all revenues due to the City of Richmond.

2013-15 Supporting Actions

- 5.17.a** Maintain City-wide billing.
- 5.17.b** Maximize the collection of City revenue and identify new revenue sources.
- 5.17.c** Revise Returned Check, Cash Handling, and Accounts Receivable policies.
- 5.17.d** Increase the number of cashier transactions.
- 5.17.e** Provide professional development training to staff to achieve excellence in revenue collection.
- 5.17.f** Complete and submit reports on time.
- 5.17.g** Track the number of new business openings in Richmond.
- 5.17.h** Reduce the number of adjusting entries.

Finance Department

Revenue Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	Revenue collected					
	• Property Taxes	\$27.6M	\$18.4M	\$33.0M	\$34.5M	\$36.5M
	• Sales & Use Tax	\$24.8M	\$5.3M	\$29.3M	\$31.0M	\$33.1
	• Local Taxes-UUT	\$49.3M	\$28.9M	\$49.2M	\$51.4M	\$53.1M
	• Local Taxes-Other	\$3.5M	\$1.412M	\$7.0M	\$7.1M	\$7.3M
	• Police	\$15.5M	\$6.7M	\$12.5M	\$12.5M	\$12.5M
	• Paratransit	\$1.3M	\$596k	\$1.1M	\$1.1M	\$1.1M
	• Fire	\$2.1M	\$542k	\$2.7M	\$2.7M	\$2.7M
	• Recreation	\$1.1M	\$461k	\$1.1M	\$1.1M	\$1.1M
	• Building/Planning	\$6.0M	\$2.786M	\$4.8M	\$4.8M	\$4.8M
	• Port	\$5.8M	\$4.5M	\$15.35M	\$8.5M	\$8.9M
• Business License	\$2.4M	\$540k	\$2.7M	\$2.7M	\$2.8M	

Finance Department

Revenue Division

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.b	% of Accounts Receivables paid Within:					
	• 0-30 days of notice	48%	65.5%	60%	60%	60%
	• 31-60 days of notice	39%	23.5%	30%	30%	30%
	• 61 + days of notice	13%	11%	10%	10%	10%
	% of Revenue Collected YTD					
	• Business License	92%	20.0%	100%	100%	100%
	• Property Taxes	107%	55.6%	100%	100%	100%
	• Sales & Use Tax	103%	18.3%	100%	100%	100%
	• Local Taxes – UUT	94%	58.7%	100%	100%	100%
	• Local Taxes – Other	49%	20.2%	100%	100%	100%
5.17.c	# of policies revised	1	*	1	2	1
5.17.d	# of cashier transactions	23,541	9,470	18,000	18,000	18,000
5.17.e	# of trainings attended to attain certification or degree by division staff	50	19	40	40	40
Efficiency						
5.17.f	# of reports completed	237	88	300	300	300
	% of reports completed and submitted on time	100%	100%	100%	100%	100%
5.17.g	# of new B/L processed	327	170	1000	750	500
5.17.h	Reduce the number of adjusting entries	0	*	3	2	1

Finance Department

Accounts Payable

Goal

To provide payments within 10 days following departmental approval. To ensure all vendors doing business with the City of Richmond send invoices directly to the Finance Department. To continue to provide quality customer service to our customers and to educate vendors to expedite payments.

Description

The Accounts Payable Division is in charge of processing payments to vendors and payments of purchasing card statements, utilities, office supplies, service contracts, membership dues, etc. The Division reconciles and prepares 1099s, Quarterly Diesel Fuel Taxes and Use Sales Tax prepayments and reports. Accounts Payable reconciles the weekly check register for the City of Richmond and Successor Agency and tracks outstanding invoices for each department. Once a month the departments receive an Outstanding Invoices Report for their department. Accounts Payable is available to answer questions from the Check Registers at the monthly Finance Committee meeting.

2013-15 Supporting Actions

- 5.17.a** Expedite special payments.
- 5.17.b** Process invoices within 10 days after departmental approval to lower the number of outstanding number of invoices.
- 5.17.c** Improve business-processing time through digitization of invoices.
- 5.17.d** Maintain quality customer service to the vendors, employees, City Council, co-workers, and citizens.
- 5.17.e** Review and improve Accounts Payable policy and procedures.
- 5.17.f** Expedite the 1099s, Quarterly Diesel Fuel Taxes and Use Sales Tax reports accurately and on time.

Finance Department

Accounts Payable

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of checks processed	6,063	2,962	7,500	7,000	6,500
5.17.b	# of invoices processed within 10 days	7,805	4,305	7,000	9,000	9,500
	• 0-30 Days	313	242	≥320	≥310	≥310
	• 31-60 Days	60	94	≥65	≥100	≥100
	• 61-90 Days	33	55	≥35	≥60	≥60
	• 91-120 Days	17	26	≤20	≥30	≥30
	• Over 120 Days	83	150	≤85	≥160	≥160
	Total number of outstanding invoices	1,098	572	1,100	1,000	950
5.17.d	# of trainings attended by Division staff	9	8	10	12	12
	# of CPE Credits attained by division staff	0	0	37.5	37.5	37.5
5.17.f	# of prepared 1099 Misc Forms	170	*	200	160	150
	# of transactions for the Quarterly Diesel Fuel Taxes Reports	464	202	700	500	550
	# of transactions for the Quarterly Use Sales Taxes Reports	1,562	184	1,450	450	400

Effectiveness

5.17.b	% of processed invoices within 10 days of departmental authorization	100%	100%	100%	100%	100%
5.17.c	% of response rate to all inquiries within one day	100%	100%	100%	100%	100%
5.17.e	% of department and vendor complaints or inquiries reduction	99%	99%	99%	99%	99%

Finance Department

Treasury Division

Goal

To maintain and improve the City's financial health by conforming to the City's Investment and Cash Reserve Policies, as well as maximizing cash flow through sound investment and debt management activities.

Description

The Treasury Division manages cash for the City, ensures adequate funds are available to meet expenditure requirements while investing surplus funds to maximize returns within the parameters of the Investment Policy. The Division prepares and presents monthly investment reports to the City Council and presents comprehensive analyses of fiscal year-to-date revenues to the Finance Committee. Division staff works closely with financial advisors, underwriters, and bond counsel regarding proposed transactions to determine the structure that will most efficiently achieve the City's financing goals. The Division also monitors the City's financial performance and expectations in conjunction with policies and budget forecasts, oversees banking and trustee agreements, recommends financing alternatives for new City initiatives, forecasts and analyzes City cash flows and participates in special projects as needed.

2013-15 Supporting Actions

- 5.17.a** Provide the City Council with superior management and the most accurate reports of the City's cash and investments.
- 5.17.b** Have a clean report from the auditors in the areas of cash, investments, and debt.
- 5.17.c** Submit the Municipal Sewer and Joint Powers Financial Authority State Controller's Reports by October 18th and three Retirement Plans State Controller's Reports by December 31st each year.
- 5.17.d** Maintain high standards of professional development by attending conferences and training.
- 5.17.e** Monitor performance and business-worthiness of broker/dealers.
- 5.17.f** Monitor daily cash balances to determine available cash for investing.
- 5.17.g** Maintain accuracy of cash balances in books.
- 5.17.h** Forecast the City's cash flow for optimum utilization of resources.
- 5.17.i** Maintain a monthly schedule on an annual basis and update regularly.
- 5.17.j** Provide timely and accurate information to investors.
- 5.17.k** Run positive pay reports in MUNIS on a daily basis.
- 5.17.l** Update cash flow spreadsheets regularly in order to determine the need of a Tax Revenue Anticipation Note (TRAN).
- 5.17.m** Provide information regarding impact of current economic conditions.
- 5.17.n** Ensure that all debt payments are paid on time; accurately reflect cash needs as relating to debt.
- 5.17.o** Maintain accurate data regarding pension and other post-employment benefits.

Finance Department

Treasury Division

Success Indicators

	Output	2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of prepared fiscal reports (investment, fiscal agent and Treasurer's reports)	24	15	36	36	36
5.17.b	Minimize number of year-end adjusting entries posted	0	*	<3	<3	<3
5.17.c	# of State Controller's reports submitted	-	3	7	7	7
1.17.d	# of trainings attended by Division staff	5	5	10	10	10
	# of CPE credits attained	34	50	66	66	66
5.17.e	# of broker/dealer performance and financial stability reports monitored	12	*	10	10	10
5.17.f	Check reconciliation completed by the 5 th of the following month – AP and PR	24	10	24	24	24
5.17.g	Cash transactions recorded within two days – actual done over total received	604	370/375	750/750	750/750	750/750
5.17.h	Prepare monthly cash flow analysis for City Manager and Budget Team	12	5	12	12	12
5.17.i	Schedule wire transfers by due date – actual over total requested	241	130/130	350/350	350/350	350/350
5.17.j	File continuing disclosure reports by established deadline	10	*	9	9	9
5.17.o	Annual Pension survey for Police & Fire Pension and General Pension	-	-	2	2	2

Finance Department

Treasury Division

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	% of fiscal reports completed and reconciled within 15 days of General Ledger close	95%	100%	100%	100%	100%
	% of investment reports presented to Finance Committee on time	100%	100%	100%	100%	100%
5.17.b	% of year-end journal entries and reports prepared by established deadline	93%	98%	100%	100%	100%
5.17.c	% of State Controller's Reports submitted by due dates	-	100%	100%	100%	100%
5.17.e	% of broker/dealer financials received	100%	100%	100%	100%	100%
5.17.f	Invest 99% of available cash	100%	100%	100%	100%	100%
5.17.g	% of cash-related journal entries posted within two business days of transaction date	94%	99%	100%	100%	100%
5.17.i	% of wire transfer requests processed within two days	95%	100%	100%	100%	100%
	% of debt service payments loaded on Outlook task reminders	-	-	-	100%	100%
5.17.j	% of disclosure reports submitted by established due dates	100%	100%	100%	100%	100%
5.17.k	% of AR, PR and RCRA checks cleared for positive pay within one day	100%	100%	100%	100%	100%
Efficiency						
5.17.l	TRAN issued within first quarter of the fiscal year	1	1	1	1	1
5.17.m	Provide weekly updates of economic news	52	22	52	52	52
5.17.n	Monthly debt payment schedule	-	6	12	12	12

Finance Department

Payroll Division

Goal

To provide timely and accurate payroll services for both active employees and retirees from the City of Richmond. To meet and/or exceed payroll best practices. To provide accurate payroll tax filings each quarter and end of the year.

Description

The Payroll Division provides support and assistance to all employees by issuing the City's semi-monthly payroll for active employees, monthly pension payments to our pensioners and by keeping accurate record of employees' payroll records, leave accruals, and deferred compensation deposits. The Division complies with guidelines and adheres to the rules and regulations of:

1. The Fair Labor Standard Act
2. Six City of Richmond Memorandums of Understanding (MOUs)
3. Federal and state laws

The Division continues to ensure that all payroll taxes are paid on time quarterly and annually by depositing and reconciling all payroll taxes timely.

2013-15 Supporting Actions

- 5.17.a** Issue 100% accurate pay checks in a timely manner.
- 5.17.b** Issue 100% accurate employee tax documents in a timely manner.
- 5.17.c** Provide the employees the tools to use employee on-line self service modules to change addresses, change filing status and input bi-monthly time sheets.
- 5.17.d** Ensure adherence to current payroll practices by attending payroll conferences at both the state and federal levels.
- 5.17.e** Prepare all necessary payroll reports accurately and timely.
- 5.17.f** Reduce the number of off-cycle checks created per pay period.

Finance Department

Payroll Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.17.a	# of prepared and distributed payroll on time	24	13	24	24	24
5.17.b	# of quarterly tax returns filed on time	4	2	4	4	4
	# of annual tax returns filed on time (W-2 & 1099R)	2	*	2	2	2
	# of prepared and distributed W-2s by January 31 st	100%	*	100%	100%	100%
	# of prepared and distributed 1099Rs by deadline	100%	*	100%	100%	100%
5.17.e	# of reconciled benefit reports quarterly	1	*	4	4	4
5.17.f	# of off-cycle checks created per pay period (average)					
	• Division Error	19	2	<40	<35	<30
Effectiveness						
5.17.b	# of tax penalties realized	0	0	0	0	0
	# of W-2 and 1099R errors	0	0	0	0	0
5.17.c	% of posted payroll forms on the internet	100%	100%	100%	100%	100%
5.17.d	# of trainings attended by Division staff	8	2	4	4	4
	# of CPE credits attained	30	6	28	28	28
Efficiency						
5.17.a	Payroll processes completed within six working days (keying time sheets, checking time entered/preparing checks)	100%	100%	100%	100%	100%
5.17.e	% of reports prepared and submitted on time	100%	100%	100%	100%	100%

Finance Department

Administration – Grants Management

Goal

To create a standardized process to track grant status from application to close out.

Description

The Grants Management Division maintains effective grant management through tracking, reporting and compliance review. The Division monitors grants from application through project close to ensure that the administration of grant programs are in compliance with federal, state, and City regulations for grant recipients and sub-grantees.

The Division assists departments with establishing timelines for each grant and ensuring grant milestones are met, and expenditure reimbursements are done in a timely manner. This Division also coordinates the single audit for all federal and federal pass through grant programs.

2013-15 Supporting Actions

- 5.17.a** Attend all budget committee meetings with the City Manager and the Finance Director.
- 5.17.b** Maintain grant files in Finance to assist with the single audit.
- 5.17.c** Ensure that each Division employee attends at least two specialized trainings per year, and to encourage staff to attain and maintain professional certification.
- 5.17.d** Provide standardized monitoring of all City-received grants to ensure that grant funds are used in compliance with specific grant requirements.
- 5.17.e** Maintain oversight of all audits and minimize the number of audit findings.
- 5.17.f** Maintain key milestone tracking, monitoring and compliance standards through the training and use of MUNIS.
- 5.17.g** Maintain grants database by tracking grant submittals, acceptances and denials.
- 5.17.h** Prepare monthly grant variance reports five days after the close of the month.

Finance Department

Administration – Grants Management

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
5.17.a	# of budget committee meetings with the City Manager and Finance Director	9	6	12	12	12
5.17.b	Single audit of federal grants completed by the end of March	100%	*	100%	100%	100%
5.17.c	# of specialized professional trainings attended by Division staff	2	2	2	2	2
5.17.d	# of grants declined or denied	7	1	2	0	0
	# of grants awarded	26	15	25	20	20
5.17.f	# of grant trainings with departments	8	1	6	4	4
5.17.h	# of City-wide variance reports completed	12	6	12	12	12
Effectiveness						
5.17.e	Reduction in the number of new audit findings in the single audit	12	*	<8	<8	<8
5.17.g	Update grant database with new grant information within 10 working days	100%	100%	100%	100%	100%
5.17.h	% of grant variance reports completed 18 days after the close of the month	100%	100%	100%	100%	100%

Finance Department

Auditing & Compliance Division

Goal

To provide oversight of Internal and External audits, improve and enhance the financial system information available to the departments and maintain the integrity of the City's financial reporting system.

Description

The Auditing Division promotes the benefits of professional, standards-based auditing services by ensuring that Independent External and Internal audit recommendations are fully implemented by following up on approved audit recommendations. The Division provides financial guidance and oversight to departments and ensures that City records comply with Generally Accepted Accounting Principles (GAAP). The Division coordinates the City's annual financial statement preparation. The Division is responsible for oversight of the General Ledger and maintaining the integrity of the City's Financial Reporting System.

2013-15 Supporting Actions

- 5.17.a** Continue to enhance technical skills, maintain professional certifications, and increase government accounting knowledge by attending or participating in web-based trainings offered by nationally-recognized organizations such as GFOA, CSMFO, and Tyler Technologies as appropriations allow.
- 5.17.b** Oversee completion of Annual Financial Audit.
- 5.17.c** Maintain the integrity of the City's Financial Reporting System.
- 5.17.d** Follow up with departments to ensure implementation of audit recommendations.

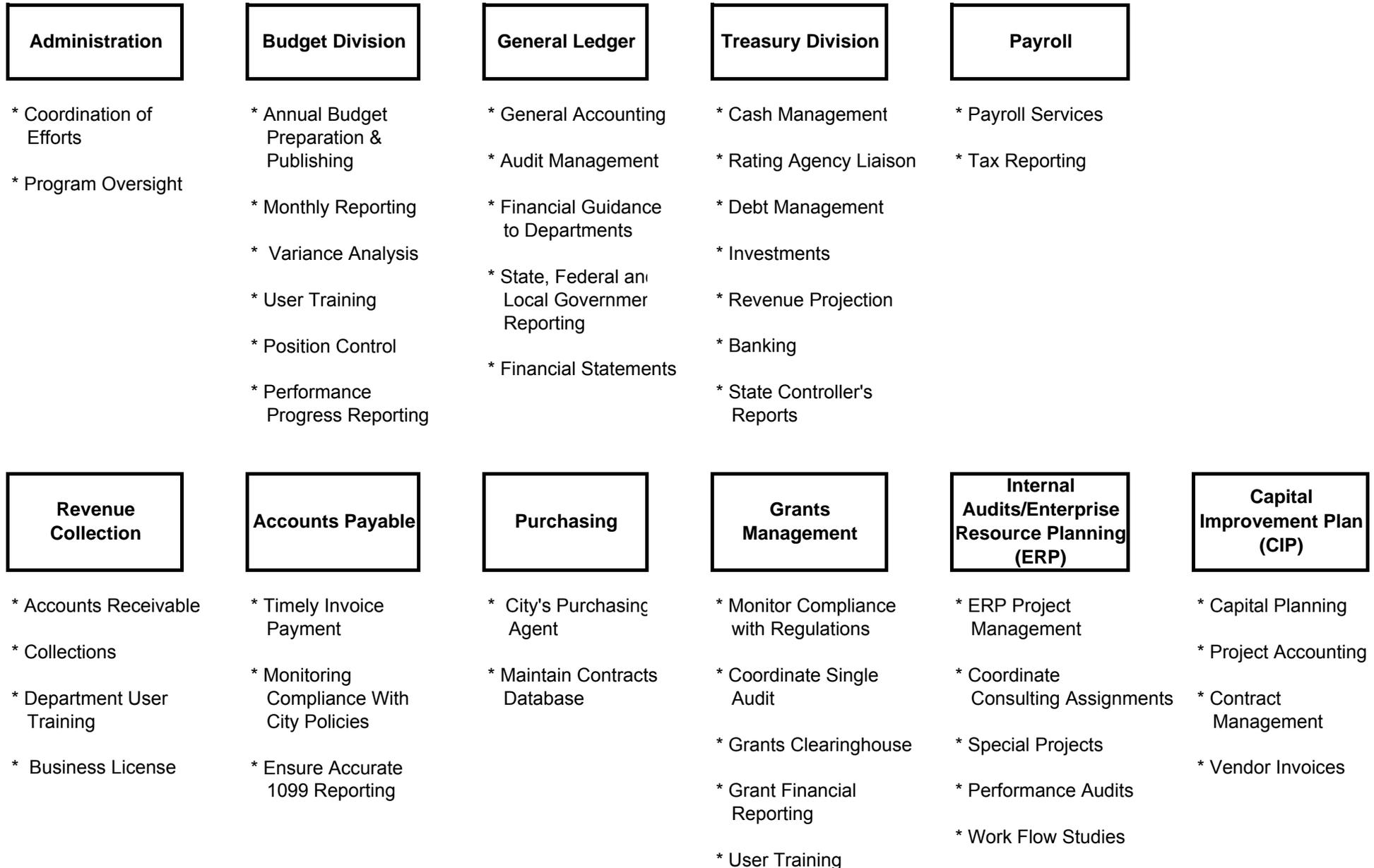
Finance Department

Auditing & Compliance Division

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
5.17.b	# of CAFRs submitted to GFOA for Certificate of Achievement for Excellence in Financial Reporting	1	*	1	1	1
5.17.c	# of months MUNIS General Ledger closed in compliance with Schedule Of Period Closing	12	6	12	12	12
	# of month-end reports reviewed to ensure General Ledger Integrity	60	30	60	60	60
Effectiveness						
5.17.a	# of trainings attended by Division staff	0	0	0	1	1
	# of CPE credits attained	0	0	0	22	22
5.17.b	# of awards received from GFOA for Certificate of Achievement for Excellence in Financial Reporting	1	*	1	1	1
5.17.c	% of timely closings of General Ledger as per published schedule	100%	100%	100%	100%	100%
	% of monthly reports reviewed	100%	100%	100%	100%	100%
5.17.d	# of follow-up meetings to ensure implementation of audit recommendations and responses	*	*	*	20	25

FINANCE DEPARTMENT PROGRAM ORGANIZATIONAL CHART



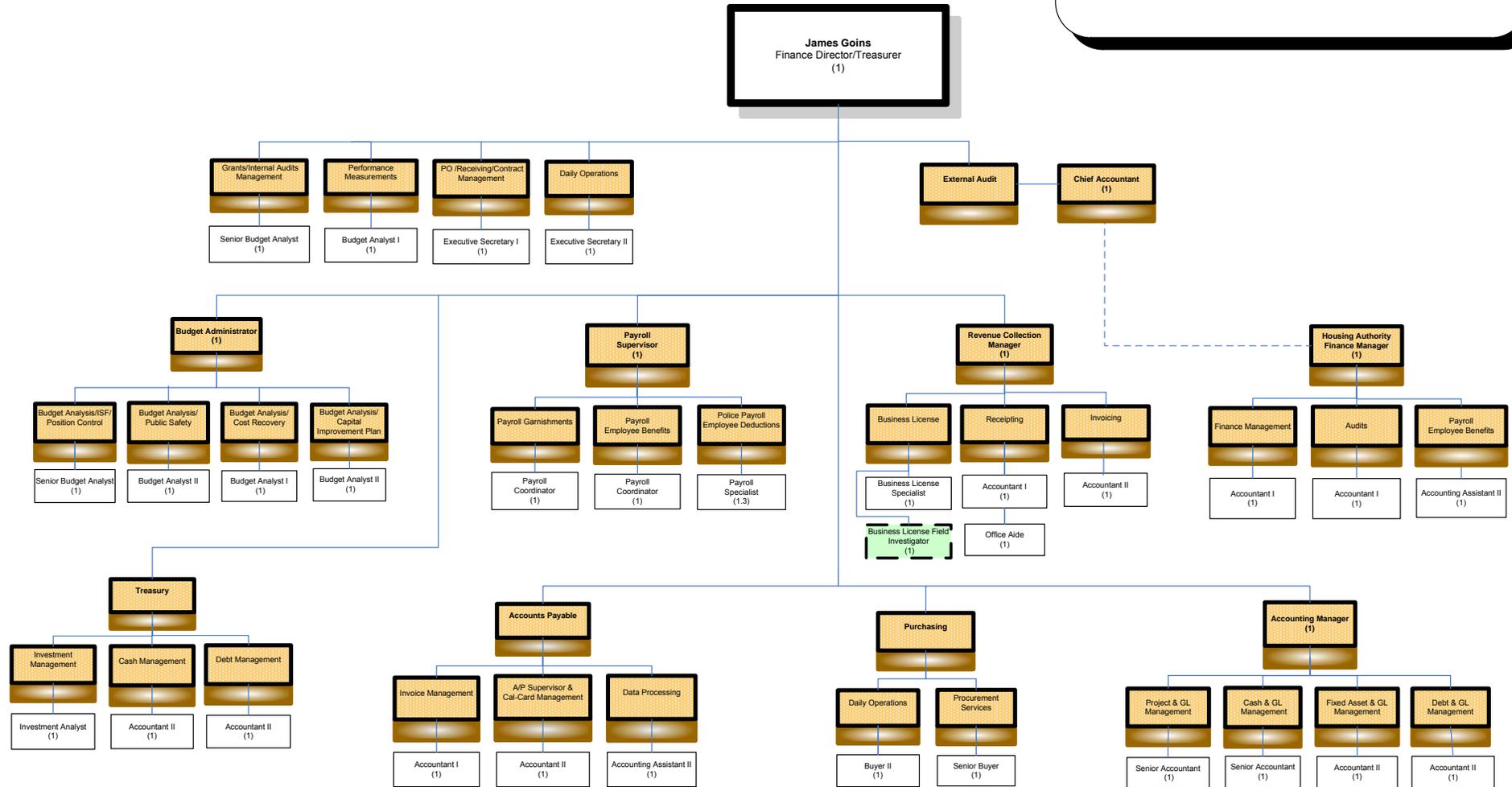


Finance Department FY2013-15 Organizational Chart

Existing FTE = 31.8, Proposed FTE = 33.8

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green box)
- Reclassification (Yellow box)
- Main Program (Dark Blue box)
- Sub-Program (Light Blue box)



The Housing Authority is located in Finance Department but will continue to be supported by their departments budget.

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
FINANCE DEPARTMENT					
Accountants I/II	8.0	8.0	8.0	8.0	8.0
Accounting Assistant II	1.0	1.0	1.0	1.0	1.0
Accounting Manager	1.0	1.0	1.0	1.0	1.0
Budget Administrator	1.0	1.0	1.0	1.0	1.0
Budget Analyst I/II	4.0	4.0	4.0	4.0	4.0
Business License Field Investigator				1.0	1.0
Buyer I/II	2.0	2.0	1.0	1.0	1.0
Chief Accountant	1.0	1.0	1.0	1.0	1.0
Executive Secretary I	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Finance Director	1.0	1.0	1.0	1.0	1.0
Finance Manager I		1.0			
Investment Analyst	1.0	1.0	1.0	1.0	1.0
Office Aide	1.0	0.8	0.8	0.8	0.8
Payroll Coordinator	2.0	2.0	2.0	2.0	2.0
Payroll Supervisor	1.0	1.0	1.0	1.0	1.0
Payroll Specialist	1.0	1.0	1.0	1.0	1.0
Purchasing Assistant	1.0	1.0			
Revenue Collection Manager	1.0	1.0	1.0	1.0	1.0
Senior Accountant	3.0	3.0	2.0	2.0	2.0
Senior Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	2.0	2.0
Senior Buyer			1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	34.0	34.8	31.8	33.8	33.8

Finance Department-17 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	2,953,875	2,913,834	2,361,608	3,785,976	3,791,806	872,142	30%	5,830	0%
Other Revenue	1,505	555	155	555	555	-	0%	-	0%
Capital Outlay Fund-2001	108,463	121,120	90,397	-	-	(121,120)	-100%	-	0%
Sources Total	3,063,843	3,035,509	2,452,160	3,786,531	3,792,361	751,022	25%	5,830	0%
USES BY TYPE									
Salaries	2,978,019	2,845,610	2,132,783	3,027,849	2,999,923	182,239	6%	(27,926)	-1%
Benefits	1,272,265	1,241,628	899,009	1,401,780	1,459,730	160,152	13%	57,950	4%
Professional Services	409,282	428,559	420,622	817,378	792,448	388,819	91%	(24,930)	-3%
Other Operating Expenses	85,519	97,047	54,370	102,925	102,925	5,878	6%	-	0%
Utilities	3,930	6,200	3,506	4,500	4,500	(1,700)	-27%	-	0%
Equipment & Contract Services	1000	2,500	83	3,700	3,700	1,200	48%	-	0%
Cost Pool	570,666	551,643	551,643	572,825	573,561	21,182	4%	736	0%
Asset/Capital Outlay	-	-	-	-	-	-	0%	-	0%
A87 Cost Plan Reimbursement	(2,256,837)	(2,137,678)	(1,609,857)	(2,144,426)	(2,144,426)	(6,748)	0%	-	0%
Uses-Operating Expenditure Total	3,063,843	3,035,509	2,452,160	3,786,531	3,792,361	751,022	25%	5,830	0%
USES BY ORG CODE									
Administration-01171115	1,592,430	1,482,090	1,354,774	1,285,059	1,251,246	(197,031)	-13%	(33,813)	-3%
Grants-01171215	114,942	118,057	(7,777)	125,652	127,642	7,595	6%	1,990	2%
Audit-01171915		172,493	118,842	505,606	509,099	333,113	193%	3,493	1%
General Accounting-01172015	214,036	34,293	78,154	245,386	247,061	211,093	616%	1,675	1%
Budget (Operating)-01173415	267,916	274,435	200,678	404,805	425,199	130,370	48%	20,394	5%
Payroll-01174015	263,609	288,123	219,914	312,822	280,407	24,699	9%	(32,415)	-10%
Treasury-01175715	256,022	264,076	190,002	205,000	162,898	(59,076)	-22%	(42,102)	-21%
Accounts Payable-01176015	189,750	199,346	144,694	214,462	219,742	15,116	8%	5,280	2%
Revenue Collection-01177015	(22,996)	(12,766)	(6,285)	345,731	417,967	358,497	-2808%	72,236	21%
Purchasing-01178015	79,670	94,242	68,766	142,008	151,100	47,766	51%	9,092	6%
Budget (CIP)-20173515	108,463	121,120	90,397	-	-	(121,120)	-100%	-	0%
TOTAL BUDGET	3,063,843	3,035,509	2,452,160	3,786,531	3,792,361	751,022	25%	5,830	0%

FY2013-14 & 2014-15 Biennial Budget

Human Resources Management Department



Mission:

The Human Resources Management Department supports our customers in accomplishing their missions by attracting, training, and retaining a highly skilled and diversified workforce that is fairly compensated and rewarded for its effort in an equitable, safe and responsible work environment. This is accomplished within existing resources, in an environment of change, with integrity, and in a manner that is consistent with City policies, Code of Ethics, merit system principles, collective bargaining agreements, and federal and state laws.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Hire skilled and competent staff in our Public Works Department.

2. Promote a safe and secure community

- Assist the Police and Fire Departments in hiring dedicated and skilled public safety personnel.
- Hire capable and community-oriented staff in our libraries and community centers.

3. Promote economic vitality

- Offer competitive salaries and benefits to our employees.

4. Promote sustainable communities

- Provide an electronic job application submission process to reduce paper waste and to simplify processes.
- Expand Health and Wellness Fair to include an environmental awareness component.

5. Promote effective government

- Create a workplace that promotes employee health and well-being by developing a comprehensive risk management, safety, health and wellness program.
- Streamline personnel processes and improve use of the Human Resource (HR) module of the Enterprise Resource Planning (ERP) system.
- Implement a new infrastructure enterprise system to enhance finance, human resources, work orders, permit processing and reporting.
- Create a comprehensive training program to increase customer service and ensure that the work force is fully trained.
- Actively participate with the City of Richmond's Efficiency Committee to promote efficiencies within the organization.
- Provide HR forms in electronic format to employees through the intranet to reduce paper waste where feasible.

Human Resources Management Department

Goal

To provide excellent customer service, high quality programs, effective working relationships with our employees, City management, employee organizations and the public, proactive and responsive leadership, and innovative approaches to problem solving.

Description

The Human Resources Management Department is mandated by the City Charter to develop and maintain a personnel system based upon merit principles. The primary objective of the department is to provide the City with employees who have the necessary skills, knowledge and ability to perform the specific tasks that enable the City to achieve its goals. The Risk Management Division manages and works towards reductions in the City's overall cost of risk via establishing appropriate and pro-active risk control measures, purchasing risk transfer instruments and efficiently and effectively managing retained losses.

2013-15 Supporting Actions

- 5.18.a** Facilitate implementation of new ERP system to obtain maximum departmental participation.
- 5.18.b** Improve the recruitment, testing and classification process.
- 5.18.c** Reduce the severity and frequency of annual liability claims.
- 5.18.d** Identify environmentally-friendly companies to participate in the Health and Wellness Fair.
- 5.18.e** Increase the number of employees attending the annual Health and Wellness Fair.
- 5.18.f** Provide safety training for City employees to reduce frequency of workplace injuries.
- 5.18.g** Conduct workplace safety inspections.
- 5.18.h** Process workers' compensation claims in a timely manner.
- 5.18.i** Process general and police officer applications in a timely manner.
- 5.18.j** Encourage the participation of vendors participating in the Health and Wellness Fair.

Human Resources Management Department

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.18.b	# of City-wide trainings provided	26	4	15	10	10
	# of employees attending City-wide trainings	819	80	500	250	250
5.18.c	# of targeted training for workplace injuries	16	24	10	16	16
	# of employees attending safety trainings	439	612	300	400	400
5.18.d	# of companies offering “green” products and services participating in Health and Wellness Fair	9	0	5	7	7
5.18.e	# of employees attending annual Health and Wellness Fair	219	0	200	250	250
5.18.f	# of safety trainings provided	39	33	15	40	40
5.18.g	# of workplace safety inspections	28	21	50	50	50
5.18.h	# of annual workers’ compensation claims	190	86	<200	<200	<200
5.18.i	# of general applications/police officer applications submitted	3015/729	448/364	800/500	700/500	700/500
5.18.j	# of vendors participating in the annual Health and Wellness Fair	55	0	25	40	40
Effectiveness						
5.18.a	Improved business processes by eliminating duplication of effort	85%	85%	85%	90%	90%
	% of departmental participation for the ERP program	100%	100%	100%	100%	100%
5.18.b	% of job announcements e-mailed to neighboring cities and City departments	40%	40%	50%	60%	75%
	% of recruitment contracts fulfilled with City departments to establish roles, responsibilities, and timeframes for recruitments	90%	85%	100%	100%	100%
	% of recruitments that were completed within contract time frame	80%	85%	80%	85%	85%
5.18.c	% of employees that felt that they benefited from the City-wide trainings	0%	95%	100%	100%	100%

HUMAN RESOURCES DEPARTMENT PROGRAM ORGANIZATIONAL CHART

Administration	Personnel Services	Labor Relations Services	Risk Management	Benefit Services
* Leadership	* Recruitment & Testing	* Grievance Handling	* Workers' Compensation	* Benefits Administration
* Program Oversight	* Finger Print Processing	* Management Consultation	* Contract Review	* Retirement Liaison
* Policy & Procedure Development & Implementation	* Salary & Compensation Administration	* Contract Administration	* General Liability	* Employee Assistance Program
* ERP Administration & Maintenance	* Job Classification	* Discipline Handling	* Claims Management	* Employee Wellness Program
* Payroll	* Organizational Studies	* Discrimination Complaints	* Safety & Loss Control	
* Inventory Control	* Application Tracking	* Union Negotiations	* Insurance Procurement	
* Budget	* Job Posting & Hotline	* Training	* Return to Work Program	
* Accts Payable/Purchasing	* Employment Lists		* Disability Retirement	
* Personnel File Maintenance			* Third Party Administration & Management	
* Contract Administration			* Special Event & Property Use Permits	
* Personnel Board				
* HR Website Maintenance				
* Applicant Input and Tracking				
* Personnel Action Form Processing				
* New Employee Orientation				
* Employee Verification				



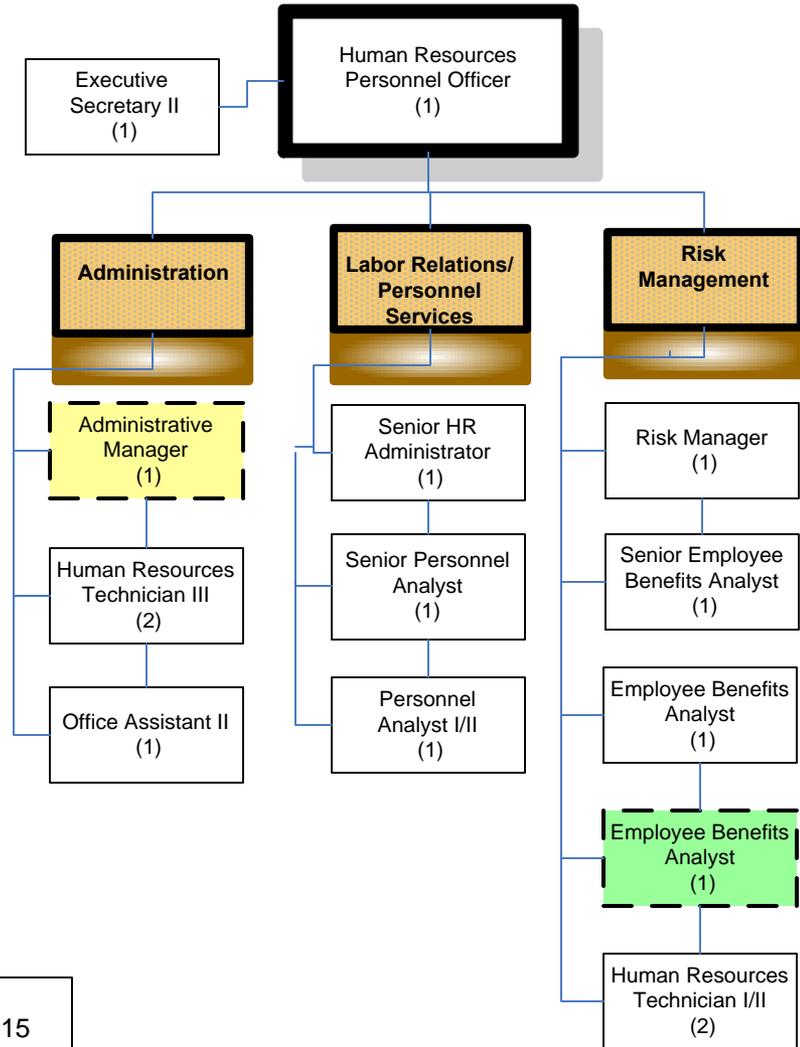
Human Resources Management

FY2013-15 Organizational Chart

Existing FTE = 15, Proposed FTE = 15

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green dashed box)
- Reclassification (Yellow dashed box)
- Main Program (Orange box)
- Sub-Program (Brown box)



*Request for one additional Personnel Analyst I in FY2014-15

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
HUMAN RESOURCES					
Administrative Manager				1.0	1.0
Administrative Services Analyst	1.0	1.0	1.0		
Employee Benefits Analyst	1.0	1.0	1.0	2.0	2.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Human Resources Mgt. Director	1.0	1.0	1.0		
Human Resources Personnel Officer	1.0	1.0	1.0	1.0	1.0
Human Resources Technician I	1.0	1.0	2.0	2.0	2.0
Human Resources Technician III	3.0	3.0	2.0	2.0	2.0
Labor Relations / Training Manager	1.0	1.0			
Office Assistant II			1.0	1.0	1.0
Personnel Analyst I	1.0	1.0			1.0
Personnel Analyst II	1.0		1.0	1.0	1.0
Risk Manager	1.0	1.0	1.0	1.0	1.0
Senior Employee Benefits Analyst	1.0	1.0	1.0	1.0	1.0
Senior Human Resources Administrator			1.0	1.0	1.0
Senior Personnel Analyst	1.0	2.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	15.0	15.0	15.0	15.0	16.0

Human Resources-18

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	1,064,223	1,027,153	803,038	1,252,878	1,232,972	225,724	22%	(19,906)	-2%
Risk Management-5001	16,022,368	10,279,902	8,458,258	15,653,835	15,855,621	5,373,933	52%	201,786	1%
Charges for Services	15,254,991	9,606,742	8,344,119	15,253,835	15,455,621	5,647,093	59%	201,786	1%
Sources Total	17,086,591	11,307,055	9,261,296	16,906,713	17,088,593	5,599,657	50%	181,880	1%
USES BY TYPE									
Salaries	3,279,219	1,783,060	2,538,765	1,648,379	1,785,156	(134,681)	-8%	136,777	8%
Benefits	1,593,763	630,054	1,179,182	700,590	792,438	70,536	11%	91,848	13%
Professional Services	454,786	2,029,043	643,141	2,246,858	2,112,521	217,815	11%	(134,337)	-6%
Other Operating Expenses	45,731	57,750	25,155	98,375	69,850	40,625	70%	(28,525)	-29%
Utilities	4,889	4,150	1,935	4,150	4,150	-	0%	-	0%
Equipment & Contract Services						-	0%	-	0%
Provision for Insurance Loss	12,123,191	12,441,150	8,372,393	13,355,350	13,309,125	914,200	7%	(46,225)	0%
Cost Pool	1,059,992	1,052,109	892,442	1,028,069	1,027,774	(24,040)	-2%	(295)	0%
Asset/Capital Outlay		13,000		10,500	10,500	(2,500)	-19%	-	0%
A87 Cost Plan Reimbursement	-690,841	-648,767	-489,321	-652,433	-652,433	(3,666)	1%	-	0%
Operating Transfer Out*	5,541,138	4,598,275	3,134,435			(4,598,275)	-100%	-	0%
Uses-Operating Expenditure Total	23,411,870	21,959,823	16,298,127	18,439,838	18,459,081	(3,519,986)	-16%	19,243	0%
USES BY ORG CODE									
Human Resources (Admin)-01181016	1,064,223	1,027,153	803,038	1,252,878	1,232,972	225,724	22%	(19,906)	-2%
Risk Mgmt (Admin)-50182116	8,084,407	7,639,699	5,406,527	3,026,184	3,142,520	(4,613,515)	-60%	116,336	4%
Risk Mgmt Worker's Comp-50182216	9,876,277	5,887,029	6,524,882	6,661,941	6,799,619	774,912	13%	137,678	2%
Risk Mgmt General Liability-50182316	4,386,963	7,405,942	3,563,679	7,498,835	7,283,970	92,893	1%	(214,865)	-3%
TOTAL BUDGET	23,411,870	21,959,823	16,298,127	18,439,838	18,459,081	(3,519,986)	-16%	19,243	0%

FY2013-14 & 2014-15 Biennial Budget

Information Technology Department



Mission:

Information Technology's (IT) mission is to be customer-centric. The IT Department will be the best provider of comprehensive and innovative support services and training for information services in the eyes of its customers.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Help promote a safe and secure environment through increased computer literacy skills and the use of state-of-the-art technology tools.

2. Promote a safe and secure community

- Provide technology support to City departments for the reduction of violence in the community.
- Implement and maintain surveillance camera infrastructure.
- Maintain an up-to-date disaster recovery plan in case of a communication system failure.

3. Promote economic vitality

- Improve the Internet and Intranet by providing revenue-centric, constituent-friendly web services (i.e., Economic Development opportunities, Health and Wellness), and updating and enhancing commonly-used forms and applications.

4. Promote sustainable communities

- Implement state-of-the-art communication systems that use energy-efficient and sustainable computer products or technologies to reduce power consumption. Continue the commitment to e-waste computer recycling.
- Educate employees on methods to reduce energy consumed by computer products.
- Set default settings on employee printers to double-sided printing.

5. Promote effective government

- Achieve the Municipal Information Systems Association of California Information Technology Practices Certification.
- Replace aging network systems and desktop computers City-wide.
- Provide industry standard training programs for desktop applications.
- Manage and enhance the enterprise system for financial, human resources, work order and permit reporting.
- Implement City-wide document management system.
- Manage and enhance technology infrastructure in the Civic Center Campus.
- Collaborate with departments to effectively keep information on the City's website and social media current. Provide links to other Boards and agendas.

Information Technology Department

Information Technology Division

Goal

To maintain an infrastructure and architecture that is secure, reliable, adaptable, scalable, and driven by best practices and technological requirements.

Description

The Information Technology Division (ITD) is responsible for maintaining all current information systems and designing and implementing new technology that maximizes the efficiency and effectiveness of City departments. Division services include strategic planning, information security, training, geographic information systems (GIS), Enterprise Resource Planning (ERP), website management, and network and desktop support. It is the responsibility of the ITD to promote, coordinate, and implement an integrated ERP/GIS system for use by the City and the community to improve customer service, enhance productivity, reduce costs, and provide timely and accurate information for all.

2013-15 Supporting Actions

- 5.26.a** Troubleshoot all information system problems within agreed-upon deadlines to minimize work disruptions.
- 5.26.b** Provide network system availability during normal working hours with 99% uptime.
- 5.26.c** Provide network redundancy at all City facilities and maintain an up-to-date emergency preparedness plan.
- 5.26.d** Provide industry standard training programs for desktop applications to continuously improve City employee computer literacy, effectiveness and efficiency.
- 5.26.e** Upgrade and maintain the infrastructure required for supporting the ERP/GIS system and associated applications.
- 5.26.f** Maintain a best practices municipal government communications system.
- 5.26.g** Continue to provide support for all ERP systems.
- 5.26.h** Ensure all City departments effectively keep information on the City's website and social media current. Provide links to other Boards and agendas.

Information Technology Department

Information Technology Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.26.a	# of work orders completed	1,194	605	1,200	1,200	1,200
5.26.d	# of desktop users	800	800	800	800	800
	# of City software trainings	113	40	200	150	150
5.26.g	# of internal MUNIS support work orders completed	320	60	350	300	300
5.26.h	# of website updates	543	110	550	500	500

Effectiveness						
5.26.a	% of help desk requests with same day response	90%	99%	99%	99%	99%
5.26.b	% of time the system is available during normal working hours	99%	99%	99%	99%	99%
5.26.e	Appropriate departments that have one GIS-trained staff person	99%	100%	100%	100%	100%
	Availability of MUNIS ERP system	99%	99%	99%	99%	99%
5.26.f	% of users rating IT services good or better	99%	99%	99%	99%	99%

Efficiency						
5.26.c	Average cost per user per month (desktop)	\$50	\$50	\$50	\$50	\$50
5.26.e	Average cost per user per month (GIS)	\$30	\$30	\$30	\$30	\$30
	Average cost per user per month (ERP)	\$83	\$83	\$83	\$83	\$83
5.26.f	Average cost per IT backbone user per month	\$241	\$241	\$241	\$241	\$241

**Percent of respondents that
responded "excellent" or "good"**

Community Survey Results	2007	2009	2011
Public Information Services	20%	31%	38%

Information Technology Department

Telephone Division

Goal

To provide and maintain communication technology that is best practices for municipal governments and that meets or exceeds the needs of City users.

Description

The Telephone Division provides City-wide communication systems and services that support City operations, and that are compliant with applicable federal, state and local regulations.

2013-15 Supporting Actions

- 5.26.a** Maintain a best practices and cost effective communication system.
- 5.26.b** Provide timely and effective service.
- 5.26.c** Train employees on new phone system.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.26.b	# of work orders	366	143	600	600	600
5.26.c	# of employees trained on new phone system	800	800	800	800	800
Effectiveness						
5.26.a	% of respondents rating Telecom services satisfactory or better on IT customer survey	95%	99%	99%	99%	99%
5.26.b	% of service requests responded to on same day	85%	94%	99%	99%	99%
5.26.c	% of employees that feel competent using new phone system	99%	99%	99%	99%	99%
Efficiency						
5.26.a	Average cost per telephone user per month	\$103	\$103	\$103	\$103	\$103
	Average cost per cell phone user per month	\$30	\$30	\$30	\$30	\$30
	Average cost per Blackberry user per month	\$63	\$63	\$63	\$63	\$63

Information Technology Department

Media Communications Division



Mission:

Media Communication's mission is to provide clear, concise, and accurate information to the public, and promote information about City services, events, resources, including emergency communications and opportunities in the City of Richmond through TV (KCRT), radio (KCOR 790AM) and the internet (streaming and social media).

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Provide a quality signal in all areas of communications.
- Provide communications to promote the City of Richmond's goals and amenities beyond Richmond's borders.

2. Promote a safe, secure, and healthy community

- Work with City departments, West Contra Costa Unified School District, county agencies, and regional youth-oriented non-profits to produce programming that supports a safe, secure, and healthy community.
- In times of crisis, disseminate clear and accurate information to the public using studio and field production for emergency support.

3. Promote economic vitality

- Support revenue development for City services using various audio-visual systems.
- Work with City departments to promote Richmond as a destination for business, culture, housing, and quality living.
- Create new revenue by negotiating Telecom and cellular contracts.

4. Promote sustainable communities

- Continue commitment to energy-efficient, power management systems.
- Inform and promote energy-efficient and alternative energy informational spots and programs through the media of TV, radio, and internet.

5. Promote effective government

- Track productions, resolve complaints and provide services for efficient work flow, including monitoring the cable franchise and related telecommunication ordinances.
- Produce programming that highlights City's services.
- Provide residents, the general public, and the media with accurate and clear information through TV (KCRT), radio (KCOR 790AM), internet (streaming and social media), allowing government transparency.

Information Technology

Media Communications Division

Goal

To maximize the use of the City's local government access channel (KCRT) to deliver via television, radio and the internet, City messages and information, and to promote Richmond as a destination for business, culture, recreation, and healthy community. To monitor the cable franchises and telecommunication issues and to negotiate future contracts that will support the City and the Cable Television Division financially. To serve as the City's information station during disaster.

Description

The Media Communications Division assists departments in crafting and delivering their messages to the public. The Division provides City departments with media production and technical assistance. The channel's airing of City Council meetings and other City-sponsored meetings increases transparency and information sharing in government. The Division monitors changing technology, cable and media issues to assist the City in future trends that can affect our Right-of-Way rights and negotiates contracts with Telecom and other cable providers to increase services to residents and businesses and City revenue. The Division resolves disputes between residents and the cable company and monitors the cable franchise and the Telecom Ordinance. In times of crisis, the Division supports the Emergency Operations Center (EOC) with the dissemination of clear, concise, and accurate information to the public.

2013-15 Supporting Actions

- 5.26.a** Respond to in-house service requests within 48 hours.
- 5.26.b** Maximize the number of productions about Richmond and its services, events, resources and opportunities.
- 5.26.c** Increase locally-produced programming and programming created by Richmond youth, and work with local schools and youth-oriented organizations in developing programming and learning about media's function in a variety of career options.
- 5.26.d** Produce an average of six new programs per month.
- 5.26.e** Comply with the State Office of Emergency Preparedness for Incident Command System (ICS) training.
- 5.26.f** Provide technical support to City departments in crafting their message and staging effective media-related events. Provide production assistance and recommendations, including media technical set-up activities.
- 5.26.g** Maintain community survey respondent rating satisfaction with KCRT programming as good or better.
- 5.26.h** Continue to provide Richmond citizens with health and wellness television programs and information.

Information Technology

Media Communications Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
5.26.b	# of graphic and video productions	1,192	168	400	400	400
5.26.c	# of locally-produced programming	1,168	41	175	150	175
5.26.d	# of new programs produced annually	759	168	240	250	275
5.26.f	# of departmental requests for technical assistance	365	120	200	225	250
5.26.h	# of health and wellness programs aired, includes replays	1,829	80	200	150	175
	# of health and wellness graphic productions on DATANET	115,663	20,000	40,000	40,000	40,000
Effectiveness						
5.26.a	% of in-house service requests responded to within 48 hours	100%	99%	100%	100%	100%
5.26.c	% of Richmond public high schools participating in video production and training	100%	25%	25%	50%	50%
	% of programming that is local	84%	90%	80%	80%	85%
5.26.e	% of staff trained in ICS and State Office of Emergency Preparedness	100%	100%	100%	100%	100%
5.26.g	% of citizen survey respondents rating satisfaction with KCRT programming as good or better	90%	95%	90%	100%	100%
Efficiency						
5.26.b	Average cost per finished minute of studio style production (Council and other meetings, with built-in environment)	\$7.50	\$9.00	\$7.00	\$11.00	\$11.00
	Average cost per finished minute of field production (outside of built-in environment)	\$925	\$900	\$900	\$600	\$625

**INFORMATION TECHNOLOGY DEPARTMENT
PROGRAM ORGANIZATIONAL CHART**

IT Administration and Services

- *IT Leadership
- *Strategic Planning
- *Policy
- *Budget
- *Contracts
- *Procurement
- *Network Design
- *Network Upgrades
- *Network Maintenance
- *Network Security
- *Network Support
- *Desktop Training
- *Website Maintenance
- *Hardware Replacement
- *Software Replacement
- *Desktop Maintenance
- *Help Desk Support

Telephones/Radios

- *Management
- *Maintenance
- *Security
- *Support
- *Training

Application Processing

- *Management
- *Development
- *Maintenance
- *Support
- *Security
- *Training

Geographical Information

- *Management
- *Development
- *Maintenance
- *Support
- *Training

IT CIP Projects

- *Desktop Refresh Project
- *Document Storage Project
- *KCRT Projects

**Cable Television Division
KCRT**

- *KCRT Operations
- *Promote City Services & Events
- *Crisis Emergency Info
- *Cable Franchise Monitoring
- *A/V Technical Assistance & Video Production
Equipment Check Out & Assistance
Video System Designs,
- *Telecom Lease Negotiations
- *KCOR Operations

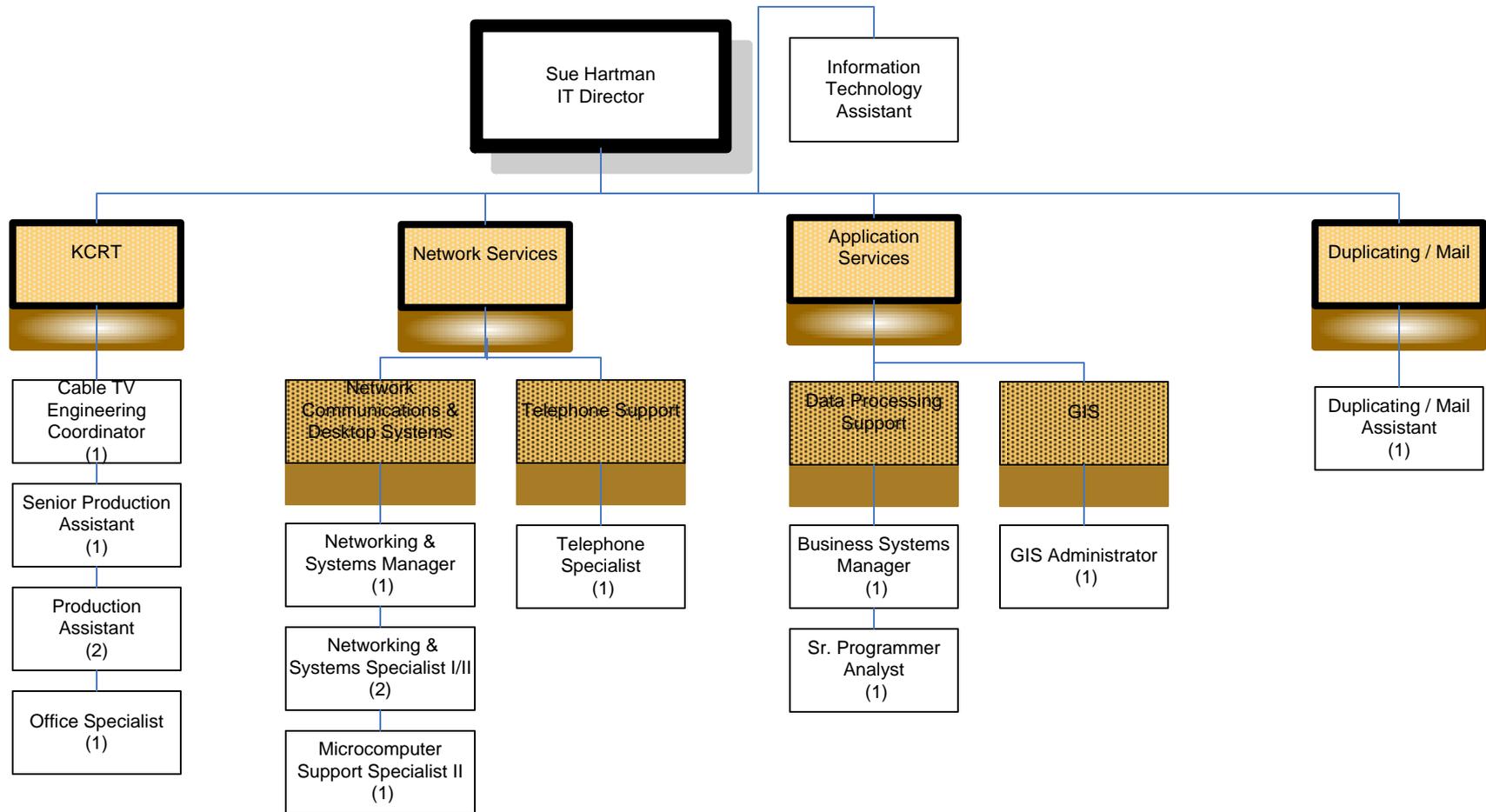


Information Technology FY2013-15 Organizational Chart

Legend:

- Existing Pos. (White box)
- Reclass Pos. (Yellow dashed box)
- Main Program (Orange box with black border)
- Sub-Program (Dotted orange box)

Existing FTE = 16, Proposed FTE = 16



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
INFORMATION TECHNOLOGY					
Business Systems Manager	1.0	1.0	1.0	1.0	1.0
CATV Programming Coordinator	1.0	1.0			
Duplicating/Mail Assistant	1.0	1.0	1.0	1.0	1.0
Engineering Coordinator	1.0	1.0	1.0	1.0	1.0
GIS Administrator	1.0	1.0	1.0	1.0	1.0
Information Technology Assistant	1.0	1.0	1.0	1.0	1.0
Information Technology Director	1.0	1.0	1.0	1.0	1.0
Microcomputer Support Specialist II	1.0	1.0	1.0	1.0	1.0
Network & Systems Manager	1.0	1.0	1.0	1.0	1.0
Network & Systems Specialist I/II	2.0	2.0	2.0	2.0	2.0
Office Specialist		1.0	1.0	1.0	1.0
Production Assistant	2.0	2.0	2.0	2.0	2.0
Secretary	1.0				
Senior Production Assistant	1.0	1.0	1.0	1.0	1.0
Senior Programmer Analyst	1.0	1.0	1.0	1.0	1.0
Telephone Radio Specialist	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalent (FTEs)	17.0	17.0	16.0	16.0	16.0

Information Technology-26

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	3,794,355	2,655,630	1,879,453	2,948,832	2,996,947	293,202	11%	48,115	2%
General Capital Fund-2001	1,000,000					-	0%	-	0%
KCRT-4008	1,031,694	1,102,000	604,307	1,112,000	1,112,000	10,000	1%	-	0%
Equipment Replacement-5003		100,000	100,000	100,000	100,000	-	0%	-	0%
Sources Total	5,826,050	3,857,630	2,583,760	4,160,832	4,208,947	303,202	8%	48,115	1%
USES BY TYPE									
Salaries	1,323,287	1,451,396	1,110,320	1,519,369	1,524,041	67,973	5%	4,672	0%
Benefits	654,423	648,892	487,267	742,228	799,159	93,336	14%	56,931	8%
Professional Services	532,863	636,221	404,704	798,038	798,038	161,817	25%	-	0%
Other Operating Expenses	171,154	154,658	111,231	389,998	176,498	235,341	152%	(213,500)	-55%
Utilities	535,690	456,941	214,479	381,941	381,941	(75,000)	-16%	-	0%
Equipment & Contract Services	635,895	663,109	460,736	744,000	744,000	80,891	12%	-	0%
Cost Pool	775,740	748,198	688,313	708,911	708,323	(39,287)	-5%	(588)	0%
Asset/Capital Outlay	1,273,663	475,200	127,710	458,600	275,200	(16,600)	-3%	(183,400)	-40%
A87 Cost Plan Reimbursement	-1,282,767	-1,282,766	-962,073	-1,282,766	-1,282,766	-	0%	-	0%
Operating Transfer Out	4,905,367	147,055	147,055			(147,055)	-100%	-	0%
Uses-Operating Expenditure Total	9,525,314	4,098,903	2,789,743	4,460,319	4,124,434	361,416	9%	(335,885)	-8%
USES BY ORG CODE									
Info Tech (Admin)-01261017	1,501,374	424,075	412,628	453,941	478,813	29,866	7%	24,872	5%
Info Tech-Telecomms-01262117	759,782	666,308	327,497	700,282	703,881	33,974	5%	3,599	1%
Info Tech-GIS-01262217	209,167	237,063	155,655	244,872	249,380	7,809	3%	4,508	2%
Info Tech-ERP-01262417	727,643	719,296	566,850	931,183	940,060	211,887	29%	8,877	1%
Info Tech-Desktop Support-01262917	228,805	227,913	135,222	235,015	238,941	7,102	3%	3,926	2%
Info Tech-Mailroom/Duplicating-01263090	367,583	380,976	281,600	383,539	385,872	2,564	1%	2,333	1%
Capital Outlay-20162317	988,463	250,000	50,075	183,400		(66,600)	-27%	(183,400)	-100%
KCRT Cable Television-40864181	1,677,459	1,133,273	813,838	998,087	1,012,487	(135,186)	-12%	14,400	1%
KCRT Cable Television (CIP)-40864281	59,684	60,000	46,376	230,000	15,000	170,000	283%	(215,000)	-93%
ISF-Info Tech (Admin)-50261017	1,429,974					-	0%	-	0%
ISF-Info Tech (CIP)-50262317	1,575,380					-	0%	-	0%
IT Equipment Replacement-50362917				100,000	100,000	100,000	0%	-	0%
TOTAL BUDGET	9,525,314	4,098,903	2,789,743	4,460,319	4,124,434	361,416	9%	(335,885)	-8%

FY2013-14 & 2014-15 Biennial Budget

Police Department



Mission:

The Police Department's mission is to improve the quality of life in Richmond by providing professional and efficient police services while striving to attain the highest standards of integrity, innovation and accountability, in partnership with the community.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Provide enforcement and administrative support to ensure a safe and attractive physical environment is maintained throughout the community.
- Increase the number of abandoned vehicles towed from Richmond public streets by 50%.
- Achieve 95% reporting of the graffiti and dumped garbage within neighborhoods through increased resident involvement, support from other City departments, and the use of Closed-Circuit Television (CCTV).
- Fully staff and train Code Enforcement Unit personnel who will provide support to other City departments and relevant community organizations.
- Achieve a noticeable reduction of blight in the community, utilizing the Public Works Department, Comcate, street sweeping, and timely removal of abandoned vehicles.
- Increase the number of line level employees who are trained and certified in Crime Prevention Through Environmental Design (CPTED).
- Expand the Crime-Free Multi-Housing Program to additional housing units throughout the City.
- Continue the increased street lighting campaign in partnership with PG&E.

2. Promote a safe and secure community

- Achieve and maintain sworn staff level at a ratio of 2.0 officers per 1,000 residents (current ratio = 1.7; national average = 2.4).
- Achieve a DUI arrest versus DUI-related accident index of 10 to 1.
- Increase community participation in crime prevention efforts with the goal of reducing crime and improving quality of life through the creation of new Neighborhood Watch groups, ongoing efforts of the Department's Crime Prevention Committee, and implementation of the Department's Crime-Free Multi-Housing Program.
- Reduce gun crimes by 10%.
- Improve the Department's homicide clearance rate to greater than 50%.
- Recruit and hire sufficient sworn and civilian personnel to achieve authorized full staffing levels.
- Coordinate with the City Attorney's Office to continually review and update the public safety sections of the Richmond Municipal Code.

Police Department

- Coordinate with the District Attorney's Office to expedite filing of felony and misdemeanor cases.
 - Pinpoint intelligence-lead enforcement to target emerging crime trends based on in-depth analysis reports generated by the Crime Analysis Unit.
 - Use video surveillance to expand the reach of police patrols in neighborhoods covered by CCTV.
 - Expand traffic enforcement strategies to include traffic safety checkpoints focused on unlicensed and DUI drivers.
 - Increase enforcement of quality of life crimes such as abandoned vehicles, unlawful collection of recyclables, and disorderly conduct.
 - Augment the truancy effort to increase the number of truants contacted by 25%.
3. Promote economic vitality
- Create, publish, and disseminate an RPD Annual Report which highlights the Department's activities and accomplishments over the prior year.
4. Promote sustainable communities
- Implement a paper-recycling program within the new Hall of Justice building to reduce waste and improve recycling efforts involving paper, plastic and glass items by 75%.
 - Utilize e-mail to issue all departmental policies, procedures, and memorandums; continuously update the electronic version of the Department's Policy and Procedures manual.
 - Ensure Police Department vehicles are not left idling (unless appropriate under specifically delineated circumstances) through increased training and supervision.
 - Ensure Police Department vehicles are driven at appropriate speeds to improve safety and fuel economy through the implementation of the Automated Vehicle Locator (AVL) system, as well as increased training and supervision.
 - Implement a program to power down unused equipment and lighting during idle hours.
 - Partner with the business community to purchase non-emission producing patrol vehicles such as Segways and bicycles.
5. Promote effective government
- Continue developing the Department's crime analysis and COMPSTAT process, which will improve Department efficiency and response to crime and disorder.
 - Enhance community policing efforts through effective working relationships with other City departments and allied agencies, including the Office of Neighborhood Safety (ONS).
 - Strengthen community confidence and awareness in the Department's citizen complaint process and other forms of police performance oversight through the implementation of a new "Use of Force Committee," as well as ongoing performance audits.
 - Revise, implement, and expand the City's False Alarm Ordinance enforcement to reduce the number of unnecessary police responses to alarms, and to increase officer availability to work on community policing strategies.

Police Department Administration Division

Goal

To improve and support internal Department operations through recruitment, hiring, training, record-keeping, facilities operations, crime data management, public education and outreach, and communication services.

Description

The Administration Division supports the Police Department's mission and its initiatives by managing central operations and providing Department-wide support services.

2013-15 Supporting Actions

- 2.19.a** Ensure all dispatched calls and complaints will be handled in a timely and professional manner.
- 2.19.b** Meet or exceed the City and State standards in equipment, training, and vehicles; ensure training and vehicles/equipment policies are followed Department-wide.
- 2.19.c** Hire new police personnel and officers.
- 2.19.d** Pursue grant funds, and submit reimbursements timely.

Police Department Administration Division

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
2.19.a	# of calls received by the center	-	107,213	216,000	228,000	220,000
	# of calls received and dispatched	146,299	104,927	207,00	235,000	230,000
2.19.b	# of internal trainings	50	198	215	208	225
2.19.c	# of hiring fairs and tests	-	23	8	10	10
	# of hires	7	10	12	8	6
2.19.d	# of grant reimbursements submitted	7	8	4	16	8
Effectiveness						
2.19.c	% of hires successfully completing probation	100%	97.5%	95%	95%	95%
2.19.d	% of quarterly reimbursements submitted timely	87.5%	77.5%	100%	100%	100%
	# of new grants awarded	2	1	1	2	2
Efficiency						
2.19.a	Average ring time a person must wait until a call is answered	-	8 sec	<10 sec	<9 sec	<8 sec
2.19.c	Cost per hire of a police officer	\$26,667	\$3,000	\$36,000	\$36,000	\$36,000

Police Department Chief's Office

Goal

To increase community and employee confidence in the Police Department by improving the effectiveness, efficiency, and quality of services provided by the Department.

Description

The Chief's Office coordinates new policy development, initiates new programs and services, oversees media relations, provides liaison with elected officials and community leaders, provides staff support to the Police Commission, and manages overall Department operations.

2013-15 Supporting Actions

2.19.a Provide web-based crime statistics that are updated daily for community mapping.

2.19.b Provide effective public information through websites, meetings, and public outreach.

2.19.c Maintain effective personnel procedures and ensure compliance within the Department by vigorously training all employees.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.19.b	# of Crime Prevention Education/Training Events	74	-	120	125	130
	# of Citizen Academies conducted	1	-	0	0	0
2.19.c	# of Police Commission meetings and trainings conducted	6	-	12	15	18

Effectiveness

2.19.a	% annual decrease in crime rates	10%	-	-	5%	5%
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Efficiency

2.19.c	Cost per internal training	\$3,000	-	\$5,000	\$5,000	\$5,000
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Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Crime Prevention	11%	19%	22%

Police Department

Code Enforcement Division

Goal

To serve the public interest with integrity in the areas of health and safety, industry, and business while promoting quality residential and community development through emphasis on civic responsibility and the enforcement of the Richmond Municipal Code (RMC)

Description

The Code Enforcement Division works closely with the Planning and Building Regulations Department, the City of Richmond as Successor Agency to the Redevelopment Agency, the City Manager's Office and Police Department staff to keep the City attractive and safe. This includes the removal of unsightly and unhealthy nuisances from the City; i.e., substandard structures, weeds, junked or abandoned vehicles, trash and parking enforcement. The Code Enforcement Division accomplishes these tasks through pro-active and complaint-driven enforcement. It seeks to build cooperation and community spirit through pro-active voluntary compliance.

2013-15 Supporting Actions

- 2.19.a** Special Assessment-Recovery of all costs associated with abatement actions.
- 2.19.b** Complete the hiring of necessary abatement and enforcement staff.
- 2.19.c** Identify and tow abandoned vehicles promptly (public).
- 2.19.d** Remove inoperative vehicles on private property.
- 2.19.e** Increase issuance of foreclosure and vacant property notices.
- 2.19.f** Develop comprehensive parking enforcement program.
- 2.19.g** Actively engage the community in One Block At a Time (OBAT) pre-planning by attending community meetings.

Police Department Code Enforcement Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2013-12 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.19.a	# of cases closed/abated	943	742	1,400	1,000	1,000
	# of demolitions	0	0	2	2	2
2.19.c	# of abandoned vehicles towed (public property, not police)	373	151	150	200	150
2.19.d	# of abandoned vehicles towed/abated (private properties)	4	0	700	5	10
	# of closed/abated vehicle abatement cases (private properties)	420	98	550	120	200
2.19.e	# of foreclosure notices issued	73	13	60	30	25
	# of vacant structure notices issued	117	30	100	100	100
2.19.f	# of sweeper citations	10,948	6,694	7,000	8,000	7,000
	# of parking citations	2,959	1,458	1,800	2,500	2,500
2.19.g	# of community meetings attended	37	15	20	40	40

Effectiveness

2.19.a	% of nuisance properties closed/abated	79%	29%	100%	100%	100%
2.19.c	% of vehicles towed (public)	248%	50%	100%	100%	100%
2.19.d	% of vehicles towed (private)	20%	*	100%	100%	100%
	% of private property vehicle abatement cases closed/abated	32%	9%	100%	100%	100%
2.19.e	% of increase of foreclosures notices	61%	11%	100%	100%	100%
	% of increase of vacant structure notices	59%	15%	100%	100%	100%
2.19.f	% of increase in sweeper citations issued	168%	47.5%	100%	100%	100%
	% of increase in parking citations issued	164%	41%	100%	100%	100%

Efficiency

2.19.a	Total levied assessments	\$699,197.25	-	\$500,000	-	-
2.19.b	Total of administrative citations issued	\$62,000	-	\$180,000	-	-

Police Department Code Enforcement Division

Percent of respondents that
responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Code Enforcement (weeds, abandoned buildings, etc.)	9%	10%	19%

Police Department Investigation Services Division

Goal

To provide professional investigation services to the Police Department on the criminal cases it is working on. These services include preparatory as well as follow-up work on investigations that are necessary for the successful prosecution of the cases.

Description

The Division is responsible for developing and investigating criminal cases as well as for submitting them to the District Attorney's (D.A.) Office in a manner that maximizes effective prosecutions.

2013-15 Supporting Actions

- 2.19.a** Continue diversifying the investigative personnel and enhancing contacts with the community.
- 2.19.b** Work closely with the District Attorney's Office and the contract D.A. on the prosecution of cases.
- 2.19.c** Improve the City's homicide clearance rate by at least 20% each year.
- 2.19.d** Provide quarterly communications trainings to officers to maximize community-police cooperation.

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
2.19.b	# of cases other than homicide	7,381	3,644	6,250	6,500	6,250
2.19.c	# of homicide cases	29	8	20	18	16
2.19.d	# of training officer session participants	38	103	25	65	75
Effectiveness						
2.19.a	% of investigations with minority officer participation	96.25%	77.5%	50%	95%	95%
2.19.c	% increase in homicide clearance rate	37.75%	40%	30%	60%	65%
2.19.d	% of officers with conflict resolution training	100%	100%	100%	100%	100%
Efficiency						
2.19.c	Cost per homicide case	\$5,803	\$5,450	\$5,800	\$6,000	\$6,250
2.19.b	Cost per case other than homicide	\$2,205	\$2,200	\$2,500	\$2,500	\$2,650

Police Department Patrol Services Bureau

Goal

To reduce crimes and handle calls for service on a timely basis, with skill, sensitivity, and efficiency made possible by constant training, engaged supervision, and the use of technology resources.

Description

This Bureau consists of three geographic patrol districts, a School Safety and Security Unit, and the Crime Analysis Unit. The Bureau works closely with the community to prevent crimes, solve problems related to public safety, and foster closer ties with the residents.

2013-15 Supporting Actions

2.19.a Improve safety and security in the Richmond schools.

2.19.b Engage the community in a cooperative partnership with the Police Department.

2.19.c Expand the Crime-Free Multi-Housing Program in the City.

2.19.d Employ state-of-the-art technology to reduce crimes and increase crime reporting (shot-spotters, cameras, COMPSTAT training)

2.19.e Expand highway safety programs to reduce vehicular collisions.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.19.a	# of safety and security meetings with schools	30	32	55	60	100
2.19.b	# of meetings held to form 50 quality-of-life beat projects	25	31	60	36	100
2.19.c	# of meetings on Crime-Free Multi-Housing Program projects	30	14	15	17	50
2.19.d	# of supervisors and officers trained on COMPSTAT	45	50	75	78	125

Effectiveness

2.19.a	% increase in number of meetings for school officers	20%	12.55	25%	30%	50%
2.19.b	% increase in district beat projects	20%	15%	15%	20%	25%
2.19.c	% increase in Crime-Free Multi-Housing Program meetings	0%	0%	15%	25%	30%
2.19.d	% increase in number of COMPSTAT training sessions	10%	5%	30%	25%	40%
2.19.e	% increase in DUI checkpoints	12%	17.5%	10%	27%	42%

Efficiency

2.19.e	Cost per DUI checkpoint	-	-	-	-	-
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Police Department Patrol Services Bureau

Percent of respondents that
responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Patrol Services	38%	54%	51%

Percent of respondents that
responded "very" or "somewhat"

Community Survey Results	2007	2009	2011
Safety in your neighborhood during the day	64%	68%	70%
Safety in your neighborhood after dark	34%	36%	42%
Safety in Richmond's Downtown area during the day	25%	29%	34%
Safety in Richmond's Downtown area after dark	3%	4%	5%
Safety from violent crime (e.g. rape, assault, robbery)	13%	10%	15%
Safety from property crimes (e.g. burglary, theft)	9%	9%	11%
Traffic enforcement	34%	36%	34%

Police Department Professional Standards

Goal

To professionally investigate internal and citizen complaints made against Department personnel, and improve the complaint process. To recommend process as well as training changes, and oversee risk management within the Department.

Description

The Professional Standards Unit handles internal and citizen complaints, manages the complaint process, recommends policy changes, as well as changes in training procedures.

2013-15 Supporting Actions

2.19.a Conduct and conclude complaint investigations within 45 days or less.

2.19.b Enhance the Department's personnel's understanding of the complaint process.

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
2.19.a	# of internal and citizen complaints	93	122	200	140	140
2.19.b	# of employees trained	68	300	400	300	300
Effectiveness						
2.19.a	% of complaints investigated within 45 days	5%	5%	10%	50%	50%
Efficiency						
2.19.a	Hours per investigation	40	40	40	40	40

Police Department

Abatement

Goal

To remove accumulated trash, debris, unsightly weeds and other eyesores on public or private property to improve City aesthetics and to help provide a safe and healthy environment.

Description

The Code Enforcement Abatement Division abates trash, debris and weeds throughout the City on an on-going basis. Additionally, the Division provides abatement services to City-owned properties, Richmond Community Redevelopment Agency properties, private properties and Forcible Entry warrant private properties.

2013-15 Supporting Actions

2.19.a Abate blight from private properties within the specific timeframe as dictated in warrants.

2.19.b Provide scheduled neighborhood clean-ups as outlined by the City Manager's Office and various neighborhood councils.

2.19.c Provide maintenance in the unincorporated areas of North Richmond as per memorandum of understanding with Contra Costa County.

2.19.d Respond to complaints received.

2.19.e Assist with RPD Special Assignments.

2.19.f Tonnage removal from private and Public property.

Police Department Abatement

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.19.a	# of private property abatements completed	70	22	100	88	72
	# of city properties abated	42	28	60	54	48
2.19.b	# of neighborhood clean-ups and OBAT clean-ups	9	7	15	16	18
2.19.c	# of mattresses picked up and removed from public right a way	3,237	1,234	2,000	1,800	2,100
	# of tires picked up and removed from public right a way	2,550	1,156	1,900	2,000	2,200
2.19.d	# of complaints received	1,489	720	1,300	<1,450	<1,200
2.19.e	# of homeless encampments abated	0	4	10	8	6
2.19.f	# of locations of illegal dumping removal	18,413	9,224	20,000	<18,200	<17,400
Effectiveness						
2.19.d	% of complaint reductions	99%	28.5%	100%	100%	100%
2.19.f	% of overall tonnage removal from private property	35%	11.5%	100%	100%	100%
	% of overall tonnage removal from public right-of-way	78%	22%	100%	100%	100%
Efficiency						
2.19.f	Total tonnage removal (private property)	139.4	59.24	250	250	250
	Total tonnage removal (public property) – NRM Included	1,389.01	710.8	1,600	1,600	1,600

POLICE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

Administration Chief's Office

- *Leadership
- *Manage Overall Operations of the Police Department
- * Crime Prevention

Personnel and Training

- *Recruiting, Hiring, and Retention
- *Coordinate all Department Training
- *Maintain all Files Associated with Personnel, Backgrounds and Training
- * Risk Management

Police Activity League

- * Outreach to the Community
- *Serve over 10,000 Children Through Programs

Police Chaplains

- * Liaison with Community
- * Comfort/support Community

Professional Standards

- *Investigations into Activity Detrimental to Police Function
- *Early Warning Tracking System

Technical Services CAD Enhancement Maintenance

- *Operation of Consolidated Dispatch Center
- *Plan for Equipment Purchase and Upgrades for Communications Center

Patrol Division Policing Bureau

- *Provide Professional Police Services
- *Youth and School Programs
- *Traffic Enforcement
- *Marine Patrol
- * Crime Analysis/COMPSTAT Program

Investigations Division Policing Bureau

- *Conduct Criminal Investigations
- *Prepare Cases for Court
- *Multi-jurisdiction Task Force Operations
- *Obtain Criminal Intelligence
- * Misdemeanor Prosecution

Support Services

- *Operate the Jail
- *Coordinate Records Storage and Dissemination
- *Communications Center

Financial Services

- *Monthly Variance Reporting
- *Accounts Payable
- *Grant Management
- *Procurement
- *Revenue Projections
- * Contract Management
- *Annual and Mid-year Budget Preparation

Information Technology

- *Manage CAD, RMS, and Mobile Technology
- *Implement New Technology

Technical Service RMS Records Management

- *Provide Records Management Software and Hardware
- *Maintain Mobile Data Computers

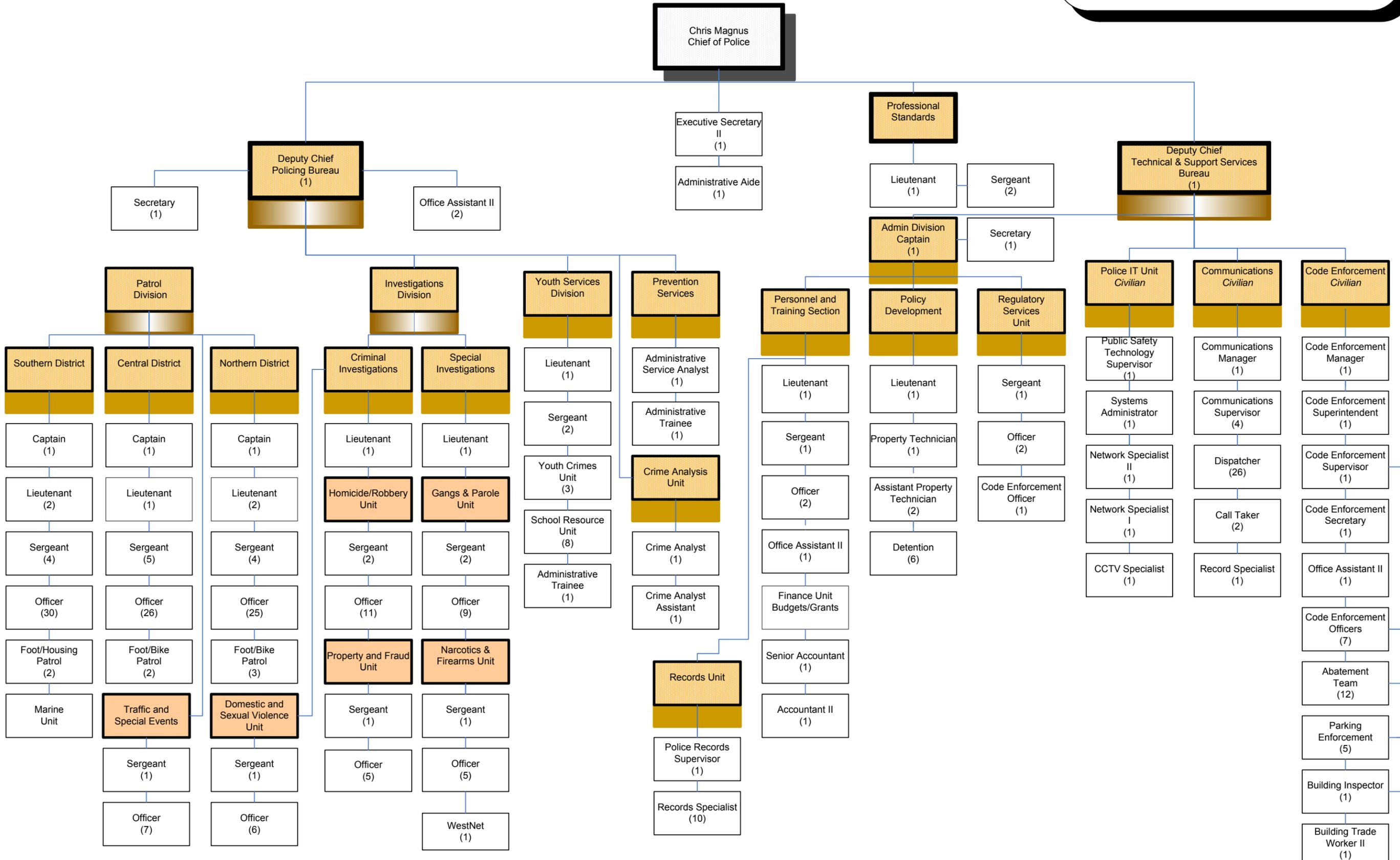


Police Department FY2013-15 Organizational Chart

Existing FTE = 291, Proposed FTE = 301

Legend:

- Existing Pos.
- Proposed Pos.
- Reclassification
- Main Program
- Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
POLICE DEPARTMENT					
SWORN					
Deputy Chief	2.0	2.0	2.0	2.0	2.0
Police Captain	5.0	4.0	4.0	4.0	4.0
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	10.0	11.0	11.0	11.0	11.0
Police Officer	143.0	147.0	147.0	146.0	146.0
Police Officer Trainee	8.0	3.0	2.0	4.0	4.0
Police Sergeant	26.0	28.0	28.0	28.0	28.0
Sub-total Sworn	195.0	196.0	195.0	196.0	196.0
NON-SWORN					
Accountant II	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Administrative Trainee	1.0	1.0	1.0	2.0	2.0
Assistant Police Property Technician	2.0	2.0	2.0	2.0	2.0
Administrative Service Analyst	2.0	2.0	1.0	1.0	1.0
Building Inspector	1.0	1.0	1.0	1.0	1.0
Building Trades Worker II				1.0	1.0
CCTV Tech Specialist				1.0	1.0
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0
Code Enforcement Officer I	6.0	6.0	6.0	5.0	5.0
Code Enforcement Officer II	3.0	4.0	3.0	3.0	3.0
Code Enforcement Superintendent			1.0	1.0	1.0
Code Enforcement Supervisor	2.0	2.0	1.0	1.0	1.0
Communications Call Taker	2.0	2.0	2.0	2.0	2.0
Communications Dispatcher I	13.0	13.0	12.0	12.0	12.0
Communications Dispatcher II	11.0	10.0	10.0	14.0	14.0
Communications Manager	1.0	1.0	1.0	1.0	1.0

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0
Construction & Maintenance Supervisor			1.0	1.0	1.0
Crime Analysis Assistant	1.0			1.0	1.0
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Equipment Operator	1.0	1.0			
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Jailer	6.0	6.0	5.0	6.0	6.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Maintenance Worker I	7.0	8.0	8.0	7.0	7.0
Maintenance Worker II	2.0	1.0	1.0	2.0	2.0
Network and Systems Specialist I	1.0	1.0	1.0	1.0	1.0
Network and Systems Specialist II	1.0	1.0	1.0	1.0	1.0
Office Assistant II	4.0	4.0	4.0	4.0	4.0
Parking Enforcement Representative	4.0	4.0	4.0	5.0	5.0
Police Property Technician	1.0	1.0	1.0	1.0	1.0
Police Records Specialist	11.0	11.0	10.0	11.0	11.0
Police Records Supervisor	1.0	1.0	1.0	1.0	1.0
Project Manager I	2.0	1.0			
Public Safety Technology Supervisor	1.0	1.0	1.0	1.0	1.0
Secretary	3.0	3.0	3.0	3.0	3.0
Senior Accountant			1.0	1.0	1.0
Systems Administrator	1.0	1.0	1.0	1.0	1.0
Utility Worker II		1.0	1.0	1.0	1.0
Youth Services Program Assistant	1.0	1.0	1.0	0.0	0.0
Sub-total Non-Sworn	102.0	101.0	96.0	105.0	105.0
Total Full-Time Equivalent (FTEs)	297.0	297.0	291.0	301.0	301.0

Police Department-19 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	66,454,640	58,874,370	38,434,369	63,355,330	62,525,457	4,480,960	8%	(829,873)	-1%
Asset Seizure Fund - 1004	93,905	153,053	133,998	3,535	3,535	(149,518)	-21%	-	0%
Outside Funded Services - 1006	818,216	707,739	197,565	917,924		210,185	6%	(917,924)	-100%
Code Enforcement - 1053	3,363,462	3,617,801	3,286,971	4,649,048	4,789,682	1,031,247	6875%	140,634	3%
General Capital Fund - 2001	5,089	15,000	2,055,012			(15,000)	-100%	-	0%
Impact Fee - 2114	21,762	2,170	616			(2,170)	-100%	-	0%
CAD Dispatch System - 5005	4,757,532	4,985,762	2,588,756	4,985,762	4,985,762	-	0%	-	0%
RMS Records Services - 5006	414,737	454,336	254,078	454,336	454,336	-	0%	-	0%
800 MHz Telecom System - 5007	552,370		31			-	0%	-	0%
Sources Total	76,481,714	68,810,231	46,951,397	74,365,935	72,758,772	5,555,704	8%	(1,607,163)	-2%
USES BY TYPE									
Salaries	36,960,444	36,369,324	26,576,100	36,738,724	36,926,175	369,400	1%	187,451	1%
Benefits	17,856,174	16,500,589	11,387,605	18,234,946	19,743,351	1,734,357	11%	1,508,405	8%
Professional Services	4,189,704	4,101,002	1,857,922	4,136,840	4,011,991	35,838	1%	(124,849)	-3%
Other Operating Expenses	3,383,021	2,813,264	1,564,723	2,840,964	2,981,250	27,700	1%	140,286	5%
Utilities	201,904	315,472	109,410	286,064	286,064	(29,408)	-9%	-	0%
Equipment & Contract Services	942,253	1,064,155	368,677	918,264	698,264	(145,891)	-14%	(220,000)	-24%
Cost Pool	7,687,434	5,951,477	4,354,458	6,988,753	7,025,580	1,037,276	17%	36,827	1%
Asset/Capital Outlay	3,025,670	1,070,077	286,122	3,322,397	150,200	2,252,320	210%	(3,172,197)	-95%
Grant Expenditures	243,059	484,118		720,279	765,279	236,160	0%	45,000	6%
Debt Service	37,482		305,629			-	0%	-	0%
Transfer Out	1,954,570	140,751	140,751			(140,751)	0%	-	0%
Uses-Operating Expenditure Total	76,481,714	68,810,231	46,951,397	74,187,231	72,588,154	5,377,000	8%	(1,599,076)	-2%
USES BY ORG CODE									
Administration-01191021 & 01194021	59,572,816	56,828,268	39,124,884	59,360,438	61,246,198	2,532,170	4%	1,885,761	3%
Patrol - 01192021+01196021+01193021	3,368,557	732,125	657,403	1,194,000	1,200,004	461,875	63%	6,004	1%
Police Activity League - 01195021	127,973	120,000	67,435			(120,000)	-100%	-	#DIV/0!
Code Enforcement - 01198021+15398021+15398	4,106,061	4,445,234	3,220,010	4,650,200	4,767,726	204,966	5%	117,526	3%
State Asset Seizure - 10491521	41,699	25,798		360,000	55,000	334,202	1295%	(305,000)	-85%
Federal Asset Seizure - 10491621	2,565	236,721				(236,721)	-100%	-	0%
Police Grant - 10691021	480,328	511,671	299,104	917,924		406,253	79%	(917,924)	-100%
Capital Outlay - 20191021		515,000	63,570	1,991,418		1,476,418	287%	(1,991,418)	-100%
Impact Fee - 21491021	28,211	88,091	1,344	120,000		31,909	36%	(120,000)	-100%
CAD - 50597121 & 50597921& 50597321	5,538,871	505,418	3,240,998	5,130,756	4,851,509	4,625,338	915%	(279,247)	-5%
800 MHz - 50797221 & 50797221	2,615,038	4,351,888				(4,351,888)	-100%	-	0%
Records Mgt Sys - 50697121 & 50697421	599,594	450,017	276,650	462,495	467,717	12,478	3%	5,222	1%
TOTAL BUDGET	76,481,714	68,810,231	46,951,397	74,187,231	72,588,154	5,377,000	8%	(1,599,076)	-2%

FY2013-14 & 2014-15 Biennial Budget

Fire Department



Mission:

The Richmond Fire Department exists to protect people, property and the environment from the harmful effects of fire, hazardous materials and natural acts, and to provide emergency medical care. We seek opportunities to serve the community and strive to provide the most effective prevention, public education, preparedness and emergency response services.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Undertake capital improvement projects to maintain and improve the physical appearance, the functionality, and safety of our fire stations and training center.

2. Promote a safe and secure community

- Provide the most professional level of fire suppression, emergency medical care, hazardous material mitigation, fire prevention and education to the residents of our community.
- Provide consistent quality customer service to our residents, City staff, and Richmond Fire personnel.

3. Promote economic vitality

- Hire qualified local residents whenever possible for entry-level positions.
- Improve fire inspection and plan review programs in order to maximize revenue potential.
- Create and support programs to assist City residents with employment opportunities.
- Undertake capital improvement projects that promote economic development and job creation in our community.

4. Promote sustainable communities

- Continue with REACT/CERT training in order to provide our residents with the knowledge and training necessary to survive a disaster.
- Continue working towards providing our community with the highest level of emergency medical care possible.
- Prioritize plan check reviews for projects that promote economic development and job creation.

5. Promote effective government

- Promote transparency and inclusion within the Fire Department to maximize the effectiveness and potential of all personnel.
- Promote public education programs through community outreach and the Fire Department website.
- Increase participation in the Richmond Youth Academy and look for additional funding sources.

Fire Department Administration Division

Goal

To provide the necessary leadership in the Fire Department so that fire, hazardous materials and emergency medical responses in the City of Richmond are safe, efficient and cost effective. These public safety services will be provided by ensuring adequate resources will be available, and that hiring and promotional practices will be conducted fairly, resulting in a diverse workforce.

Description

The Administration Division provides general departmental management, budgeting, personnel and record management services.

2013-15 Supporting Actions

2.20.a Hire new firefighters.

2.20.b Promote eligible fire personnel.

2.20.c Undertake projects that promote economic development and job creation

Fire Department Administration Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	# of new firefighter trainees hired	7	6	7	5	3
2.20.b	# of fire engineer promotions	0	1	3	5	3
	# of fire captain promotions	2	0	2	2	1
	# of fire inspector promotions	1	3	3	1	0
3.20.c	# of new projects that promote economic development and job creation	2	2	2	1	1

Effectiveness						
2.20.b	% of new firefighters completing probation	-	-	100%	-	100%
	% of promoted engineers completing probation	-	-	100%	100%	-
	% of promoted captains completing probation	-	100%	100%	100%	-
	% of promoted fire inspectors completing probation	-	-	100%	100%	-
3.20.c	% of projects completed	80%	100%	100%	100%	100%

Efficiency						
2.20.b	Cost for entry level exam	\$0	\$16,000	\$13,000	-	\$18,000
	Cost for engineer exam	\$0	-	\$10,000	\$7,500	-
	Cost for captain exam	\$0	-	\$10,000	-	-
3.20.c	Cost for new projects	\$1,160,000	-	\$1,300,000	\$15,000	\$10,000

Fire Department Emergency Operations

Goal

To provide the safest, most efficient and cost effective fire, rescue, haz mat and emergency medical services to the citizens of Richmond, and to include other areas of West Contra Costa County through collaborative automatic and mutual aid agreements with neighboring fire agencies.

Description

The Emergency Operations Division responds to a variety of emergency calls for fire suppression, medical emergencies, rescue and hazardous material responses.

2013-15 Supporting Actions

2.20.a Strive to follow National Fire Protection Association (NFPA) guidelines for timely emergency responses.

2.20.b Develop and implement an enhanced EMT program.

2.20.c Retain automatic aid agreements with Contra Costa County Fire and El Cerrito Fire.

2.20.d Strive to maintain equipment and communications systems according to NFPA guidelines.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	# of fire calls for service	12,372	6,720	13,000	14,000	14,000
2.20.b	# of trained enhanced EMTs	-	74	70	86	86
2.20.c	# of automatic aid responses	1,264	576	1,500	1,500	1,500
2.20.d	# of fire radios operating on the Eastbay Regional Communication System	-	60	70	75	75

Effectiveness

2.20.a	% of alarms answered by First Company within six minutes of notification	81%	77%	80%	80%	80%
2.20.d	% of medical emergency calls	80%	79%	75%	75%	75%

Efficiency

2.20.c	Payment for automatic aid responses	\$198,791	\$80,000	\$170,000	\$170,000	\$170,000
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Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Fire Services	70%	79%	71%

Fire Department

Fire Prevention

Goal

To achieve a fire-safe environment for persons and property through effective code enforcement, fire investigation and public education programs.

Description

The Fire Prevention Bureau provides code enforcement, development and plan reviews, public education programs, regulation of hazardous materials, fire investigations, and fire safety inspection management and training activities for the fire companies.

2013-15 Supporting Actions

- 2.20.a** Maximize fire prevention through public education, including increasing the number of annual public presentation programs to 100 per year.
- 2.20.b** Investigate 100% of suspicious fires for cause and origin.
- 2.20.c** Inspect 100% of all permitted/non-permitted mercantile occupancies annually.
- 2.20.d** Inspect 100% of all properties located in the Very High Fire Hazard Severity Zone (VHFHSZ) areas.
- 2.20.e** Complete all plan check reviews within two weeks.
- 2.20.f** Prioritize plan check reviews for projects that promote economic development and job creation.
- 2.20.g** Continue California State Fire Marshal (mandated) inspections and the California Fire Code inspections.

Fire Department Fire Prevention

Success Indicators

Output		2011-11 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	# of public education presentations	93	74	100	160	160
	# of fire safety information presentations to neighborhood councils	16	36	10	36	36
2.20.b	# of fire investigations conducted	224	9	100	50	30
2.20.c	# of mercantile occupancy inspections	317	58	700	725	750
	# of permitted occupancy inspections	164	153	700	400	430
2.20.d	# of VHFHSZ inspections	308	19	3,500	3,500	3,500
2.20.e	# of fire plan reviews	143	149	100	180	200
2.20.f	# of plan check reviews for projects that promote economic development and job creation	143	149	142	148	150
2.20.g	# of other UFC inspections	282	164	300	350	400

Effectiveness

2.20.e	% of plan reviews completed within two (2) to three (3) weeks	91%	36%	100%	100%	100%
2.20.c	% of mercantile occupancies inspected	8%	2%	5%	10%	15%
	% of permitted occupancy inspections	20%	20%	50%	70%	100%

Efficiency

2.20.b	Cost per fire investigation	\$195	\$1,400	\$275	\$2,064	\$2,080
2.20.c	Average cost per permitted occupancy inspection	\$192	\$448	\$391	\$404	\$425
	% of cost recovered for fire inspections	\$192	65%	65%	65%	75%
2.20.e	Cost per plan review	\$93	\$650	\$550	\$550	\$550

Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Fire prevention and education	41%	45%	39%

Fire Department Support Services

Goal

To provide the Fire Department with optimal working conditions by ensuring that apparatus, fire equipment and fire stations meet modern day standards.

Description

The Support Services Division manages the purchase of supplies, equipment and services for all fire personnel and their facilities.

2013 - 2015 Supporting Actions

- 2.20.a** Ensure that Fire Department project managers operate within their budget limits.
- 2.20.b** Pursue grant fund opportunities and submit for reimbursements in a timely manner.
- 2.20.c** Conduct capital projects on time and within budget.
- 2.20.d** Ensure as much as possible that the Fire Department's equipment meets the National Fire Protection Association (NFPA) Fire Apparatus Standard guidelines.
- 2.20.e** Ensure all monthly and quarterly budget reports are prepared and submitted in a timely manner.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.b	# of new grants awarded	0	0	1	2	1
2.20.c	# of capital projects completed	1	1	3	1	0
2.20.d	# of new safety equipment items purchased	-	-	-	12	12
2.20.e	# of monthly variance reports submitted	12	6	12	12	12

Effectiveness

2.20.a	% of financial accounts on target	100%	95%	100%	100%	100%
2.20.b	% of quarterly grant reimbursements submitted	50%	100%	100%	100%	100%
2.20.c	% of capital improvement plan projects completed within budget	100%	100%	100%	100%	100%
2.20.d	% of safety equipment replaced	20%	5%	20%	20%	20%

Efficiency

2.20.b	Total dollar amount of grant funds received	\$343,294	\$10,000	\$50,000	\$617,000	\$617,000
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Fire Department Training Division

Goal

To maintain and improve the Fire Department's efficiency, effectiveness and safety at all levels of service to the community by preparing personnel to do their job effectively, improving proficiency and safety in emergency operations, and fostering excellent customer service.

Description

The Training Division works with the El Cerrito Fire Department to provide joint training ventures, such as fire ground exercises, Emergency Medical Technician (EMT) training, career development and maintenance of job-specific certifications.

2013-15 Supporting Actions

2.20.a Conduct annual facility tours, in-house trainings, and state-certified classes.

2.20.b Evaluate training delivery and outcome on a regular basis.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	# of facility tours conducted	-	3	6	6	6
	# of in-house trainings provided	48	22	48	48	48
	# of specialized courses taught by field experts	-	-	-	3	3
	# of personnel trained to become hazardous materials technicians	3	0	3	3	3
	# of state-certified trainings conducted at training center	-	5	6	6	6

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	% of facility tours conducted	-	50%	100%	100%	100%
	% of in-house trainings provided	-	46%	100%	100%	100%
	% of personnel trained to become hazardous materials technicians	-	0	100%	100%	100%
	% of state-certified trainings conducted at training center	-	83%	100%	100%	100%

Efficiency		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.b	Cost to provide EMT training	-	-	-	\$6,400	\$6,400
	Cost to provide specialized training presented by field experts	-	-	-	\$10,000	\$10,000
	Cost to stay current with mandates, current trends, technology and innovative training delivery	-	-	-	\$30,000	\$30,000
	Recruits successfully trained to become firefighters	-	-	-	12	12

Fire Department

Office of Emergency Services

Goal

To enhance the City of Richmond's ability to respond to and recover from major disasters in an efficient and effective manner through training, planning and collaborative efforts.

Description

The Office of Emergency Services (OES) is the support arm of government which coordinates efforts between local, federal, state and county levels. OES develops and coordinates plans and training for all types of major emergencies (earthquake, hazardous materials release, winter storms, flooding, etc.) for the Emergency Operations Center (EOC) staff, coordinating efforts with industry and neighboring jurisdictions for a more resilient community.

2013-15 Supporting Actions

- 2.20.a** Ensure all 162 EOC staff/City employees complete federally-mandated NIMS/ICS 100, 200, 700 training as well as 300 and 400 for Section Chiefs as federally mandated by the end of the year.
- 2.20.b** Conduct one City-wide EOC exercise yearly in accordance with federal and state National Incident Management System (NIMS) mandates, unless there is an actual incident.
- 2.20.c** Work with all City departments to ensure that they have current Departmental Operations Plans (DOP).
- 2.20.d** Continue to improve Richmond's ability to respond to any major disaster by conducting Community Emergency Response Team (REACT/CERT) program training, and two community-wide drills yearly.
- 2.20.e** Review, revise and maintain the Richmond Emergency Operations Plan in accordance with federal and state NIMS mandates.
- 2.20.f** Coordinate collaborative planning efforts with federal, state, county, neighboring jurisdictions, industry/business and non-profit agencies to enhance the level of community preparedness, including planning, training, and exercise activities, including plans for PWD/E (People with Disabilities/Elderly) populations.
- 2.20.g** Ensure all upper-level EOC staff/City employees complete federally-mandated NIMS 400 training as federally mandated in 2009/2010.
- 2.20.h** Achieve and maintain the International Association of Emergency Management (IAEM) Certified Emergency Management certification.

Fire Department

Office of Emergency Services

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.a	# of EOC courses conducted	1	6	2	1	1
2.20.b	# of City emergency preparedness drills, exercises or actual incidents	2	6	1	1	1
2.20.c	# of Departmental Operations Plan's created, revised and submitted	1	1	1	1	1
2.20.d	# of community members trained in REACT/CERT response efforts	100	50	100	100	100
	# of REACT/CERT 20-hour courses conducted	4	2	2	2	2
	# of REACT/CERT community emergency preparedness drills and exercises	3	2	4	2	2
2.20.e	# of reviews and revisions of emergency operations plans	1	1	1	1	1
2.20.f	# of collaborations across the county, state, and nation to improve plans and response capabilities	100	30	100	60	60
	# of public education presentations	10	5	10	10	10
	# of community events/fairs	10	5	10	10	10
	# of community members attending public education events	3,000	1,000	2,000	2,000	2,000
2.20.g	Hold or coordinate NIMS 300 and 400 courses for EOC Staff	2	1	1	1	1
2.20.h	# of attended and trainings and planning efforts to maintain CEM	2	1	2	2	2
	# of collaborations with functional needs agencies, advocates and PWD/E partners	50	25	50	50	50

Fire Department

Office of Emergency Services

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.c	% of departments with Departmental Operations Plans	61%	61%	100%	100%	100%
2.20.g	% of EOC staff completed NIMS/ICS 100 training	72%	72%	100%	100%	100%
	% of EOC staff completed NIMS/ICS 200 training	72%	88%	100%	100%	100%
	% of EOC staff completed NIMS/ICS 300 training	88%	88%	100%	100%	100%
	% of EOC staff completed NIMS/ICS 700 training	83%	83%	100%	100%	100%

Efficiency		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.20.d	Cost for REACT/CERT community training courses and drills	\$5,900	\$800	\$9,000	\$8,000	\$9,000

Community Survey Results	Percent of respondents that responded "excellent" or "good"		
	2007	2009	2011
Emergency preparedness services (services that prepare the community for natural disasters or other emergency services)	-	28%	28%

FIRE DEPARTMENT PROGRAM ORGANIZATIONAL CHART

Administration

- *General Department Management
- *Budget
- *Personnel Oversight
- * Record Keeping
- * Promotions
- * Hiring

Emergency Operations

- *Fire Suppression
- *Emergency Medical Services
- *Haz Mat Response
- *Equipment Evaluation and Testing
- * Fire Department Payroll Services

Support Services

- *Apparatus Design and Acquisition
- *Grant Writing
- *Station Maintenance
- *Purchasing
- *Budget

Training Division

- *Fire Trainee Academy
- *EMT Training
- *Fire Suppression Training
- *General Oversight of All Training Programs
- * Haz Mat Training
- * Research & Deve

Fire Prevention Bureau

- *Fire Safety Code Enforcement
- *Plan Checking
- *Public Education
- * Fire Reports
- * Vegetation Management

**Office of
Emergency
Services**

- *REACT/CERT Community Drills
- *Emergency Resonse Plans for Disaster
- *Emergency Preparation Training to Community
- * Public Education

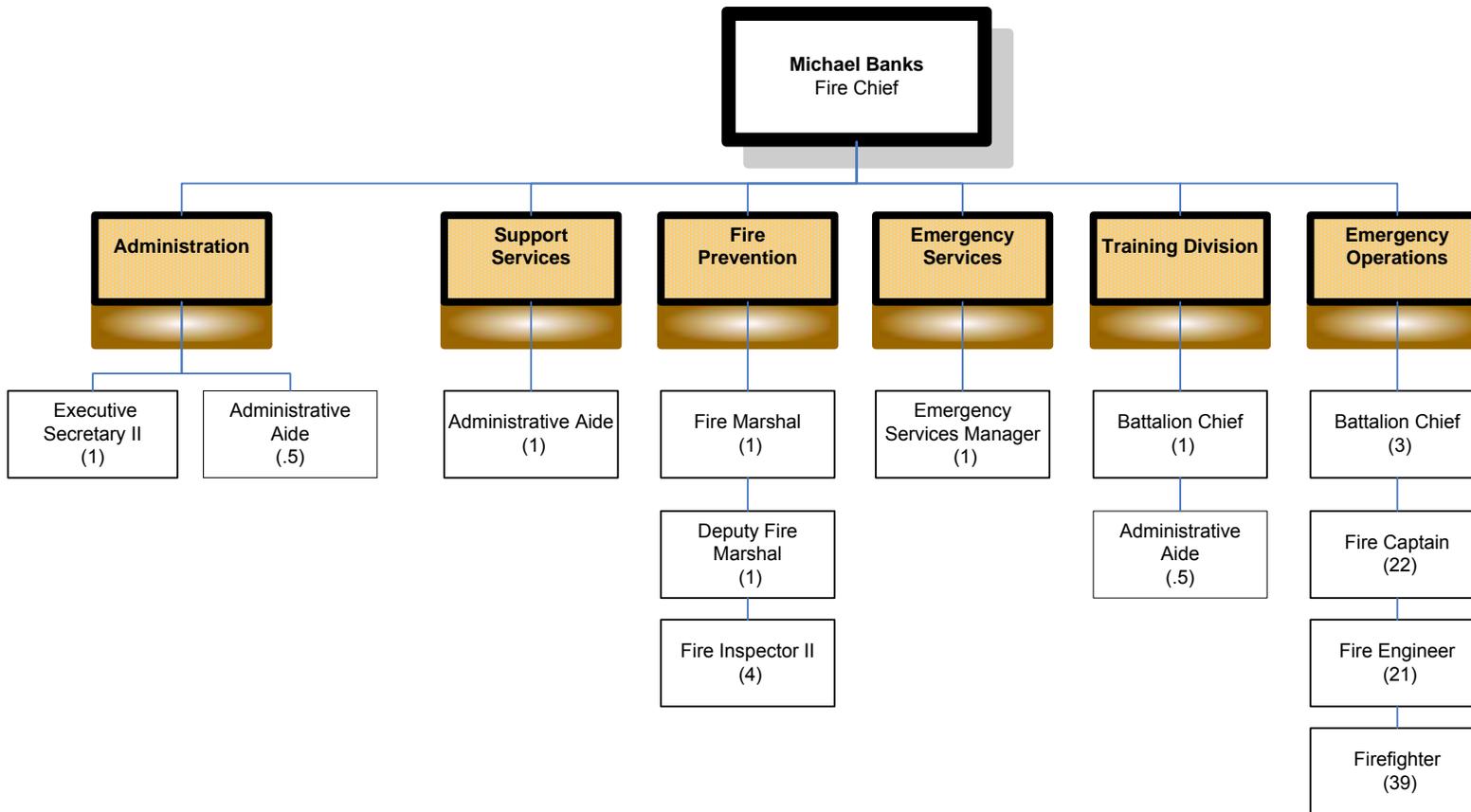


Fire Department FY2013-15 Organizational Chart

Existing FTE = 97, Proposed FTE = 97

Legend:

- Existing Pos. (white box)
- Proposed Pos. (green dashed box)
- Reclassification (yellow dashed box)
- Main Program (orange box with gradient)
- Sub-Program (orange box with dots)



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
FIRE DEPARTMENT					
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Battalion Chief	5.0	4.0	4.0	4.0	4.0
Deputy Fire Marshall	1.0				
Emergency Services Manager	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Fire Captain	24.0	24.0	23.0	22.0	22.0
Fire Chief	1.0	1.0	1.0	1.0	1.0
Fire Engineer	24.0	23.0	21.0	21.0	21.0
Fire Fighter	32.0	27.0	31.0	39.0	39.0
Fire Fighter Trainee			8.0		
Fire Inspector I/II	3.0	3.0	4.0	5.0	5.0
Fire Marshall	1.0	1.0	1.0	1.0	1.0
Office Specialist	1.0	1.0			
Permit Technician II	1.0	1.0			
Total Full-Time Equivalentents (FTEs)	97.0	89.0	97.0	97.0	97.0

Fire Department - 20 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	16,378,221	23,644,298	16,883,291	23,261,481	25,775,406	(382,817)	-2%	2,513,925	11%
Outside Funded Svc - Fund 1006	88,290	1,457,700	140,175	1,279,700	98,800	(178,000)	-14%	(1,180,900)	-92%
Emergency Med Svc -Fund 1007	1,619	25,305	34,745	35,482	35,482	10,177	29%	-	0%
Outside Funded Svc - Fund 1011	7,927	20,000	191	39,498	39,498	19,498	49%	-	0%
Hazmat - Fund 1013	(18,273)	343,294	62,049	343,294	343,294	-	0%	-	0%
General Capital Fund 2001	3,760	-	-	-	-	-	0%	-	0%
Impact Fee - Fund 2113	830	5,200	232	2,298	2,303	(2,902)	-126%	5	0%
Transfer In	514,712	-	-	-	-	-	0%	-	0%
Sources Total	16,977,086	25,495,797	17,120,684	24,961,753	26,294,783	-534,044	-2%	1,333,030	5%
USES BY TYPE									
Salaries	10,148,014	13,379,517	9,570,536	12,757,807	13,454,453	(621,710)	-5%	696,646	5%
Benefits	4,048,742	5,958,852	3,809,233	7,112,130	8,022,237	1,153,278	16%	910,107	13%
Professional Services	225,322	1,358,280	252,637	1,156,380	702,136	(201,900)	-17%	(454,245)	-39%
Other Operating Expenses	156,816	654,143	340,503	493,595	664,652	(160,548)	-33%	171,058	35%
Utilities	26,582	39,524	26,957	45,040	45,040	5,516	12%	-	0%
Equipment & Contract Services	7,460	91,936	64,315	112,436	113,621	20,500	18%	1,185	1%
Cost Pool	1,938,009	1,976,038	1,482,150	2,097,658	2,104,875	121,620	6%	7,217	0%
Asset/Capital Outlay	82,781	944,778	915,246	35,428	36,491	(909,351)	-2567%	1,063	3%
Debt Service Expenditure	75,761	420,043	173,034	346,068	346,067	(73,975)	-21%	(1)	0%
Grant Expenditure	88,403	263,443	76,831	235,708	235,708	(27,735)	-12%	-	0%
Operating Transfer Out	179,196	409,242	409,242	369,350	369,350	(39,892)	-11%	-	0%
Uses-Operating Expenditure Total	16,977,086	25,495,797	17,120,684	24,761,600	26,094,630	(734,197)	-3%	1,333,030	5%
USES BY ORG CODE									
Administration-01201022	1,190,331	1,209,262	1,055,673	1,505,506	1,529,551	296,244	20%	24,045	2%
Suppression-01202022	14,139,871	19,518,069	13,349,052	19,540,420	21,050,758	22,351	0%	1,510,338	8%
Prevention -01203022	660,853	1,049,498	750,523	1,418,282	1,487,076	368,784	26%	68,794	5%
Support Services-01204022	324,834	635,000	311,629	629,082	613,338	(5,918)	-1%	(15,744)	-3%
Training-01205022	232,511	216,658	227,631	219,648	230,919	2,990	1%	11,272	5%
Office of Emergency Med Svc-01206022	137,170	191,626	127,839	198,160	202,907	6,534	3%	4,747	2%
Outside Funded Grant-10601022	72,190	1,808,275	1,219,227	527,622	257,200	(1,280,653)	0%	(270,422)	-51%
Office of Emergency Svc-10706022	49,481	103,805	76,389	127,553	127,553	23,748	19%	-	0%
Outside Funded Donations-11103022	1,201	20,000	-	39,498	39,498	19,498	49%	-	0%
Hazmat Prevention-11302022	-	155,768	-	155,768	155,768	-	0%	-	0%
Hazmat Support-11303022 +11304022	144,852	198,771	2,183	198,675	198,675	(96)	0%	-	0%
Hazmat Training-11305022	24,993	409,066	538	201,387	201,387	(207,679)	-103%	-	0%
TOTAL BUDGET	16,978,287	25,515,797	17,120,684	24,761,600	26,094,630	(754,197)	-3%	1,333,030	5%

Public Works Department



Mission:

The Public Works Department aims to design, construct, maintain, clean and ensure the safety of the City's infrastructure, including streets and sidewalks, parks and open space, City vehicles and equipment, street and traffic lights, and buildings and structures.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Enhance and maintain the physical appearance of City buildings and community centers.
- Use bay-friendly landscaping techniques in City parks.
- Improve the attractiveness of City parks, the Bay Trail and other open spaces through scheduled maintenance.
- Provide street sweeping to reduce run-off into public waterways.

2. Promote a safe and secure community

- Improve safety of City streets by promptly repairing street light outages and repairing or replacing traffic signals.
- Increase the safety of City roadways by repairing potholes and providing regular street sweeping.

3. Promote economic vitality

- Encourage visits to the City of Richmond by improving the aesthetic appeal of the City's streetscapes, medians, and entry ways.
- Enhance the usability of City parks, the Bay Trail, and other open spaces to increase the number of outdoor events within the City.

4. Promote sustainable communities

- Increase the use of solar energy in City buildings.
- Recycle all chip cuttings and reapply as mulch to public lands to the extent possible.
- Incorporate hybrid and alternate fuel vehicles where feasible in replacement of City fleet.
- Increase tree planting throughout Richmond.
- Incorporate the use of high performing green cleaners and other environmentally-preferable products as determined feasible.
- Develop and implement an Integrated Pest Management Policy.
- Reduce diesel consumption and emissions from City fleet and equipment.
- Research and implement strategies in City buildings to reduce energy consumption and increase energy efficiency.
- Incorporate equipment and alternate fuel and technologies.

5. Promote effective government

- Provide comprehensive recycling services to all City buildings.
- Update and replace heavy duty diesel equipment to meet Bay Area Air Quality Management District (BAAQMD) requirements.

Public Works Department

Facilities Maintenance Division

Goal

To prepare and implement a preventative maintenance and rehabilitation plan for City buildings and facilities. To provide City staff and visitors healthy, safe and aesthetically-pleasing environments in which to work and conduct City business.

Description

The Facilities Maintenance Division maintains City buildings and facilities by providing custodial, electrical, structural, mechanical, heating, ventilation, and air conditioning (HVAC) repair, as well as street lights and traffic signal repair. The Facilities Maintenance Division also builds and constructs City facility projects. The Division conducts administrative tasks and maintains and modifies City facilities.

2013-15 Supporting Actions

1.23.a Provide a current Facility Condition Needs Index (FCNI) analysis for all City structures.

1.23.b Maintain City buildings at a “B” service level through systematic preventative maintenance and rehabilitation.

<u>Service Level</u>	<u>FCNI</u>	<u>Condition Description</u>
“A”	0.01 – 0.05	Excellent condition, typically new construction
“B”	0.06 – 0.15	Good condition, renovation occurs on a regular schedule
“C”	0.16 – 0.30	Fair condition, in need of normal renovation
“D”	0.31 – 0.40	Below average condition, major renovation required
“E”	0.41 – 0.59	Poor condition, complete renovation required
“F”	0.60+	Complete facility replacement required

1.23.c Survey all City facilities for solar system suitability.

1.23.d Maintain traffic signals at current levels.

1.23.e Respond to street light repair requests within 48 hours.

1.23.f Increase the percentage of Trak-It reports cleared.

Public Works Department Facilities Maintenance Division

Success Indicators

Effectiveness		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.23.a	% of City buildings with a Facility Condition Needs Index	30%	50%	25%	60%	60%
1.23.c	% of City facilities surveyed for solar system suitability	*	*	*	50%	50%
1.23.b	% of City buildings at a "B" service level	65%	75%	85%	85%	85%
1.23.d	% of traffic signals repaired within 24 hours of trouble calls	98%	98%	100%	100%	100%
1.23.e	% of response rate to street light outages within 48 hours	70%	75%	95%	80%	80%
1.23.f	% of Trak-It reports cleared	77.5%	70%	90%	75%	75%

Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Street Lighting	20%	25%	25%

Public Works Department

Equipment Services Division

Goal

To provide comprehensive and efficient fleet management and maintenance services, and to provide services at a current municipal government “best practices” level.

Description

The Equipment Services Division provides safe, reliable, economical and environmentally-sound transportation and related support services to City departments. The Division conserves the City’s vehicle and equipment investment through preventative and as-needed maintenance, replaces vehicles and equipment based on the replacement schedule, and prepares, in collaboration with City departments, specifications for acquisition of all vehicles and equipment.

2013-15 Supporting Actions

- 1.23.a** Complete annual replacements per the adopted replacement schedule.
- 1.23.b** Develop and implement a preventative maintenance program.
- 1.23.c** Reduce obsolete and low usage parts by 10%.
- 4.23.a** Maximize the energy efficiency and environmental friendliness of City’s vehicle fleet.
- 4.23.b** Provide service and repairs on time and on budget.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.23.a	# of vehicles replaced (Goal: 35 vehicles per fiscal year)	27	22	35	50	65
4.23.a	# of ultra-low emission vehicles (ULEV) in fleet, including hybrids and all-electric vehicles (incremental number for the fiscal year)	0	0	0	0	0
Effectiveness						
1.23.b	% of preventative maintenance programs developed and implemented	70%	75%	75%	75%	75%
1.23.c	% of obsolete and low-usage parts eliminated	10%	10%	10%	10%	10%
Efficiency						
4.23.b	% of preventative maintenance and repairs completed on time (% of on-time completions to work performed)	86%	90%	90%	90%	90%

Public Works Department

Parks and Landscaping Division

Goal

To maintain, improve, and expand the City parks and public land systems, including tree health, public landscape aesthetics, and open space preservation.

Description

The Parks and Landscaping Division maintains 407 acres of developed park sites and landscapes by providing turf care, horticulture, and other professionally-accepted grounds management practices. The Division oversees planning, design, and construction of parks and public landscapes and replaces old and outdated irrigation systems and play equipment. The Division provides support to the Recreation and Parks Commission, Richmond Groundwork and the Richmond Friends of Recreation. The Division preserves Richmond's tree canopy, addresses tree health for over 40,000 trees, and plants new trees. The Division maintains the City's numerous public landscapes including the Richmond Parkway, the Richmond Greenway, other right-of-ways, and the grounds of fire stations and other public buildings. The Division manages the Hilltop Landscape Maintenance District and the Marina Bay Landscaping and Lighting Maintenance District. The Division protects and supports over 510 acres of open space lands that include Very High Fire Hazard Severity Zones, trails, creeks, marshlands and shorelines.

2013-15 Supporting Actions

- 1.23.a** Adhere to the monthly service schedule for parks and other public spaces.
- 1.23.b** Advance a well maintained and sustainable urban forest as an important green canopy.
- 1.23.c** Continue necessary upgrades of children's play lots.
- 1.23.d** Collaborate with community groups to promote the "Adopt-a-Park Program" and other parks and open space efforts, such as participation in maintenance programs and facility design.
- 1.23.e** Improve current conditions of sports fields.
- 1.23.f** Pursue grant funds, and submit reimbursements timely.

Public Works Department Parks and Landscaping Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.23.a	# of trees trimmed and maintained	2,227	1,057	2,000	2,000	2,000
1.23.b	# of new trees planted in public right-of-ways and parks	269	149	600	300	300
1.23.c	# of children's play lots upgraded with replacement play equipment	1	2	3	2	2
1.23.d	# of parks, trails and spots adopted through the "Adopt-a-Park Program"	0	1	5	2	2
1.23.e	# of designated sports fields receiving annual maintenance renovation	7	3	5	5	5
1.23.f	# of grant reimbursements submitted	2	1	4	4	4

Effectiveness						
1.23.a	% of the 24 sports playing fields mowed within 10 days during available seasons	97.5%	100%	95%	95%	95%
	% of parks maintained according to the established monthly service schedule	97.5%	95%	95%	95%	95%
1.23.c	% of play lots receiving monthly safety inspection	100%	100%	100%	100%	100%
1.23.e	% of sports fields receiving annual safety inspection	100%	100%	100%	100%	100%
1.23.f	% of grant reimbursements submitted timely	100%	100%	100%	100%	100%
	# of new grants awarded	4	1	2	1	1

**Percent of respondents that
responded "excellent" or "good"**

Community Survey Results	2007	2009	2011
City Parks	30%	39%	43%

Public Works Department

Streets Division – Street Sweeping Program

Goal

To maintain the cleanliness of streets and thoroughfares within Richmond City limits, and through proactive cleaning and abatement; to discourage roadway blight and misuse.

Description

The Street Sweeping Division maintains the cleanliness of all residential and commercial streets within the City of Richmond, a function that includes cleaning curbs, gutters and median strips. The sweepers also remove any rubbish accumulation (blight) located on City roadways.

2013-15 Supporting Actions

- 1.23.a** Sweep all residential streets at least once a month; sweep an average of 522 residential curb miles per month for a total of 6,265 curb miles annually.
- 1.23.b** Sweep all commercial streets at least once a week; sweep an average of 575 commercial curb miles per month for a total of 6,895 curb miles annually.
- 1.23.c** Promote work efficiencies through vehicle and equipment replacement and continual use of Geographical Position Systems (GPS) to monitor street sweeping.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.23.a	# of residential curb miles swept per year	5,888	3,097	6,000	6,000	6,000
1.23.b	# of commercial curb miles swept per year	6,708	3,340	6,500	6,500	6,500
1.23.c	# of street sweepers replaced	0	0	0	2	2

Community Survey Results	Percent of respondents that responded "excellent" or "good"		
	2007	2009	2011
Street Cleaning	20%	29%	31%

Public Works Department

Streets Division – Pavement Maintenance

Goal

To maintain and improve the quality of Richmond's streets through preventative and responsive maintenance. To maintain clean streets in order to minimize misuse and dumping within the City's roadways. To protect the City's roadway investment through preventative maintenance that increases pavement lifespan.

Description

The Streets - Pavement Maintenance Division maintains the streets by repairing potholes, working with the City Engineering Department to devise a plan to identify specific streets that require repaving, and implementing a Crack Sealing Program to help preserve the pavement lifespan in existing streets. The Streets - Pavement Maintenance Division works with the Equipment Services Division to repair or replace vehicles and equipment.

2013-15 Supporting Actions

- 1.23.a** Work to achieve a 2% increase in the City's median Pavement Condition Index (PCI) - currently 58.
- 1.23.b** Repave three City blocks per week from March through October and inspect, fill and document potholes, as needed.
- 1.23.c** Continue the crack sealing of City streets.

Public Works Department

Streets Division – Pavement Maintenance

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.23.a	Pavement Condition Index (PCI)	57	66	66	68	70
1.23.b	# of City blocks resurfaced	109	69	95	97	99
	Tonnage of asphalt used	18,562	15,335	18,000	18,300	18,600
	# of potholes patched	2,081	978	2,000	2,100	2,200
1.23.c	# of linear footage cracks sealed	1,012	0	1,000	1,100	1,200

Effectiveness

1.23.b	% of potholes filled within two weeks	85%	85%	87%	89%	91%
	% of potholes inspected and documented	90%	91%	95%	96%	97%

Efficiency

1.23.a	Average cost per linear mile of roads maintained	\$92,490	\$95,963	\$94,000	\$95,000	\$96,000
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Percent of respondents that responded “excellent” or “good”

Community Survey Results	2007	2009	2011
Street Repair	9%	14%	15%

Public Works Department

Streets Division – Traffic Signs and Lines

Goal

To ensure the safety of the City's streets by installing and maintaining street name and traffic signs and pavement messages and markings.

Description

The Streets Traffic Signs and Lines Division fabricates, installs and maintains all City street name and traffic-related directional and informational signs. The Signs Division does re-installations of speed delineators, pavement messages, markings and signs for the Pavement Maintenance Division after minor pavement projects, and provides new installations of street signs and traffic-related pavement markings for the Engineering Department.

2013-15 Supporting Actions

- 1.23.a** Install and maintain yellow, red, white, and blue curbs, crosswalks, directional and street name signs, and pavement markings.
- 1.23.b** Replace pavement markings and signage after minor street pavement repair in conjunction with the Pavement Maintenance Division and Engineering Department.
- 1.23.c** Respond to striping and sign installation and maintenance requests within 24 hours.
- 1.23.d** Respond to complaints in a timely manner.

Public Works Department

Streets Division – Traffic Signs and Lines

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
1.23.a	# of curbs maintained in linear feet	40,479	16,865	25,000	27,000	29,000
	# of new sign installations	718	344	600	620	640
	# of preventative maintenance of signs	1,393	651	900	950	1,000
	# of lane markers replaced	6,045	7,241	1,500	8,000	9,000
1.23.b	# of pavement delineation markings	699	202	1,000	600	700
Effectiveness						
1.23.a	% of City-wide signs replaced	54%	10.5%	47%	49%	51%
1.23.b	% of pavement marking replacements	58%	12%	61%	61%	62%
1.23.c	% of striping, sign installation, and maintenance responded to within 24 hours	90%	91%	95%	93%	95%
1.23.d	% of complaints responded to within 24 hours	86%	82%	95%	90%	95%
Efficiency						
1.23.a	Cost per sign replacement	\$65	\$65	\$65	\$67	\$69
1.23.b	Cost per pavement marking replacement	\$300	\$300	\$325	\$330	\$350

**PUBLIC WORKS OPERATION AND MAINTENANCE
PROGRAMS ORGANIZATIONAL CHART**

**Administrative
Services**

Program Vision
Leadership
Policies & Procedures
User Training
Utility Manager
utility billing,
processing &
reporting
Invoicing for damage
to City property
Provide field support
Capital Projects &
contract maintenance

**Equipment
Services**

Fleet services for
all City-owned
vehicles
Maintenance of
small engines &
motorized tools

**Parks &
Landscaping**

Maintenance of
Parks & Facility
Grounds
Medians, R-O-Ws &
Open Spaces
Planting & Maintenance
of City's trees
Richmond Parkway
Maintenance

**P & L Hilltop
Assessment
District**

Maintenance of
Parks & Facility
Grounds
Medians, R-O-Ws &
Open Spaces
Planting & Maintenance
of City's trees

**P & L Marina
Assessment
District**

Maintenance of
Parks & Facility
Grounds
Medians, R-O-Ws &
Open Spaces
Planting & Maintenance
of City's trees
Pathway & Bay Trail
Lighting

**Pt. Molate
Maintenance**

Caretaker
Maintenance of
parks, facility grounds
& trees

**Facilities
Maintenance**

Repair & remodel
City-owned buildings
Operate & maintain
City's HVAC &
oversee maintenance of
photovoltaic systems
Custodial services
Traffic light &
street signal
maintenance

**Streets
Pavement
Maintenance**

Pothole repair
Minor street
resurfacing
Minor drainage &
excavation

**Streets Traffic
Signs & Lines**

Sign fabrication,
maintenance, repair
& installation
Pavement marking
removal, installation,
maintenance &
repair

**Streets
Sweeping
Program**

Monthly & weekly
sweeping of medians,
residential & commercial
streets

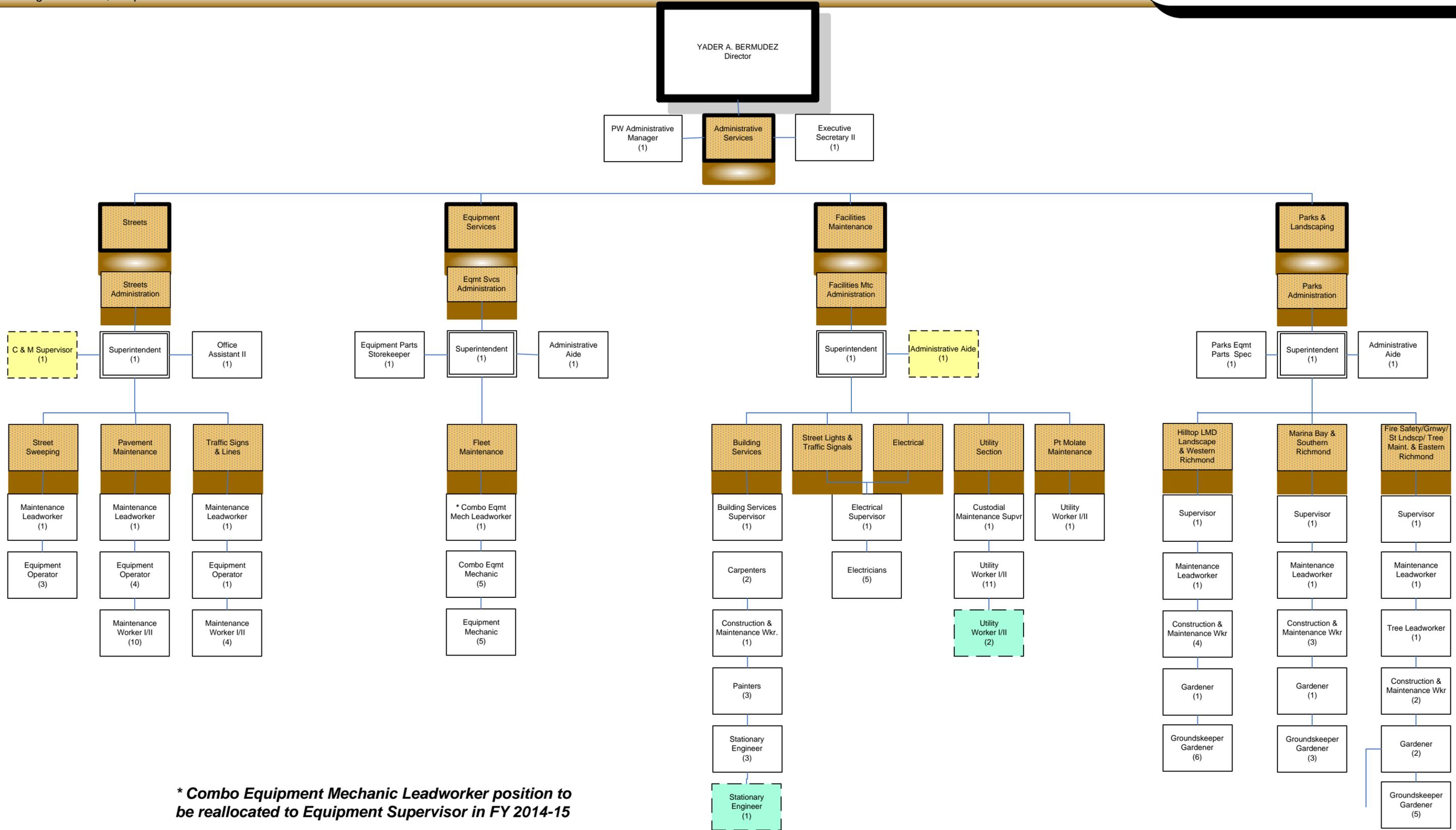


Public Works FY2013-15 Organizational Chart

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green dashed box)
- Reclassification (Yellow dashed box)
- Main Program (Dark brown box)
- Sub-Program (Light brown box)

Existing FTE = 113, Proposed FTE = 116



* Combo Equipment Mechanic Leadworker position to be reallocated to Equipment Supervisor in FY 2014-15

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
PUBLIC WORKS					
Administrative Aide	2.0	2.0	2.0	3.0	3.0
Auditorium Aide	4.0				
Building Maintenance Supervisor		1.0	1.0	1.0	1.0
Carpenter	4.0	4.0	2.0	2.0	2.0
Combo Equipment Mechanic	5.0	5.0	5.0	5.0	5.0
Combo Equipment Mechanic Leadworker	1.0	1.0	1.0		
Construction & Maintenance Supervisor				1.0	1.0
Custodial Supervisor		1.0	1.0	1.0	1.0
Electrical Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician	5.0	5.0	5.0	5.0	5.0
Equipment Mechanic I	1.0	1.0	1.0	1.0	1.0
Equipment Mechanic III/IV	4.0	4.0	4.0	4.0	4.0
Equipment Operator	9.0	9.0	9.0	8.0	8.0
Equipment Parts Specialist	2.0	2.0	1.0	1.0	1.0
Equipment Services Superintendent	1.0	1.0	1.0	1.0	1.0
Equipment Storekeeper				1.0	1.0
Equipment Supervisor				1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Gardener	5.0	5.0	5.0	4.0	4.0
Groundskeeper/Gardener	14.0	14.0	14.0	14.0	14.0
Maintenance Leadworker	6.0	6.0	6.0	6.0	6.0
Maintenance Worker I / II	15.0	14.0	14.0	14.0	14.0
Office Assistant I / II	2.0	2.0	2.0	1.0	1.0
Operations Administrator	1.0	1.0	1.0		
Painter	3.0	3.0	3.0	3.0	3.0
Parks & Landscaping Superintendent	1.0	1.0	1.0	1.0	1.0
Parks Construction & Maintenance Worker	10.0	10.0	10.0	10.0	10.0
Parks Supervisor	4.0	3.0	3.0	3.0	3.0

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
Public Works Operations & Maintenance Director	1.0	1.0	1.0	1.0	1.0
PW Administrative Manager				1.0	1.0
PW Facilities Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
PW Streets Maintenance Superintendent	1.0	1.0	1.0	1.0	1.0
Stationery Engineer	3.0	3.0	3.0	4.0	4.0
Stationery Engineer Supervisor	1.0				
Tree Leadworker	1.0	1.0	1.0	1.0	1.0
Utility Leadworker	1.0				
Utility Worker I / II	13.0	12.0	12.0	14.0	14.0
Total Full-Time Equivalents (FTEs)	123.0	116.0	113.0	116.0	116.0

Public Works-23 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	17,914,653	19,809,782	14,259,028	21,848,004	22,462,111	2,038,222	10%	614,107	3%
Outside Funded Grants-1006		659,128		1,047,144		388,016	59%	(1,047,144)	-100%
Hilltop Landscape Maintenance District-1012		991,250	622,902	1,014,827	1,008,147	23,577	2%	(6,680)	-1%
Marina Bay Landscape & Lighting District-1015		816,386	599,068	839,387	849,639	23,000	3%	10,252	1%
General Capital Fund-2001	621,246	5,773,732	364,500	5,011,955		(761,777)	-13%	(5,011,955)	-100%
Parks Fund-2006	8,511					-	0%	-	0%
Parks Impact Fee-2110		30,000	8,719	8,719	8,719	(21,281)	-71%	-	0%
Parks/Open Impact Fee-2116	1,337					-	0%	-	0%
Hilltop Impact Fee-2118	17					-	0%	-	0%
Equipment Services-5003	3,629,381	3,035,615	2,528,528	2,154,539	2,154,539	(881,077)	-29%	-	0%
Charges for Services	3,152,156	2,070,794	1,553,463	1,540,457	1,540,457	(530,337)	-26%	-	0%
Sources Total	22,175,145	31,115,893	18,382,744	31,924,574	26,483,154	808,680	3%	-5,441,420	-17%
USES BY TYPE									
Salaries	7,440,977	7,827,357	5,774,197	8,514,490	8,346,953	687,133	9%	(167,537)	-2%
Benefits	4,063,085	4,294,067	3,159,230	4,846,933	5,200,188	552,866	13%	353,255	7%
Professional Services	334,400	6,919,457	1,161,316	6,079,748	730,009	(839,709)	-12%	(5,349,739)	-88%
Other Operating Expenses	2,818,896	3,216,365	2,091,620	3,388,114	3,440,511	171,749	5%	52,397	2%
Utilities	2,300,987	3,857,521	2,640,024	3,599,599	3,796,549	(257,922)	-7%	196,950	5%
Equipment & Contract Services	886,474	830,713	318,069	979,064	649,678	148,351	18%	(329,386)	-34%
Cost Pool	2,686,469	1,811,481	1,567,465	2,858,576	2,885,314	1,047,095	58%	26,738	1%
Asset/Capital Outlay	5,477,121	10,337,015	2,477,044	9,640,178	6,706,800	(696,837)	-7%	(2,933,378)	-30%
Debt Service Expenditure	271,294	1,162,543	573,321	774,542	774,542	(388,001)	-33%	(0)	0%
A87 Cost Plan Reimbursement	-882,800	-859,505	-644,625	-859,505	-859,505	-	0%	-	0%
Operating Transfer Out	919,784	360,814	387,988	244,731	244,731	(116,083)	-32%	-	0%
Uses-Operating Expenditure Total	26,316,689	39,757,827	19,505,650	40,066,470	31,915,770	308,643	1%	-8,150,700	-20%
USES BY ORG CODE									
Public Works (Admin) - 01231031	532,660	844,366	609,533	999,974	1,021,545	155,608	18%	21,571	2%
Facilities Maint (Admin) - 01232131	4,341,497	5,155,550	3,988,133	6,221,692	6,423,133	1,066,142	21%	201,441	3%
Facil Maint-Street Lights/Signals - 01232831	1,875,052	2,178,030	1,219,341	1,948,257	1,957,937	(229,773)	-11%	9,680	0%
Parks & Landscape (Admin) - 01233631	3,959,539	4,221,784	3,165,196	4,679,536	4,809,001	457,752	11%	129,465	3%
Parks & Landscape (Fire Safety)-01233851			6			-	0%	-	0%

FY2013-14 & 2014-15 Biennial Budget

Public Works-23 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
Parks & Landscape (Marina)-01233931	849		502			-	0%	-	0%
Streets (Admin) - 01234231	212,194	242,675	190,134	389,083	411,499	146,408	60%	22,416	6%
Street Sweeping - 01234331	897,559	854,348	704,008	815,503	828,344	(38,845)	-5%	12,841	2%
Pavement Maintenance - 01234431	2,033,688	1,981,810	1,413,982	2,200,802	2,250,006	218,992	11%	49,204	2%
Traffic Signs & Lines - 01234531	679,037	719,830	529,042	846,519	864,321	126,689	18%	17,802	2%
Equipment Services - 01235031	3,382,579	3,611,389	2,439,150	3,746,638	3,896,325	135,249	4%	149,687	4%
Gas Tax/Street Sweeping - 10234331				200,000		200,000	0%	(200,000)	-100%
Gas Tax/Pavement Maintenance-10234431	11,028	1,750,000	1,518,041	2,200,000	2,000,000	450,000	26%	(200,000)	-9%
Outside Funded Grants-Parks-10633031	131,243	1,370,014	317,668	1,047,144		(322,870)	-24%	(1,047,144)	-100%
Point Molate - 10832931	293,512					-	0%	-	0%
Hilltop LMD - 11233731	1,354,497	1,477,281	1,103,407	1,005,522	1,021,982	(471,759)	-32%	16,460	2%
Marina Bay L&L District - 11533931	704,055	768,661	625,917	793,612	806,962	24,951	3%	13,350	2%
Capital Outlay-Admin-20131022	556,856	258,874	289,245			(258,874)	-100%	-	0%
Capital Outlay-CIP-20136031	1,921,472	6,676,941	232,140	6,140,125		(536,816)	-8%	(6,140,125)	-100%
Measure C-CIP-20236031	144,416	250,000	42,486			(250,000)	-100%	-	0%
Parks Impact Fee-21033131	503,425	1,130,644	262,972	1,385,365	175,000	254,721	23%	(1,210,365)	-87%
Equipment Services	1,837,300	2,512,551	761,493	2,133,964	2,133,964	(378,587)	-15%	-	0%
Equipment Services (CIP) - 50336031	787,249	3,753,079	90,410	3,312,733	3,315,750	(440,346)	-12%	3,017	0%
ISF-Facility Maintenance/Admin - 50432131	153,943		2,842			-	0%	-	0%
ISF-Facility Maintenance/Engineers - 50432231	2					-	0%	-	0%
ISF-Facility Maintenance/Utility - 50432431	3,043					-	0%	-	0%
ISF-Facility Maintenance/Electrical - 50432531	(4)					-	0%	-	0%
TOTAL BUDGET	26,316,689	39,757,827	19,505,650	40,066,470	31,915,770	308,643	1%	(8,150,700)	-20%

FY2013-14 & 2014-15 Biennial Budget

Engineering Services Department



Mission:

Provide quality and timely engineering services to the public and other City departments. Enhance the quality of life of the citizens in Richmond by maintaining the City's infrastructure to the highest standards.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Maintain a high-quality network of streets, trails, sidewalks and public access areas that connect Richmond residents to their homes, parks, jobs and commercial areas.

2. Promote a safe and secure community

- Ensure that the quality and quantity of the street lights are adequate to create a safe nighttime atmosphere.
- Provide safe thoroughfares for both pedestrians and cyclists in and around the City.

3. Promote economic vitality

- Improve the aged storm drainage system to help reduce flooding.
- Provide a Capital Improvement Program that revitalizes the City's commercial areas.
- Provide an infrastructure that allows for the latest technology.
- Prioritize permitting for projects that promote economic development and create jobs.

4. Promote sustainable communities

- Research opportunities to reduce idling and improve traffic flow in Richmond to reduce transportation-related emissions.
- Replace existing light fixtures with LED technology in City-owned street lights to reduce energy consumption.
- Determine opportunities for improving the overall environmental performance of the City-owned wastewater treatment plant.
- Support Health and Wellness Implementation (prioritize improvements adjacent to schools).
- Coordinate with transit agencies to install new bus shelters, benches and trash receptacles (with recycling capacity) where appropriate and feasible throughout the City (in coordination with Public Works).

5. Promote effective government

- Continue to provide friendly and efficient customer service.
- Promote the City in a positive manner.
- Provide more information on the City's website regarding the design, bidding, and construction of City projects.
- Respond to the public's requests in a timely fashion with accurate information.
- Improve traffic engineering and subdivision plan review services by using consultants on an "on-call" basis.
- Improve community engagement and outreach to traditionally underserved communities.

Engineering Services Department

Engineering

Goal

To provide quality and timely engineering services to the public and other City departments and to maintain the City's infrastructure to the highest standards in order to enhance the quality of life of the citizens in Richmond.

Description

Engineering undertakes the planning and design of the City's Capital Improvement Plan and administers public improvement projects to implement the improvements in order to maintain and enhance the infrastructures such as sidewalk, pavement, traffic signals, street lights, storm drain and sanitary sewer.

2013-2015 Supporting Actions

- 1.22.a** Implement the Annual Pavement Program and resurface 600,000 s.f. of pavement.
- 1.22.b** Implement the Annual Sidewalk Program and repair 15,000 s.f. of sidewalk.
- 1.22.c** Implement the Annual ADA Curb Ramp Program and install 100 ADA curb ramps.
- 1.22.d** Replace all City-owned street lights with LED lights by FY2013/14.
- 1.22.e** Increase the overall average Pavement Condition index (PCI) to 65 by FY2013/14.
- 1.22.f** Pursue grant funds and submit reimbursements timely.
- 1.22.g** Issue encroachment permits and provide inspection services.
- 1.22.h** Respond to all traffic safety requests.

Engineering Services Department

Engineering

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.22.a	Square feet of streets resurfaced	3,128,731	54,904	600,000	1,000,000	1,000,000
1.22.b	Square feet of sidewalks repaired	38,402	549	15,000	25,000	25,000
1.22.c	# of ADA curb ramps installed	70	39	100	50	50
1.22.d	# of LED lights installed	0	1,108	900	2,000	200
1.22.f	# of new grants applied for	*	0	0	2	2
	# of reimbursements submitted timely	6	4	4	4	4
1.22.g	# of encroachment permit issued	*	522	600	800	800
1.22.h	# of traffic safety requests addressed	*	56	30	60	60
Effectiveness						
1.22.e	Overall average Pavement Condition Index (PCI)	68	68	65	64	63
1.22.f	# of new grants awarded	3	0	1	2	2
	Amount of grant funds awarded	*	0	*	\$40,000	\$45,000
	% of quarterly reimbursements submitted timely	100%	100%	100%	100%	100%
Efficiency						
1.22.d	Number of LED lights installed per \$1,000 spent	*	1.4	1.2	1.25	1.25
1.22.e	Change in overall average PCI per \$1,000,000 spent	*	0	0.5	0	0
	Number of detector loops repaired as part of the paving program	*	*	8	50	50

Engineering Services Department

Engineering

Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Traffic signal timing	36%	40%	37%
Street lighting	20%	25%	25%
Street repair	9%	14%	15%
Sidewalk maintenance	14%	24%	20%

Engineering Services Department

Wastewater

Goal

To provide cost-effective and environmentally responsible operation and maintenance of the City of Richmond's wastewater treatment facility and sanitary sewer collection system. To improve treatment plant and sanitary sewer collection system performance, reduce sanitary sewer overflows and comply with both state and regional regulatory and Baykeeper requirements.

Description

The Richmond Municipal Sewer District, a designated special district, operates as an enterprise governed by the City Council as the designated Board of Directors. The City operates and maintains, through a contract with Veolia Water North America, a wastewater treatment facility. This is a conventional treatment facility which treats wastewater utilizing biological treatment, chlorine disinfection and dechlorination with sodium bisulfate. Wastewater treated at the Richmond treatment facility is discharged to the San Francisco Bay. The City maintains, also through a contract with Veolia Water North America, approximately 190 miles of sanitary sewer collection system pipelines and several sewer pump stations. The regulatory elements related to the operation of the Wastewater Enterprise, including regulatory reporting, oversight of industrial and commercial discharges, administration of the City's sewer lateral certification program and management of the Veolia contract, are conducted by City staff.

2013-15 Supporting Actions

- 1.22.a** Protect the wastewater treatment facility from discharges of pollutants that pass- through the plant or cause treatment plant process upset and violations of effluent discharge limits.
- 1.22.b** Improve sanitary sewer infrastructure to reduce wet-weather related capacity issues, eliminate sanitary sewer overflows and improve sewer system performance.
- 1.22.c** Comply with state, local and Baykeeper settlement requirements related to reporting and regulatory requirements and oversight
- 1.22.d** Demonstrate responsible fiscal management of operating and capital improvement funds.

Engineering Services Department

Wastewater

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.22.a	# of required inspections and sampling events based on permit requirements and maintain and keep current all industrial and commercial permits	*	44	89	89	89
	# of enforcement actions resolved within 90 days of violation.	*	-	-	50%	75%
1.22.b	# of Sanitary Sewer Overflows on an annual basis	*	29	<32	<31	<30
1.22.d	# of required regulatory reports submitted compliantly to the State, RWQCB and Baykeeper	*	4	10	10	10

Effectiveness

1.22.a	% of enforcement actions issued within 10 days of notification.	-	-	-	75%	100%
1.22.d	Administer the capital improvements necessary to reduce inflow and infiltration.	*	0.3%	1.5%	1.5%	1.5%
1.22.c	% of required regulatory reports submitted compliantly to the State, RWQCB and Baykeeper	*	100%	100%	100%	100%

Efficiency

1.22.a	# of Inspections Completed by established due date	-	-	-	100%	100%
	Percentage of industries in Compliance with industrial discharge permit.	-	-	-	65%	70%
1.22.b	# of SSO's eliminated in areas where Capital improvements have been completed	*	20	<32	<31	<30
	Total cost per foot of pipeline replacement	*	\$160/8"pipe	\$20/1"pipe	\$20/1"pipe	\$20/1"pipe
1.22.c	Comply with state, local and Baykeeper settlement requirements related to reporting and regulatory requirements and oversight	*	100%	100%	100%	100%

Engineering Services Department

Stormwater

Goal

Maintain a healthy aquatic environment through source control measures conducted within the City of Richmond. Monitor preventative maintenance of the stormwater collection system. Provide public education and industrial outreach.

Description

The Stormwater program implements the National Pollutant Discharge Elimination System (NPDES) permit #CAS612008 to effectively prohibit discharge of non-stormwater and polluted stormwater into storm drains and watercourses. This includes monitoring best management practices in maintenance activities, industrial and commercial businesses, and construction projects. It requires timely response to illicit discharges throughout the City. In addition, the permit mandates incorporating low-impact development in certain new development and redevelopment projects. It calls for activities in public outreach, intergrated pest management (IPM) implementation and trash reduction. The Stormwater program will map and maintain the stormwater collection system and will also make certain that the City's stormwater collection system is cleaned and repaired. Veolia Water North America maintains the stormwater system under contract with the City.

2013-15 Supporting Actions

- 1.13.a** Include appropriate source control, site design and stormwater treatment through low impact development techniques to address pollutant runoff into stormwater in development projects.
- 1.13.b** Ensure illicit discharges are detected and controlled with tracking and follow-up system.
- 1.13.c** Implement construction site control program and inspect for compliance.
- 1.13.d** Participate in public outreach events and efforts designed to improve surface water quality through education.
- 1.13.e** Support citizen involvement events which engage participants in clean-up, monitoring, and restoration activities.
- 1.13.f** Implement IPM ordinance and public education plan on pesticide reduction strategies thru IPM
- 1.13.g** Outreach to school-age children on water quality issues through classroom and recreation programs.
- 1.13.h** Implement trash control program focused to reduce litter in storm drains and water bodies.
- 1.13.i** Maintain the City's stormwater drainage system and GIS maps of the collection system.
- 1.13.j** Implement an industrial and commercial site control program and inspect for compliance.
- 1.13.k** Monitor municipal maintenance activities for compliance with source control measures.

Engineering Services Department

Stormwater

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.13.a	# of projects with low-impact development incorporated into development	4	1	4	4	4
1.13.d	# of public outreach events days	3	2	3	3	3
1.13.e	# of clean-ups and restoration activities with citizen involvement	4	2	4	4	3
1.13.f	# of events including IPM training or public outreach	*	*	*	9	9
1.13.g	# of schools participating in stormwater and watershed in-classroom teacher training program	2	2	1	1	1
1.13.h	# of trash hot spots cleaned up and assessed	4	4	3	3	3
1.13.i	# of weekly maintenance of all stormwater pump stations	*	*	*	52	52
	# of cleanings of all full trash capture devices installed	*	*	*	4	4
	# of weeks cleaning and inspecting catch basins	*	*	*	6	6
1.13.j	# of commercial and industrial stormwater inspections performed	108	40	50	100	100
1.13.k	# of municipal maintenance tasks in completed in compliance	5	5	5	5	5
Effectiveness						
1.13.b	% of illicit discharge inspections performed within five days of service call	100%	100%	100%	100%	100%
1.13.c	% of construction permits inspected monthly during wet weather and once during dry weather	100%	100%	100%	100%	100%
1.13.d	# of average contacts per hour per staff at outreach events	17	30	25	25	25
1.13.g	% of classrooms visits and field trips scheduled completed	100%	0	100%	100%	100%
1.13.i	% of stormwater calls responded to within 2 hours of receiving call	*	*	*	100%	100%
	% of open channels, ditches and culverts cleaned and inspected	1%	50%	100%	100%	100%

ENGINEERING SERVICES DEPARTMENT

PROGRAM ORGANIZATIONAL CHART

DESIGN	CONSTRUCTION	TRAFFIC	LAND DEVELOPMENT	WASTEWATER	STORMWATER
<p>* <i>Administers</i> Capital Improvement Program Pavement Management Program Sidewalk Program ADA Curb Ramp Upgrade Program Surface Drainage Program Street Light Master Plan</p> <p>* <i>Design & Construction Management</i> Pavement Miscellaneous Concrete ADA Curb Ramps Streetscape Streetlights Traffic Signals Traffic Safety Improvements Bay Trails Railroad Crossing Improvements Facilities Parks Storm Drains Retaining Walls Sanitary Sewer Emergency Repairs</p> <p>* <i>Management</i> Request for Proposal Process Bidding Process On-Call Service Contracts Professional Service Contracts Constructions Contracts Master Plan & Studies</p>	<p>* <i>Inspection Services</i> Capital Improvement Projects Subdivision Improvements Grading Permits Encroachment Permits</p> <p>* <i>Right-of-Way</i> <i>Investigation of</i> <i>Infrastructure issues</i> <i>and Claims</i></p> <p>* <i>Coordinate Outside</i> <i>Utility Agencies</i></p> <p>* <i>Materials Testing</i></p> <p>* <i>Land Survey</i></p> <p>* <i>Improvement Act of 1911</i></p> <p>* <i>Administrator of Pipeline</i> <i>Franchise Coordination</i></p>	<p>* <i>Administers</i> Crosswalk Improvement Program Traffic Safety Improvements Railroad Crossing Improvement Program</p> <p>* <i>Traffic Reviews</i> New Development Plans Traffic Control Plans Truck Routes Permits Regional Transportation Projects</p> <p>* <i>Review Public Requests</i> Traffic Calming Traffic Signals Curb Painting Traffic Signs & Pavement Markings Collision Data Requests Visibility and Sight Distance Issues Parking Restrictions</p> <p>* <i>Conducts</i> Traffic Counts Speed Surveys Engineering Studies and Site Visits and Measurements Work Order Requests to Public Department</p> <p>* <i>Coordinate Federally-Funded</i> <i>Transportation Projects</i> Oversight of Projects Administered by Engineering Services Department Oversight of Projects Administered by Richmond Community and Redevelopment Agency</p> <p>* <i>Attend Regional</i> <i>Transportation/Traffic</i> <i>Coordination Meetings</i></p>	<p>* <i>Plan Check Services</i> Entitlements Improvement Plans Improvement Agreements Final Maps Grading Plans Grant of Easements Encroachment Permits Watercourse Permits Capital Projects</p> <p>* <i>National Flood</i> <i>Insurance Program</i> Flood Maps Letters of Map Revision Letters of Map Amendment Elevation Certificates Grant of Easements</p> <p>* <i>Record Keeping</i> Record Drawings Engineering GIS Mapping Engineering Webpage Geotechnical Investigation Database</p> <p>* <i>Planning Support</i> Lot Line Adjustment Parcel Merge Street Vacation Certificate of Compliance Preliminary Plans Development Plans</p>	<p>* <i>Wastewater Treatment Plant</i> Veolia Contract Administration for Operation/Maintenance Veolia Contract Administration for CIP NPDES Permit Compliance and Reporting Strategic/Master Planning</p> <p>* <i>Wastewater Collection</i> <i>System Operations</i> Veolia Contract Administration for Operation/Maintenance Veolia Contract Administration for CIP Baykeeper Settlement Compliance and Monitoring SSO Reporting GIS Management Strategic/Master Planning</p> <p>* <i>Source Control Program</i> Administration of Federal Pre-Treatment Program Administration of Fats, Oils, & Grease (FOG) Program SLUG Response and Investigation Management of Non-Residential Annual Sewer Fee Revenues Public Outreach Sewer Lateral Grant Program</p>	<p>* <i>Stormwater Collection System</i> Veolia Contract Administration for Operation/Maintenance Other Contract Administration for Operation/Maintenance Veolia Contract Administration for CIP GIS Management Strategic/Master Planning</p> <p>* <i>Stormwater System Pollutant</i> <i>Reduction</i> NPDES Compliance/Contra Costa Clean Water Program Industrial/Commercial Stormwater Inspection Program Public Outreach on Stormwater Issues Coast/Watershed Clean Up Programs Construction Site Run-off/Erosion & Settlement Control Stormwater Treatment in Development Projects Investigation and Abatement of Harmful Non-Stormwater Discharges Trash Reduction Plans Affecting Waterways Mercury and PCB's Pilot Studies for Load Reduction</p>

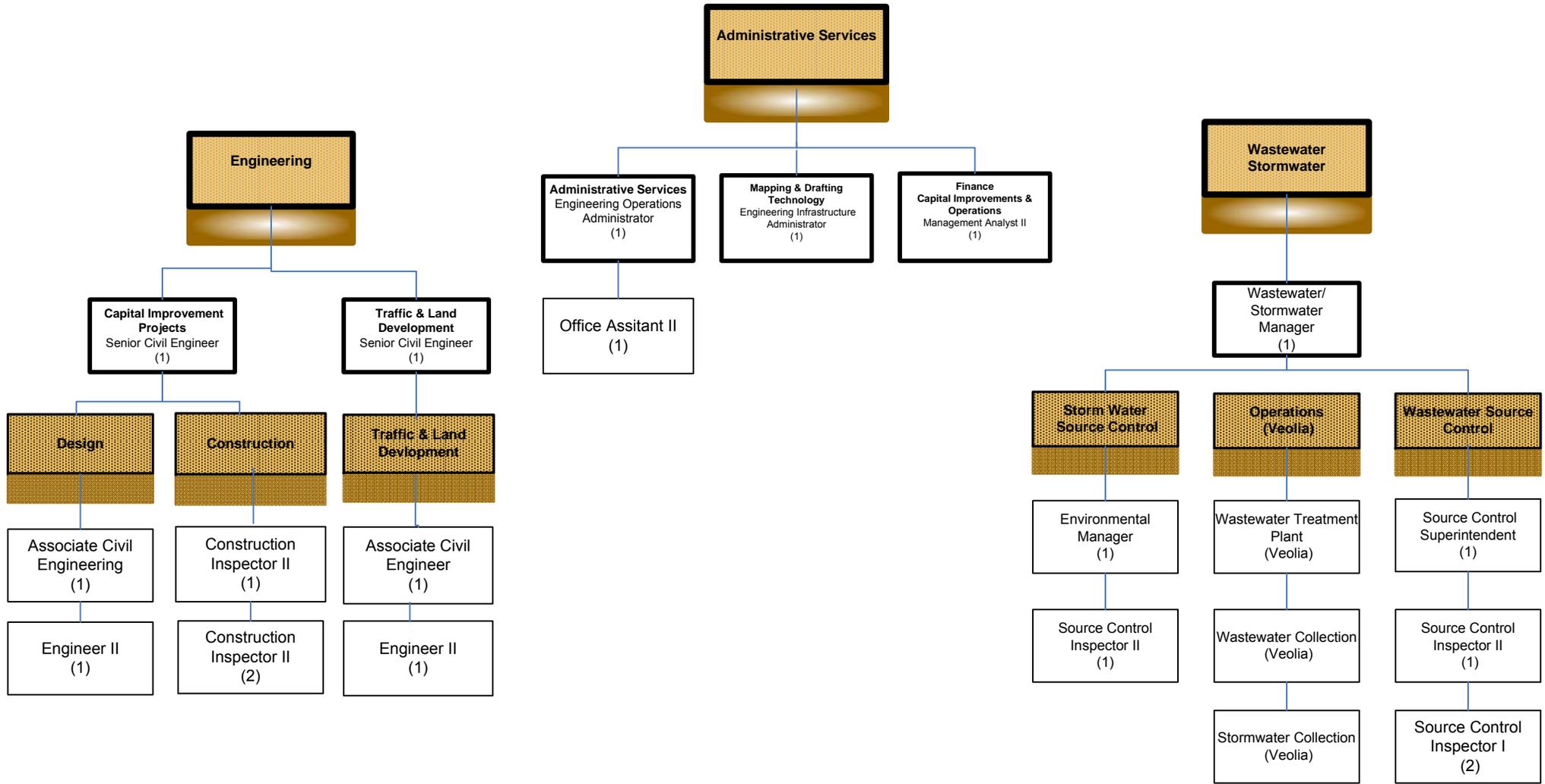


Engineering Services Department FY2013-2015 Organizational Chart

Existing FTE = 21, Proposed FTE = 20

Legend:

- Existing Pos.
- Main Program
- Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
ENGINEERING & WASTEWATER					
Associate Civil Engineer	2.0	2.0	2.0	2.0	2.0
Capital Projects Manager	1.0				
City Engineer		1.0	1.0		
Construction Inspector I	2.0	2.0	2.0	2.0	2.0
Construction Inspector II	1.0	1.0	1.0	1.0	1.0
Engineer I/II	2.0	2.0	2.0	2.0	2.0
Environmental Manager	1.0	1.0	1.0	1.0	1.0
GIS Administrator	1.0				
Industrial Waste Inspector	2.0	2.0			
Infrastructure Administrator		1.0	1.0	1.0	1.0
Management Analyst	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	1.0	1.0	1.0	1.0	1.0
Operations Administrator	1.0	1.0	1.0	1.0	1.0
Project Manager II	1.0	1.0	1.0	1.0	1.0
Public Works Superintendent	1.0	1.0	1.0	1.0	1.0
Senior Civil Engineer	2.0	2.0	2.0	2.0	2.0
Senior Industrial Waste Inspector	2.0	2.0			
Source Control Inspector (I-III)			4.0	4.0	4.0
Total Full-Time Equivalents (FTEs)	21.0	21.0	21.0	20.0	20.0

Engineering Department-22

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
State Gas Tax - 1002	2,013,706	2,959,290	1,453,446	3,091,861	3,122,146	132,571	4%	30,285	1%
Cost Recovery-1051	925,940	2,305,000	2,293,713	2,423,250	2,423,250	118,250	5%	-	0%
Operating Transfer In	1,098,284	1,081,104	1,081,104	823,980	877,768	(257,124)	-24%	53,788	0%
Engineering Grants - 1054	1,367,628	5,829,533	3,713,225	2,614,215		(3,215,318)	-55%	(2,614,215)	-100%
General Capital - 2001	118,984	650,568	29,010			(650,568)	-100%	-	0%
Measure J - 2002	994,472	1,241,685	3,810	1,059,226	1,069,818	(182,459)	-15%	10,592	1%
CIP Lease Revenue Bond - 2003	7,360		2,941	1,171		1,171	100%	(1,171)	-100%
Civic Center - 2004	(391)		133			-	0%	-	0%
Transportation - 2008	35,826		91			-	0%	-	0%
State Highway - 2009	15,064	40,646	43,572			(40,646)	-100%	-	0%
Impact Fee - 2111	(20,515)					-	0%	-	0%
Wastewater - 4003	9,830,914	17,015,000	9,865,883	18,168,048	18,168,048	1,153,048	7%	-	0%
Stormwater - 4006	982,197	2,761,368	1,095,504	3,078,907	2,641,413	317,539	11%	(437,494)	-14%
Operating Transfer In		180,463	180,463			(180,463)	-100%	-	0%
Sources Total	17,369,469	34,064,657	19,762,895	31,260,658	28,302,443	(2,803,999)	-8%	(2,958,215)	-9%
USES BY TYPE									
Salaries	1,392,148	1,953,177	1,393,077	2,032,745	2,114,889	79,568	4%	82,144	4%
Benefits	560,010	859,902	567,669	876,221	964,684	16,319	2%	88,463	10%
Professional Services	7,613,824	10,556,322	8,078,029	9,847,050	9,529,042	(709,272)	-7%	(318,008)	-3%
Other Operating Expenses	249,968	635,407	249,224	633,115	659,139	(2,292)	0%	26,024	4%
Utilities	400,246	908,212	50,504	913,506	913,506	5,294	1%	-	0%
Equipment & Contract Services	1875116.56	2,822,786	1,233,773	2,101,436	1,072,747	(721,350)	-26%	(1,028,689)	-49%
Cost Pool	2,252,655	2,483,234	2,069,087	3,034,188	3,048,537	550,954	22%	14,349	0%
Asset/Capital Outlay	15,019,637	33,163,570	17,371,769	14,597,262	8,727,777	(18,566,308)	-56%	(5,869,485)	-40%
Debt Service Expenditure	2,941,595	5,231,568	2,957,497	5,849,027	5,962,102	617,459	12%	113,075	2%
Grant Expenditures						-	0%	-	0%
Operating Transfer Out	424,008	419,777	419,377			(419,777)	-100%	-	0%
Uses-Operating Expenditure Total	32,729,207	59,033,955	34,390,006	39,884,550	32,992,423	(19,149,405)	-32%	(6,892,126)	-17%

USES BY ORG CODE

Gas Tax Admin - 10221131	340,666	3,000		3,000	3,000	-	0%	-	0%
Gas Tax Projects -10221331	3,551,213	4,681,176	2,857,883	1,449,056	386,206	(3,232,120)	-69%	(1,062,850)	-73%
Administration - 15121131	2,354,330	3,004,931	2,382,378	3,247,230	3,301,018	242,299	8%	53,788	2%
General Services - 15121331	1,089,232	783,802	783,802			(783,802)	-100%	-	0%
Engineering Grants Admin - 15421231	1,673,632	9,751,342	7,088,127	2,614,215		(7,137,127)	-73%	(2,614,215)	-100%
Capital Outlay - 20121331	819,830	2,806,902	1,586,845	806,320		(2,000,582)	-71%	(806,320)	-100%
Measure J - 20221331	619,926	1,806,296	939,072	1,820,757	1,069,818	14,461	1%	(750,939)	-41%
Lease Revenue Bond - 20321331	794,234	533,617	533,617	79,235		(454,382)	-85%	(79,235)	-100%
Civic Center - 20421331	912,244	364,500	445,458			(364,500)	-100%	-	0%
Transportation Engr-Red Oak - 20821131	1,337,601	40,646	40,246			(40,646)	-100%	-	0%
State Highway - 20921331	1,333,146	711,221	711,221			(711,221)	-100%	-	0%
Wastewater Admin - 40322431	2,942,165	5,231,568	3,026,985	5,947,158	6,062,084	715,590	14%	114,926	2%
Sanitary Sewer - 40322631	3,707,002	4,604,203	3,769,478	4,334,861	4,353,341	(269,342)	-6%	18,480	0%
Treatment Plant - 40322731	4,171,876	6,586,986	4,297,090	6,291,916	6,426,042	(295,070)	-4%	134,126	2%
Pre-Treatment - 40322831	432,720	638,320	536,963	936,896	1,024,502	298,576	47%	87,606	9%
Wastewater Capital - 40322931	4,910,533	14,500,000	3,603,974	9,275,000	7,725,000	(5,225,000)	-36%	(1,550,000)	-17%
Stormwater CIP - 40623331						-	0%	-	0%
Stormwater - 40623431	1,738,859	2,985,445	1,786,866	3,078,907	2,641,413	93,461	3%	(437,494)	-14%
TOTAL BUDGET	32,729,207	59,033,955	34,390,006	39,884,550	32,992,423	(19,149,405)	-32%	(6,892,127)	-17%

FY2013-14 & 2014-15 Biennial Budget

Planning and Building Services



Mission:

The Department of Planning and Building Services regulates land use and construction by providing advice and technical expertise to customers pertaining to zoning, sustainability, building codes, and community preferences. The Department also maintains the capacity to respond to sudden increases in the demand for planning and permitting services following catastrophic events such as earthquakes, floods, and wild fires.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Promote land use outcomes that improve neighborhoods and commercial districts.
- Promote restoration of the City's 'Heritage' neighborhoods and residential subdivisions.
- Promote sustainable urban design.
- Implement the General Plan by regulating land use.
- Increase customer access to building codes and construction standards.
- Periodically inspect all structures located within City limits.

2. Promote a safe and secure community

- Promote urban design solutions that reduce crime and improve community health.
- Inform customers about building outcomes that increase safety and security.
- Educate customers about safe and unsafe building products.
- Promote construction job site safety.
- Inspect residential rental units.
- Increase capacity to provide emergency services following catastrophic events.
- Establish a program to reduce damage to multi-family residences as a result of a catastrophic event.

3. Promote economic vitality

- Promote urban design solutions that support economic development.
- Support efforts to modernize and beautify industrial operations.
- Craft land use strategies that attract innovative and green businesses.
- Work with industrial customers to safely complete inspection commitments.
- Shorten review time for plan checks to promote economic development and create jobs.

Planning and Building Services

4. Promote sustainable communities

- Educate contractors and builders about green building practices and technologies.
- Promote sustainable and healthy development standards and practices.
- Train all planners, inspectors and permit technicians as green building professionals.
- Expand construction and demolition debris recycling.
- Develop and implement Health & Wellness programs.
- Apply for grants to support Health & Wellness planning.

5. Promote effective government

- Increase access to planning and building services through the City website.
- Streamline the entitlement process.

Planning & Building Services Department

Planning Division

Goal

Engage residents and businesses in an ongoing dialogue about Richmond's future and play a central role in guiding the long-term development of the built and natural environment. Evaluate regional growth management policy, monitor and update the City's General Plan, ensure compliance with the Zoning Ordinance, draft land use policy, and develop sub-area form-based codes. Support the work of the Richmond Planning Commission, Richmond Design Review Board and the Richmond Historic Preservation Commission.

Description

The Planning Division's principal activities include: development and maintenance of the General Plan; review of development projects for consistency and conformity with the General Plan and Zoning Ordinance; formulation of planning policies and standards that will ensure a quality living and working environment for Richmond neighborhoods; assisting citizens in understanding and applying to their property or to project proposals the policies of the General Plan and applicable provisions of the Zoning Ordinance; anticipating and acting on the need for new plans, policies, and Zoning Ordinance changes; completing environmental review for development projects in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA); and applying the Zoning Ordinance and other applicable City regulations to proposed land use.

2013-15 Supporting Actions

- 3.16.a** Serve as an information center to assist residents, employers and developers in understanding and applying to their property or to project proposals the policies of the General Plan and provisions of the Zoning Ordinance that might affect them.
- 3.16.b** Reviewing of proposed capital improvement projects and other physical projects involving City property for consistency and conformity with the General Plan, Zoning Ordinance, and other applicable Planning regulations.
- 3.16.c** Support the work of the Richmond Planning Commission, Richmond Design Review Board, Richmond Historic Preservation Commission, City Council, and City Departments.
- 3.16.d** Development of planning policies and standards that will ensure a quality living and working environment for Richmond neighborhoods.
- 3.16.e** Monitor compliance with Conditional Use Permit Conditions and Mitigation Monitoring and Reporting Programs.
- 3.16.f** Applying the Zoning Ordinance and applicable sections of the Richmond Municipal Code to applications for permits and proposed land use applications.
- 3.16.g** Provide prompt and accurate analysis to the City Council, City staff and the public.
- 3.16.h** Apply for grants to support the implementation of the Richmond General Plan.
- 3.16.i** Participate in regional growth management policy development.

Planning & Building Services Department

Planning Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.16.a	# of customers served at the counter	2,407	1,235	2,400	2,500	2,500
3.16.b	# of City projects reviewed	3	3	3	4	5
3.16.c	# of special projects completed	21	7	20	15	15
3.16.d	# of policies/ordinances developed	0	1	4	3	3
3.16.e	# of Conditional Use Permit and Mitigation Monitoring and Reporting Programs monitoring completed	*	0	5	5	5
3.16.f	# of applications received (all types)	298	146	300	300	300
3.16.h	# of grants applied for	10	0	4	3	3
	# of grants awarded	*	2	2	2	2
	Dollar amount of grant received	*	\$543,355	\$1,000,000	\$1,350,552	\$500,000
3.16.i	# of regional planning meetings	*	5	10	10	10

Effectiveness

3.16.f	% of applications processed in one public hearing	90%	86%	90%	91%	92%
	% of Zoning Administrator applications processed within 45 days or less	85%	81%	85%	86%	87%

Efficiency

3.16.g	% of output objectives achieved	95%	91%	95%	95%	95%
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Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Land Use Planning and Zoning	13%	20%	21%

Planning & Building Services Department

Building Regulations Division

Goal

Provide industrial oversight and promote public health, safety and welfare by monitoring maintenance and construction activity at heavy industrial facilities. Enforce the California Code of Regulations (Title 24), and other federal, state and local land use, zoning and stormwater codes.

Description

The Building Regulations Division reviews architectural and engineering plans for plant improvements to ensure compliance with applicable state laws, City ordinances, and building codes. Construction inspections are performed in a timely manner to ensure compliance with applicable codes. The Division reviews permit applications, evaluates structural systems, issues permits and maintains development records and archives. The Division assists builders, property owners, architects, engineers, realtors and developers in understanding building regulation and permit processes. A full-time, on-site City Building Inspector and Plan Check Engineer review plans and perform inspections with the assistance of contracted engineers that specialize in industrial operations at larger facilities.

2013-15 Supporting Actions

- 3.16.a** Respond to requests made at permit counter and all telephone inquiries within 15 minutes.
- 3.16.b** Review residential/commercial plans within 3.5 weeks.
- 3.16.c** Conduct construction inspections within 24 hours of request.
- 3.16.d** Review plans for minor improvements over the permit counter.
- 3.16.e** Issue building permits in a cost efficient and timely manner.
- 3.16.f** Shorten review time for plan checks to promote economic development and create jobs.
- 5.16.a** Expand use of Trakit system.

Planning & Building Services Department

Building Regulations Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2013-14 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.16.a	# of requests for service	5,270	2,866	5,500	5,580	5,600
	# of telephone inquiries	11,734	5,963	12,000	12,000	12,100
3.16.b	# of plans reviewed	720	327	700	680	700
3.16.c	# of construction inspections performed	10,701	5,377	11,000	10,750	10,790
3.16.d	# of plans reviewed over the counter	194	138	200	250	270
3.16.e	# of building permits issued	2,952	1,582	3,000	3,050	3,100
3.16.f	# of plan checks approved	478	196	500	400	450
5.16.a	# of custom reports created from Trakit	26	30	10	28	30
	# of visits to e-Trakit web page	15,380	4,684	20,000	9,500	9,800

Effectiveness

3.16.a	% of customers served within 15 minutes	93%	77.5%	88%	90%	92%
3.16.b	% of residential/commercial plans reviewed within 3.5 weeks	85%	74.5%	85%	86%	88%
3.16.c	% of construction inspections performed within 24 hours of request	100%	100%	100%	100%	100%
5.16.a	% of time Trakit is available during working hours	100%	100%	100%	100%	100%

Efficiency

3.16.c	Average time to complete an inspection	25 Min.				
	# of inspections per day	44	47	45	48	48

Planning & Building Services Department

Rental Inspection Program

Goal

Improve tenant health and safety through inspection and monitoring of private rental units.

Description

The Rental Inspection Program is designed to preserve a safe and sanitary rental housing stock by regularly inspecting rental dwelling units. The inspection program is supported by an annual registration/processing fee and regularly-scheduled inspections.

2013-15 Supporting Actions

- 3.16.a** Inspect the City's 10,961 unit inventory of rental units.
- 3.16.b** Maintain a self-certification program for larger complexes.
- 3.16.c** Ensure continuous improvement by conducting internal and external reviews, and implementing improvements as directed.
- 3.16.d** Conduct initial rental inspections.
- 3.16.e** Identify problems (violations) in rental dwelling units.
- 3.16.f** Ensure rental violations are corrected.
- 3.16.g** Certify rental dwelling units.

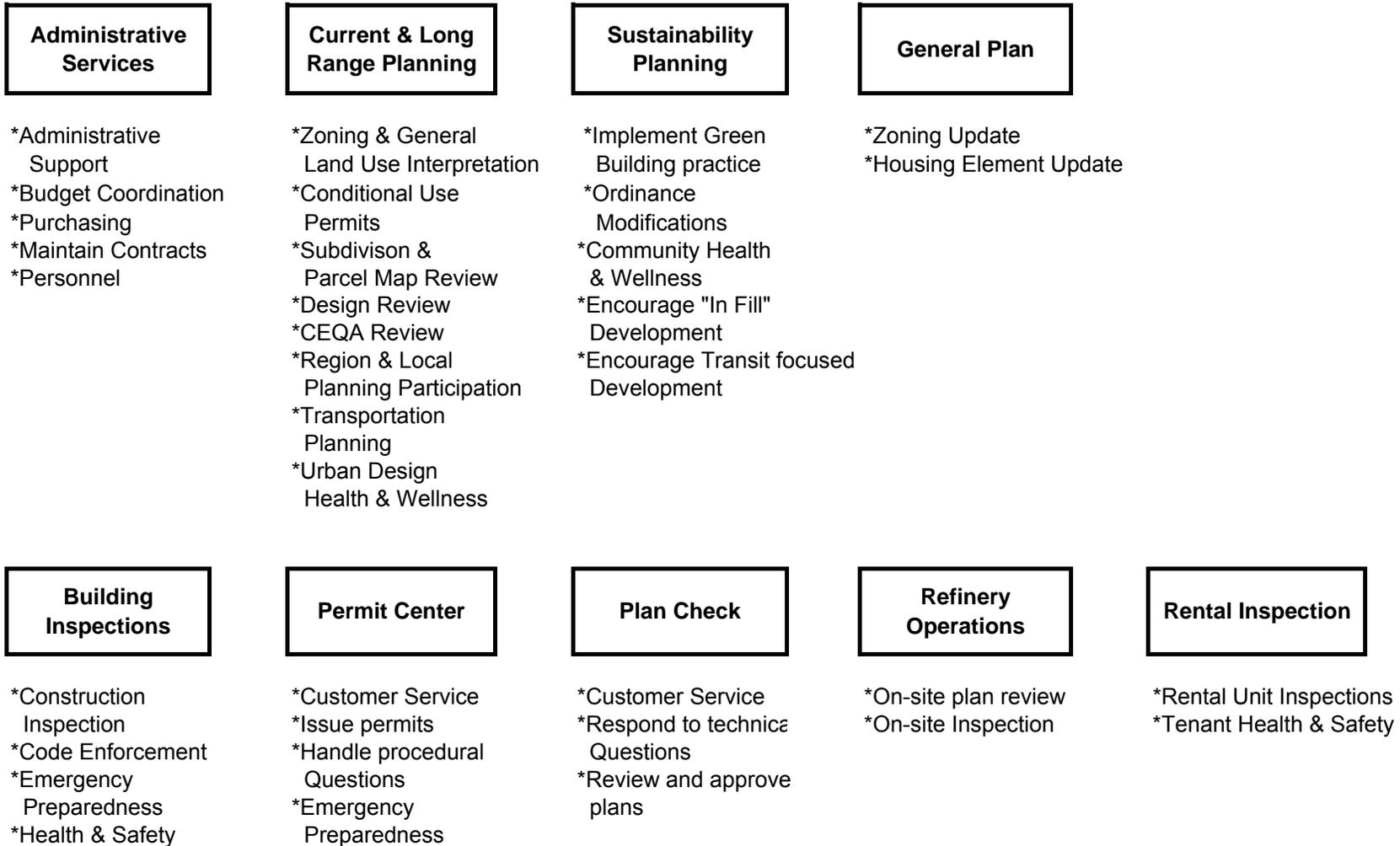
Planning & Building Services Department

Rental Inspection Program

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.16.a	# of inspections performed	3,551	829	4,315	5,861	2,893
3.16.b	# of self-inspections	2,779	618	3,400	4,689	2,314
3.16.c	# of self-inspection audits	772	211	915	1172	579
Effectiveness						
3.16.d	% of units passed on 1 st inspection	41.62%	29.04%	45%	45%	45%
3.16.e	% of units failed on 1 st inspection	26.87%	42.5%	55%	55%	55%
	% of units no show on 1 st inspection	10.26%	28.1%	10%	10%	10%
	% of units passed on 2 nd inspection	29.58%	32%	45%	45%	45%
3.16.f	% of units non-compliant (failed) after 2 nd inspection	29.47%	38.96%	15%	15%	15%
	% of units passed on 3 rd inspection	13.79%	23.09%	10%	10%	10%
	% of units non-compliant (failed) after 3 rd inspection	15.42%	16.37%	5%	5%	5%
	% of units passed on 4 th inspection	5.85%	8.89%	3%	3%	3%
	% of units non-compliant (failed) after 4 th inspection	11.18%	8.89%	2%	2%	2%
3.16.g	# of units certified	5,596	1,261	1,500	1,500	1,500
Efficiency						
5.17.c	Average cost per inspection	\$92.15	\$99.12	\$99.12	\$99.12	\$99.12
5.17.g	% of cost recovery	100%	100%	100%	100%	100%

PLANNING AND BUILDING SERVICES PROGRAM ORGANIZATIONAL CHART



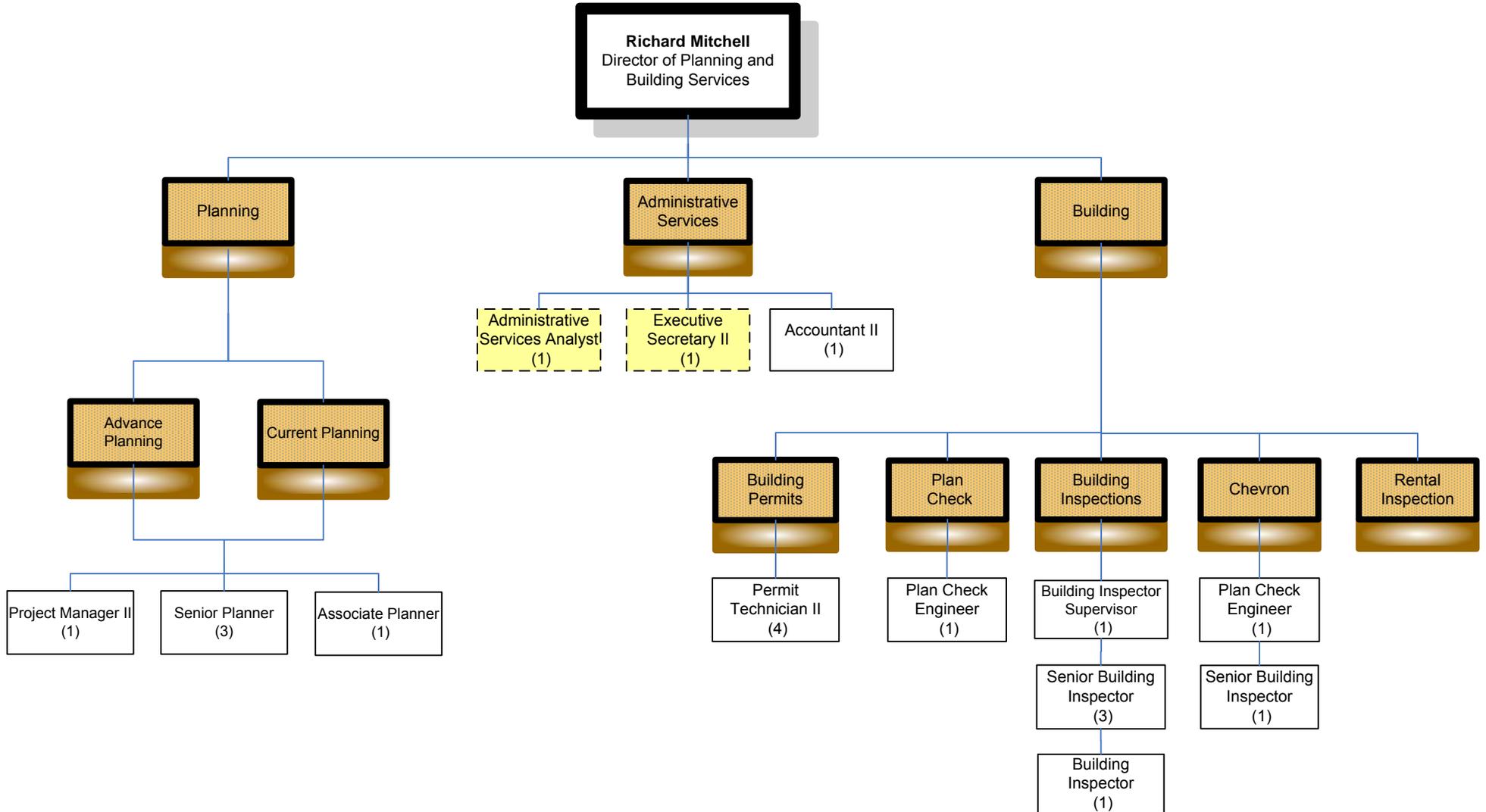


Planning and Building Services Department FY2013-15 Organizational Chart

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green box)
- Reclassification (Yellow dashed box)
- Main Program (Dark blue box)
- Sub-Program (Light blue box)

Existing FTE = 21, Proposed FTE = 20



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
PLANNING & BUILDING SERVICES					
Accountant I	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0		
Administrative Services Analyst				1.0	1.0
Assistant Planner	1.0	1.0	1.0		
Associate Planner	2.0	2.0	2.0	1.0	1.0
Building Inspector	2.0	2.0	1.0	1.0	1.0
Building Inspector Supervisor	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Permit Technician II	4.0	4.0	4.0	3.0	3.0
Plan Checking Engineer	2.0	2.0	2.0	2.0	2.0
Planning & Building Services Director	1.0	1.0	1.0	1.0	1.0
Project Manager I			1.0		
Project Manager II				1.0	1.0
Senior Building Inspector	3.0	3.0	4.0	4.0	4.0
Senior Planner	4.0	3.0	1.0	3.0	3.0
Total Full-Time Equivalentents (FTEs)	23.0	22.0	21.0	20.0	20.0

Planning and Building Department-16 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
Thru Mar -2013									
SOURCES BY FUND									
General Fund-0001	184,527	245,139	191,249	307,774	318,259	62,635	26%	10,485	3%
Cost Recovery-1050	5,210,626	5,449,922	4,445,564	5,662,217	5,073,538	212,295	4%	(588,679)	-10%
Licenses, Permits, & Fees	2,180,072	3,276,343	2,057,863	3,416,165	3,481,573	139,822	4%	65,408	2%
Use of Money & Property	(42,467)					-	0%	-	0%
Charges For Services	388,846	244,582	624,445	790,500	790,500	545,918	223%	-	0%
Other Revenue	456,479	1,000	670	1,000	1,000	-	0%	-	0%
Intergov Other Grant	75,000	685,125	519,714	1,350,552	334,400	665,427	97%	(1,016,152)	-75%
Operating Transfers In	2,152,696	1,242,872	1,242,872	104,000	466,065	(1,138,872)	-92%	362,065	348%
Sources Total	5,395,153	5,695,061	4,636,813	5,969,991	5,391,797	274,930	5%	(578,194)	-10%
USES BY TYPE									
Salaries	1,460,245	1,796,565	1,390,086	1,854,462	1,957,617	57,897	3%	103,155	6%
Benefits	622,514	845,112	599,642	907,559	1,001,469	62,447	7%	93,910	10%
Professional Services	1,233,870	1,127,256	875,298	1,314,541	573,300	187,285	17%	(741,241)	-56%
Other Operating Expenses	37,911	104,324	40,305	68,753	58,569	(35,571)	-34%	(10,184)	-15%
Utilities	5,623	11,000	5,026	8,350	7,350	(2,650)	-24%	(1,000)	-12%
Equipment & Contract Services	3411.25	631		631	631	-	0%	-	0%
Cost Pool	1,549,784	1,753,147	1,493,748	1,792,162	1,792,861	39,015	2%	699	0%
Operating Transfer Out	9,553	12,604	12,604		0	(12,604)	-100%	-	0%
Uses-Operating Expenditure Total	4,922,912	5,650,639	4,416,710	5,946,458	5,391,797	295,819	5%	(554,661)	-9%
USES BY ORG CODE									
GF-Planning Administration-01161119	184,527	245,221	191,249	307,774	318,259	62,553	26%	10,485	3%
Current Planning-15061219	2,076,184	2,057,400	1,840,202	2,229,475	1,680,858	172,075	8%	(548,617)	-25%
General Plan-15062019	129,582	221,545	113,324	268,825	190,049	47,280	21%	(78,776)	-29%
Rental Inspection-15063519	125,152	55,000	55,000	181,000	96,000	126,000	229%	(85,000)	-47%
Building Regulations-15063619	2,407,467	3,071,473	2,216,935	2,959,384	3,106,631	(112,089)	-4%	147,247	5%
TOTAL BUDGET	4,922,912	5,650,639	4,416,710	5,946,458	5,391,797	295,819	5%	(554,661)	-9%

FY2013-14 & 2014-15 Biennial Budget

Library & Cultural Services Department



Mission:

The Library & Cultural Services Department provides diverse materials and services to meet the community's personal, cultural, educational, and professional needs. The Library & Cultural Services Department is committed to supporting a lifelong enjoyment of reading, learning, and the arts.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Update library furniture and equipment and improve signage and ergonomics to create a “user friendly” atmosphere.
- Incorporate public art into General Fund capital improvement projects, public facilities, and neighborhoods.
- Install rotating art exhibitions and arts and cultural programming in the library.
- Offer comfortable and attractive interior and exterior public spaces that allow library users to explore their interests, meet their information needs and contribute positively to the community.

2. Promote a safe and secure community

- Provide diverse programs to users of all ages, races and ethnic groups as an alternative to violence.
- Provide accessibility to people of all ages and physical abilities.

3. Promote economic vitality

- Partner with educational, cultural, social institutions and the business community to promote economic and personal development.
- Develop and promote library services and programs to business organizations.

4. Promote sustainable communities

- Improve access to services and resources that encourage lifelong learning for community members of all ages.
- Increase literacy levels to allow more of the community to participate fully in business, education, government and civic efforts.
- Offer programming supporting a healthy lifestyle.
- Provide educational and cultural programs that attract local/regional participation.
- Provide volunteer opportunities for youth, adults, and seniors.
- Provide tutoring and homework assistance to library and LEAP users in support of education.
- Provide advocacy and support to artists, art non-profits, and cultural organizations.
- Build a collection of library and cultural services, resources and programs that meet the interests and information needs of the communities we serve.

5. Promote effective government

- Streamline processes for more efficient and effective delivery of services to the community.
- Assist the community in accessing information about the City of Richmond through technology and training.

Library & Cultural Services Department

Richmond Public Library

Goal

To encourage and foster information seeking, learning and literacy in a welcoming environment by providing programs, services, and materials that anticipate, meet or exceed the expectations and needs of the community.

Description

The Richmond Public Library actively supports the love of learning and reading. The library offers a diverse range of materials, programs, and services. The library contains special collections such as the African-American Reference Collection, the Richmond History Collection, and the Spanish Language Collections. Access to library services is increased by the operation of library branches, online resources, outreach programs and the bookmobiles. The library offers free Wi-Fi, desktop computers which include Internet access and productivity and learning software, and maintains the Richmond Public Library website. Community learning is supported by the selection of relevant materials, early childhood programs, homework help for students, summer reading enrichment programs, and a variety of programs to assist adults in their personal and professional growth.

2013-15 Supporting Action

- 2.24.a** Expand the variety, type, and diversity of programming.
- 2.24.b** Increase attendance at all library events/programs.
- 4.24.a** Increase library visits by 10%.
- 4.24.b** Increase “virtual” visits to the library through promotion of online resources.
- 4.24.c** Increase the number of items borrowed by 10%.
- 4.24.d** Increase the number of non-English material borrowed.
- 4.24.e** Provide a library collection that meets the interests and needs of the community.
- 4.24.f** Increase the number of library card holders.
- 4.24.g** Pursue grant fund opportunities and submit for reimbursements in a timely manner.
- 4.24.h** Provide exceptional customer service.

Library & Cultural Services Department

Richmond Public Library

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.24.a	# library-sponsored programs and events offered	548	331	400	560	575
2.24.b	# of library program participants	20,921	10,975	11,000	22,000	23,000
4.24.a	# of visits	256,003	-*	-	262,000	275,000
4.24.c	# of items available	165,732	174,396	179,000	187,000	197,000
	# of items circulated	264,192	177,736	250,000	250,000	300,000
	% of audio and video	24.3%	17.7%	20.5%	2.5%	23%
	% of e-books and e-audio	-	-	-	10%	15%
	% of children's books	48%	47.2%	48%	48%	52%
4.24.d	% of materials in other languages	6%	7.6%	8%	8%	8.5%
4.24.e	# of items added to circulation	9,900	4,971	9,200	9,200	10,000
4.24.f	# of library card holders	65,763	-	68,000	71,000	72,500
	# Richmond residents (new)	2,706	*1,734	*3,200	3,350	3,550
	# of Non-Richmond residents (new)	1,087	*605	*1,200	1,260	1,325
4.24.g	# of grant applications submitted	3	1	2	3	4
4.24.h	# of customers that participated in the library customer service survey	-	-	-	500	500

*People counter malfunctions no accurate count available

Library & Cultural Services Department

Richmond Public Library

		2011-12	2012-13	2012-13	2013-14	2014-15
		Actual	Mid-Year	Year End	Adopted	Adopted
Effectiveness						
4.24.b	% of library card holders accessing digital resources	-	-	5%	15%	20%
4.24.c	Average number of days for new item to be available for public use	-	-	-	3	3
4.24.e	% of acquisition dollars spent on digital materials	10%	1%	15%	20%	22%
4.24.g	# of grants awarded	1	1	2	3	3
4.24.h	% of customers that rate library services as good or excellent	-	-	-	80%	90%
Efficiency						
4.24.e	Operating expenditures per resident	\$50.00	-	\$51.00	\$53.00	\$55.00
	Materials expenditures per resident	\$1.90	\$.60	\$3.10	\$2.75	\$2.85
4.24.g	Average dollar amount of grant awarded to Division	\$12,000	\$50,000	\$30,000	\$15,000	\$20,000

Library & Cultural Services Department

Literacy for Every Adult Program (LEAP)

Goal

To provide a comprehensive literacy program for adults, youth and children who seek to fully function and actively participate in community life.

Description

LEAP provides adults, families, youth and children with classes, workshops, small group instruction and individual tutoring for basic literacy skills, financial literacy, and pre-General Educational Development (GED) preparation. LEAP also provides English literacy for second language learners and computer literacy skills to students of all ages to facilitate full participation in civic life.

2013-14 Supporting Actions

- 2.24.a** Advance cooperative learning at LEAP whereby learners have the opportunity to work with one another in a positive relationship.
- 3.24.a** Provide preparation for GED and other academic tests to enable City residents to participate in job training programs and Community College certification programs for work and academic study.
- 3.24.b** Offer English language development among Richmond's non-native English speakers to increase access to City-wide job training programs, employment and higher education.
- 3.24.c** Offer digital literacy instruction to enable City resident's equitable access to employment opportunities and programs.
- 4.24.a** Provide volunteer opportunities for adults to develop and share their literacy skills with others.
- 4.24.b** Invest in and develop learning technologies whereby residents can develop literacy and language skills through means other than attending an onsite program.
- 5.24.a** Create partnerships locally, regionally and nationally whereby LEAP can leverage resources to improve the lives of City residents.
- 5.24.b** Continue to find additional sources of revenue to continue programs.

Library & Cultural Services Department

Literacy for Every Adult Program (LEAP)

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.24.a	# of students working in small groups	553	209	200	350	350
3.24.b	# of students with limited or no English skills served	125	48	120	150	150
3.24.c	# of new students with limited or no computer skills served	273	639	200	100	100
4.24.a	# of volunteers	41	54	20	20	25
	# of volunteer hours	4,769	1,626	2,000	2,000	2,500
4.24.b	# of students enrolled in web-based learning to improve basic skills and prep for GED	52	121	150	150	150
5.24.b	# of grants applied for	4	2	4	5	4

Effectiveness

3.24.a	% of students who complete one literacy module	90%	70.5%	90%	90%	90%
	# of students who receive a GED	28	14	30	40	40
4.24.a	# of students served as a result of volunteer support	-	100	40	75	100
5.24.b	# of grants awarded	4	2	3	4	3

Efficiency

5.24.a	# or new students served as a result of referrals from partnerships	12	18	35	35	35
5.24.b	Average dollar amount per grant awarded to Division	\$20,336	\$11,065	\$9,043	\$14,000	\$25,000

Library & Cultural Services Department

Arts & Culture Division

Goal

To enliven the City environment with public art, performing, and literary arts, and to advise City Council in matters concerning artistic and cultural development. To collaborate with arts organizations, artists, businesses, City government, and residents to ensure that the arts are utilized as a tool for both cultural and economic development, making Richmond a desirable place to live, visit, work and play.

Description

The Arts & Culture Division promotes the development of public art and fine and performing arts in the City of Richmond. It assists the City Council and departments in implementing the policies and procedures that facilitate the public art program (the Capital Improvement Project Percent for Art program) and advocates for and partners with local arts organizations and artists to provide arts-related services and programs to the community.

2013-15 Supporting Actions

- 1.24.a** Provide public art opportunities to Richmond neighborhoods offering hands-on experience working with artists to create original works featuring visual and/or performance elements.
- 1.24.b** Assist in providing art events in which Richmond's visual and performing artists and students can participate.
- 1.24.c** Oversee the creation of new public art, and maintain existing pieces of Richmond's public art inventory.
- 1.24.d** Administer the City's CIP Percent for Art program which allocates 1.5% of eligible CIP General Fund projects based on quarterly Finance reports, for the creation and maintenance of public art.
- 3.24.a** Provide support to Richmond's arts non-profits and emerging artist organizations.
- 4.24.a** Identify and apply for new grant funds to promote the development of arts and culture.
- 4.24.b** Utilize partnerships with arts organizations, educational institutions, and other groups to promote arts and culture programs in the community.
- 5.24.a** Use technology (such as Facebook, Twitter, and E-blasts) to increase the dissemination of arts and cultural events and opportunities.

Library & Cultural Services Department

Arts & Culture Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
1.24.a	# of public art opportunities provided to neighborhoods	8	7	9	9	9
1.24.b	# of arts and cultural events in the community	6	4	7	6	7
1.24.c	# of new public art pieces	-	15	2	2	2
	# of maintenance projects on existing public art	-	1	4	1	2
1.24.d	Dollar amount of CIP Percent for Art allocations	-	\$27,000	\$252,000	\$51,125	\$14,983
4.24.a	# of grants applied for	-	-	-	2	3
4.24.b	# of collaborations and partnerships	40	25	35	35	38
5.24.a	# of announcements through E-blasts, Facebook and Twitter	-	186	150	160	175
Effectiveness						
1.24.a	Average number of community members engaged per art opportunity	-	162	40	50	60
1.24.b	# of arts and culture events and exhibits at the library	-	6	10	10	12
1.24.d	# of new public art projects initiated with CIP Percent for Art funds	-	1	2	2	2
3.24.a	# of art non-profits supported	-	8	3	3	3
	# of emerging artists groups supported	-	4	5	5	5
4.24.a	# of grants awarded to division	-	-	-	1	2
4.24.b	# of new partnerships	15	6	8	6	8
Efficiency						
1.24.b	Cost per art event	\$1,500	-	\$1,000	\$1,000	\$1,000
4.24.a	Average dollar amount per grant awarded to Division	-	-	-	\$5,000	\$7,500

LIBRARY AND CULTURAL SERVICES PROGRAM ORGANIZATIONAL CHART

Literacy for Every Adult Program (LEAP)	Library	Arts & Culture
*Management	*Management	*Management
*Adult Literacy	*Staff Development	*Development
*Families for Literacy	*Children's Services	*Art Outreach
*English As A Second Language	*Young Adult Services	*Public Art
*Development	*Adult Services	*Arts Coordination
*Grants	*Book Mobile	
	*Branch Services	
	*Circulation of Material	
	*Patron Records	
	*Acquisitions	
	*Processing	
	*Cataloging	
	*Reference Services	
	*Special Programs	
	*Richmond Collection	

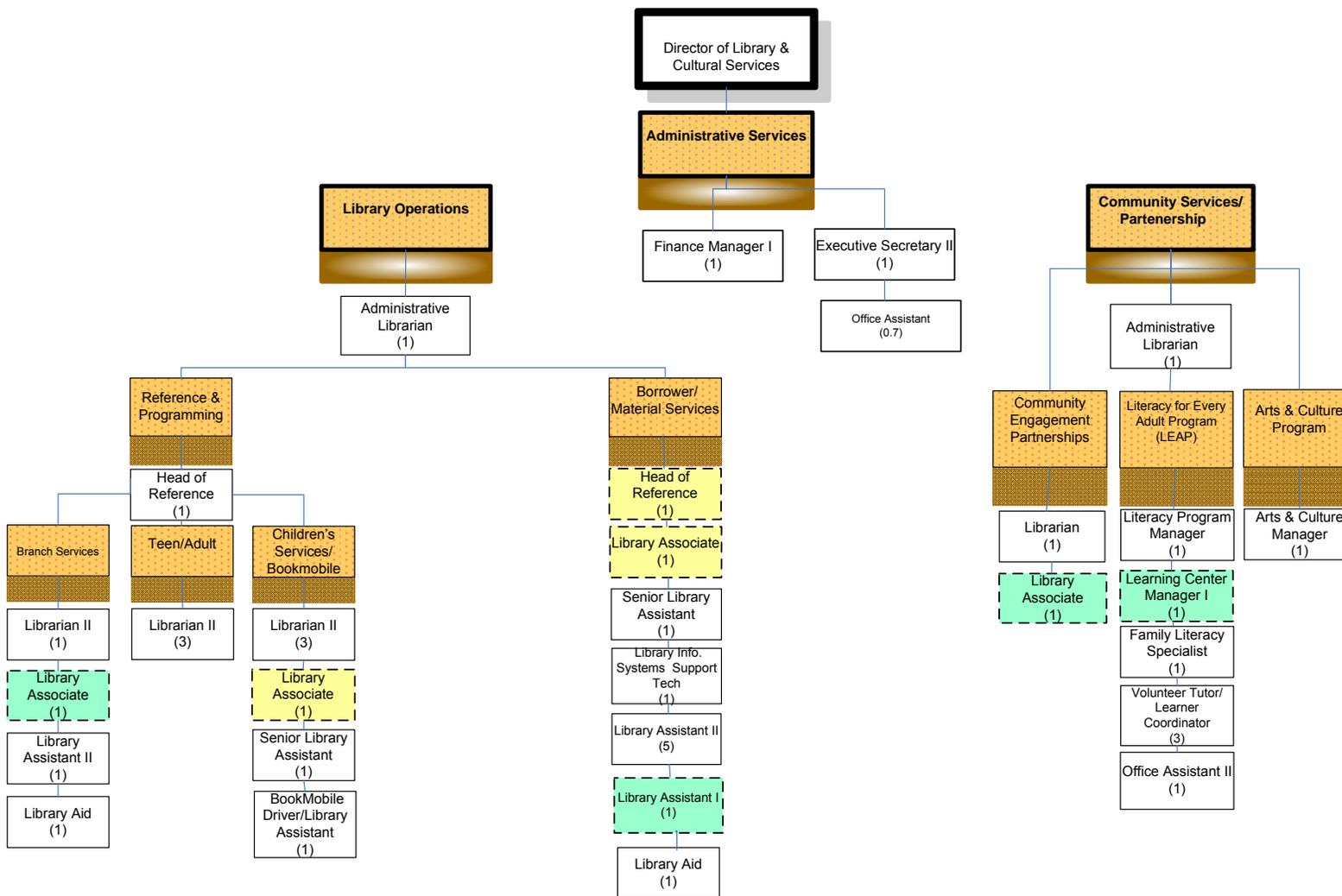


Library & Cultural Services FY2013-15 Organizational Chart

Existing FTE = 38, Proposed FTE = 40.7

Legend:

- Existing Pos. (White box)
- Proposed Pos. (Green dashed box)
- Reclassification (Yellow dashed box)
- Main Program (Orange box with dark border)
- Sub-Program (Orange box with light border)



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
LIBRARY & CULTURAL SERVICES					
Administrative Librarian	2.0	2.0	2.0	2.0	2.0
Arts & Culture Manager	1.0	1.0	1.0	1.0	1.0
Book Mobile Driver Library Assistant	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Family Literacy Specialist	1.0	1.0	1.0	1.0	1.0
Finance Manager I	1.0		1.0	1.0	1.0
Head of Reference	1.0	1.0	1.0	2.0	2.0
Learning Center Manager II	1.0	1.0		1.0	1.0
Librarian I/II	8.0	9.0	9.0	8.0	8.0
Library & Cultural Services Director	1.0	1.0	1.0	1.0	1.0
Library Access Services Manager	2.0	2.0			
Library Aide (group 1)	3.5	3.3	3.4	2.0	2.0
Library Assistant I/II	9.0	9.0	8.0	8.0	8.0
Library Associate				3.0	3.0
Library Information Systems Support Technician	1.0	1.0	1.0	1.0	1.0
Literacy Program Manager	1.0	1.0	1.0	1.0	1.0
Office Assistant II	1.7	1.7	1.7	1.7	1.7
Senior Library Assistant	2.0	2.0	2.0	2.0	2.0
Volunteer Tutor/Learner Coordinator	2.0	3.0	3.0	3.0	3.0
Total Full-Time Equivalents (FTEs)	40.2	41.0	38.0	40.7	40.7

Library & Cultural Services-24 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	4,871,474	5,206,294	3,747,951	6,068,783	6,308,333	862,490	17%	239,549	4%
Library Fund-1005	258,824	33,500	57,958	313,104	22,762	279,604	835%	(290,342)	-93%
Grants	226,666	332,121	153,957	95,241	45,241	(236,880)	-71%	(50,000)	-52%
Library Impact Fee-2117	13,315	6,000	1,005	129,000	6,000	123,000	2050%	(123,000)	-95%
Sources Total	5,370,279	5,577,915	3,960,871	6,606,128	6,382,336	1,028,214	18%	-223,793	-3%
USES BY TYPE									
Salaries	2,718,840	2,644,445	1,960,252	2,883,593	2,985,443	239,148	9%	101,850	4%
Benefits	1,183,174	1,220,638	879,682	1,402,708	1,513,011	182,070	15%	110,303	8%
Professional Services	873,500	1,009,806	472,927	1,087,909	816,494	78,103	8%	(271,415)	-25%
Other Operating Expenses	120,745	518,799	263,553	508,660	502,981	(10,139)	-2%	(5,679)	-1%
Utilities	10,641	6,500	5,018	11,000	11,000	4,500	69%	-	0%
Equipment & Contract Services					2,000	-	0%	2,000	0%
Cost Pool	443,325	390,358	383,949	488,509	491,081	98,151	25%	2,572	1%
Asset/Capital Outlay	22,474	179,522	10,522	223,750	60,326	44,228	25%	(163,424)	-73%
Grant Expenditures	26,082	38,376	23,264			(38,376)	-100%	-	0%
Operating Transfer Out									
Uses-Operating Expenditure Total	5,398,780	6,008,443	3,999,166	6,606,128	6,382,336	597,685	10%	-223,793	-3%
USES BY ORG CODE									
Administration-01241055	3,746,510	3,649,415	2,719,737	4,149,086	4,298,882	499,671	14%	149,796	4%
Reference Services-01242155	40,738	99,400	59,368	189,800	193,349	90,400	91%	3,549	2%
Access Services-01242255	20,295	13,979	5,832	31,715	33,929	17,736	127%	2,214	7%
Children's Services-01242755	14,830	38,200	14,269	63,900	69,078	25,700	67%	5,178	8%
Circulation Services-01242855	8,424	91,179	57,004	131,890	175,185	40,711	45%	43,295	33%
Extension Services-01242955	7,386	47,810	5,132	50,833	54,465	3,023	6%	3,632	7%
LEAP-01243055	593,440	520,695	425,763	643,257	672,768	122,562	24%	29,511	5%
Public Art-01244055	439,850	745,615	460,844	808,302	810,676	62,687	8%	2,374	0%
Library & Cultural Svcs Admin-10541055	5,178	89,500	10,773	105,475	22,000	15,975	18%	(83,475)	-79%
Library & Cultural Svcs Fines-10541755		4,000		8,000	8,000	4,000	100%	-	0%
Library & Cultural Svcs LEAP-10543055	37,433	52,345	23,496	27,495		(24,850)	-47%	(27,495)	-100%
Library & Cultural Svcs Public Art-10544055		249,522	9,104	242,375	13,003	(7,147)	-3%	(229,372)	-95%
Library & Cultural Svcs Grants-10545055	199,560	206,783	146,365	25,000	25,000	(181,783)	-88%	-	0%
Library Services Impact Fee-21741055	285,136	200,000	61,478	129,000	6,000	(71,000)	-36%	(123,000)	-95%
TOTAL BUDGET	5,398,780	6,008,443	3,999,166	6,606,128	6,382,336	597,685	10%	(223,793)	-3%

Recreation Department



Mission:

The Recreation Department is dedicated to improving the quality of life in Richmond by celebrating the diversity of its residents and building understanding through interactions in its recreation programs, park facilities, and cultural events. The Department is committed to providing the highest quality recreation, parks, programs, and services at good value to our customers.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Maintain a “customer friendly” atmosphere in the community centers for people to recreate and socialize.
- Provide attractive, safe and accessible multi-purpose facilities that promote a positive community image and enhance social, physical and educational benefits.

2. Promote a safe and secure community

- Maintain a client/participant attendance tracking system to provide controlled access to facilities.
- Maintain adequate staffing at the community facilities.
- Promote and assist cultural understanding, and celebrate our growing diversity through recreation programs.

3. Promote economic vitality

- Increase facility rental usage by upgrading facilities to attract and retain resident and business interest.
- Provide quality structured programs, activities, and fee-based classes.

4. Promote sustainable communities

- Require all recreation users to recycle at all recreation events, activities, and community and neighborhood centers to promote zero waste.
- Convert/upgrade athletic fields, play areas, and outdoor athletic facilities with use of recycled products.
- Promote Online Program Registration.
- Encourage participation in physical fitness opportunities to support improved health outcomes.

5. Promote effective government

- Expand activities, sports programs, recreation programs, and excursions for youth and adults, including where feasible the implementation of Joint Use Agreements with West Contra Costa Unified School District (WCCUSD) and East Bay Regional Park District.
- Maintain and expand outside collaborative partnerships with human service organizations.
- Expand and upgrade Learning Resource Centers at all community centers to provide educational, academic, and life skills information.
- Provide quality Paratransit services for seniors and the disabled population.

Recreation Department

Goal

To strengthen community image and sense of place through providing excellent recreation programs at the community centers and in the City parks. To enhance the quality of life and build a healthy environment for Richmond residents by offering recreation, parks and arts programs for our diverse community.

Description

The Recreation Department enhances the quality of life for all people living, working and playing in the City of Richmond by offering a variety of recreation services. The Department operates 14 community facilities, numerous parks, playgrounds and sports programs to promote community health and to provide creative alternatives for public leisure time.

2013-15 Supporting Actions

- 2.25.a** Track program participation level.
- 2.25.b** Increase collaborative partnerships with community-based groups and non-profit agencies.
- 2.25.c** Maximize facility rental usage.
- 2.25.d** Pursue grant funds.
- 2.25.e** Encourage participation in physical fitness opportunities through community outreach.
- 2.25.f** Increase cost recovery.

Recreation Department

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.25.a	# of participants attending programs	20,338	18,466	25,000	27,000	28,000
2.25.b	# of collaborative partnerships formed	58	17	50	50	50
2.25.c	# of scheduled facility rental activities	4,231	732	4,000	4,000	4,000
2.25.d	# of grants applied for	3	0	5	5	5

Effectiveness						
2.25.d	# of new grants awarded	4	0	5	5	5
2.25.e	Program attendance percentage increase in physical fitness activities	6%	29%	35%	35%	35%

Efficiency						
2.25.f	Cost per participant	\$170	\$168	\$162	\$149	\$145
	% of cost recovery	24%	21%	21%	22%	22%

Community Survey Results	Percent of respondents that responded "excellent" or "good"		
	2007	2009	2011
Recreational opportunities	20%	23%	25%
Recreation programs or classes	24%	30%	37%
Recreation centers or facilities	23%	33%	34%

Recreation Department

Paratransit Division

Goal

To provide safe, reliable, specialized and coordinated transportation services for community members who are seniors (55 and older), disabled, low-income, general public and veterans in order to improve access to community services, employment, and activities, and to decrease social isolation and to increase the ability to live independently in the community. Also, to increase funding revenue streams such as becoming a contractor (Medi-CAL Non-Emergency Medical Transportation and others) and pursuing public (federal, state, regional, and local) and private (foundations and businesses) grants to support new and existing Paratransit services, and replace, update and/or upgrade equipment.

Description

The Paratransit Division provides quality, low-cost transportation services to seniors (55 and older), persons with disabilities, low-income residents, general public and veterans that reside in the City of Richmond and the unincorporated areas of East Richmond Heights, El Sobrante, Hasford Heights, Kensington, North Richmond, and Rollingwood. The Division offers specialized services such as, but not limited to, demand response transportation, individual trips, group trips, special purpose group tours, shuttle services, nutrition site transportation, coordination with other transportation providers, and information and referral to other transportation programs serving West Contra Costa County.

2013-15 Supporting Actions

- 2.25.a** Increase the number of passengers to two and a half (2.5) per service hour.
- 2.25.b** Reduce the number of accidents per 25,000 miles.
- 2.25.c** Decrease the number of vehicles in the fleet that are over five years old.
- 2.25.d** Ensure Paratransit vehicles comply with the California Department of Transportation and the California Highway Patrol criteria.
- 2.25.e** Ensure passenger needs are being met through a regular survey process that measures participant satisfaction with Paratransit services.
- 2.25.f** Increase the number of registered passengers.
- 2.25.g** Ensure passengers are picked up on time.
- 2.25.h** Increase the number of passenger trips provided.
- 2.25.i** Decrease the number of late cancellations, no-shows, and denials.
- 2.25.j** Pursue transit and transportation-related grant funds, and submit reimbursements timely.

Recreation Department Paratransit Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
2.25.a	# of passengers per hour per vehicle	2	2	2.5	2	2
2.25.b	# of accidents per 25,000 miles	0	0	0	0	0
2.25.c	# of vehicles older than five years	1	1	2	3	3
2.25.f	# of passengers registered	3,707	3,702	4,500	4,000	4,200
2.25.h	# of passenger trips provided	15,365	6,434	13,000	14,000	15,000
2.25.i	# of no-shows	372	113	200	200	200
	# of denials	234	0	200	200	200
	# of late cancellations (canceling a trip less than an hour before pick up)	533	156	500	500	500
2.25.j	# grant reimbursements submitted	*	*	4	4	4
Effectiveness						
2.25.d	% of vehicles inspected to ensure compliance	100%	100%	100%	100%	100%
2.25.e	% of passengers satisfied with Paratransit services	100%	100%	100%	100%	100%
2.25.g	% of passengers picked up on time (within 20-minute window)	100%	100%	100%	100%	100%
2.25.j	% of grant reimbursements submitted timely	*	*	100%	100%	100%
	# of new grants awarded	*	*	2	1	1
Efficiency						
2.25.h	Average number of trips per day per driver	12	11	12	12	12

RECREATION DEPARTMENT PROGRAM ORGANIZATIONAL CHART

Administrative Operations & Facilities	Finance & Budget Operations	Community Centers	Community Programs / Sports	Aquatics	Seniors / Special Programs	Auditorium / Special Events	Paratransit
* Contract & MOU Management	* Budgeting	* Special Projects	* Adult Activities	* Aquatics <i>(The Plunge, Richmond Swim Center)</i>	* Disabled Services	* Auditorium	* Program Administration
* Information & Technology	* Revenue Reconciliation & Internal Control		* Adult Sports		* Senior Activities	* Special Events	* Transport Senior Citizens & Disabled Community
* Rental Management	* Strategic Planning		* After-School Program	* Program Development <i>(Pt. Richmond Community Center, Washington Field House)</i>	* Program Development <i>(May Valley Community Center, Sr. Center, Annex Sr. Center & DPRC)</i>	* Program Development <i>(Nevin, & Shields-Reid Community Centers)</i>	
* Program Registration	* Financial Reporting		* Sports Fields	* Instructional Programs			
* Revenue Collection			* Teen Activities	* Instructional Programs			
* Facility Maintenance Oversight			* Youth Activities				
* Marketing			* Youth Sports				
* Special Permits			* Program Development <i>(Recreation Complex, BTA & Parchester Community Center)</i>				
* CLASS Management							

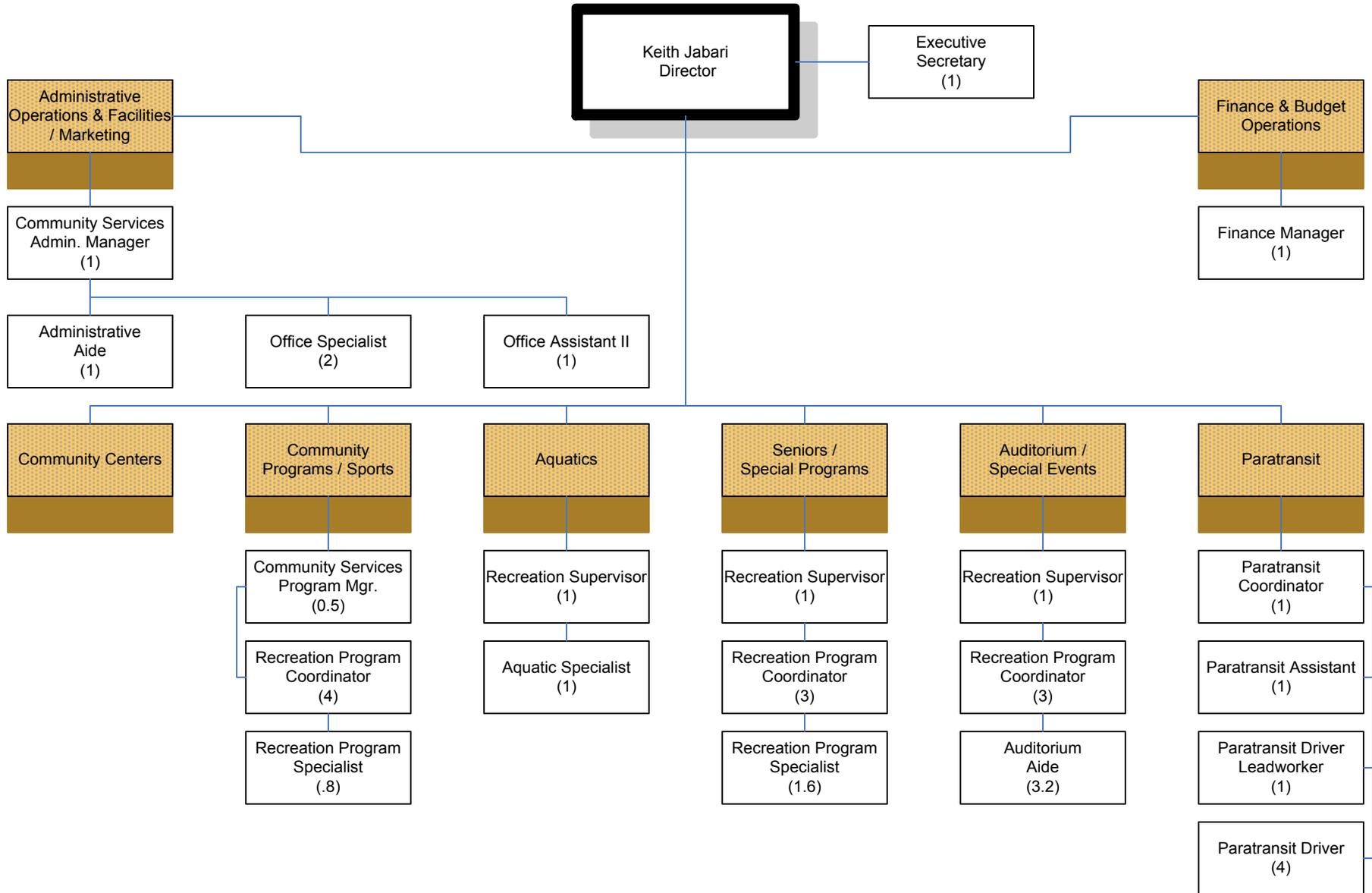


Recreation Department
 FY 2013-15 Organizational Chart

Legend:

- Existing Pos.
- Proposed Pos.
- Reclassification
- Main Program
- Sub-Program

Existing FTE = 35.2, Proposed FTE = 35.1



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
RECREATION DEPARTMENT					
Administrative Aide			1.0	1.0	1.0
Aquatics Specialist			1.0	1.0	1.0
Auditorium Aide		2.4	3.2	3.2	3.2
Community Services Administrative Manager	1.0	1.0	1.0	1.0	1.0
Community Services Program Manager	1.0	1.0	1.0	0.5	
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Finance Manager I	1.0	1.0	1.0	1.0	1.0
Office Assistant I/II	2.0	2.0	2.0	1.0	1.0
Office Specialist			2.0	2.0	2.0
Paratransit Assistant	1.0	1.0	1.0	1.0	1.0
Paratransit Coordinator	1.0	1.0	1.0	1.0	1.0
Paratransit Driver	5.0	5.0	4.0	4.0	4.0
Paratransit Driver Leadworker	1.0	1.0	1.0	1.0	1.0
Project Manager I			0.6		
Recreation Director	1.0	1.0	1.0	1.0	1.0
Recreation Program Coordinator	12.0	11.0	10.0	10.0	10.0
Recreation Program Specialist	3.0	2.4	2.4	2.4	2.4
Recreation Supervisor	2.0	2.0	3.0	3.0	3.0
Total Full-Time Equivalents (FTEs)	32.0	32.8	35.2	35.1	34.6

Recreation-25 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001	3,570,312	4,086,962	2,730,003	4,519,925	4,437,714	432,963	11%	(82,211)	-2%
Recreation Revenue	1,096,587	1,051,195	648,364	1,087,594	1,126,709	36,399	3%	39,115	4%
Paratransit-1003	1,586,244	1,136,437	912,648	1,182,448	1,224,347	46,011	4%	41,899	4%
Outside Funded Grants-1006	3,750					-	0%	-	0%
Outside Funded Donations-1011	1,000					-	0%	-	0%
General Capital Fund-2001	490					-	0%	-	0%
Aquatics Impact Fee-2115	3,737	4,000	937	1,894	1,912	(2,106)	-53%	18	1%
Sources Total	6,262,120	6,278,594	4,291,953	6,791,861	6,790,682	513,267	8%	-1,179	0%
USES BY TYPE									
Salaries	3,210,777	3,951,406	2,340,939	4,026,352	3,982,218	74,946	2%	(44,134)	-1%
Benefits	1,237,590	1,035,412	977,141	1,257,503	1,307,362	222,091	21%	49,859	4%
Professional Services	323,984	355,885	175,604	395,210	398,190	39,325	11%	2,980	1%
Other Operating Expenses	108,320	118,040	70,327	115,411	119,961	(2,629)	-2%	4,550	4%
Utilities	24,365	22,271	15,597	23,300	23,300	1,029	5%	-	0%
Equipment & Contract Services	1,184	7,576	2,197	0	150	(7,576)	-100%	150	0%
Cost Pool	935,363	686,944	585,593	904,531	910,319	217,587	32%	5,788	1%
Asset/Capital Outlay	418,741	297,751	114,736	178,235	47,270	(119,516)	-40%	(130,965)	-73%
A87 Cost Plan Reimbursement									
Operating Transfer Out									
Uses-Operating Expenditure Total	6,260,324	6,475,285	4,282,134	6,900,542	6,788,770	425,257	7%	-111,772	-2%
USES BY ORG CODE									
Administration-01251051	1,768,143	1,680,265	1,268,705	2,099,002	2,019,228	418,737	25%	(79,774)	-4%
Youth Sports-01252551			7,884			-	0%	-	0%
Booker T Anderson Comm Ctr-01253251	330,127	316,446	195,939	321,084	323,493	4,638	1%	2,409	0%
Nevin Comm Ctr-01253451	160,215	207,789	137,984	208,537	210,946	748	0%	2,409	1%
Shields Reid Comm Ctr-01253551	148,484	209,127	119,309	203,225	203,634	(5,902)	-3%	409	0%
Pt Richmond Comm Ctr-01253651	41,481	51,407	29,434	36,368	36,368	(15,039)	-29%	-	0%
Recreation Complex-01253751	585,744	796,452	437,983	793,772	804,578	(2,680)	0%	10,806	1%
Parchester Comm Ctr-01253851	115,754	126,491	111,840	161,837	165,124	35,346	28%	3,287	2%

FY2013-14 & 2014-15 Biennial Budget

Recreation-25 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar-2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
May Valley Comm Ctr-01253951	197,860	167,014	130,102	172,262	174,671	5,248	3%	2,409	1%
Special Events-01254551	80,420	89,606	88,230	78,285	78,485	(11,321)	-13%	200	0%
Recreation (DPRC)-01254651	166,966	194,361	134,829	248,560	253,178	54,199	28%	4,618	2%
Senior Center-01254751	138,923	164,535	105,159	166,530	168,457	1,995	1%	1,927	1%
Senior Center Annex-01254851	69,944	135,098	50,362	142,266	144,364	7,168	5%	2,098	1%
Aquatics-01256051	194,167	297,004	109,208	257,215	257,778	(39,789)	-13%	563	0%
Convention Ctr-01257051	355,048	342,920	237,105	382,124	387,008	39,204	11%	4,884	1%
Plunge-01259051	313,622	359,642	214,294	336,452	337,111	(23,190)	-6%	659	0%
Paratransit Operations-10355051	1,530,544	1,113,865	826,065	1,182,448	1,224,347	68,583	6%	41,899	4%
Outside Funded Grants-10651051	280	3,550				(3,550)	-100%	-	0%
Outside Funded Donations-11151051	617					-	0%	-	0%
Aquatics Impact Fee-21551051	61,983	219,713	77,702	110,575		(109,138)	-50%	(110,575)	-100%
TOTAL BUDGET	6,260,324	6,475,285	4,282,134	6,900,542	6,788,770	425,257	7%	(111,772)	-2%

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency



Mission:

The Successor Agency to the Richmond Community Redevelopment Agency (“Successor Agency”) unwinds the affairs of the dissolved Richmond Community Redevelopment Agency in accordance with state law, while minimizing the negative impacts to the community caused by the elimination of redevelopment.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Complete capital projects recognized as obligations of the former Richmond Community Redevelopment Agency
- Maintain properties and facilities owned by the Successor Agency, and position properties for disposition in a way that maximizes their potential for enhancement.

2. Promote a safe and secure community

- Coordinate capital project design and development with public safety departmental needs.
- Complete affordable housing projects recognized as obligations of the former Richmond Community Redevelopment Agency.

3. Promote economic vitality

- Maximize the positive impacts of the Business Opportunity Ordinance and the Local Employment Ordinance in coordination with the Employment & Training Department.

4. Promote sustainable communities

- Encourage the use of green building materials and technologies.
- Reduce paper consumption by use of electronic documents and the use of double-sided printing when possible.

5. Promote effective government

- Actively seek community input on capital projects.
- Monitor legislative changes and legal interpretations of laws and regulations pertaining to successor agencies.
- Maintain balanced budget and retain the Successor Agency’s current bond ratings.

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency Finance & Administration Division

Goal

To effectively manage and account for the financial assets of the Successor Agency, including preparing budgets and financial reports, and ensuring compliance with administrative rules and procedures as set by the Department of Finance.

Description

The Finance and Administrative Division manages the financial and administrative operations of the Agency in close collaboration with the Department of Finance and City departments that have legal, financial and administrative responsibilities under the Successor Agency regulations. The Division ensures that no Successor Agency budgets are over-spent and that Successor Agency managers are aware of potential financial issues.

2013-15 Supporting Actions

- 3.30.a** Ensure that the Department of Finance and its divisions are operating within approved operating budgets.
- 3.30.b** Ensure on-time and accurate compliance with fiscal and administrative requirements, including budget and audit requirements.
- 3.30.c** Prepare operating and capital budgets, and budget adjustments; respond to audit and other financial and administrative inquiries.
- 3.30.d** Ensure that audits are completed on time.
- 3.30.e** Ensure all purchasing paperwork is processed in a timely manner.
- 3.30.f** Ensure that all monthly reports are published.
- 3.30.g** Ensure all City budgets are submitted on time.

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency Finance & Administration Division

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
3.30.a	% of Department of Finance budget prepared	100%	100%	100%	100%	100%
3.30.b	% of Department of Finance audits facilitated	100%	100%	100%	100%	100%
	% of single audit facilitated	0%	30%	100%	100%	100%
3.30.c	% of preparation and approval of budget adjustments completed	100%	100%	100%	100%	100%
3.30.e	% of all purchasing paperwork processed	100%	40%	100%	100%	100%
Effectiveness						
3.30.a	% of operating and capital expenditures within approved budgets	100%	100%	100%	100%	100%
	Department of Finance budget approved by June 30th	100%	100%	100%	100%	100%
3.30.d	% of Department of Finance audits completed on time	85%	100%	100%	100%	100%
Efficiency						
3.30.f	% of monthly Department of Finance reports submitted on time	100%	100%	100%	100%	100%
3.30.g	% of City budgets submitted on time	100%	50%	100%	100%	100%

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency Housing & Community Development Division

Goal

To successfully implement all Housing & Community Development Division projects, programs and assignments based on the Community & Economic Development Strategic Plan, as periodically updated, and the approved Agency budget.

Description

The Housing & Community Development Division enhances the general welfare and health of the community through affordable housing projects and related programs. The Division upgrades existing housing conditions, develops new affordable housing, assists homeless and disabled individuals in obtaining housing, and expands economic opportunities in business and employment for low and moderate-income residents through collaboration among neighborhood residents, community groups, developers and service providers.

2013-15 Supporting Actions

- 3.30.a** Manage Division within approved operating budget.
- 3.30.b** Implement capital projects and programs on time and within approved operating budgets.
- 3.30.c** Seek and obtain additional funding sources for projects and programs.
- 3.30.d** Ensure the closing of home improvement loans.
- 3.30.e** Ensure the closing of home ownership loans.
- 3.30.f** Ensure the completion of rehabilitated rental units.
- 3.30.g** Ensure funded projects are following Healthy Richmond Guiding Principles.
- 3.30.h** Complete State of California Department of Finance Housing Legislative requirements – Asset Management Plan.

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency Housing & Community Development Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.30.a	CDBG dollars expended	1,019,118	\$553,558	\$970,589	\$970,589	\$992,059
	HOME dollars expended	388,287	\$156,013	\$272,357	\$272,357	\$300,000
3.30.c	# of grant applications submitted	2	2	2	3	3
3.30.b	# of projects and programs in progress	20	25	25	25	25
3.30.d	# of home improvement loans closed	25	12	28	30	30
3.30.e	# of home ownership loans closed	6	4	10	15	15
3.30.f	# of rehabilitated affordable units following Healthy Richmond Guiding Principles	10	6	10	15	15

Effectiveness

3.30.b	% of capital projects active or completed within fiscal year within budget (three projects)	100%	100%	100%	100%	100%
	% of capital projects completed in fiscal year on time	100%	100%	100%	100%	100%
3.30.c	# of grants awarded	2	2	2	3	3
	Dollar amount awarded	\$2.6M	\$500,000	\$500,000	\$500,000	\$500,000

Efficiency

3.30.a	Operating costs within budget	100%	100%	100%	100%	100%
3.30.g	% of Healthy Richmond Guiding Principles funded projects	100%	100%	100%	100%	100%
3.30.h	Asset Management Plan	-	50%	100%	100%	100%

Successor Agency to the Richmond Community Redevelopment Agency

Goal

To unwind the affairs of the dissolved Richmond Community Redevelopment Agency in accordance with state law, while minimizing the negative impacts to the community caused by the elimination of redevelopment.

Description

The Successor Agency was created by the State's adoption and the Supreme Court's affirmation of AB 1x26. Under this, and subsequent clean-up legislation (AB 1484), the Successor Agency is charged with unwinding the obligations of the former Richmond Community Redevelopment Agency. This is accomplished through the completion of former Redevelopment Division projects, contract obligations, and financial obligations as reported in its approved Recognized Obligation Payment Schedule (ROPS).

2013-15 Supporting Actions

3.30.a Manage Division within approved ROPS.

3.30.b Implement capital projects and programs within approved operating budgets.

3.30.c Administer Successor Agency in accordance with requirements of State law.

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.30.a	# of recognized obligation projects in progress	-	-	-	4	4
	# of ROPS submitted timely	-	-	-	2	2
3.30.c	Complete Due Diligence Reviews	-	-	-	2	0
Effectiveness						
3.30.b	% of Officer Moody Underpass Complete	-	-	-	40%	80%
	% of Richmond Transit Village Phase II public improvements complete	-	-	-	40%	100%
3.30.c	% of Property Management Plan Complete	-	50%	100%	50%	100%
Efficiency						
3.30.b	Operating costs within budget	100%	100%	100%	100%	100%

SUCCESSOR AGENCY PROGRAM ORGANIZATIONAL CHART

Successor Agency Housing	Finance & Accounting	Successor Agency Projects
<ul style="list-style-type: none">* Affordable Housing Development* Community Development Programs* Housing Finance Programs	<ul style="list-style-type: none">* Budget Input & Control* Contract Mgmt.* Accounts Payable* Accounts Receivable* Financial Reporting	<ul style="list-style-type: none">* Private Development Projects* Public Development Projects* Administrative Services

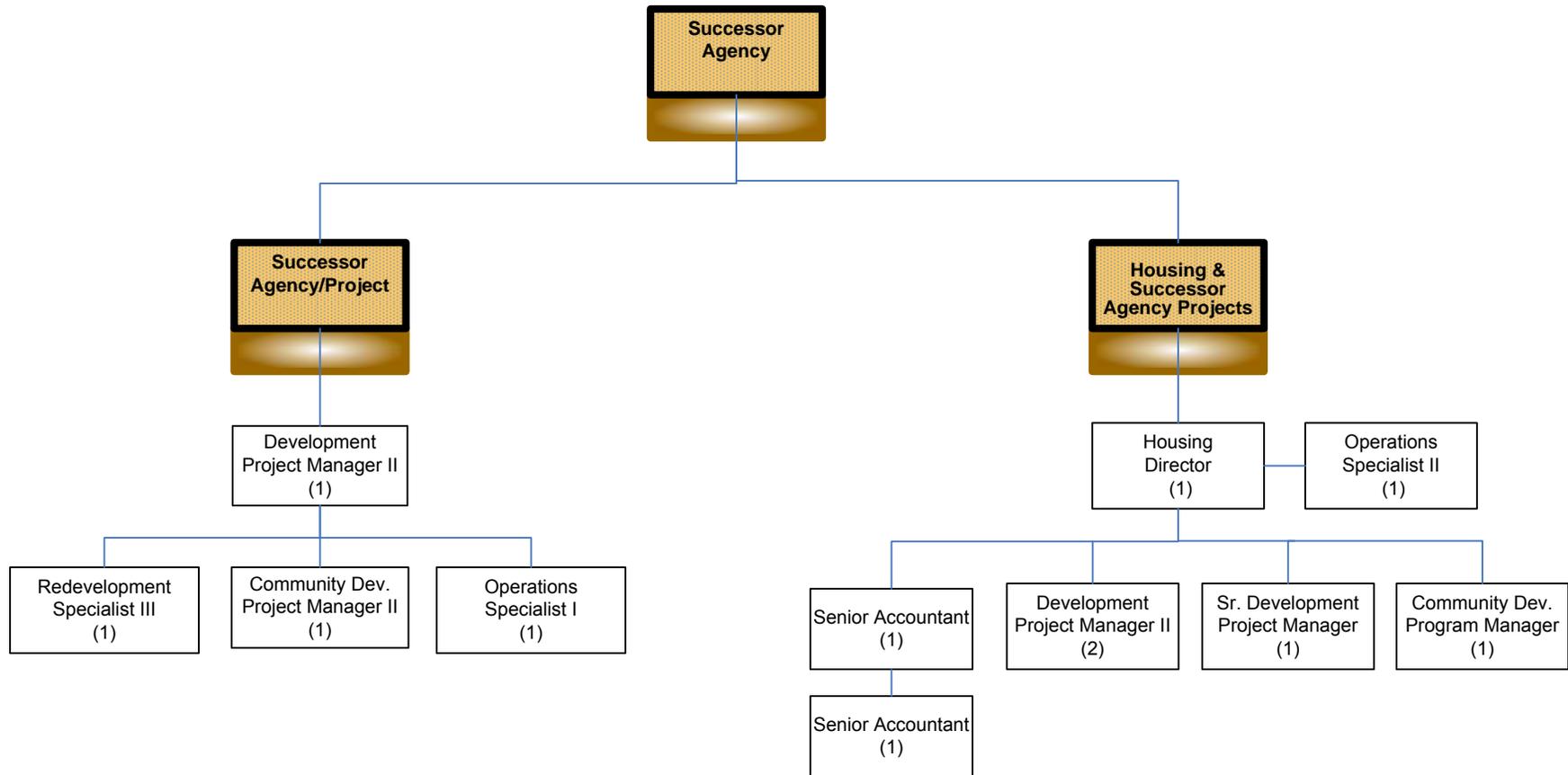


City of Richmond as Successor Agency FY2013-15 Organizational Chart

Legend:

- Existing Pos.
- Proposed Pos.
- Main Program
- Sub-Program

Existing FTE = 13, Proposed FTE = 12



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
SUCCESSOR AGENCY TO RICHMOND COMMUNITY REDEVELOPMENT AGENCY (RCRA)					
Assistant City Attorney	1.0	1.0			
Asst. Comm. Dev. Program Mgr.	1.0				
CED Dir./Executive Director.	1.0	1.0			
CED Finance Manager	1.0	1.0			
Community Dev. Program Mgr.		1.0	1.0	1.0	1.0
Construction Representative (I-II)	1.0	1.0			
Development Project Mgr. (I-II)	4.0	3.8	4.0	4.0	4.0
Housing Director	1.0	1.0	1.0	1.0	1.0
OED Administrator		1.0			
Operations Specialist I/II	2.0	2.0	2.0	2.0	2.0
Redevelopment Director	1.0	1.0			
Redevelopment Specialist (I-III)	1.0	1.0	1.0	1.0	1.0
Senior Dev. Project Mgr.	2.0	1.8	1.0	1.0	1.0
Sr. Accountant	2.0	2.0	2.0	2.0	2.0
Sr. Business Asst. Officer	1.0	1.0	1.0		
Total Full-Time Equivalents (FTEs)	19.0	19.6	13.0	12.0	12.0

Housing Department & Successor Agency Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
Housing Administration-1200	419,422	2,428,241	8,570,158	577,194	729,882	(1,851,047)	-76%	152,688	26%
General Fund Subsidy		444,241	0	573,497	573,497	129,256	29%	-	0%
CDBG-1201	1,345,443	1,557,117	68,071	1,049,493	905,289	(507,624)	-33%	(144,204)	-14%
HOME-1202	953,876	1,585,764	1,808,104	2,272,357	343,226	686,593	43%	(1,929,131)	-85%
NSP (Non-Profit)-1203	1,063,395	3,446,875	1,433,063	2,116,638	496,638	(1,330,237)	-39%	(1,620,000)	-77%
NSP (City)-1207	96,655	0	600,790	1,310,000	55,000	1,310,000	100%	(1,255,000)	-96%
Successor Housing-1208	16,505,835	60,000	127,048	70,000	70,000	10,000	17%	-	0%
Cal-Home Grant-1209	715,823	1,000,000	463	10,000	10,000	(990,000)	-99%	-	0%
Iron Triangle-2125	0	0	0	1,511,000		1,511,000	100%	(1,511,000)	-100%
Housing CIP-2126	0	0	0	2,300,000	816,074	2,300,000	100%	(1,483,926)	-65%
SA Tax-6101	13,785,036	-	8,566,580	16,687,000	16,687,000	16,687,000	100%	-	0%
SA Administration-6102	1,254,727	1,045,750	-	1,322,392	1,205,876	276,642	100%	(116,516)	-9%
General Fund Subsidy		1,045,750	-	742,392	625,876	(303,358)	200%	(116,516)	-16%
SA Projects -(6103-6104)	32,134,585	25,364,213	1,802,636	29,265,147	26,773,498	3,900,934	15%	(2,491,649)	-9%
SA Bonds-(6201-6309)	32,432,428	40,473,105	1,102,437	11,809,076	11,817,587	(28,664,029)	-71%	8,511	0%
Sources Total	100,707,227	78,006,815	24,079,351	71,042,689	60,535,946	-6,834,870	-9%	-10,506,743	-15%
USES BY TYPE									
Salaries	2,587,187	1,637,122	1,125,930	1,281,350	1,286,133	(355,772)	-22%	4,783	0%
Benefits	1,208,585	612,140	448,056	593,286	623,605	(18,854)	-3%	30,319	5%
Professional Services	400,124	1,809,224	1,008,494	858,149	550,697	(951,075)	-53%	(307,452)	-36%
Other Operating Expenses	1,394,436	147,566	43,544	79,240	75,925	(68,326)	-46%	(3,315)	-4%
Equipment & Contract Services	14,212,329	150,300	27,038	1,200,000	1,600,000	1,049,700	698%	400,000	33%
Cost Pool	1,059,524	1,136,055	974,679	989,831	990,143	(146,224)	-13%	312	0%
CDBG/HOME/HSG Program	1,546,214	4,014,873	1,106,203	6,974,181	1,603,319	2,959,308	74%	(5,370,862)	-77%
Asset/Capital Outlay	5,214,411	32,618,474	22,225,616	30,385,067	22,444,244	(2,233,407)	-7%	(7,940,823)	-26%
Debt Service Expenditure	13,803,219	14,024,796	5,346,801	13,325,435	13,717,233	(699,361)	-5%	391,798	3%
Operating Transfer Out	50,113,117	28,070,705	906,277	17,792,000	16,686,999	(10,278,705)	-37%	(1,105,001)	-6%
Uses-Operating Expenditure Total	91,539,145	84,221,255	33,212,638	73,478,539	59,578,298	(10,742,716)	-13%	(13,900,241)	-19%
USES BY ORG CODE									
Housing Department	4,325,224	12,600,357	3,442,712	11,847,161	3,607,398	(753,196)	-6%	(8,239,763)	-70%
Successor Agency	87,213,921	71,620,898	29,769,925	61,631,378	55,970,900	(9,989,520)	-14%	(5,660,478)	-9%
TOTAL BUDGET	91,539,145	84,221,255	33,212,638	73,478,539	59,578,298	(10,742,716)	-13%	(13,900,241)	-19%

FY2013-14 & 2014-15 Biennial Budget

Housing Department - 33 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
Housing Administration-1200 & 7102	419,422	2,428,241	3,578	577,194	729,882	(1,851,047)	-76%	152,688	26%
General Fund Subsidy		444,241		573,497	573,497	129,256	29%	-	0%
CDBG-1201	1,345,443	1,557,117	68,071	1,704,761	905,289	147,644	9%	(799,472)	-47%
HOME-1202	953,876	1,585,764	5,468	2,272,357	343,226	686,593	43%	(1,929,131)	-85%
NSP (Non-Profit)-1203	1,063,395	3,446,875	330,626	2,116,638	496,638	(1,330,237)	-39%	(1,620,000)	-77%
NSP (City)-1207	96,655		600,790	1,310,000	250,000	1,310,000	100%	(1,060,000)	-81%
Successor Housing-1208	16,505,835	60,000	127,048	220,000	70,000	160,000	267%	(150,000)	-68%
Cal-Home Grant-1209	715,823	1,000,000	463	10,000	10,000	(990,000)	-99%	-	0%
Iron Triangle-2125				1,511,000		1,511,000	#DIV/0!	(1,511,000)	-100%
Housing CIP-2126				2,300,000	816,074	2,300,000	#DIV/0!	(1,483,926)	-65%
Sources Total	21,100,450	10,077,997	1,136,045	12,021,950	3,621,109	1,943,953	19%	-8,400,841	-70%
USES BY TYPE									
Salaries	722,951	891,507	708,547	34,917	661,643	(856,590)	-96%	626,726	1795%
Benefits	443,504	336,677	241,459	317,035	326,002	(19,642)	-6%	8,967	3%
Professional Services	127,360	404,879	207,962	359,349	171,897	(45,530)	-11%	(187,452)	-52%
Other Operating Expenses	746,272	93,696	28,173	46,070	42,755	(47,626)	-51%	(3,315)	-7%
Equipment & Contract Services	500,489		12,519			-	#DIV/0!	-	#DIV/0!
Cost Pool	238,434	276,386	214,526	304,609	304,921	28,223	10%	312	0%
CDBG/HOME/HSG Program	1,546,214	4,014,873	1,106,203	6,974,181	1,603,319	2,959,308	74%	(5,370,862)	-77%
Asset/Capital Outlay		6,582,339	923,324	3,811,000	496,861	(2,771,339)	-42%	(3,314,139)	-87%
Uses-Operating Expenditure Total	4,325,224	12,600,357	3,442,712	11,847,161	3,607,398	(753,196)	-6%	(8,239,763)	-70%
USES BY ORG CODE									
Housing - Operating	2,779,010	2,003,145	1,413,185	1,061,980	1,685,964	(941,165)	-47%	623,984	59%
Housing - Program	1,546,214	4,014,873	1,106,203	6,974,181	1,603,319	2,959,308	74%	(5,370,862)	-77%
Housing - Projects		6,582,339	923,324	3,811,000	496,861	(2,771,339)	-42%	(3,314,139)	-87%
TOTAL BUDGET	4,325,224	12,600,357	3,442,712	11,847,161	3,786,144	(753,196)	-6%	(8,061,017)	-68%

FY2013-14 & 2014-15 Biennial Budget

Successor Agency - 32 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
SA Tax-6101	13,785,036		8,566,580	16,687,000	16,687,000	16,687,000	100%	-	0%
SA Administration-6102	1,254,727	1,045,750		1,322,392	1,205,876	276,642	100%	(116,516)	-9%
General Fund Subsidy		1,045,750		742,392	625,876	(303,358)	-29%	(116,516)	-16%
SA Projects -(6103-6104)	32,134,585	25,364,213	1,802,636	29,265,147	24,712,672	3,900,934	15%	(4,552,475)	-16%
SA Wells Fargo/EPA Loans-(6105-6106)	1,101,875								
SA Bonds-(6201-6309)	32,432,428	40,473,105	1,102,437	11,809,076	11,817,587	(28,664,029)	-71%	8,511	0%
SA GFAAG	15,438,180								
SA-Property Tax Trust Fund-7001	7,954,729								
Sources Total	104,101,561	66,883,068	11,471,653	59,083,615	54,423,135	-7,799,453	-12%	-4,776,996	-8%
USES BY TYPE									
Salaries	1,864,235	745,615	417,383	1,246,433	624,490	500,818	67%	(621,943)	-50%
Benefits	765,081	275,463	206,597	276,251	297,603	788	0%	21,352	8%
Professional Services	272,764	1,404,345	800,532	498,800	378,800	(905,545)	-64%	(120,000)	-24%
Other Operating Expenses	648,164	53,870	15,371	33,170	33,170	(20,700)	-38%	-	0%
Equipment & Contract Services	13,711,840	150,300	14,519	1,200,000	1,600,000	1,049,700	698%	400,000	33%
Cost Pool	821,090	859,669	760,153	685,222	685,222	(174,447)	-20%	-	0%
Asset/Capital Outlay	5,214,411	26,036,135	21,302,292	26,574,067	21,947,383	537,932	2%	(4,626,684)	-17%
Debt Service Expenditure	13,803,219	14,024,796	5,346,801	13,325,435	13,717,233	(699,361)	-5%	391,798	3%
Operating Transfer Out	50,113,117	28,070,705	906,277	17,792,000	16,686,999	(10,278,705)	-37%	(1,105,001)	-6%
Uses-Operating Expenditure Total	87,213,921	71,620,898	29,769,925	61,631,378	55,970,900	(9,989,520)	-14%	(5,660,478)	-9%
USES BY ORG CODE									
Successor Agency - Operating	81,999,510	45,584,763	8,467,633	35,057,311	34,023,517	(10,527,452)	-23%	(1,033,794)	-3%
Successor Agency - Projects	5,214,411	26,036,135	21,302,292	26,574,067	21,947,383	537,932	2%	(4,626,684)	-17%
TOTAL BUDGET	87,213,921	71,620,898	29,769,925	61,631,378	55,970,900	(9,989,520)	-14%	(5,660,478)	-9%

FY2013-14 & 2014-15 Biennial Budget

Employment & Training



Mission:

The Employment & Training Department is committed to the development and growth of our community that enhances the quality of life in Richmond. This will be accomplished through establishing effective private/public partnerships and implementing strategies and programs that develop a skilled, talented, educated, and competitive workforce.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Facilitate and complete projects as outlined in the City's overall goals and Strategic Plan.
- Support programs and initiatives that maintain and enhance a healthy Richmond which includes hosting and coordinating Health Fairs.

2. Promote a safe and secure community

- Develop effective private/public partnerships.
- Engage elected officials, business, education, and non-profits in identifying workforce development as a top priority for our community.
- Devise community planning efforts that use demographic data to identify present and future skill requirements in key industries.

3. Promote economic vitality

- Devise and implement strategies and programs that develop a skilled and prepared local workforce to address employers' current and future workforce needs.
- Support programs and initiatives that provide high school graduates with the requisite skills to enter the labor force and have access to a well-articulated system from K-12 to college.
- Support and implement strategies that promote economic vitality and enhance business growth and expansion.
- Promote the Richmond Enterprise Zone (EZ) and encourage the hiring of Richmond residents.

4. Promote sustainable communities

- Implement the Healthy RichmondBUILD strategy to educate and empower students to make informed choices about their nutrition and their lifestyles.
- Strengthen our partnership with Brookside Community Health Clinic and Network for a Healthy California to provide on-going medical screenings and monthly nutrition classes for students in the RichmondBUILD Academy.
- Support and implement programs encouraging the use of green building materials and technologies.
- Reduce paper consumption by use of electronic documents and the use of double-sided printing when possible.

5. Promote effective government

- Implement strategies that ensure compliance with federal, state and local regulations.

Employment & Training

RichmondWORKS

Goal

To develop a talented and skilled workforce to effectively address the workforce and staffing needs of area businesses.

Description

RichmondWORKS provides programs and services that prepare Richmond residents for career opportunities and effective employment seeking. The RichmondWORKS Career Center offers a computer lab with internet access, job search workshops, resume preparation, job listings, and on-site recruitment by local employers. In addition, residents can receive technical training in growth and demand occupations.

2013-15 Supporting Actions

- 3.27.a** Accommodate public Career Center visits which include computer and internet access, fax, copier, phone access, as well as one-on-one assistance.
- 3.27.b** Provide job preparedness workshops and career/job search assistance to Richmond residents.
- 3.27.c** Provide intensive services - training sponsorship and supportive services into demand occupations (includes RichmondBUILD Green Careers Academy) for residents.
- 3.27.d** Increase the number of Richmond residents becoming employed.
- 3.27.e** Increase the hiring of Richmond residents by promoting the Richmond EZ as an economic development tool for local businesses.
- 3.27.f** Meet and exceed Workforce Investment Act performance measures.
- 3.27.g** Ensure participants in both RichmondWORKS and/or RichmondBUILD will rate the program “good” or “better.”
- 3.27.h** Increase current funding levels through continued successful grant solicitation.

Employment & Training RichmondWORKS

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.27.a	# of career center client visits	36,119	7,970	22,000	21,000	20,000
3.27.b	# of participants receiving job prep/counseling/workshops	807	212	650	650	600
3.27.c	# of intensive services	531	432	600	400	350
3.27.d	# of residents employed	1,020	541	900	900	850
3.27.e	# of EZ hires	504	300	450	480	450

Effectiveness

3.27.e	Fees generated from EZ hiring vouchers	\$27,360	\$21,825	\$33,750	\$50,000	\$50,000
3.27.f	% of mandated Workforce Investment Act performance standards met	100%	100%	100%	100%	100%
3.27.g	% of participants rating programs as “good” or “better”	95%	92%	90%	90%	92%
3.27.h	New grants received	6	1	3	1	2

Efficiency

3.27.d	Cost per participant - universal population	\$746	\$648	\$657	\$110	\$105
	Cost per participant - intensive services	\$4,956	\$3,827	\$3,833	\$5,800	\$3,000
	Cost per participant - training services	\$3,468	\$3,500	\$3,500	\$3,500	\$2,500
	Cost per placement	\$3,985	\$2,525	\$2,555	\$2,582	\$3,000

Percent of respondents that responded “excellent” or “good”

Community Survey Results	2007	2009	2011
Employment Opportunities	10%	12%	10%

Employment & Training

YouthWORKS

Goal

To develop quality programs that assist Richmond youth (community members between the ages of 15-24) to thrive academically, and to obtain career technical education that leads to employment and careers in high growth and demand industries.

Description

YouthWORKS provides a variety of academic, career technical education, and employment opportunities for Richmond youth between the ages of 15-24. A year-round tutoring program helps improve youth's scholastic and academic performance, and the Summer Youth Employment Program (SYEP) provides youth with meaningful career path work experience. YouthWORKS also provides workshops designed to develop work maturity skills, life skills, and exploration of career options.

2013-15 Supporting Actions

- 3.27.a** Provide intensive case management, tutoring and workshops for Richmond youth.
- 3.27.b** Meet and exceed all 10 Workforce Investment Act (WIA) mandated performance standards for youth.
- 3.27.c** Increase current funding levels through continued successful grant solicitation.
- 3.27.d** Provide summer youth employment for Richmond youth.
- 3.27.e** Increase the number of collaborations.

Employment & Training YouthWORKS

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.27.a	# of participants (intensive case management)	65	129	150	50	50
3.27.c	# of new grants received	3	2	3	3	3
3.27.d	# of jobs provided for youth during the summer employment program	291	243	265	265	250
	# of contributing and participating businesses in the summer employment program	35	50	20	25	25
3.27.e	# of collaborations	12	5	10	10	10
Effectiveness						
3.27.b	% of WIA performance standards for youth met	100%	60%	100%	100%	100%
3.27.c	% of program audits without any findings and disallowed costs	100%	100%	100%	100%	100%
Efficiency						
3.27.b	WIA cost per participant	\$3,914	\$3,947	\$4,000	\$3,000	\$3,000
	WIA cost per placement	\$4,912	\$2,563	\$2,555	\$4,000	\$4,250
3.27.d	SYEP cost per participant	\$1,400	\$1,479	\$1,500	\$1,500	\$1,550

EMPLOYMENT & TRAINING DEPARTMENT

PROGRAM ORGANIZATIONAL CHART

FISCAL SERVICES	YOUTHWORKS	RICHMONDWORKS ONE STOP	RICHMONDBUILD	CONTRACT COMPLIANCE
* Accounting	* WIA Youth	* WIA Adult	* Construction Skills Training	* Monitoring Compliance with Local Employment Ordinance
* Budgeting	* Summer Youth Employment	* WIA Dislocated Worker	* EPA Environmental Workforce Training	
* MIS Services	* Academic Program	* WIA Rapid Response	* Forklift Logistics Operations & Warehousing (FLOW)	* Monitoring Compliance with Business Opportunity Ordinance
* Audit - Independent and Internal	* YouthBuild Educational	* Project Hire		
* Subrecipient Fiscal Monitoring	* OPIC CalGRIP	* One-Stop Career Center	* Employment Training Panel Grant	* Monitoring Labor Compliance
* Accounts Payable	* CalGRIP Pass-thru	* Training Services	* HazMat Training	* Construction Bid Analysis
* Accounts Receivable		* Employer Services	* Green Jobs Training	
* Grant Reporting		* National Emergency Grant OJT		
* Contract Management				
* Procurement & Inventory				
* Participant Payroll				

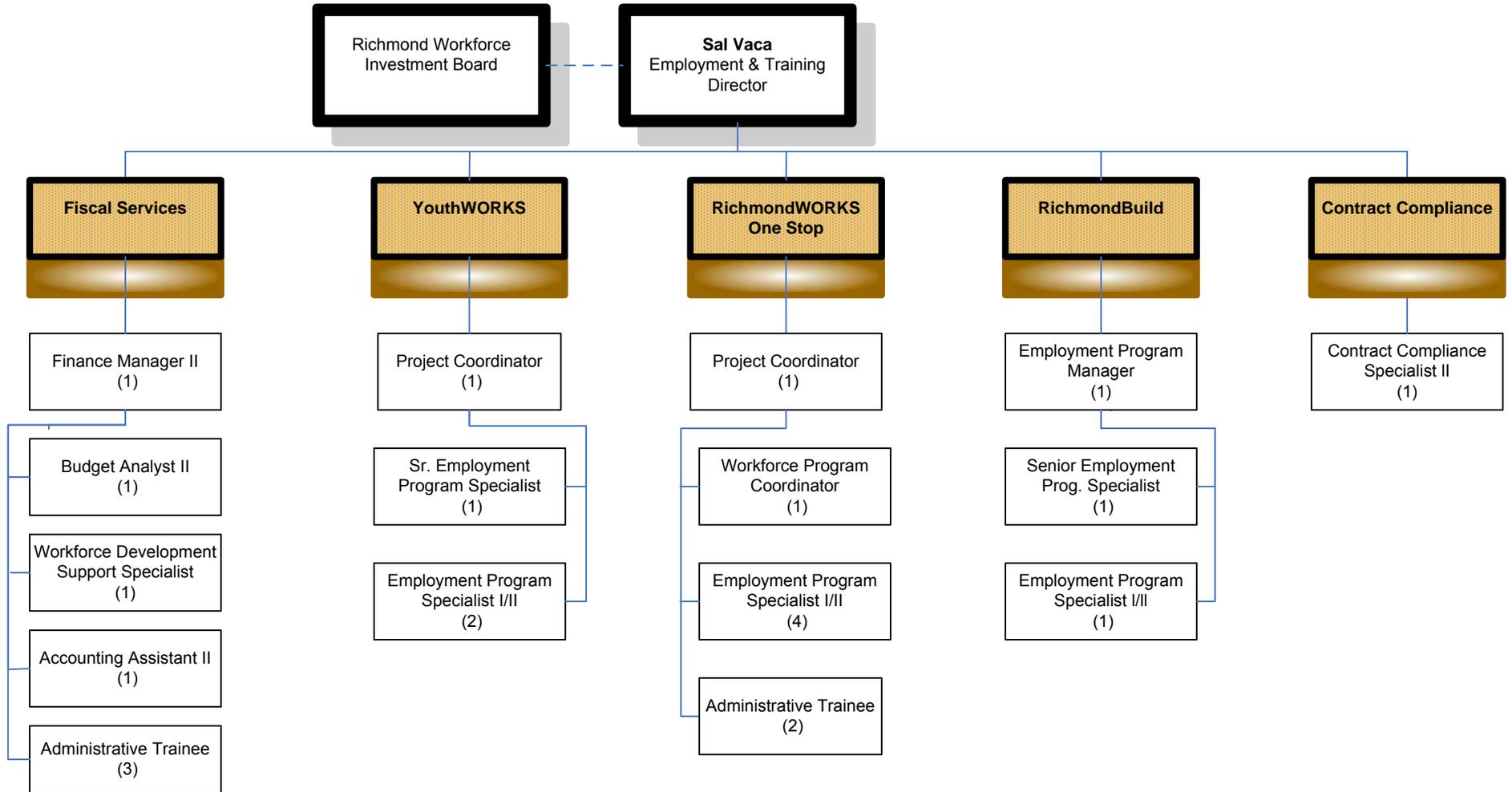


Employment & Training Dept. FY2013-15 Organizational Chart

Existing FTE = 24, Proposed FTE = 24

Legend:

- Existing Pos.
- Proposed Pos.
- Reclassification
- Main Program
- Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department					
	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
EMPLOYMENT & TRAINING					
Accounting Assistant II			1.0	1.0	1.0
Administrative Services Analyst				1.0	1.0
Administrative Trainee	5.0	5.0	5.0	4.0	4.0
Budget Analyst II	1.0	1.0	1.0	1.0	1.0
Contract Compliance Specialist	1.0	1.0	1.0	1.0	1.0
Director, Employment & Training	1.0	1.0	1.0	1.0	1.0
Employment Program Manager	1.0	1.0	1.0	1.0	1.0
Employment Program Specialist I/II	11.0	11.0	7.0	8.0	8.0
Executive Secretary II	1.0	1.0			
Finance Manager II	1.0	1.0	1.0	1.0	1.0
Project Coordinator	3.0	3.0	2.0	2.0	2.0
Senior Employment Program Specialist	1.0	1.0	2.0	2.0	2.0
Workforce Development Support Specialist	1.0	1.0	1.0	1.0	1.0
Workforce Program Coordinator	1.0	1.0	1.0		
Total Full-Time Equivalents (FTEs)	28.0	28.0	24.0	24.0	24.0

Employment & Training - 27

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 %Change
Thru Mar- 2013									
SOURCES BY FUND									
Employment & Training - 1205									
Federal Grant Revenue	910,127	762,824	209,502	200,000	-	(562,824)	-74%	(200,000)	0%
Federal Pass-Thru - WIA	2,941,204	4,388,560	279,804	2,422,508	1,256,289	(1,966,052)	-45%	(1,166,219)	-48%
State Grant Revenue	301,871	183,000	-	183,000	-	-	0%	(183,000)	-100%
Other Grant Revenue	343,906	630,327	131,000	395,316	1,796,265	(235,011)	-37%	1,400,949	354%
Fees - Enterprise Zone	79,795	50,000	81,280	50,000	50,000	-	0%	-	0%
Charges for Services - E&T Services	281,699	75,000	13,364	386,000	386,000	311,000	415%	-	0%
Charges for Services - Misc.	24,793	-	11,088	25,000	25,000	25,000	0%	-	0%
Other Revenue - Donations	261,932	135,000	149,774	-	-	(135,000)	-100%	-	0%
Operating Transfers In									
Operating Transfer In - Contract Compliance	311,000	311,000	311,000	-	-	(311,000)	-100%	-	0%
Operating Transfer In - Summer Youth	300,000	279,000	279,000	300,000	300,000	21,000	8%	-	0%
Operating Transfer In - ISF Subsidy	98,344	91,460	91,460	579,418	581,150	487,958	534%	1,732	0%
Operating Transfers In - YW Grant Match	50,000	57,000	-	-	-	(57,000)	-100%	-	0%
Sources Total	5,904,670	6,963,171	1,557,271	4,541,242	4,394,704	(2,421,929)		(146,538)	
USES BY TYPE									
Salaries	1,781,580	1,799,908	1,197,384	1,748,366	1,748,366	(51,542)	-3%	-	0%
Benefits	801,187	989,232	556,345	1,061,331	1,113,061	72,099	7%	51,730	5%
Professional Services	87,021	-	14,289	-	-	-	0%	-	0%
Other Operating Expenses	1,434,245	3,318,435	692,808	950,000	750,000	(2,368,435)	-71%	(200,000)	-21%
Utilities	5,615	6,000	1,944	6,000	6,000	-	0%	-	0%
Equipment & Contract Services	458,525	312,000	305,181	196,127	196,127	(115,873)	-37%	-	0%
Cost Pool	540,441	537,596	396,196	579,418	581,150	41,822	8%	1,732	0%
Uses-Operating Expenditure Total	5,108,613	6,963,171	3,164,147	4,541,242	4,394,704	(2,421,929)		(146,538)	
USES BY DIVISION									
RichmondWorks Programs	2,758,651	3,262,805	1,531,708	2,452,271	2,373,140	(810,534)	-25%	(79,131)	-3%
RichmondBuild Programs	1,379,325	2,321,022	632,473	1,271,548	1,230,517	(1,049,474)	-45%	(41,031)	-3%
YouthWorks Programs	970,636	1,379,344	999,966	817,423.56	791,046.72	(561,920)	-41%	(26,377)	-3%
TOTAL BUDGET	5,108,613	6,963,171	3,164,147	4,541,242	4,394,704	(2,421,929)		(146,538)	

Richmond Housing Authority



Mission:

The Richmond Housing Authority is committed to providing decent, safe and sanitary affordable housing and coordinating supportive services for low-income residents and program participants of the City of Richmond.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Improve Public Housing management.
- Improve Housing Choice Voucher Section 8 management.
- Renovate or modernize Public Housing units.
- Expand the Project Real Lead Abatement Program.

2. Promote a safe and secure community

- Initiate Crime Prevention Through Environmental Design (CPTED) reviews of all developments.
- Enhance applicant screenings and criminal background checks for prospective housing program participants.
- Address crime and safety concerns through aggressive lease enforcement.

3. Promote economic vitality

- Promote or attract supportive services to increase self-sufficiency amongst housing program participants.
- Expand the Housing Choice Voucher Section 8 Homeownership program.
- Implement measures to promote income mixing in Public Housing developments.

4. Promote sustainable communities

- Provide diversity of affordable housing opportunities that recognize and promote smart growth principles.
- Support the creation of healthy, vibrant town centers and districts.
- Provide access to quality recreational, educational and cultural activities.
- Support environmentally-sensitive resource management.
- Promote health and wellness concepts among housing program participants.
- Build capacity with local non-profits and community-based organizations.
- Assist in providing access to a healthy home for program participants.

Richmond Housing Authority

5. Promote effective government

- Streamline operation to provide more efficient program administration.
- Provide effective and innovative budget oversight to make the most of limited federal resources.
- Pursue alternative sources of revenues for the costs of operations and affordable housing development.
- Partner with other City departments to leverage resources and implement mutually-beneficial programs and projects.
- Develop and maintain good working relationships with community-based organizations and neighborhood groups.

Richmond Housing Authority

Goal

To develop and maintain a wide variety of housing types and choices, including both rental and homeownership opportunities. To advocate for fair housing rights, promote economic self-sufficiency and provide housing programs to accommodate the needs of seniors, persons with disabilities and low-income families.

Description

The Housing Authority is responsible for the day-to-day operations of the Low-Income Public Housing Program (LIPH), the Housing Choice Voucher Section 8 (HCV) rental assistance program, the Easter Hill Hope VI revitalization project, Project Real Lead Abatement Program, the Westridge at Hilltop multi-family residential development and other related programs. These programs and projects, funded with federal subsidies, rent revenues and miscellaneous grant funds, provide affordable housing opportunities for low-to-moderate-income residents of the City of Richmond.

2013-15 Supporting Actions

- 4.31.a** Provide customer service and community-oriented property management service for all Housing Authority owned developments.
- 4.31.b** Obtain Standard-Performer designation out of Troubled, Standard or High-Performer designations from the Department of Housing and Urban Development (HUD) for Public Housing operations under the Public Housing Assessment System (PHAS).
- 4.31.c** Obtain Standard-Performer designation out of Troubled, Standard or High-Performer designations from the Department of Housing and Urban Development for Housing Choice Voucher Section 8 program operations under the Section Eight Management Assessment Program (SEMAP).
- 4.31.d** Continue stabilization efforts at the Westridge at Hilltop development by meeting operating costs, servicing debt, and funding reserves, and develop disposition strategy.
- 4.31.e** Obtain a 98% or better rent collection rate.
- 4.31.f** Execute Housing Choice Voucher Section 8 contracts.
- 4.31.g** Complete routine work orders in a timely manner.
- 4.31.h** Ensure development projects are completed in a timely manner.
- 4.31.i** Ensure Easter Hill Hope VI development is completed on time.
- 4.31.j** Pursue grant funds and submit reimbursements timely.
- 4.31.k** Continue Project Real Lead Abatement Program.

Richmond Housing Authority

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
4.31.a	# of rental units leased	536	517	525	525	550
4.31.f	# of Housing Choice Voucher Section 8 contracts executed	1,732	1710	1,700	1,700	1,750
4.31.g	% of routine work orders completed in a timely manner	100%	98%	100%	100%	100%
4.31.h	% of development projects completed in a timely manner	100%	N/A	100%	100%	100%
4.31.i	% of Easter Hill Hope VI development completed	99.80%	99.7	99.8%	100%	100%
4.31.j	# of grant reimbursements submitted	36	9	30	36	36
4.31.k	# of Project Real homes abated from lead	*	6	12	24	24

Effectiveness

4.31.b	Receive PHAS Standard-Performer designation from HUD	Troubled	Pending	Standard	Standard	Standard
4.31.c	Receive SEMAP Standard-Performer designation from HUD	Standard	Pending	Standard	Standard	Standard
4.31.d	% of Westridge at Hilltop stabilizing efforts completed	100%	100%	100%	100%	100%
4.31.e	% of collected rents	97.25%	98.40	98%	98%	98%
4.31.f	% of utilization of Housing Choice Voucher Section 8	98.50%	98%	96%	95%	95%
4.31.h	% of development projects completed on time and at or under budget	100%	Pending	100%	100%	100%
4.31.j	# of new grants awarded	1	4	4	4	2
	% of quarterly reimbursements submitted timely	100%	100%	100%	100%	100%

Percent of respondents that responded "excellent" or "good"

Community Survey Results	2007	2009	2011
Availability of affordable housing	19%	29%	39%
Variety of housing options	-	27%	31%

HOUSING AUTHORITY PROGRAM ORGANIZATIONAL CHART

Administration	Low Income Public Housing	RHA Properties	Project REAL	Section 8 HCV Program
* Leadership	* Rent Collections	*Asset Management	*Grant Compliance	*Program Administration
* Coordination of Efforts	*Monthly Reporting	* Audit	*Contract/Project Management	*H.Q.S. Inspections
* Program Oversight	*Lease Enforcement	*Contract Management	*State, Federal and Local Government Reporting	*Case Management
*State, Federal and Local Government Reporting	*State, Federal and Local Government Reporting	* State, Federal and Local Government Reporting	*Inspections	*HAP Contract Management
*Finance Management	*Application Intake		*Lead Abatement	*Informal Hearings
*Audits	*Routine Maintenance			*State, Federal and Local Government Reporting
*Payroll	*Vacancy Turnaround	RHA Grants	HOPE VI	*Landlord Outreach
*IT	*Eviction Activity	*Capital Planning	*EH Project Management	
*Annual Plan		*Modernization	*Construction Management	
		*Contractor/Project Management	*Monitoring and Grant Compliance	
		*State, Federal and Local Government Reporting	*State, Federal and Local Government Reporting	

City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
RICHMOND HOUSING AUTHORITY					
Accountant I/II	2.0	2.0	2.0	3.0	3.0
Accounting Assistant II	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0				
Asset Manager	1.0	1.0	1.0	1.0	1.0
Asset Specialist	1.0	1.0	1.0	1.0	1.0
Assisted Housing Manager	1.0	1.0	1.0	1.0	1.0
Building Trade Worker II	1.0	1.0			
Building Trade Worker III	1.0	1.0			
Contract Administrator		1.0			
Deputy Director	1.0	1.0			
Executive Director	1.0	1.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Finance Manager	1.0	1.0	1.0	1.0	1.0
Housing Operations Manager					
Housing Program Analyst	1.0	1.0	1.0	1.0	1.0
Housing Program Assistant*				3.0	3.0
Housing Program Specialist I					
Housing Program Specialist II	6.0	6.0	5.0	5.0	5.0
Housing Program Specialist III	3.0	3.0	3.0	3.0	3.0
Management Analyst		1.0	1.0	1.0	1.0
MIS Technician	1.0	1.0			
Modernization Prog. Specialist	1.0				
Office Assistant II					
Project Manager II	2.0	2.0	2.0	2.0	2.0
Resident Housing Manager	5.0	5.0	4.0	4.0	4.0
Total Full-Time Equivalents (FTEs)	32.0	32.0	25.0	29.0	29.0

Richmond Housing Authority-31 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
Dwelling Rental	5,177,260	5,324,551	4,119,014	1,980,000	2,475,000	(3,344,551)	-63%	495,000	25%
Grant Reimbursements	24,389,520	25,009,211	16,889,635	23,482,571	23,780,599	(1,526,640)	-6%	298,028	1%
Other Revenue	813,389	893,573	711,484	770,000	825,000	(123,573)	-14%	55,000	7%
Sources Total	30,380,169	31,227,335	21,720,133	26,232,571	27,080,599	(4,994,764)	-16%	848,028	3%
USES BY TYPE									
Salaries	1,492,497	1,851,025	1,492,497	2,004,339	2,192,723	153,314	8%	188,384	9%
Benefits	691,282	1,023,772	691,282	1,329,240	1,408,024	305,468	30%	78,784	6%
Professional Services	1,518,701	1,225,000	569,908	250,000	300,000	(975,000)	-80%	50,000	20%
Other Operating Expenses	22,831,663	22,188,150	16,737,397	19,327,500	19,172,500	(2,860,650)	-13%	(155,000)	-1%
Utilities	897,032	931,895	776,782	600,000	700,000	(331,895)	-36%	100,000	17%
Equipment & Contract Services				1,524,101	1,590,520	1,524,101	100%	66,419	4%
Cost Pool	681,647	458,750	-	337,104	337,104	(121,646)	-27%	-	0%
Debt Service	845,845	1,150,000	619,616	0	0	(1,150,000)	-100%	-	0%
Asset/Capital Outlay	1,079,825	1,251,789	333,653	800,000	900,000	(451,789)	-36%	100,000	13%
Uses-Operating Expenditure Total	30,038,492	30,080,381	21,221,135	26,172,284	26,600,871	(3,908,097)	-13%	428,587	2%
USES BY ORG CODE									
Westridge/Admin-81111091	2,942,851	3,457,096	2,101,416	194,793	197,699	(3,262,303)	-94%	2,906	1%
Housing Choice Voucher-81112091	19,573,330	20,561,376	14,845,154	19,232,596	19,462,040	(1,328,780)	-6%	229,444	1%
HOPE VI-81113091	622,124	755,613	423,171	596,317	585,109	(159,296)	-21%	(11,208)	-2%
Capital Fund Program-81114091	1,235,415	1,118,443	448,330	1,208,529	815,957	90,086	8%	(392,572)	-32%
Conventional Low Rent-81115091	4,445,325	3,293,293	3,017,980	3,913,807	4,613,824	620,514	19%	700,017	18%
Project Real Grant-81116091	1,167,549	729,560	242,419	876,242	876,242	146,682	20%	-	0%
Local Fund-81117091	51,898	165,000	142,665	150,000	50,000	(15,000)	-9%	(100,000)	-67%
TOTAL BUDGET	30,038,492	30,080,381	21,221,135	26,172,284	26,600,871	(3,908,097)	-13%	428,587	2%

FY2013-14 & 2014-15 Biennial Budget

Port of Richmond



Mission:

The Port of Richmond is responsible for developing, marketing, leasing, operating, and maintaining all City-owned marine terminals to obtain the maximum financial benefit to the City. The Port Department performs its function through two divisions: Administration and Operations. Port revenue is generated through the application of the Port Tariff and property lease agreements, which are used to fund operations, maintenance, capital improvements, and debt service.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Set and maintain reserve fund to implement Port capital improvements.
- Improve City-owned port facilities and gateways to the Port.
- Promote environmental leadership among Port stakeholders.

2. Promote a safe and secure community

- Maximize opportunities for obtaining federal and state funds to improve security of the Richmond Harbor.
- Comply with federal and state Homeland Security regulations.

3. Promote economic vitality

- Maximize Port finances through effective business development.
- Create jobs from Port business activities.

4. Promote sustainable communities

- Reduce the Port's impact on the local and global environment.

5. Promote effective government

- Collaborate with other City departments, port organizations, and regulatory agencies to streamline the Port's development process.

Port of Richmond Administration Division

Goal

To provide central services that maximize the Port's operational accuracy and efficiency. To maximize the Port's effectiveness through sound and proactive financial management. To generate business opportunities that maximizes the Port's revenue, profitability, and the Port's contribution to the City of Richmond's overall economic development.

Description

The Division ensures the Port's compliance with all applicable laws and regulations, provides a single point of contact for customer and community relations, negotiates and maintains leases and other business agreements, monitors trends and customer needs, ensures that long-range plans are executed so that Port operations are appropriately tailored to meet current and future trends, and collaborates with other agencies and City departments to maximize community initiatives that involve the Port. The Division maintains a balanced budget, manages the Port's financial and administrative internal control processes, manages account receivables/payables, prepares and analyzes financial reports, and oversees effective cash flow management. The Division continuously explores opportunities for future business development, through networking in Port Industry, attending conferences, and co-marketing with current tenants and terminal operators.

2013-15 Supporting Actions

3.28.a Increase overall Port revenue by 20% annually.

3.28.b Maintain a proactive and innovative marketing program that uses both "passive" informational materials (e.g., a comprehensive website and marketing materials), as well as a proactive approach that interfaces with industry-related activities to promote new revenue.

3.28.c Review monthly Profit and Loss with Port management.

Success Indicators

		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
Output						
3.28.a	Revenue generated	\$7.9M	\$7M	\$8.4M	\$9.5M	\$9.7M
3.28.b	Potential new revenue	-	\$47,000	\$450,000	\$1million	\$500,000
3.28.c	Generate and review monthly Profit and Loss with Port management	12	6	12	12	12
Effectiveness						
3.28.a	% increase in revenue	0%	1%	20%	13%	2%
	Revenue generated per acre/per year	\$57,246	\$31,159	\$60,869	\$68,8450	\$70,289
Efficiency						
3.28.a	Total cost per acre	*	*	\$2,000	*	*

Port of Richmond Operations Division

Goal

To maintain and continually improve the Port's facilities in order to maximize existing tenant/customer usage and retention, and to attract new tenants that operate their businesses effectively and efficiently.

Description

The Operations Division develops, operates and maintains the Port facilities owned by the City of Richmond (five terminals and approximately 200 acres).

2013-15 Supporting Actions

- 3.28.a** Develop and maintain a maintenance improvement plan in compliance with City requirements that includes an inspection and maintenance schedule.
- 3.28.b** Develop, implement and maintain a Port security plan that meets or exceeds state and federal standards.
- 3.28.c** Implement and maintain a program that reduces the Port's environmental impact wherever possible.
- 3.28.d** Manage all existing short and long-term leases, focusing on renegotiation to increase revenue and standardization.
- 3.28.e** Adhere with industry safety standards (U.S. Coast Guard, OSHA and Cal-OSHA).
- 3.28.f** Continuously track the number of vehicles imported.
- 3.28.g** Increase the number of jobs around the Port.

Port of Richmond Operations Division

Success Indicators

Output		2011-12 Actual	2012-13 Mid-Year Actual	2012-13 Year End Goal	2013-14 Adopted	2014-15 Adopted
3.28.a	# of scheduled maintenance projects	4	2	5	2	2
3.28.b	% of state/fed security agency oversight compliance	100%	100%	100%	100%	100%
3.28.c	% of state/fed environmental agency oversight compliance	100%	100%	100%	100%	100%
3.28.d	# of existing leases (both short and long-term)	12	13	10	13	13
3.28.e	% of facilities inspected monthly	100%	100%	100%	100%	100%
3.28.f	# of vehicles imported	*	*	200,000	205,000	207,000
3.28.g	# of jobs created	*	*	230	50	50

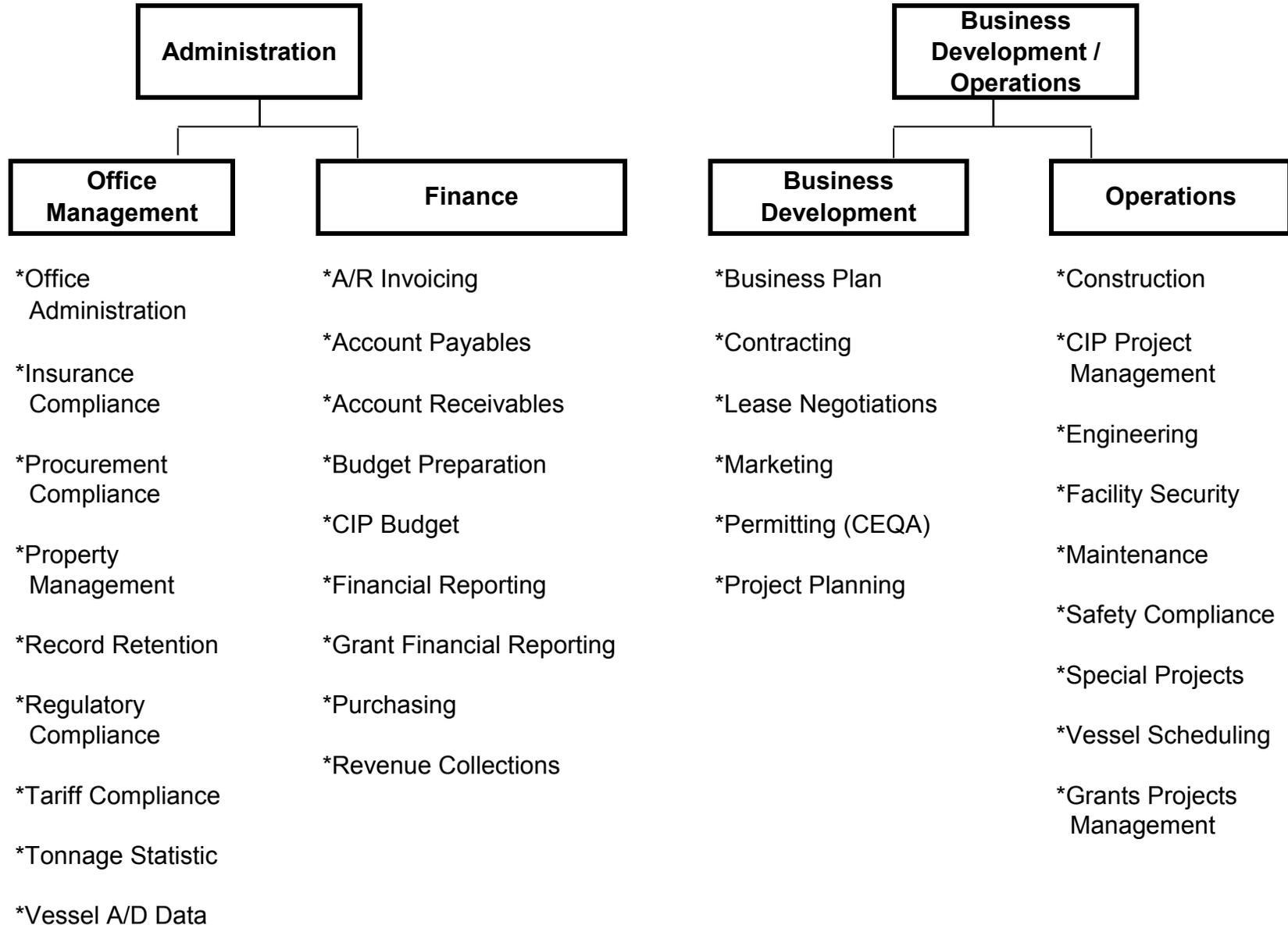
Effectiveness

3.28.a	% of scheduled maintenance projects performed on time	100%	100%	100%	100%	100%
	# of unscheduled maintenance projects	2	0	0	0	0
3.28.b	# of security violations	0	0	0	0	0
3.28.d	# of leases reviewed	12	12	10	13	13
3.28.e	% of environmental standard compliance	*	100%	100%	100%	100%

Efficiency

3.28.a	Maintenance cost per acre	*	0	\$865	0	0
3.28.b	Cost of security-related fine	*	0	\$0	0	0
3.28.c	Cost of implementing environmental standards	*	0	\$0	0	0

PORT DEPARTMENT PROGRAM ORGANIZATIONAL CHART



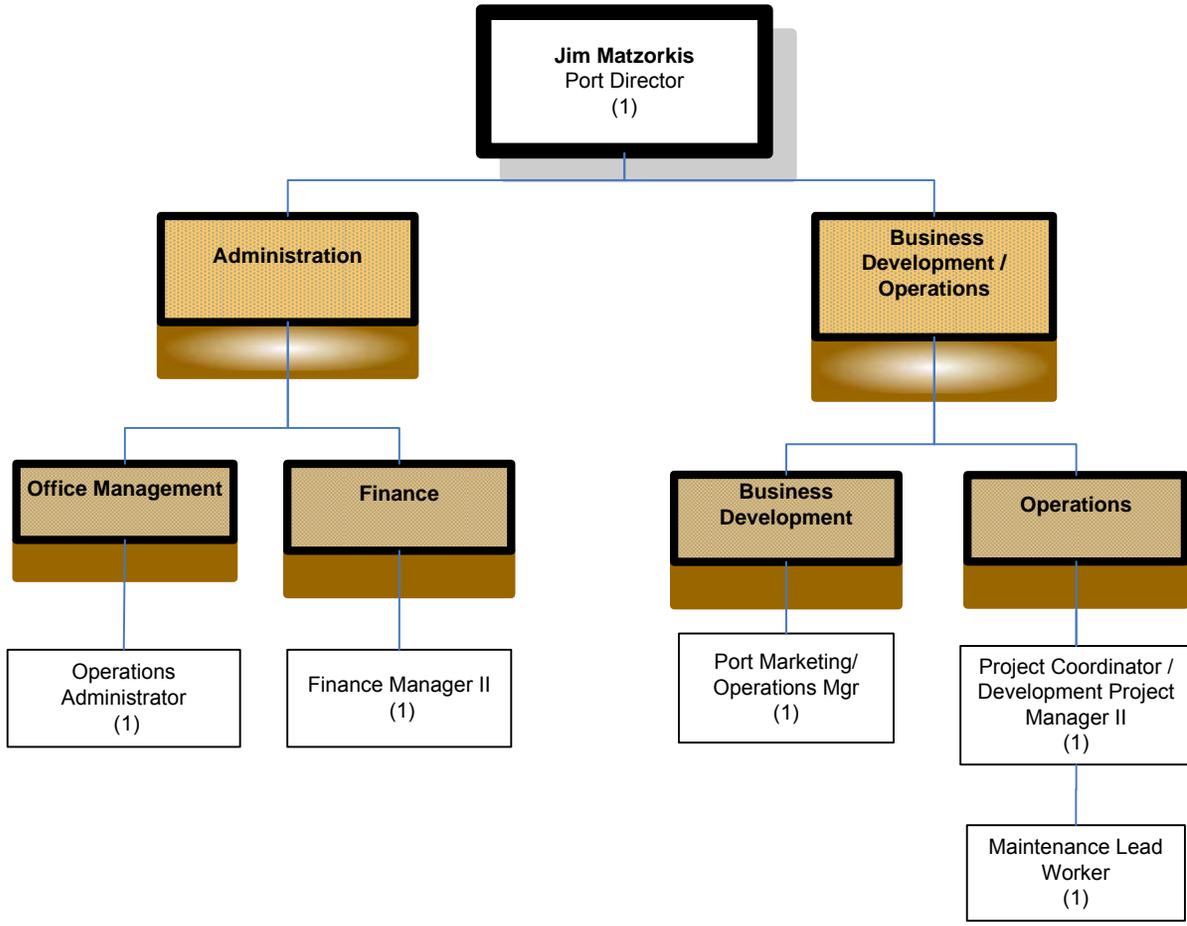


Port of Richmond FY2013-15 Organizational Chart

Existing FTE = 6, Proposed FTE=6

Legend:

- Existing Pos.
- Proposed Pos.
- Main Program
- Sub-Program



City of Richmond Multi-Year Comparative Position Listing

Department	FY2010-2011	FY2011-2012	FY2012-2013	FY2013-2014	FY2014-2015
PORT					
Development Project Mgr II	1.0	1.0	1.0	1.0	1.0
Finance Manager II	1.0	1.0	1.0	1.0	1.0
Operations Administrator	1.0	1.0	1.0	1.0	1.0
Maintenance Lead Worker	1.0	1.0	1.0	1.0	1.0
Port Director	1.0	1.0	1.0	1.0	1.0
Port Administrator	1.0	1.0			
Port Marketing/Operations Manager			1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	6.0	6.0	6.0	6.0	6.0

Port-28 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
Thru Mar-2013									
SOURCES BY FUND									
Port-4001	10,010,193	16,396,378	6,891,520	9,564,346	9,748,736	(6,832,032)	-42%	184,390	2%
Grants	2,257,643	8,074,045	3,127,829			(8,074,045)	-100%	-	0%
Rental Income	7,701,865	8,302,333	3,719,532	9,564,346	9,748,736	1,262,013	15%	184,390	2%
Sources Total	10,010,193	16,396,378	6,891,520	9,564,346	9,748,736	-6,832,032	-42%	184,390	2%
USES BY TYPE									
Salaries	641,362	662,074	533,672	722,687	727,889	60,613	9%	5,202	1%
Benefits	276,138	295,008	229,179	344,888	373,542	49,880	17%	28,654	8%
Professional Services	762,824	1,672,175	447,405	1,368,215	1,465,841	(303,960)	-18%	97,626	7%
Other Operating Expenses	42,160	39,800	22,552	39,200	39,200	(600)	-2%	-	0%
Utilities	153,141	188,651	104,212	183,900	183,900	(4,751)	-3%	-	0%
Equipment & Contract Services	13,775	297,000	7,440	19,000	19,000	(278,000)	-94%	-	0%
Provision for Insurance Loss	21,007	22,000	21,939	24,000	24,000	2,000	9%	-	0%
Cost Pool	883,269	851,353	642,093	869,156	869,618	17,803	2%	462	0%
Asset/Capital Outlay	1,457,369	10,481,085	6,605,458	90,000		(10,391,085)	-99%	(90,000)	-100%
Debt Service Expenditure	3,479,749	3,878,613	2,200,955	6,089,182	5,985,177	2,210,569	57%	(104,005)	-2%
Operating Transfer Out	330,428	5,428	5,428	150,000	150,000	144,572	2663%	-	0%
Uses-Operating Expenditure Total	8,061,223	18,393,186	10,820,333	9,900,228	9,838,167	-8,492,958	-46%	-62,061	-1%
USES BY ORG CODE									
Administration-40181080	6,914,192	7,244,588	4,053,155	9,622,628	9,612,567	2,378,040	33%	(10,061)	0%
Pt Potrero Marine Terminal Auto-40182380	12,764	47,551	5,351	32,000	30,000	(15,551)	-33%	(2,000)	-6%
Terminal 1-40182480	465	16,000				(16,000)	-100%	-	0%
Terminal 2-40182580	4,244	4,200	3,338	4,000	4,000	(200)	-5%	-	0%
Terminal 3-40182680		50,000				(50,000)	-100%	-	0%
Terminal 4-40182780	3,117	29,400	22,026	5,400	5,400	(24,000)	-82%	-	0%
Pt Potrero-40182880	314,863	283,363	131,006	186,200	186,200	(97,163)	-34%	-	0%
Port CIP-40183080	811,579	10,718,085	6,605,458	50,000		(10,668,085)	-100%	(50,000)	-100%
TOTAL BUDGET	8,061,223	18,393,186	10,820,333	9,900,228	9,838,167	(8,492,958)	-46%	(62,061)	-1%

FY2013-14 & 2014-15 Biennial Budget

General Government-91 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
General Fund-0001									
Property Taxes	28,359,545	33,040,822	18,353,641	34,527,660	36,495,735	1,486,838	5%	1,968,075	6%
Sales & Use Taxes	27,788,340	29,720,759	16,481,565	31,442,633	32,501,060	1,721,874	6%	1,058,427	3%
Utility Users Tax	50,984,315	49,220,624	38,139,654	51,088,925	52,681,441	1,868,301	4%	1,592,516	3%
Other Revenue	15,034,186	11,401,530	6,269,650	17,304,765	16,490,966	5,903,235	52%	1,592,516	9%
Operating Transfers In	11,253,360	10,485,660	9,021,820	9,877,877	6,258,787	(607,783)	-6%	1,592,516	16%
Sources Total	133,419,745	133,869,395	88,266,330	144,241,860	144,427,989	10,372,465	8%	7,804,050	5%
USES BY TYPE									
Salaries				757,860	757,860	757,860	0%		0%
Benefits	2,794,455	3,055,302	2,228,728			(3,055,302)	-100%	-	0%
Professional Services	2,744,004	414,625	304,901	138,500	138,500	(276,125)	-67%	-	0%
Other Operating Expenses	1,718,753	1,063,950	808,680	903,950	903,950	(160,000)	-15%	-	0%
Utilities						-			
Equipment & Contract Services						-			
Cost Pool	327,224					-	0%	-	0%
Debt Service	800,307	508,008	506,019	42,334		(465,674)	-92%	(42,334)	-100%
A87 Cost Plan Reimbursement	-1,507,645	-956,989	-717,777	-956,989	-956,989	-	0%	-	0%
Operating Transfers Out	12,852,456	10,365,322	7,973,331	9,229,259	9,804,917	(1,136,063)	-11%	575,658	6%
Uses-Operating Expenditure Total	19,729,554	14,450,218	11,103,882	10,114,914	10,648,239	(4,335,304)	-30%	533,324	5%
USES BY ORG CODE									
City Festivals-01910090	75,000	55,000	25,000	55,000	55,000	-	0%	-	0%
Caltrans Home-01911190	42,362	-	26,739			-	0%	-	0%
Viron Energy-01911290	508,008	508,008	381,006	42,334		(465,674)	-92%	(42,334)	-100%
Solar Richmond-01915090	21,805	23,950	17,963	23,950	23,950	-	0%	-	0%
Non-Departmental Activity-01917090	16,838,580	10,792,958	8,423,771	6,923,328	7,498,986	(3,869,630)	-36%	575,658	8%
Health Insurance Reimbursement-01918090	2,243,799	3,055,302	2,228,728	3,055,302	3,055,302	-	0%	-	0%
Human Rights Human Relations-01922090		15,000	675	15,000	15,000	-	0%	-	0%
TOTAL BUDGET	19,729,554	14,450,218	11,103,882	10,114,914	10,648,239	(4,335,304)	-30%	533,324	5%

FY2013-14 & 2014-15 Biennial Budget

Marina Operations-89 Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2011-12 Actual	FY2012-13 Adjusted	FY2012-13 Actual Thru Mar -2013	FY2013-14 Adopted	FY2014-15 Proposed	FY2013-14 \$ Change	FY2013-14 % Change	FY2014-15 \$ Change	FY2014-15 % Change
SOURCES BY FUND									
Marina Operations-4005									
Use of Money & Property	44,571	150,000	13,038	150,000	150,000	-	0%	-	0%
Rental Income	259,777	-	235,559	206,815	206,815	206,815	#DIV/0!	-	0%
Sources Total	304,347	150,000	248,597	356,815	356,815	206,815	138%	0	0%
USES BY TYPE									
Salaries						-	0%		0%
Benefits						-	0%	-	0%
Professional Services				14,940		14,940	0%	(14,940)	0%
Other Operating Expenses	14,260		14,655			-	0%	-	0%
Utilities						-	0%		0%
Equipment & Contract Services Cost Pool		100,000	100,000			(100,000)	-100%		0%
Asset/Capital Outlay	1,528,547					-	0%	-	0%
Debt Service	138,655	146,872	79,939	206,815	206,815	59,943	41%	-	0%
A87 Cost Plan Reimbursement						-	0%	-	0%
Operating Transfers Out						-	0%	-	0%
Uses-Operating Expenditure Total	1,681,462	246,872	194,594	221,755	206,815	(25,117)	-10%	(14,940)	-7%
USES BY ORG CODE									
Marina (Non-Departmental) - 40517090				14,940		14,940	0%	(14,940)	0%
Marina (Port) - 40583080	1,453,581	100,000	114,655			(100,000)	-100%	-	0%
Marina (Operations) - 40591082	227,881	146,872	79,939	206,815	206,815	59,943	41%	-	0%
TOTAL BUDGET	1,681,462	246,872	194,594	221,755	206,815	(25,117)	-10%	-	0%

Debt Summary

The Debt Analysis is updated annually to review existing debt and to present potential funding alternatives for proposed capital projects. The ability to raise capital through debt instruments is dependent upon many factors, including market conditions and the City's credit rating, which is assigned by independent rating agencies such as Standard & Poor's Rating Agency and Moody's Investor Services. The City enjoys excellent ratings, as follows:

	Standard & Poor's	Moody's
City of Richmond (Long-Term)	A+	A2
Wastewater Enterprise	AA	A2
City of Richmond (Short-Term)	SP-1+	N/A

The use of short-term debt is sometimes more practical than long-term borrowing. Bridging a temporary cash flow requirement or advancing available funds while market conditions for long-term borrowing are unfavorable are two examples of the rationale for incurring short-term debt. The City traditionally issues a Tax and Revenue Anticipation Note (TRAN) to finance its working capital needs.

Typically, debt instruments are long-term in nature. Government debt instruments are costly to place, with legal expenses, underwriting costs, and administrative expenses all necessary to properly document and raise capital. Long-term debt can fund major capital improvements while spreading repayment out over long periods of time. Because the costs of issuance are usually added onto the net amount of money actually required, the use of long-term debt is neither cost effective nor practical in every circumstance. Tax-exempt long-term borrowing is confined to capital improvements that cannot be funded from current revenues, and it cannot be used to pay for operational costs.

The City has occasionally advanced funds to fund operations of non-general funds through the issuance of Long-Term Interfund Advances. These advances are supported by a memorandum of agreement and promissory note between the funds making and receiving the advances.

Debt Summary

The Finance Department maintains documentation for the various debt instruments issued by the City. An overview is presented in the City's Comprehensive Annual Financial Report and Annual Operating Budget of all outstanding debt and repayment schedules.

The City has no outstanding general obligation bonds.

General Fund and Lease Obligation Debt

The City may enter into long-term lease obligations such as Certificates of Participation or Lease Revenue Bonds without first obtaining voter approval. The City has entered into various lease arrangements under which the City must make annual payments to finance its occupancy of public buildings or acquisition of equipment necessary for City operations.

Tax Allocation Bonds

The Richmond Community Redevelopment Agency may issue bonds for acquisition of real property, the development of any real property, whether owned or acquired as a building site, the construction or reconstruction of streets, highways and sidewalks, and the installation of public utilities, all for the purpose of redevelopment of blighted areas within the jurisdiction of the area.

Enterprise Revenue Bonds

The City's Port, Housing Authority and Wastewater Enterprises have issued bonds payable from their respective revenues to finance certain facilities.

Pension Obligation Bonds

The City of Richmond has issued Pension Obligation Bonds to pay some or all of its various pension plans' unfunded accrued actuarial liability.

Credit Rating and Debt Per Capita

The City of Richmond's credit rating is A+ and the debt per capita at June 30, 2012 is \$1,396.

Debt Summary

Interest Rate Swap Agreements

The City is authorized under California Government Code Section 5922 to enter into interest rate swaps to reduce the amount and duration of rate, spread, or similar risk when used in combination with the issuance of bonds. The City has entered into current interest rate swaps for the following transactions:

- Wastewater Revenue Bonds, Series 2008B
- Pension Obligation Bonds Series 2005
- RCRA Subordinate Tax Allocation Bonds Series 2010A
- JPFA Lease Revenue Bonds Series 2009

Debt Levels and Legal Debt Limits

The City of Richmond has current debt levels and legal debt limits

- Article XVI, Section 18 of the California Constitution prohibits cities, counties and school districts from entering into indebtedness or liability without obtaining two-thirds voter approval for the obligation (General Obligation Bonds). The three major exceptions to the debt limit are as follows:
- The Offner-Dean Lease Exception provides that a long-term lease obligation entered into by a city, county, or school district as lessee will not be considered and “indebtedness or liability” under the debt limit.
- The Special Fund Doctrine permits long-term indebtedness or liabilities to be incurred without an election if the indebtedness or liability is payable from a “special fund” and not from the entity’s general revenues.
- The “Obligation Imposed by Law” Exception allows that the obligation is involuntary, and therefore it would be meaningless to put the question to the voters.
- The City has no outstanding General Obligation Bonds. Of the City’s total debt portfolio, all issues pledged by General Fund revenues are lease obligations, or supported by Special Funds.
- Explain the effects of existing debt levels on current operations?
- The City’s current Debt Policy limits sets forth detailed debt management and refunding practices. The key guideline of the policy is that net General Fund debt service cannot exceed 10% of General Fund revenues. Fiscal Year 2013-15 debt service is a conservative 2.13% of General Fund revenues.

Executive Summary

Finance Department _____



EXECUTIVE SUMMARY

CAPITAL IMPROVEMENT PLAN

The Capital Improvement Plan (CIP) of the City of Richmond is a five-year public improvements and capital expenditures plan for Fiscal Years 2013-14 to 2017-18. The CIP funding schedule for the next five years describes projects and programs to be undertaken by the City on a biennial basis.

Capital improvement is a “capital” or “in-kind” expenditure of \$10,000 or more that results in the acquisition, improvement, or additions to fixed assets in the form of land, buildings, or improvements more or less permanent in character, and durable equipment with a life expectancy of at least five years. During the annual budget development phase, staff prepares a list of capital projects that are prioritized based on necessity, available funding, and legal mandates. The list is provided to City Council for review and input taking into consideration the results of the annual community survey. The CIP is formally approved alongside the biennial operating budget.

The City’s CIP is based on a five-year revenue and expenditure forecast and is implemented through the City’s Enterprise Resource Planning (ERP) system, CIP planning software, and a specialized performance management reporting system that provides current updates on the progress of each project.

FY2013-14 to FY2017-18 Capital Improvement Plan

Executive Summary

FINANCIAL OVERVIEW

For FY2013-14 Capital Project Funds revenue total \$ 30,525,916 and expenditures total \$25,567,141. The total of all revenue is \$76,128,716 and the total of all expenditures is \$71,169,941; this includes Capital Project Funds, and projects that are adopted with FY2013-14 Operating Budget Funds (Enterprise, Internal Service, and Successor Agency Richmond Community Development Agency). On-going operations and maintenance costs of capital projects are budgeted in the biennial operating budget. Operating and Maintenance (O&M) costs are identified by the department staff that has expertise in the area. The identified O&M costs are based on additional utilities, landscaping, cleaning, repairs, maintenance, mandatory inspections, and in some cases additional labor cost. O&M costs are estimated at the beginning of project scoping, once completed the costs are forecasted based on current costs. Total CIP impact on operations (Total O&M costs) is estimated to be about \$1.5 million over five years. The table below highlights the City's major priority projects for FY2013-14.

<i>Project</i>	<i>Funding Source</i>	<i>Amount</i>
<i>Street Paving</i>	Measure C/J State Gas Tax 2001A Lease Revenue Bond	\$3,017,335
<i>Street Lights</i>	General Capital Fund	\$1,790,252
<i>Americans with Disabilities Act Compliance</i>	Measure C/J	\$778,375
<i>Officer Bradley A. Moody Underpass</i>	Contra Costa Transportation Authority (CCTA) California Transportation Commission (CTC) Trade Corridor Improvement Fund (TCIF)	\$34,339,205

Executive Summary

The \$574 million unfunded portion of this five-year CIP is indicative of the City's current unmet needs and future anticipated needs. In projecting five years into the future, it is not possible to estimate all the needs of each project or the amount of available funds. By identifying priority projects with unmet funding needs, direction is provided to staff on which projects to emphasize in searching for potential grant and other sources of funding. Managing the progress of the CIP and anticipating future needs is an ongoing process, and revisions are made annually.

Key Capital Funding Sources

Trend analysis of recurring revenues such as State Gas Tax, Measure C/J, Library and other impact fees are conducted to get an estimate of future years' collections. Balance sheet analysis of various funds is performed to determine available resources. In addition, the consumer price index and pre-determined schedules, such as those published by the California Department of Transportation, are used to forecast revenues. Staff monitors current legislation to stay abreast of changes to federal and state subsidies/grants. Key funding sources are as follows:

Taxes: Gas Tax and Measure C/J

Gas Tax Fund accounts for the monies received from the state gas taxes under the provision of the Streets and Highway Code. State gas taxes are restricted to uses for street construction activities including location of underground utilities, geotechnical work relating to identification of soil and groundwater contaminations, and materials sampling and testing.

Measure C/J Fund was set up when the voters of Contra Costa County approved Measure C providing the creation of the Contra Costa County Transportation Authority. The half-cent transportation sales tax was renewed under Measure J, effective April 1, 2009. The Authority collects one-half of one percent sales and use tax. Twenty percent of this tax is allocated to the City of Richmond to be used for the improvement of local transportation, including streets and roads in accordance with Measure C and Measure J requirements.

General Capital Improvement Fund

General Capital Improvement Fund monies are designated for capital improvement projects. The fund accumulates its fund balance with annual transfers from Pension Stabilization, bonds issued and capital leases. For example; the Qualified Energy Conservation Bond (QECCB) is to pay for energy efficiency of buildings and street lights, and the Holman Capital Lease is to fund a new family justice center. The other projects budgeted in this fund are considered priorities of the City but not covered by other restricted funds.

Bonds

Executive Summary

Effective July 1, 2011, City Council passed an ordinance amending the municipal code which establishes new sewer service charges for Richmond Municipal Sewer District. Based on the new rates established, the City was able to issue a Wastewater Revenue Bonds Series 2010B in the amount of \$41,125,000. The funding will be used over several years for improvements to the Wastewater Treatment Plant including upgrades, repairs and reduction of tidal influence into the sanitary sewer system.

Grants

The City of Richmond receives several grants to support various programs. The Unity Park Project \$5 million in conjunction with the Richmond Ohlone Greenway Project \$1.3 million is to develop the Richmond Greenway into a park and expand on the current collective activities such as; urban agriculture, public art, bike and pedestrian travel. It will; expand on the available recreation space, improve children's play area, and enhance urban forest. Unity Park Project is funded by State Parks Prop 84 Grant and Richmond Greenway is funded by Metropolitan Transportation Commission (MTC)'s Safe Route to Transit and the Strategic Growth Council (SGC)'s Urban Greening Grants.

Impact Fees

Impact fees are collected through issuance of permits for commercial and residential development. The use is restricted to the expansion of services resulting from new development built in the city. These fees are accumulated in separate distinct funds for the designated purposes such as for Library, Parks, and Fire.

Enterprise Funds

Port of Richmond is constantly improving its infrastructure to attract and increase businesses. The Riggers Loft project will construct offices and conference rooms for the Port Department, staff and visitors. The project also includes installation of additional lights, electrical outlets, sprinklers, and air diffusers.

Marina Fund collects revenues from berth rentals and the use of the Marina facilities. The fund also records expenses incurred for the operation of the facility and for the re-payment of a loan from the California Department of Boating and Waterways.

KCRT Fund collects revenues from cable franchise fees and equipment rental. This fund is also used to budget normal operating expenses of the division and is included in the biennial operating budget.

Internal Service Funds

Executive Summary

The Equipment Replacement Fund is funded by monies received from internal departments that have equipment designated for their usage, primarily vehicles. Charges are allocated to user departments based on acquisition cost, increased three percent for inflation, and amortized over the useful life. On-going equipment maintenance is budgeted in the biennial operating budget.

Successor Agency to the Richmond Community Redevelopment Agency Funds

Currently the Successor Agency has a variety of funding sources including bond financing, Federal/State and Local grants. The City leverages the tax increment with bonds and augments projects with Federal/State and Local grants. For example, the Metrowalk BART project has 11 grants, JPFA Tax Allocation Revenue Bond 2004 and Subordinate Tax Allocation Bonds. The BART garage is actually part of a development agreement that included a transit village, a garage and housing. This funding source is not projected due to uncertainty with recent legislative changes made to Redevelopment agencies at the State level.

STRATEGIC GOALS

The City Council, Commissions, and staff have formulated five distinct goals that are based upon the understanding that investments of financial, physical, and staffing resources made today ensure that the City's quality of life is improved and maintained for its future residents. The CIP supports the vision of the City as conveyed through five core strategic goals:

- **Maintain and enhance the physical environment**
- **Promote a safe and secure community**
- **Promote economic vitality**
- **Promote sustainable communities**
- **Promote effective government**

The CIP is a blueprint of the many objectives that are utilized to achieve these goals. It provides for the proper physical and financial coordination of projects and for private sector development initiatives that provide/require modifications to certain infrastructure. The CIP will also be properly coordinated with City projects to achieve compatibility and greater benefit. The following is a summary of the City's Strategic Goals and the CIP projects that are used to fulfill the City's mission.

Executive Summary

1. MAINTAIN AND ENHANCE THE PHYSICAL ENVIRONMENT

A strategic goal of the City of Richmond is to provide a clean and well maintained environment for individuals who live, work, and play within its boundaries. Richmond's public facilities and infrastructure play an essential role in the fabric of the community, and the City seeks to develop and maintain an infrastructure that is community-serving, resilient, high-performing, cost-effective, resource efficient, and environmentally friendly. The departments with the primary responsibility for maintaining and enhancing the physical environment of the City are the Engineering Department and the Public Works Department.

CIP projects to achieve this goal include:

Engineering Department

- 1.22.a Americans with Disabilities Act (ADA) Improvements
- 1.22.b Crosswalk Improvements
- 1.22.c Cutting/Carlson Traffic Signal
- 1.22.d Dornan Drive Tunnel Repair
- 1.22.e Greenway Ohlone Gap Closure
- 1.22.f Mathieu Court Alley Greening
- 1.22.g Railroad Crossing Improvements Quiet Zones
- 1.22.h Safe Route to School/Cycle 1
- 1.22.i Safe Route to School/Cycle 2
- 1.22.j SF Bay Trail (Kaiser Shipyard #3 to Ferry Point)
- 1.22.k SF Bay Trail (Plunge Gap Closure) Cosco Busan
- 1.22.l SF Bay Trail (Pt. Richmond to Pt. Molate)
- 1.22.m Street Paving
- 1.22.n Surface Drainage
- 1.22.o Traffic Safety Improvements
- 1.22.p Via Verdi Roadway and Culvert Repair

Engineering Wastewater Division

- 1.22.q Replacement Digester Cover
- 1.22.r Wet Weather Storage Project

Executive Summary

Engineering Stormwater Division

- 1.22.s Replacement Digester Cover

Public Works Operation and Maintenance Department

- 1.23.a Auditorium American with Disabilities Act (ADA) Priority 1 & 2
- 1.23.b Auditorium Boiler Room
- 1.23.c Civic Center Building 440 Security Doors
- 1.23.d Main Library Restroom ADA
- 1.23.e Street Paving

Public Works Parks and Landscaping Division

- 1.23.f Booker T. Anderson (BTA) Restroom ADA
- 1.23.g Joint Powers Agreement (JPA) Sports Field Partnership
- 1.23.h Marina Bay Trail
- 1.23.i Marina Bay Park Restroom
- 1.23.j North Richmond Ball Field and Sod Repairs
- 1.23.k Park Hardscape Rehabilitation
- 1.23.l Park Irrigation Rehabilitation
- 1.23.m Play Area Safety Equipment
- 1.23.n Pt. Molate Beach – Cosco Busan
- 1.23.o SF Bay Trail
- 1.23.p Shields-Reid Park Renovations
- 1.23.q Unity Park

Office of the City Manager

- 1.13.a City Facilities Energy Upgrade
- 1.13.b Elm Park Renovations
- 1.13.c Street Lights

Executive Summary

2. PROMOTE A SAFE AND SECURE COMMUNITY

The strategic goal to maintain a safe and secure community is fundamental to the health, quality of life, and economic vitality of the City of Richmond. There are three departments with primary responsibility for maintaining the safety and security of the Richmond community: the Police Department, the Fire Department, and the Office of Neighborhood Safety within the City Manager's Department. In addition to those three departments, Library and Cultural Services and the Recreation Department have teamed up to help keep violence down by keeping kids off of the streets and placing them in life enrichment programs that stress education, physical activity and community involvement.

CIP projects to achieve this goal include:

Police Department

- 2.19.a Closed Circuit Television (CCTV) Cameras
- 2.19.b Commercial Program Equipment
- 2.19.c Family Justice Center West Contra Costa
- 2.19.d Fleet Network Automatic Vehicle Locator (AVL)
- 2.19.e Justice Assistance Grant (JAG) 2011
- 2.19.f JAG 2012
- 2.19.g Mobile Camera Station
- 2.19.h Motorcycle Travel Trailer
- 2.19.i Southside Substation
- 2.19.j SWAT Equipment and Radio Gear
- 2.19.k Total Work Station

Recreation Department

- 2.25.a Kennedy Swim Center

Executive Summary

3. PROMOTE ECONOMIC VITALITY

The strategic goal to promote economic vitality is essential to the City's overall quality of life and demonstrates the City's support of business and economic sustainability. The City seeks to ensure that there is a strong and diverse local economy that provides jobs and generates wealth. The departments that are responsible for the City's economic vitality programs and strategies include the Port of Richmond and the Richmond Community Redevelopment Agency. These departments facilitate economic activities in order to achieve the economic vitality necessary to achieve the City's vision.

CIP projects to achieve this goal include:

Port Department

- 3.28.a Railroad Improvements Quiet Zones
- 3.28.b Riggers Loft

Successor Agency to the Richmond Community Development Agency

- 3.30.a Deed Restricted Properties Assessment /Area T
- 3.30.b Metro Walk (Transit Village) BART Parking Garage
- 3.30.c Miraflores
- 3.30.d Miraflores Creek Restoration
- 3.30.e Officer Bradley A. Moody Memorial
- 3.30.f Terminal 1

4. PROMOTE SUSTAINABLE COMMUNITIES

Richmond's distinct identity and quality of life are attributable to its heritage as a uniquely situated waterfront community with a variety of residential villages. Richmond remains attractive for business and private investment with ample space for residential development. Richmond's future prosperity will be based on maintaining a sustainable quality of life through a mix of land uses, a safe community with no visible signs of deterioration, an efficient circulation system that promotes alternative modes of transportation, and abundant open space and recreational amenities. These attributes, along with a strong economic base, will preserve and build upon Richmond's sense of uniqueness, cultural and social diversity, and strong sense of community. The department that is primarily responsible for promoting sustainable communities in the City is the Housing Department.

Executive Summary

CIP projects to achieve this goal include:

Housing Department

- 4.30.a Iron Triangle
- 4.30.b Miraflores
- 4.30.c Miraflores Creek Restoration

5. PROMOTE EFFECTIVE GOVERNMENT

A commitment to quality service that is both efficient and cost-effective continues to be the central focus of the City of Richmond organization. Being flexible in its ability to deliver cost-effective services, the City of Richmond seeks to be responsive to the changing economic and market conditions.

In response to dwindling resources, Richmond has attempted to re-invent itself into a responsive, performance-based government that addresses policies, service standards, allocation of resources, and funding requirements to meet the best needs of its stakeholders. In order to continuously meet community needs, the City of Richmond is maximizing its operational efficiencies by continuous benchmarking, enhanced public accountability, increased staff training, and improved communications and technology. The departments that are primarily responsible for promoting an effective government for the City are Public Works Equipment Services and Replacement Division, Information Technology Department, and Information Technology KCRT.

The CIP projects to achieve this goal include:

Public Works Equipment Services and Replacement Division

- 5.23.a Fleet Vehicle and Equipment Replacement

Information Technology

- 5.26.a City-wide Document Storage

Information Technology/KCRT

- 5.26.b Engineering – Microwave Transmission and Playback System

Executive Summary

- 5.26.c Media Center Upgrade
- 5.26.d Production Truck and Equipment

REVIEW CRITERIA

All projects submitted for inclusion in the City's Capital Improvement Plan were reviewed on the basis of their relative need and cost. In addition, several guiding policies directed the determination of the content scheduling and funding of the Capital Improvement Plan. The policies are as follows:

1. Meet the City's plans and policies relative to:
 - a. Maintaining and enhancing the physical environment
 - b. Promoting a safe and secure community
 - c. Promoting economic vitality
 - d. Promoting sustainable communities
 - e. Promoting effective government.
2. Maximize return on investments, in consideration of financial limitations and budget constraints so as to:
 - a. Preserve prior investments where possible
 - b. Reduce operating costs
 - c. Maximize use of outside funding sources to leverage the City's investments
 - d. Maximize cost-effective service delivery.
3. Improve and enhance the existing network of City service levels and facilities.
4. Implement adopted plans.
5. Demonstrate coordination and compatibility with other capital projects and other public policies and private efforts.

PRIORITIZATION CRITERIA

The CIP uses the following priority levels to determine when projects will be funded.

Priority A: Mandatory – Projects in Priority A are the highest priority projects. These projects must be completed for one of the following reasons:

Executive Summary

1. Legal/Regulatory Obligation – Projects in this category are required by Federal, State or County requirements.
 - In the early 1990's Congress passed the American with Disabilities Act (ADA). One of the requirements of the act was for each public entity to develop a transition plan to bring their facilities and programs into compliance with the Act. Over the last 5 years the City has funded the ADA Right of Way Program (annual) in efforts of being in compliance with this mandate (page D-9).
2. Safety – Projects are required to ensure the safety of citizens.
 - The City funds the Traffic Safety Improvement Program (annual). This project addresses traffic safety concerns identified and prioritized as a result of a study conducted annually (page D-42).
 - Forty-nine Closed Circuit Television Cameras have been installed throughout the City in efforts of detecting and deterring criminal activity in crime “hot spots” (page J-5).
3. Ongoing – Projects under construction should be funded to maintain continuity.
 - Pavement Rehabilitation Project (annual). Street Paving is needed to repair deteriorated assets and for preventive maintenance (page D-38 and G-10).

Priority B: Necessary – Projects in Priority B are any project that relies on outside agencies for funding. An example project in Priority B category is:

1. Agency Assisted
 - Replacement Digester Cover and Wet Weather Storage Projects are required to have a fully functional digester facility at the City's Wastewater Treatment Plant. In 2010 a Wastewater Bond was issued to fund the necessary improvements (pages E-5 to E-7).
 - Via Verdi Sinkhole – The Cal-EMA Grant was awarded with 75% Cal-EMA, 25% City Match. The project was in response to a catastrophic event that was declared an emergency (page D-44, and FY2012-13 actuals through 3-31-13 \$5,127,580 page D-7).

Priority C: Desirable – Projects in Priority C are any projects that enhance the appearance of City facilities. An example project in Priority C category is:

1. Aesthetic Improvements
 - In FY2010-11 the old deteriorated marquee at Civic Center Plaza was removed and replaced with a modernized marquee with LED communication capabilities to advertise the Civic Center Auditorium events and other City-wide community events.
2. Any projects which does not meet any of the criteria of Priority A or B.

Executive Summary

HOW THE CAPITAL IMPROVEMENT PLAN IS ORGANIZED

Following the introduction and executive summary are the budget summaries which provide the financial overview of capital project funding sources and uses. *Capital Improvement Projects FY2013-14 and FY2014-15* lists current capital projects by fund and their corresponding estimated beginning fund balances, revenue, expenditures and estimated ending fund balances for FY2013-14 and FY2014-15. *Capital Revenue Sources by Fund for FY2013-14 to FY2017-18* summarizes the projected funding sources for projects over the five-year period. *Capital Expenditures by Fund for FY2013-14 to FY2017-18* summarizes the projected five-year spending plan by each fund and project. *Capital Expenditures by Type for FY2013-14 to FY2017-18* condense the five-year spending plan for capital projects by the major type. *Capital Expenditure by Project FY2013-14 to FY2017-18* outlines the five-year spending plan for each project in progress. *Capital Projects Operation and Maintenance Cost FY2013-14 to FY2017-18* outlines estimated costs of on-going project expenditures that impact the operating budget. *Capital Expenditures Budget Funded by Debt Issuance FY2013-14 and FY2014-15* lists capital expenditures that are funded by debt, including bonds for the current budget year. *Capital Unfunded Requests for FY2013-14 to FY2017-18* lists unfunded capital project requests by department with five-year cost estimates.

The Plan then branches out into five sections in accordance with the strategic goals in the City's Five-Year Strategic Business Plan. Departments fall under one or more of the sections depending on the type of project(s). Each section contains a project narrative which includes a mission statement, program overview, and highlight. Each section also includes performance measurements and a financial summary of funding sources and uses.

Additionally, each project has a detailed project description report which includes the project name, project manager, department responsible, project description (including location, estimated operation and maintenance costs, intent, estimated start and completion dates), project justification, total estimated cost, sources of funding, fund number, fund name and the year in which funding will be needed.



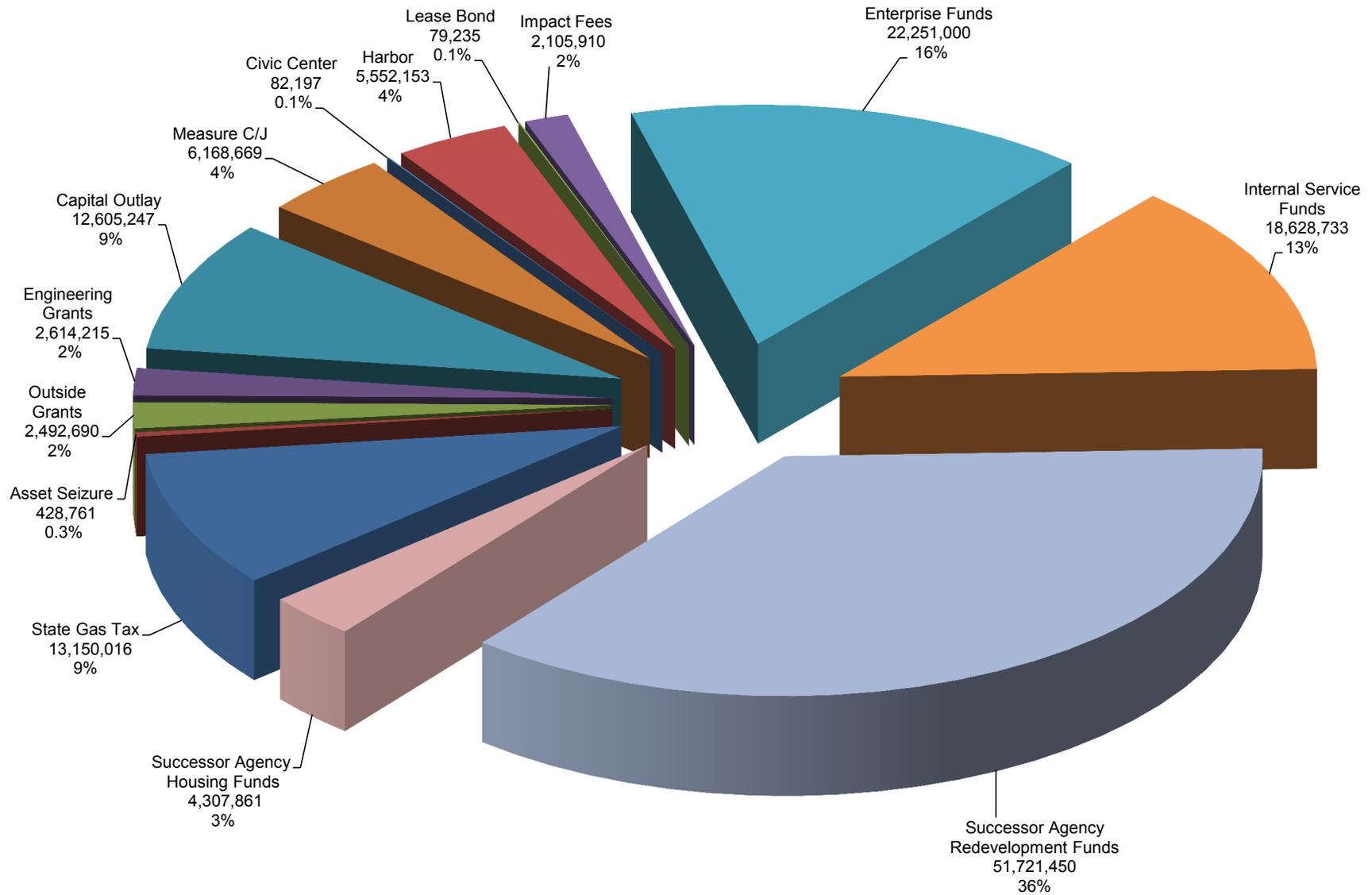
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City of Richmond
Capital Revenue Sources Budget by Fund FY2013-14 to FY2017-18



Fund Group	Projected Revenue FY2012/13	Actual Revenue FY2012/13 as of 3/31/13	Estimated Ending Balance, 6/30/13	Adopted Revenue FY2013/14	Total Estimated Sources FY2013/14	Estimated FY2014/15	Estimated FY2015/16	Estimated FY2016/17	Estimated FY2017/18	Total
Capital Project Funds										
1002-State Gas Tax	\$ 2,959,290	\$ 1,453,446	\$ 1,086,115	\$ 2,366,011	\$ 3,452,126	\$ 2,389,207	\$ 2,412,570	\$ 2,436,171	\$ 2,459,942	\$ 13,150,016
1004-Asset Seizure	\$ 33,600	\$ 133,998	\$ 415,607	\$ 3,535	\$ 419,142	\$ 9,619				\$ 428,761
1006-Outside Grants	\$ 1,358,900			\$ 2,492,690	\$ 2,492,690					\$ 2,492,690
1054-Engineering Grants	\$ 5,864,533	\$ 193,342		\$ 2,614,215	\$ 2,614,215					\$ 2,614,215
2001-Capital Outlay	\$ 9,255,194	\$ 2,696,674	\$ 4,403,040	\$ 8,202,208	\$ 12,605,248					\$ 12,605,248
2002-Measure C/J	\$ 1,241,685	\$ 3,810	\$ 765,551	\$ 1,059,226	\$ 1,824,777	\$ 1,069,818	\$ 1,080,517	\$ 1,091,322	\$ 1,102,235	\$ 6,168,669
2003-Lease Bond			\$ 78,064	\$ 1,171	\$ 79,235					\$ 79,235
2004-Civic Center	\$ -		\$ 82,197		\$ 82,197					\$ 82,197
2007-Harbor	\$ 11,000	\$ 2,840	\$ 1,087,002	\$ 5,645	\$ 1,092,647	\$ 1,098,292	\$ 1,109,275	\$ 1,120,368	\$ 1,131,571	\$ 5,552,153
2008-Transportation										\$ -
2009-State Highway	\$ 40,646	\$ 43,572								\$ -
2110-Park Land Dedication Impact Fee	\$ 30,000	\$ 8,719	\$ 1,613,970	\$ 8,719	\$ 1,622,689	\$ 8,719				\$ 1,631,408
2113-Public Facility Impact Fee - Fire	\$ 5,200	\$ 232	\$ 46,468	\$ 2,298	\$ 48,766	\$ 2,303	\$ 2,326	\$ 2,349	\$ 2,373	\$ 58,117
2114-Public Facility Impact Fee -Police	\$ 2,170	\$ 616	\$ 120,791	\$ -	\$ 120,791	\$ 791	\$ 799	\$ 807	\$ 815	\$ 124,003
2115-Recreation Impact Fee-Aquatics	\$ 4,000	\$ 937	\$ 108,681	\$ 2,298	\$ 110,979	\$ 1,912	\$ 1,931	\$ 1,950	\$ 1,970	\$ 118,742
2117-Library Impact Fee	\$ 6,000	\$ 1,005	\$ 147,525	\$ 1,889	\$ 149,414	\$ 22,320	\$ 1,906			\$ 173,640
2125 - Housing Capital Grants			\$ 3,811,000	\$ -	\$ 3,811,000	\$ 496,861				\$ 4,307,861
Capital Project Funds - Total	\$ 20,812,218	\$ 4,539,191	\$ 13,766,011	\$ 16,759,905	\$ 30,525,916	\$ 5,099,842	\$ 4,609,323	\$ 4,652,967	\$ 4,698,907	\$ 49,586,955
Enterprise, Internal Services, and Successor Agency Funds										
Enterprise Funds		\$ 13,847,397		\$ 14,466,000	\$ 14,466,000	\$ 7,740,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 22,251,000
Internal Service Funds		\$ 2,628,527		\$ 3,312,733	\$ 3,312,733	\$ 3,315,000	\$ 4,598,000	\$ 4,012,000	\$ 3,391,000	\$ 18,628,733
Successor Agency Redevelopment Funds				\$ 27,824,067	\$ 27,824,067	\$ 23,597,383	\$ 100,000	\$ 100,000	\$ 100,000	\$ 51,721,450
Enterprise, Internal Services, and Successor Agency Funds - Total	\$ 16,475,924	\$ -	\$ 45,602,800	\$ 45,602,800	\$ 34,652,383	\$ 4,713,000	\$ 4,127,000	\$ 3,506,000	\$ 92,601,183	
Total ALL Funds Available	\$ 20,812,218	\$ 21,015,114	\$ 13,766,011	\$ 62,362,705	\$ 76,128,716	\$ 39,752,225	\$ 9,322,323	\$ 8,779,967	\$ 8,204,907	\$ 142,188,138

CIP Funding Sources by Fund FY2013/14 to FY2017/18
Total: \$142,188,138



City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
Fund 1002 - State Gas Tax										
01A04	(ADA) - Sidewalks	\$ 66,986	\$ 66,986		\$ 100,000				\$ 100,000	
01C05	Barrett Avenue Paving	\$ 27,587	\$ 10,860						\$ -	
01B05	Carlson Boulevard Street Improvements, Phase	\$ 462,853	\$ 300,655						\$ -	
01D02	Cutting/Carlson Traffic Safety	\$ 572,569	\$ 20,945						\$ -	
N/A	JPFA 1995A Debt Services Payment	\$ 3,000		\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 15,000	
01114	Mathieu Court Alley Greening			\$ 72,000					\$ 72,000	
01A02	Railroad Crossing Improvement Quiet Zones	\$ 200,750	\$ 10,500						\$ -	
0CC02	Safe Route to Schools Cycle I	\$ 38,100	\$ 9,500	\$ 28,600					\$ 28,600	
01A06	Street Light Rehabilitation	\$ 208,968	\$ 165,997						\$ -	
01A05	Street Paving - Engineering	\$ 2,150,511	\$ 452,296	\$ 825,866	\$ 186,206	\$ 409,499	\$ 433,100	\$ 456,942	\$ 2,311,613	
01A05	Street Paving - Public Works	\$ 1,750,000	\$ 1,518,041	\$ 2,400,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	\$ 10,400,000	
01C09	Surface Drainage	\$ 268,213	\$ 55,769	\$ 127,000	\$ 100,000				\$ 227,000	
01B02	Traffic Safety/Signal Interconnect	\$ 400,000	\$ 6,870	\$ 395,590					\$ 395,590	
01A16	Via Verdi Roadway and Culvert Repair	\$ 284,640							\$ -	
State Gas Tax - Total		\$ 6,434,177	\$ 2,618,419	\$ 3,852,056	\$ 2,389,206	\$ 2,412,499	\$ 2,436,100	\$ 2,459,942	\$ 13,549,803	

Fund 1004 - Asset Seizure										
04A02	Closed Circuit Television (CCTV) Cameras	\$ 15,000		\$ 262,290	\$ 55,000				\$ 317,290	
04C02	Commercial Program Equipment			\$ 87,710					\$ 87,710	
N/A	Computer Equipment	\$ 228,596							\$ -	
N/A	Professional Services	\$ 8,125							\$ -	
N/A	SWAT Equipment and Radio Gear	\$ 8,298		\$ 10,000					\$ 10,000	
N/A	Vehicle to Tow Police Boats	\$ 2,500							\$ -	
Asset Seizure - Total		\$ 262,519	\$ -	\$ 360,000	\$ 55,000	\$ -	\$ -	\$ -	\$ 415,000	

Fund 1006 - Outside Funded Grants										
03H02	Burg Park	\$ 342,934	\$ 272,187						\$ -	
25B01	Fire Boat	\$ 1,307,900		\$ 448,422					\$ 448,422	
24H01	JAG 2009 - Police Safety Equipment	\$ 1,322	\$ 1,322						\$ -	
24P01	JAG 2011 - Police Safety Equipment	\$ 12,000		\$ 90,000					\$ 90,000	
24R01	JAG 2012 - Police Safety Equipment	\$ 103,833		\$ 86,011					\$ 86,011	
24E01	JAG I Recovery Grant - Police Safety Equipmer	\$ 205,824	\$ 158,837						\$ -	
23O02	Marina Bay Park Restroom	\$ 300,000	\$ 29,961	\$ 316,110					\$ 316,110	
25S01	Police Boat			\$ 596,226					\$ 596,226	
N/A	Police Services			\$ 224,887					\$ 224,887	
23F01	SF Bay Trail Gap Closure - Parks	\$ 237,080	\$ 9,845	\$ 227,205					\$ 227,205	
03I02	Shields-Reid Park	\$ 490,000	\$ 5,675	\$ 503,829					\$ 503,829	
Outside Funded Grants - Total		\$ 3,000,893	\$ 477,827	\$ 2,492,690		\$ -	\$ -	\$ -	\$ 2,492,690	

City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
Fund 1054 - Engineering Grants										
21B13	Dornan Tunnel	\$ 500,000	\$ 256,886						\$ -	
23D02	Martin Luther King (MLK) Jr. Park Improvements	\$ 15							\$ -	
01114	Mathieu Court Alley Greening	\$ 302,818		\$ 262,818					\$ 262,818	
21G01	Richmond Greenway Ohlone Gap Closure	\$ 1,390,167		\$ 1,360,167					\$ 1,360,167	
21A02	Safe Route to School/Cycle 1	\$ 408,722		\$ 408,722					\$ 408,722	
21B02	Safe Route to School/Cycle 2	\$ 741,000		\$ 232,508					\$ 232,508	
01G14	SF Bay Trail Gap Closure (Pt. Richmond to Pt. N	\$ 200,000		\$ 200,000					\$ 200,000	
01D14	SF Bay Trail Gap Closure (Shipyard #3 to Ferry	\$ 150,000		\$ 150,000					\$ 150,000	
01H14	Signal Timing	\$ 7,100							\$ -	
01A16	Via Verdi Roadway and Culvert Repair	\$ 6,051,520	\$ 4,859,292						\$ -	
Engineering Grant - Total		\$ 9,751,342	\$ 5,116,178	\$ 2,614,215	\$ -	\$ -	\$ -	\$ -	\$ 2,614,215	

Fund 2001 - General Capital										
03A06	Auditorium Americans with Disabilities Act (ADA)	\$ 210,401	\$ 38,297	\$ 125,797					\$ 125,797	
00H01	Auditorium Boiler Room	\$ 250,000	\$ 2,500	\$ 147,500					\$ 147,500	
09B01	Back-up Generator to Main Library Computer Se	\$ 50,000							\$ -	
00D01	Booker T. Anderson (BTA) Damaged Roof	\$ 95,000	\$ 34,669						\$ -	
01B05	Carlson Boulevard Street Improvements, Phase	\$ 31,097	\$ 31,094						\$ -	
N/A	CIP Administrative Cost	\$ 121,120	\$ 90,397						\$ -	
03B05	City Facilities Energy Efficient	\$ 357,703	\$ 38,970	\$ 293,733					\$ 293,733	
02G01	Civic Center Doors Employment & Training	\$ 28,942							\$ -	
01C01	Civic Center Security Improvements 440 Building	\$ 15,000		\$ 15,000					\$ 15,000	
04A02	Closed Circuit Television (CCTV) Cameras	\$ 15,000							\$ -	
42022	Contract Compliance	\$ 100,000	\$ 100,000						\$ -	
06B03	Document Storage	\$ 250,000	\$ 50,075	\$ 183,400					\$ 183,400	
01A13	Dornan Drive Tunnel Repair and Rehabilitation	\$ 476,050	\$ 59,080	\$ 55,000					\$ 55,000	
42070	Elevation System Employment & Training	\$ 11,000	\$ 11,000						\$ -	
03N02	Elm Park City Manager	\$ 1,654,165	\$ 120,318	\$ 1,400,000					\$ 1,400,000	
04E01	Family Justice Center		\$ 63,570	\$ 1,991,418					\$ 1,991,418	
05A03	Fire Station 61 Roof Replacement	\$ 67,488	\$ 66,944						\$ -	
05B03	Fire Station 67 Gender Specific Dormitories and	\$ 180,631	\$ 101,182						\$ -	
05C03	Fire Station 68 Gender Specific Restroom Facilit	\$ 10,754	\$ 121,119						\$ -	
02F01	HVAC Employment and Training Building	\$ 18,533	\$ 18,533						\$ -	
09B01	Main Library Restroom ADA	\$ 314,500	\$ 13,169	\$ 281,355					\$ 281,355	
0ND01	Marina Bay Trail	\$ 65,000		\$ 65,000					\$ 65,000	
0NC01	Pt. Molate Beach	\$ 115,000		\$ 40,000					\$ 40,000	
03L02	Martin Luther King (MLK) Park Improvements	\$ 58,532	\$ 36,694						\$ -	
01114	Mathieu Court Alley Greening	\$ 76,000							\$ -	

City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
Fund 2001 - General Capital - continued										
01A12	Quiet Zones Railroad Crossing Improvements			\$ 177,319					\$ 177,319	
21G01	Richmond Greenway Ohlone Gap Closure			\$ 30,000					\$ 30,000	
0CC02	Safe Route to School/Cycle 1 (Student Safety St	\$ 19,333							\$ -	
01C16	Santa Rita Sinkhole	\$ 4,950							\$ -	
00D01	Senior Center Restroom ADA	\$ 23,270							\$ -	
0NA01	SF Bay Trail (Plunge Gap Closure)	\$ 254,000		\$ 254,000					\$ 254,000	
01G14	SF Bay Trail Gap Closure (Pt. Richmond to Pt. N	\$ 50,000							\$ -	
01G14	SF Bay Trail Gap Closure (Pt. Richmond to Pt. N	\$ 11,170	\$ 4,843						\$ -	
01D14	SF Bay Trail Gap Closure (Shipyard #3 to Ferry	\$ 235,000		\$ 235,000					\$ 235,000	
03I02	Shields-Reid Park	\$ 200,706	\$ 14,438	\$ 185,563					\$ 185,563	
2AG01	Shuttle Service II	\$ 313,036	\$ 233,813						\$ -	
04D01	Southside Substation - Police	\$ 500,000		\$ 500,000					\$ 500,000	
02E01	Starlite Studio Employment and Training		\$ 13,666						\$ -	
01A06	Street Light Rehabilitation	\$ 336,322	\$ 168,070						\$ -	
03C05	Street Light Rehabilitation City Manager	\$ 2,701,135	\$ 1,122,210	\$ 1,790,252					\$ 1,790,252	
01A05	Street Paving - Engineering	\$ 597,650							\$ -	
01A05	Street Paving - Public Works	\$ 290,589	\$ 97,510						\$ -	
03O02	Unity Park	\$ 5,000,000	\$ 13,025	\$ 4,779,910					\$ 4,779,910	
01D09	Valley View Road Repairs	\$ 150,000	\$ 149,849						\$ -	
01A16	Via Verdi Roadway and Culvert Repair	\$ 506,798	\$ 268,288	\$ 55,000					\$ 55,000	
General Capital - Total		\$ 15,765,875	\$ 3,083,320	\$ 12,605,248	\$ -	\$ -	\$ -	\$ -	\$ 12,605,247	
Fund 2002 - Measure C/J										
01C04	(ADA), Sidewalks, and Gaps Closures	\$ 488,469	\$ 44,147	\$ 778,375	\$ 400,000	\$ 491,000	\$ 491,000	\$ 491,000	\$ 2,651,375	
01C02	Crosswalk Improvement	\$ 100,000	\$ 2,240	\$ 93,800	\$ 80,000				\$ 173,800	
A1C05	Cutting Carlson Traffic Signal			\$ 547,420	\$ 50,000				\$ 597,420	
21B13	Dornan Tunnel			\$ 15,000					\$ 15,000	
N/A	Membership and Dues WCCTAC & CCTA	\$ 140,000		\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 140,000	\$ 700,000	
0CC02	Safe Route to Schools Cycle 2	\$ 186,520	\$ 20,204	\$ 11,363					\$ 11,363	
01A06	Street Light Rehabilitation	\$ 357,498	\$ 174,278						\$ -	
01A05	Street Paving - Engineering	\$ 447,208	\$ 27	\$ 112,234	\$ 399,818	\$ 90,501	\$ 66,900	\$ 43,058	\$ 712,511	
01A05	Street Paving - Public Works	\$ 250,000	\$ 42,486						\$ -	
01C09	Surface Drainage					\$ 158,500	\$ 158,500	\$ 158,500	\$ 475,500	
01B02	Traffic Safety Improvements	\$ 86,601	\$ 36,601			\$ 200,516	\$ 234,922	\$ 269,677	\$ 705,115	
01D09	Valley View Road Repairs - Stromwater			\$ 122,565					\$ 122,565	
Measure C/J - Total		\$ 2,056,296	\$ 319,983	\$ 1,820,757	\$ 1,069,818	\$ 1,080,517	\$ 1,091,322	\$ 1,102,235	\$ 6,164,649	
Fund 2003 - 2001A Lease Revenue Bond										
01A05	Street Paving - Engineering	\$ 533,617		\$ 79,235					\$ 79,235	
2001A Lease Revenue Bond - Total		\$ 533,617		\$ 79,235	\$ -	\$ -	\$ -		\$ 79,235	

City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
Fund 2004 Civic Center										
N/A	Transfer out to General Capital Fund - Back-up	\$ 50,000	\$ 50,000						\$ -	
N/A	Transfer out to General Capital Fund - Restroom	\$ 314,500	\$ 314,500						\$ -	
Civic Center - Total		\$ 364,500	\$ 364,500	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund 2007 - Harbor										
08H01	Port Dredging	\$ 1,058,844							\$ -	
2007 Harbor - Total		\$ 1,058,844		\$ -	\$ -	\$ -	\$ -		\$ -	
Fund 2008 - Transportation										
N/A	Transfer out to State Highway Fund	\$ 40,646	\$ 40,246						\$ -	
2008 Transportation - Total		\$ 40,646	\$ 40,246	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Fund 2110 - Park Impact Fee										
03A02	Booker T. Anderson (BTA) Park Bridge	\$ 171,536	\$ 168,756						\$ -	
03A02	Booker T. Anderson (BTA) Park Restroom	\$ 125,000	\$ 1,250	\$ 225,000					\$ 225,000	
03H02	Burg Park	\$ 65,825	\$ 28,351						\$ -	
03A01	Joint Powers Agreement (JPA) Sports Field Part	\$ 15,000		\$ 15,000	\$ 15,000				\$ 30,000	
23O02	Marina Bay Park Restroom			\$ 37,474					\$ 37,474	
01114	Mathieu Court Alley Greening			\$ 100,000					\$ 100,000	
03M02	North Richmond Ball Field	\$ 200,900	\$ 2,009	\$ 198,891					\$ 198,891	
03J02	Park Hardscape Rehabilitation	\$ 46,928	\$ 46,928	\$ 60,000					\$ 60,000	
03J02	Park Irrigation Rehabilitation	\$ 60,000		\$ 60,000	\$ 60,000				\$ 120,000	
03J02	Play Area Safety Equipment	\$ 95,854	\$ 6,282	\$ 189,000	\$ 100,000				\$ 289,000	
03I02	Shields Reid Park Improvements	\$ 200,000	\$ 7,900	\$ 500,000					\$ 500,000	
03F02	Wendell Park	\$ 149,601	\$ 1,496						\$ -	
2110 Park Impact Fee - Total		\$ 1,130,644	\$ 262,972	\$ 1,385,365	\$ 175,000	\$ -	\$ -	\$ -	\$ 1,560,365	
Fund 2114 - Police Impact Fee										
N/A	Computer Equipment	\$ 66,747							\$ -	
N/A	Fleet Network Automatic Vehicle Locator System (AVL)			\$ 50,000					\$ 50,000	
N/A	Mobile Camera Station			\$ 40,000					\$ 40,000	
N/A	Motorcycle Travel Trailer			\$ 5,000					\$ 5,000	
N/A	Total Work Station			\$ 25,000					\$ 25,000	
04B02	Traffic Laser Radar Equipment	\$ 20,000							\$ -	
2114 Police Impact Fee - Total		\$ 86,747	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ -	\$ 120,000	

City of Richmond
 Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
Fund 2115 - Recreation Aquatics Impact Fee										
00A02	Kennedy Swim Center Improvements	\$ 219,713	\$ 77,702	\$ 110,575					\$ 110,575	
2115 Recreation Aquatic Impact Fee - Total		\$ 219,713	\$ 77,702	\$ 110,575	\$ -	\$ -	\$ -	\$ -	\$ 110,575	
Fund 2117 - Library Impact Fee										
N/A	Branch Library Public Access Computer Upgrad	\$ 50,000		\$ 45,000					\$ 45,000	
N/A	Library Operation and Maintenance Cost	\$ 150,000	\$ 8,908	\$ 84,000	\$ 6,000				\$ 90,000	
2117 Library Impact Fee - Total		\$ 200,000	\$ 8,908	\$ 129,000	\$ 6,000	\$ -	\$ -	\$ -	\$ 135,000	
Fund 2125 - Housing Department										
07A72	Miraflores Creek Restoration				\$ 496,861				\$ 496,861	
2125 Housing Department Iron Triangle - Total		\$ -	\$ -	\$ -	\$ 496,861	\$ -	\$ -	\$ -	\$ 496,861	
Capital Improvements Funds - Total		\$ 40,905,813	\$ 12,370,055	\$ 25,567,141	\$ 4,191,885	\$ 3,493,016	\$ 3,527,422	\$ 3,562,177	\$ 40,343,640	[1]

City of Richmond
 Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
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Fund 2125 - Housing Department Iron Triangle										
07573	Iron Triangle			\$ 1,511,000					\$ 1,511,000	
2125 Housing Department Iron Triangle - Total		\$ -	\$ -	\$ 1,511,000	\$ -	\$ -	\$ -	\$ -	\$ 1,511,000	

Fund 2126 - Housing Department										
07558	Infill Phase 2	\$ 16,000							\$ -	
07563	Miraflores (S. 43rd & Wall)	\$ 2,000,000		\$ 1,000,000					\$ 1,000,000	
07A72	Miraflores Creek Restoration			\$ 1,300,000					\$ 1,300,000	
07564	Nevin Court (1st & Nevin)	\$ 38,000							\$ -	
07566	Vernon Castro	\$ 5,000							\$ -	
2126 Housing Department - Total		\$ 2,059,000	\$ -	\$ 2,300,000	\$ -	\$ -	\$ -	\$ -	\$ 2,300,000	

Fund 4001 - Port of Richmond										
N/A	Cafeteria Building Exterior Improvements	\$ 65,000							\$ -	
28I01	Lighting Improvements PPMT	\$ 1,940,209	\$ 540,271						\$ -	
28E01	PPMT- Fiber Optic Network	\$ 4,007,318	\$ 3,215,815						\$ -	
N/A	PPMT - Stormwater Improvements	\$ 200,000							\$ -	
01A12	Railroad Improvements Quiet Zones	\$ 1,000,000	\$ 75,510	\$ 50,000					\$ 50,000	
28F01	Riggers Loft			\$ 400,000					\$ 400,000	
08C01	Terminal 2 Timber Wharf Replacement	\$ 275,000							\$ -	
28F01	Terminal 3 Security Center	\$ 3,230,557	\$ 2,773,861						\$ -	
4001 Port of Richmond - Total		\$ 10,718,084	\$ 6,605,457	\$ 450,000	\$ -	\$ -	\$ -	\$ -	\$ 450,000	

Fund 4003 - Wastewater										
N/A	23rd Street Sanitary Sewer Replacement	\$ 2,000,000							\$ -	
01I10	Capacity Improvements	\$ 8,000,000	\$ 849,777						\$ -	
01J10	Cypress Point Sewer Line Replacement	\$ 700,000	\$ 12,642						\$ -	
01H10	Emergency Repairs		\$ 154,596						\$ -	
01B10	Digester Control Building No. 2		\$ 573,464						\$ -	
01D10	Manhole Replacement	\$ 300,000	\$ 45,830						\$ -	
N/A	McLaughlin Avenue Sewer Upsize	\$ 3,500,000							\$ -	
01K10	Replacement Digester Cover			\$ 700,000					\$ 700,000	
01E10	Sewer Line Repair for Inspection Accessibility		\$ 1,596,902						\$ -	
01A10	Treatment Plant Improvement		\$ 294,452						\$ -	
01G10	Wet Weather Storage Project		\$ 76,311	\$ 9,275,000	\$ 7,725,000				\$ 17,000,000	
4003 Wastewater - Total		\$ 14,500,000	\$ 3,603,974	\$ 9,975,000	\$ 7,725,000	\$ -	\$ -	\$ -	\$ 17,700,000	

Fund 4005 - Marina										
08H01	Marina Dredging	\$ 100,000	\$ 100,000						\$ -	
4005 Marina - Total		\$ 100,000	\$ 100,000	\$ -						

City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18



Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
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Fund 4008 - KCRT										
06F03	Engineering (Microwave Transmission & Playba	\$ 5,000	\$ 9,862	\$ 140,000					\$ 140,000	
06D03	Multi Media (Council Chamber & Media Center)	\$ 30,000	\$ 12,139	\$ 65,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 125,000	
06E03	Production (Studio & Truck Upgrades)	\$ 25,000	\$ 21,376	\$ 25,000					\$ 25,000	
4008 KCRT - Total		\$ 60,000	\$ 43,377	\$ 230,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 290,000	

Enterprise Funds - Total	\$ 27,437,084	\$ 10,352,808	\$ 14,466,000	\$ 7,740,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 22,251,000	
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Fund 5003 - Equipment Services										
03A04	Fire Vehicles	\$ 793,559	\$ 335,592	\$ 1,050,000	\$ 820,000	\$ 1,295,000	\$ 2,000,000	\$ 1,400,000	\$ 6,565,000	
03D04	Other City Equipment	\$ 114,467	\$ 4,615	\$ 250,000	\$ 156,000	\$ 387,000	\$ 76,000	\$ 308,000	\$ 1,177,000	
03C04	Other City Vehicles	\$ 1,330,199	\$ 111,170	\$ 1,000,000	\$ 1,418,000	\$ 1,493,000	\$ 786,000	\$ 730,000	\$ 5,427,000	
03B04	Police Vehicles	\$ 1,514,854	\$ -	\$ 1,012,733	\$ 921,000	\$ 1,423,000	\$ 1,150,000	\$ 953,000	\$ 5,459,733	
5003 Equipment Services - Total		\$ 3,753,079	\$ 451,377	\$ 3,312,733	\$ 3,315,000	\$ 4,598,000	\$ 4,012,000	\$ 3,391,000	\$ 18,628,733	

Internal Service Funds - Total	\$ 3,753,079	\$ 451,377	\$ 3,312,733	\$ 3,315,000	\$ 4,598,000	\$ 4,012,000	\$ 3,391,000	\$ 18,628,733	
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Fund 6103 - Successor Agency Richmond Community Development Agency										
07A70	Deed Restricted Properties	\$ 107,000		\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 500,000	
07001	Metro Walk (Transit Village)	\$ 17,638,763	\$ 160,693	\$ 6,893,261	\$ 5,883,984				\$ 12,777,245	
07563	Miraflores	\$ 2,500,000	\$ (287,072)	\$ 955,000					\$ 955,000	
07A72	Miraflores Creek Restoration	\$ 300,000		\$ 450,000					\$ 450,000	
07035	Officer Bradley A. Moody Memorial Underpass	\$ 4,461,194	\$ (29,820)	\$ 18,275,806	\$ 16,063,399				\$ 34,339,205	
07009	Railroad Crossing Design and Improvements	\$ 950,000	\$ (213,511)							
07A71	Terminal One	\$ 1,050,000		\$ 1,150,000	\$ 1,550,000				\$ 2,700,000	
6103 Successor Agency Richmond Community Development Agency (RCRA) - Total		\$ 27,006,957	\$ (369,710)	\$ 27,824,067	\$ 23,597,383	\$ 100,000	\$ 100,000	\$ 100,000	\$ 51,721,450	

Successor Agency Richmond Community Development Agency - Total	\$ 27,006,957	\$ (369,710)	\$ 27,824,067	\$ 23,597,383	\$ 100,000	\$ 100,000	\$ 100,000	\$ 51,721,450	
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Enterprise, Internal Services and Successor Agency RCRA - Total	\$ 58,197,120	\$ 10,434,475	\$ 45,602,800	\$ 34,652,383	\$ 4,713,000	\$ 4,127,000	\$ 3,506,000	\$ 92,601,183	[2]
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ALL Project Expenditures - Total	\$ 99,102,933	\$ 22,804,530	\$ 71,169,941	\$ 38,844,268	\$ 8,206,016	\$ 7,654,422	\$ 7,068,177	\$ 132,944,823	[2]
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***NOTES:

[1] Resolution No. 63-13 project expenditures in the amount of \$25,567,141 for the first year (FY2013-14) of the Capital Improvement Plan; and in the amount of

City of Richmond
Capital Expenditures by Fund FY2013-14 to FY2017-18

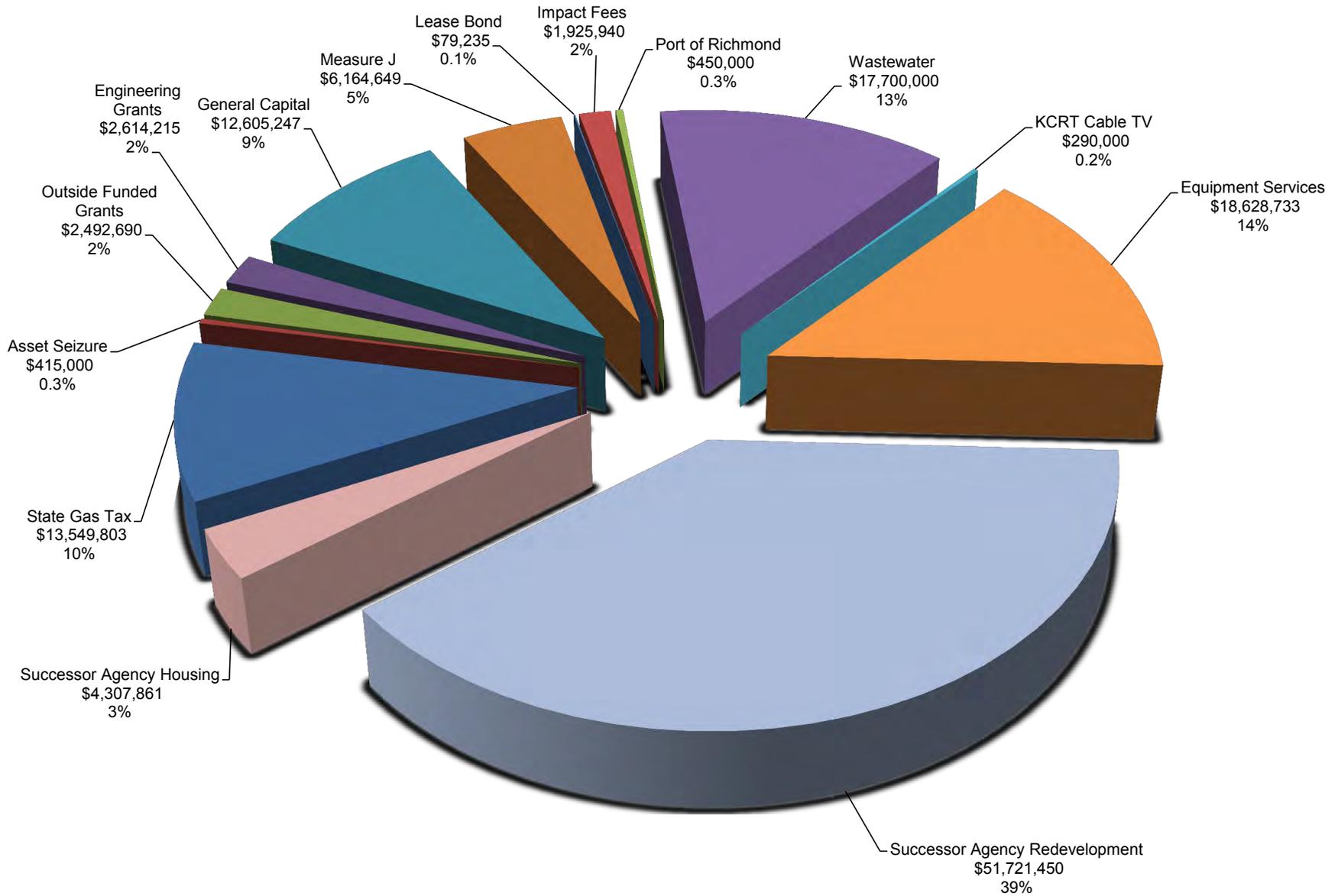


Project #	Project Title	Adopted FY2012/13	Actuals to 3/31/13 FY2012/13	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total	Notes
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\$4,191,885 for the second year (FY2014-15) of the Capital Improvement Plan. The total on the resolution is comprised from the Capital Project Funds identified on the previous pages of this Expenditure by Fund Summary. These funds are to be used solely for projects.

[2] Project expenditures of \$45,602,800 for the first year (FY2013-14) of the Capital Improvement Plan; and in the amount of \$34,652,383 for the second year (FY2014-15) of the Capital Improvement Plan are budgeted in Operating Budget Funds (Enterprise, Internal Services and Successor Agency Richmond Community Redevelopment Agency) per resolution 62-13. The total of \$71,169,941 (FY2013-14) and \$38,844,268 (FY2014-15) showing at the end of the Capital Expenditure by Fund Summary includes the total from the Capital Project Funds \$25,567,141 (FY2013-14) and \$4,191,885 (FY2014-15) Resolution No. 63-13.

Capital Expenditures by Fund FY2013/14 to FY2017/18
Total: \$132,944,823



City of Richmond
Capital Unfunded Request FY2013-14 to FY2017-18



Project Title	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total
Engineering Department						
Crosswalk Improvements	\$ 6,200	\$ 20,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 326,200
Cutting Carlson Traffic Safety Improvements	\$ 2,547,420					\$ 2,547,420
Dornan Tunnel Repairs	\$ 231,500					\$ 231,500
Mcdonald Avenue Street Lights; Gerrard to 7th		\$ 150,150				\$ 150,150
Miscellaneous Improvement Repairs		\$ 150,000	\$ 150,000	\$ 150,000	\$ 150,000	\$ 600,000
Pavement Management Program			\$ 50,000	\$ 50,000		\$ 100,000
Point Richmond Retaining Walls		\$ 673,000				\$ 673,000
Railroad Crossing Improvements Quiet Zones	\$ 123,631	\$ 202,250				\$ 325,881
Richmond Greenway Phlone Gap Closure	\$ 23,364					\$ 23,364
Safe Route to Schools Cycle 1	\$ 46,870					\$ 46,870
Safe Route to Schools Cycle 2	\$ 27,464					\$ 27,464
SF Bay Trail General	\$ 10,000	\$ 10,000				\$ 20,000
SF Bay Trail (Plunge Gap Closure)	\$ 91,600					\$ 91,600
Street Light Rehabilitation	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 2,500,000
Street Paving	\$ 1,805,031	\$ 1,548,976				\$ 3,354,007
Surface Drainage	\$ 59,500	\$ 61,500	\$ 161,500	\$ 161,500	\$ 161,500	\$ 605,500
Traffic Safety	\$ 4,410	\$ 204,000				\$ 208,410
Via Verdi	\$ 20,000					\$ 20,000
Winehaven Pt. Molate Structural Repairs	\$ 41,625	\$ 41,625				\$ 83,250
Unfunded Engineering Department - Total	\$ 5,538,615	\$ 3,561,501	\$ 961,500	\$ 961,500	\$ 911,500	\$ 11,934,616

Engineering Wastewater						
Electrical Upgrades		\$ 6,015,000				\$ 6,015,000
Flow Diversion Project		\$ 5,500,000	\$ 5,500,000	\$ 25,300,000	\$ 125,300,000	\$ 161,600,000
Grit Removal Systems Upgrades		\$ 2,755,000				\$ 2,755,000
Pipeline Rehabilitation and Replacement Projects		\$ 3,322,500	\$ 6,695,000	\$ 6,695,000	\$ 6,695,000	\$ 23,407,500
Rehabilitate Existing Grit Basin	\$ 1,953,000					\$ 1,953,000
Treatment Plant Electrical Rehabilitation	\$ 7,161,000					\$ 7,161,000
Treatment Plant Odor Control	\$ 3,000,000					\$ 3,000,000
Wet Weather Manhole Repairs and Emergency Projects		\$ 636,750	\$ 1,218,500	\$ 1,218,500	\$ 1,218,500	\$ 4,292,250
Wet Weather Pipeline Capacity Improvements		\$ 5,891,000	\$ 13,054,500	\$ 13,054,500		\$ 32,000,000
Unfunded Engineering Wastewater Department - Total	\$ 12,114,000	\$ 24,120,250	\$ 26,468,000	\$ 46,268,000	\$ 133,213,500	\$ 242,183,750

City of Richmond
Capital Unfunded Request FY2013-14 to FY2017-18



Project Title	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total
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Engineering Stormwater						
24 th Street Flooding Reduction	\$ 1,142,000					\$ 1,142,000
Bayview Ave Flooding Reduction	\$ 1,727,000					\$ 1,727,000
Canal Boulevard Flooding Reduction	\$ 1,467,000					\$ 1,467,000
Carlson Blvd Flooding Reduction	\$ 8,700,000					\$ 8,700,000
Crest Ave Pipe Replacement	\$ 33,000					\$ 33,000
Gertrude Ave Flooding Reduction	\$ 3,077,000					\$ 3,077,000
Harbour Way Flooding Reduction	\$ 560,000					\$ 560,000
Marina Way Flooding Reduction	\$ 2,815,000					\$ 2,815,000
Southwest Annex Flooding Reduction	\$ 500,000					\$ 500,000
Stormwater Master Plan	\$ 500,000	\$ 300,000				\$ 800,000
Unfunded Engineering Stormwater - Total	\$ 20,521,000	\$ 300,000	\$ -	\$ -	\$ -	\$ 20,821,000

Public Works Operation and Maintenance						
Hilltop Directional Signage	\$ 100,000	\$ 235,620	\$ 235,620			\$ 571,240
Hilltop Path Reconstruction	\$ 50,000					\$ 50,000
Hilltop Pylon Sign	\$ 1,300,000	\$ 230,000				\$ 1,530,000
Replace Roofing at Various City Facilities	\$ 1,000,000	\$ 1,000,000				\$ 2,000,000
33 Ft. Scissor Lift for Painters - Purchase	\$ 25,000					\$ 25,000
Senior Center Restroom ADA	\$ 325,000					\$ 325,000
Unfunded Public Works Operation and Maintenance - Total	\$ 2,800,000	\$ 1,465,620	\$ 235,620	\$ -	\$ -	\$ 4,176,240

Public Works Parks						
Clark Pond Nature Park & Equestrian Trailhead	\$ 11,000	\$ 1,589,000				\$ 1,600,000
Fairmede Soccer Field	\$ 45,000	\$ 217,500				\$ 262,500
JPA Sports Field Partnership	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000		\$ 60,000
K-9 Training Park	\$ 10,000	\$ 20,000				\$ 30,000
MLK Park, Community Center Landscaping	\$ 750,000					\$ 750,000
Nichol Park, Electrical System	\$ 1,000,000					\$ 1,000,000
North Richmond Ball field Irrigation, Lighting & Sod Repair	\$ 85,000	\$ 93,500				\$ 178,500
North Richmond Ball field Restroom Restoration	\$ 25,000	\$ 100,000				\$ 125,000
Park Lighting	\$ 165,000					\$ 165,000
Playground restorations citywide	\$ 1,060,765	\$ 339,235				\$ 1,400,000
Pullman Neighborhood Park Additions	\$ 105,000	\$ 125,000				\$ 230,000
Rose Garden	\$ 26,875	\$ 48,125				\$ 75,000

City of Richmond
Capital Unfunded Request FY2013-14 to FY2017-18



Project Title	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total
Shields Reid, Soccer Lighting	\$ 500,000					\$ 500,000
Solano Playlot	\$ 120,000					\$ 120,000
Urban Forest Implementation Citywide	\$ 132,000	\$ 132,000	\$ 132,000	\$ 132,000		\$ 528,000
Wendell Park Renovations	\$ 1,597,775					\$ 1,597,775
Unfunded Public Works Parks - Total	\$ 5,648,415	\$ 2,679,360	\$ 147,000	\$ 147,000	\$ -	\$ 8,621,775

Public Works Equipment Services						
Corporation Yard Facility Relocate			\$ 10,000,000			\$ 10,000,000
Men's Restroom Upgrade ADA	\$ 30,000	\$ 120,000				\$ 150,000
Replace two existing 2000 gls Fuel Tanks	\$ 50,000					\$ 50,000
Unfunded Public Works Equipment Services - Total	\$ 80,000	\$ 120,000	\$ 10,000,000	\$ -	\$ -	\$ 10,200,000

Police Department						
New Police Facility	\$ 80,000,000					\$ 80,000,000
Unfunded Police Department - Total	\$ 80,000,000	\$ -	\$ -	\$ -	\$ -	\$ 80,000,000

Fire Department						
Air Conditioning at Fire Training	\$ 40,000					\$ 40,000
Gender Bathrooms	\$ 150,000					\$ 150,000
Re-paving Fire Stations	\$ 70,000					\$ 70,000
Replace Station 66	\$ 4,000,000	\$ 265,000				\$ 4,265,000
Re-roof Fire Stations	\$ 500,000					\$ 500,000
Re-wiring	\$ 98,000					\$ 98,000
Unfunded Fire Department - Total	\$ 4,858,000	\$ 265,000	\$ -	\$ -	\$ -	\$ 5,123,000

Library Department						
Architectural Design of New Library		\$ 2,790,000				\$ 2,790,000
Community Room Furniture		\$ 30,000				\$ 30,000
New Library		\$ 23,500,000	\$ 23,500,000			\$ 47,000,000
Total - Unfunded Library Department	\$ -	\$ 26,320,000	\$ 23,500,000	\$ -	\$ -	\$ 49,820,000

City of Richmond
Capital Unfunded Request FY2013-14 to FY2017-18



Project Title	Adopted FY2013/14	Adopted FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Proposed FY2017/18	Total
Recreation Department						
Booker T. Anderson (BTA) Park, Rehabilitation of Baseball Field Lighting	\$ 500,000					\$ 500,000
BTA Community Center Heater Replacement	\$ 85,000					\$ 85,000
Community Center Renovations/Repairs	\$ 40,000,000					\$ 40,000,000
Convention Center Lighting and Sound System Upgrade	\$ 250,000	\$ 1,250,000				\$ 1,500,000
Electronic Media Billboard	\$ 200,000					\$ 200,000
Field Turf Installation	\$ 5,500,000	\$ 5,500,000	\$ 5,500,000			\$ 16,500,000
Golf Activity Center	\$ 15,000,000	\$ 15,000,000	\$ 15,000,000			\$ 45,000,000
Heating Ventilation and Air Conditioning (HVAC) & Electrical Support System Recreation Administration Building	\$ 300,000	\$ 200,000				\$ 500,000
Kennedy Swim Center - Roof, Electrical & HVAC	\$ 2,000,000	\$ 2,000,000				\$ 4,000,000
May Valley Community Center Upgrade	\$ 100,000	\$ 100,000				\$ 200,000
Multi-Use Sports Facility	\$ 25,000,000					\$ 25,000,000
Refurbish Small Community Centers	\$ 205,000					\$ 205,000
Replace Windows at the Recreation Complex	\$ 65,000					\$ 65,000
Unfunded Recreation Department - Total	\$ 89,205,000	\$ 24,050,000	\$ 20,500,000	\$ -	\$ -	\$ 133,755,000
Employment & Training Department						
Starlight Building Civic Center Employment and Training	\$ 200,000					\$ 200,000
Unfunded Employment & Training Department - Total	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Information Technology Department						
Broadband Accessibility Project	\$ 500,000					\$ 500,000
Fiber Expansion	\$ 1,200,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 3,600,000
Unfunded Information Technology Department - Total	\$ 1,700,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 600,000	\$ 4,100,000
City Attorney Department						
Access Compliance	\$ 246,931	\$ 246,931	\$ 171,296	\$ 246,931		\$ 912,089
Mid-Block Barriers	\$ 560,618	\$ 560,618		\$ 560,618		\$ 1,681,855
Pedestrian Signals	\$ 3,880	\$ 3,880	\$ 3,880	\$ 3,880		\$ 15,520
Total - Unfunded City Attorney Department	\$ 811,429	\$ 811,429	\$ 175,176	\$ 811,429	\$ -	\$ 2,609,464
Unfunded Request - Total	\$ 223,476,459	\$ 84,293,160	\$ 82,587,296	\$ 48,787,929	\$ 134,725,000	\$ 573,544,845

Budget Glossary

The glossary includes terms that will help you understand the technical language often used in a capital improvements program. Glossary terms are listed alphabetically under each alphabet letter, and include a brief description and an acronym, as applicable.

A

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

Accounts Payable (A/P): Amounts owing to private persons, firms, or corporation for goods and services received.

Accounts Receivable (A/R): Amounts owing from private persons, firms or corporation for goods and services furnished.

Accrual Basis: The basis of accounting whereby revenues are recognized when earned and measurable regardless of when collected; and expenses are recorded on a matching basis when incurred. All proprietary and fiduciary funds use the accrual basis of accounting.

Accrue: To record revenues and expenditures (expenses) when they meet the recognition criteria of the fund type involved regardless of when the cash activity occurs.

Accrued Expenditures (Expenses): Expenses or expenditures that meet the appropriate recognition criteria of the fund type involved but have not been paid. Accrued expenditures are expected to be paid in a subsequent accounting period.

Accrued Revenues: Revenues that meet the appropriate recognition criteria of the fund type invoiced, but are not realized during the accounting period. Refer to accrual basis, accrual and modified accrual basis.

Actual: Actual refers to the expenditures and/or revenues realized in the past.

Adjusted Budget: The status of appropriations as of a specific date between July 1st, at the beginning of the fiscal period, and June 30th, at the end of the fiscal period. Includes the adopted budget, budget amendments, prior year encumbrances, approved project carry forwards from prior years, and transfers between accounts, divisions and departments.

Adopted Budget: Revenues and appropriations approved by the City Council immediately preceding the new fiscal period effective July 1st.

Budget Glossary

Agency/Department: A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

Allocation: The practice of spreading costs among various cost centers on some predetermined reasonable basis (e.g., percentages based on allocation plan) as opposed to distribution of expenses on a unit charge or direct identification basis.

Americans with Disabilities Act (ADA): Legislation passed in 1990 that prohibits discrimination against people with disabilities. Under this Act, discrimination against a disabled person is illegal in employment, transportation, public accommodations, communications and government activities. The law prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against the disabled. Employers are required to make reasonable accommodations in order for the disabled person to perform their job function.

Annexation: A change in existing community boundaries resulting from the incorporation of additional land.

Appraisal: The process through which conclusions of property value are obtained; also refers to the report that sets forth the process of estimation and conclusion of value.

Appropriated Expenditure: In the Fiscal Year Budget, an amount set aside for a specific acquisition or purpose.

Appropriation: Is the legal authority authorized by the City Council to expend up to a certain amount of funds during a budget period. For the City, the adopted budget is the source of appropriations.

Appropriation limit: Imposed by Propositions 4 and 111, creates a restriction on the amount of revenue which can be appropriated in any fiscal year. The limit is based on actual appropriations, and is increased each year using the growth of population and inflation. Not all revenue are restricted by the limit; only those which are referred to as "proceeds of taxes."

Appropriation Resolution: The official enactment by the City Council to establish legal authority for City officials to obligate and expend funds.

Assets: The entries on a balance sheet showing all properties and claims against others that may be used directly or indirectly to cover liabilities.

Budget Glossary

Audit: Prepared by an independent Certified Public Accountant (CPA), the primary objective of an audit is to determine if the City's financial statements present fairly the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with their performance of an audit, it is customary for an independent auditor to issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

B

Balance Sheet: A statement purporting to present the financial position of an entity by disclosing its assets, liabilities, and fund equities as of a specific date.

Baseline Schedule: This is the first schedule the project team gains from the Pre-Design Phase of the project based on knowledge about project context and requirements as well as historical data from previous projects. It is a fixed project schedule used in measuring project progress and contract performance. Any change caused by change in scope of the project invalidates the original schedule and necessitates a new baseline schedule.

Base Line Budget: Previous year adopted budget with adjustments or current salaries, benefits, indirect, internal service rates.

Bidder: An individual, partnership, firm, corporation, or joint venture, submitting a bid for a construction project.

Bid Items: Specific items of work, either materials, finished products, or bodies of work that a bidder bids a price on in their pursuit of a construction project; bid items are those items in a construction contract that will be paid for directly.

Bid Package: The package of materials that is given out to prospective bidders for their use in bidding on a construction project; the package includes a copy of the Invitation to Bid; various notices, forms and contract provisions, Proposal, Special Provisions, wage rates, Plan Set, permits/approvals, addenda, and subsurface boring logs (if any).

Biennial Budget: A biennial budget is one that lasts for two years, so any funding initiated by this budget is covered for a two-year period.

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

Budget Glossary

Budget: A financial plan for a specific period of time (fiscal period) that matches all planned revenues and expenditures with various municipal services.

Budget Adjustment: A legal procedure utilized by City staff to revise a budget appropriation. City staff has the prerogative to adjust expenditures within departmental budgets. City Council approval is required for transfers between funds, and for additional appropriations from fund balance or new revenue sources.

Budget Calendar: The schedule of key dates or milestones that the City follows in the preparation, adoption and administration of the budget.

Budget Document: A financial and planning tool that reflects the proposed (and later adopted) revenues and appropriations for the City (including operating and capital), performance standards, targets, organizational structure and goals, along with historical financial information.

Budget Year: The fiscal year for which a budget is being considered.

Budgetary Amendments: The City Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes are between objects within the same expenditure category.

Budgetary Basis: The process by which budgeted expenditures are adopted through the passage of a resolution. This resolution constitutes the maximum authorized expenditures for the fiscal year and cannot legally be exceeded except by subsequent amendments of the budget by the City Council.

Budgetary Control: The control or management of a governmental unit or enterprise in accordance with an approved budget for the purpose of keeping expenditures within the limitations of available resources.

C

California Department of Transportation (Caltrans): State agency that builds and maintains state highways and administers transportation programs within the state.

Budget Glossary

California Environmental Quality Act (CEQA): Is a statute that requires all jurisdictions in the State of California to evaluate the extent of environmental degradation posed by proposed development or project.

A 1970 law which requires those state agencies to regulate planning and development activity, with major consideration for environmental protection. The basic purposes of CEQA are to:

- Inform governmental decision-makers and the public about the potential significant environmental effects of a proposed planning or development activity;
- Identify ways environmental damage can be avoided or significantly reduced (mitigation);
- Prevent significant, avoidable environmental damage by requiring changes in projects through the use of alternative measures when those measures are feasible; and
- (Overriding consideration) Disclose to the public the reasons why a governmental agency approved a project in the manner the agency chose if significant environmental effects are involved.

California Public Utility Commission (CPUC): Regulates privately owned telecommunications, electric, natural gas, water, railroad, rail transit, and passenger transportation companies. The CPUC is responsible for assuring California utility customers have safe, reliable utility service at reasonable rates, protecting utility customers from fraud, and promoting the health of California's economy.

California Transportation Commission (CTC): Is a body established by Assembly Bill 402 (AB 402) and appointed by the Governor to advise and assist the Secretary of the Business, Transportation and Housing Agency and the Legislature in formulating and evaluating state policies and plans for transportation.

Capacity Enhancements: Are new facilities projects and operational improvements, which add through lanes.

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

Capital Budget: A plan of proposed capital expenditures and the means of financing them. The capital budget is enacted as part of the City's consolidated budget which includes both operating and capital outlays, and is based on a Capital Improvement Plan (CIP).

Capital Expenditure: An outlay that results in or contributes to the acquisition or construction of a capital asset.

Budget Glossary

Capital Improvement Plan (CIP): Is a long-range plan of proposed Capital Improvement Projects with single and multiple-year capital expenditures. The CIP is updated annually. Appropriations for each approved project are presented in the annual budget, with some projects spanning multiple fiscal years.

Capital Improvement Program or Capital Projects: A plan for capital expenditures for the acquisition, expansion or rehabilitation of an element of the City's physical plant to be incurred within a fixed period of several future years.

Capital Improvements: Are permanent additions to the City's assets, including the design, construction or purchase of land, buildings or facilities or major renovations of the same. They can be new improvements or existing infrastructure whose operation has been extended or enhanced as result of the project.

Capital Outlay: Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

Capital Project Fund: Used to account for financial resources used for the acquisition or construction of major capital facilities (other than those financed by Proprietary Funds).

Capital Reinvestment Fund: General Fund monies expended on capital projects.

Carry forward: Appropriations brought forward from a previous fiscal year to continue or complete a specific project, program or activity.

Cash Basis: A basis of accounting in which transactions are recognized only when cash is increased or decreased.

Categorical Exclusion: A category of project actions which a federal agency identifies in its National Environmental Policy Act (NEPA) procedures that do not individually or cumulatively have a significant effect on the environment.

Central Business District (CBD): Is the downtown core area of a city, generally an area of high land valuation, traffic flow, and concentration of retail, business offices, theaters, hotels, and service businesses.

Change Order: A written account of changes in quantities or work during the Construction Phase. Change orders must be approved at the appropriate level of authority as defined in the Change Order Management policy.

Circulation Mitigation: Developer impact fees for traffic and street improvements.

Budget Glossary

Clean Water Act: Legislation that provides statutory authority for the National Pollutant Discharge Elimination System (NPDES) program; Public law 92-500; 33 U.S.C. 1251 et seq. Also known as the Federal Water Pollution Control Act.

Close Out: The managerial process of finalizing the project. During this process, all physical work is completed, project records are filed, required closure notifications are distributed, and necessary or requested audits are conducted.

Commitment: Planned expenditures from the general ledger details are rolled-up in a commitment line item. City Council approved budget is based on a commitment item

Community Advisory Group (CAG): A Community Advisory Group is a committee, task force, or board made up of residents of a community with Superfund or other environmental problems. The Community Advisory Group enhances public participation in the cleanup process and other environmental decision-making by providing a public forum where community representatives can discuss their diverse interests, needs, and concerns.

Community Development Agency: Is responsible for maintaining the City's infrastructure system, utilities and community facilities, as well as providing the necessary improvements in order to accommodate long-term growth.

Community Facility District (CFD): Special taxes levied on property owners for capital improvements in their community.

Community Involvement Plan: A plan developed with support from Department of Transportation's (DOT) Community Relations staff, Communications staff and Public Affairs staff that forms the basis of project-related external communications with the public.

Comprehensive Annual Financial Report (CAFR): Official annual report of a government. In addition to a combined, combining (assembling of data for all funds within a type), and individual balance sheet, the following are also presented as appropriate: (1) statement of revenues, expenditures, and changes in fund balance (all funds); (2) statement of revenues, expenditures, and changes in fund balance, budget and actual (for general and special revenue funds); (3) statement of revenues, expenses, and changes in retained earnings (for proprietary funds); and (4) statement of changes in financial position (for proprietary funds).

Concept: Is a strategy for future improvements that will reduce congestion or maintain the existing level of service on a specific route.

Concurrency: A requirement that development and the extension of infrastructure occurs at the same time. This is used to prevent sprawling development in areas that do not have infrastructure in place, and to ease the financial burden on the localities that build it.

Budget Glossary

Condemnation: A judicial or administrative proceeding to exercise the power of eminent domain, through which a government agency takes private property for public use and compensates the owner.

Congestion: Is defined by Caltrans as reduced speeds of less than 35 mile per hour for longer than 15 minutes.

Congestion Management Plan: The monitoring and mitigation of increased congestion on regional routes and transit systems.

Congestion Management Program (CMP): Is an integrated approach to programming transportation improvements. This approach requires detailed consideration of the complex relationships among transportation, land use and air quality.

Congestion Management System (CMS): Is required by Inter modal Surface Transportation Efficiency Act (ISTEA) to be implemented by states to improve transportation planning.

Construction Contract: A signed, written agreement between the City and the Contractor that describes, among other things, what work will be done and when; who provides labor and materials; and how the Contractor will be paid.

Construction Phase: A specific phase of the project during which project design is implemented.

Consumer Price Index (CPI): A statistical description of price levels provided by the U.S. Department of Labor. The change in the index from year to year is used to measure the cost of living and economic inflation.

Contingency (Reserve): A budget reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted for. Please see “Supplemental” portion of this Policy Budget for details on the City Council's reserve policies.

Contract Total: The sum of the total estimated costs from the list of Contractor bid items.

Contractor: The individual, partnership, firm, corporation, or joint venture, contracting with the City to do prescribed work as defined in the construction contract.

Contractual Services: Expenditures for services the City received from an outside company. Professional and technical services performed by non-City of Richmond (COR) staff is considered contractual services.

Budget Glossary

Coordination Meeting: A meeting conducted just prior to one of the following milestones: 30% PS&E, 70% PS&E, 95% PS&E. The purpose of a coordination meeting is open discussion of issues and comments related to a project's design, Plan Set, Specifications Package, and Engineer's Estimate.

Corridor: A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

Council of Governments (COG): Is a voluntary consortium of local government representatives, from contiguous communities, meeting on a regular basis, and formed to cooperate on common planning and solve common development problems of their area. COGs can function as the RTPAs and MPOs in urbanized areas.

County Road Engineer (CRE): Individual responsible for establishing and maintaining engineering standards, practices and professionalism for the Road Services Division, and approving and stamping final plans and record drawings.

Critical Area: Any of those areas that are subject to natural hazards or those land features that support unique, fragile or valuable natural resources including fishes, wildlife and other organisms and their habitat, and such resources that carry, hold or purify water in their natural state. Critical areas include: aquatic area, coal mine hazard area, critical aquifer recharge area, erosion hazard area, flood hazard area, landslide hazard area, seismic hazard area, steep slope hazard area, volcanic hazard area, wetlands, wildlife habitat conservation area, and wildlife habitat network.

D

Debt Service: Payment of interest and repayment of principal to holders of the City's debt instruments.

Debt Service Fund: This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest.

Dedicated Funds; Federal, state or local funds which can be used only for specific purposes or by specific agencies.

Deficit: 1) The excess of entity's liabilities over its assets (See Fund Balance). 2) The excess of expenditures or expenses over revenues during a single accounting period.

Demand Capacity Ratio (D/C): Is the relationship between the demands for vehicle trips on a facility versus the number of vehicle trips that can be accommodated on that facility.

Budget Glossary

Demonstration Funds (DEMO): Federal transportation acts sometime target specific projects in various states in addition to general programs for federal support. This funding category includes "demonstration" funding provided under the ISTEA, as well as "high priority project" funding provided under TEA-21. These projects for "demonstration" or "high priority project" funding often have special rules applying to their use.

Department/Agency: A major unit of the municipal organization which is managed by an Agency/Department Director and comprised of a number of divisions which are functionally related to one another.

Department of Transportation (DOT): A federal agency that implements the nation's overall transportation policy. The DOT establishes overall transportation policy for the United States. Under the DOT umbrella are 11 administrations whose jurisdictions include highway planning, development, and construction; urban mass transit; railroads; aviation; and the safety of ports, highways, and oil and gas pipelines. Decisions made by the department in conjunction with appropriate state and local officials can significantly affect other programs such as land planning, energy conservation, scarce resource utilization, and technological change.

Depreciation: 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration and or action of the physical elements. 2) That portion of the cost of capital asset which is charged as an expense during a particular period.

Design Phase: A specific phase of the project when the concept is formulated into plans and specifications.

Development: Means the following activities: (1) the division of a parcel of land into two or more parcels; (2) the construction, reconstruction, conversion, structural alteration, relocation, enlargement, or demolition of a structure, excavation, landfill, or deposition; and (3) any use, or change in the use, of any structure, or land, or extension of use of land.

Disadvantaged Business Enterprise (DBE): A DBE is a for-profit small business concern that is at least 51 percent owned by one or more individuals who are both socially and economically disadvantaged. In the case of a corporation, 51 percent of the stock is owned by one or more such individuals; and, whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

Disbursement: The expenditure of monies from an account.

Discretionary Funds: Federal, state and local funds which can be used for a variety of purposes are determined by local needs and priorities.

District System Management Plan (DSMP): Is a part of the system planning process and refers to a long-range plan for management of transportation systems in its jurisdiction.

Budget Glossary

Division: A unit of the municipal organization which reports to a department or agency.

Documentary Transfer Tax: This is a 0.7% tax on the fair market value that is imposed on the transfer or sale of real property.

E

Easement: A right to use the land of another for a specific purpose, sometimes referred to as a “deed restriction”. Easements may be purchased from the property owner or donated by the owner to an agency. The holder of an easement agrees to perform periodic inspections and to take the legal action, if necessary, to ensure that easement provisions are met.

Easement by Necessity: An easement allowed by law as necessary for the full enjoyment of a parcel of real estate; for example, a right of ingress and egress over a grantor's land.

Economic Development: Investment of resources to create financial self-sufficiency and prosperity in a community, including the industrial, commercial, and service sectors.

Educational Revenue Augmentation Fund (ERAF): In 1992, the State of California found itself in a serious deficit position. To meet its obligations to fund education at specified levels under Proposition 98, the state enacted legislation that shifted partial financial responsibility for funding education to local government (cities, counties and special districts). The state did this by instructing county auditors to shift the allocation of local property tax revenues from local government to “educational revenue augmentation funds” (ERAFs), directing that specified amounts of city, county and other local agency property taxes be deposited into these funds to support schools.

Eminent Domain: The right of a government or municipal quasi-public body to acquire property for public use through a court action called condemnation, in which the court decides that the use is a public use and determines the compensation to be paid to the owner.

Encroachment: A structure or part of a structure that occupies the property of another.

Encumbrance: Funds designated out of an appropriation to be spent on a specific purpose. The function of an encumbrance is to guarantee dollars will be available to pay bills when due.

Engineer's Estimate: A detailed construction cost estimate including a list of contractor bid items, estimated quantities and estimated unit prices, the Contract Total, sales tax, contingency costs, cost of work to be done by City crews, cost of work to be done

Budget Glossary

by others, value of material furnished by City, estimated cost of incentives, and reimbursable. Engineer's Estimates are generally labeled as 70% Engineer's Estimate, 95% Engineer's Estimate, and 100% Engineer's Estimate.

Enterprise Fund: A governmental accounting fund in which the services provided are financed and operated similarly to those of a private business. The rate schedules for these services are established to ensure that the revenues are adequate to meet all necessary expenditures.

Environmental Impact Report (EIR): A study of all the factors which a land development or construction project would have on the environment in the area, including population, traffic, schools, fire protection, endangered species, archeological artifacts, and community beauty. Many states require such reports be submitted to local governments before the development or project can be approved, unless the governmental body finds there is no possible impact, which finding is called a "negative declaration."

Environmental Impact Statement (EIS): An environmental review document prepared in accordance with Environmental Protection Agency (EPA) and/or National Environmental Policy Act (NEPA) when the lead agency determines a proposal is likely to result in significant adverse environmental impacts.

Environmental Protection Agency (EPA): An independent federal agency, created in 1970, that sets and enforces rules and standards that protect the environment and control pollution.

Equal Employment Opportunity (EEO): EEO laws make it illegal for employers to discriminate against an employee or potential employee in certain workplaces.

Expense: Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

E

Federal Emergency Management Agency (FEMA): The FEMA is the federal agency responsible for coordinating emergency planning, preparedness, risk reduction, response, and recovery. The agency works closely with state and local governments by funding emergency programs and providing technical guidance and training. These coordinated activities at the federal, state, and local levels ensure a broad-based emergency program to insure public safety and protect property.

Federal Highway Administration (FHWA): The federal agency responsible for the approval of transportation projects that affect the federal highway system. Administratively, FHWA is part of the DOT.

Budget Glossary

Federal Transportation Improvement Program (FTIP): Also referred to as the Transportation Improvement Program (TIP). This is a short-range action plan to the long-range Regional Transportation Plan (RTP). It identifies specifically what projects will be funded within the next 3 - 7 years.

Fiduciary Funds: Account for assets held in a trustee or agency capacity for others, and therefore cannot be used to support the government's own program.

Financial Plan: A parent document for the budget which establishes management policies, goals, and objectives for all programs within the City over a one-year period (see Budget).

Finding of No Significant Impact (FONSI): Is a document prepared by a federal agency showing why a proposed action would not have a significant impact on the environment and thus would not require preparation of an EIS. A FONSI is based on the results of an environmental assessment.

Fines and Forfeitures: Fines and Forfeitures consist primarily of fines for parking violations on the City's streets, Municipal Court fines and Library fines.

Fiscal Impact Analysis: The analysis of the estimated taxes that a development project would generate in comparison to the cost of providing municipal services demanded by that project.

Fiscal Year: The 12-month operating period of the government. For the City, this period begins July 1st and ends June 30th.

Fixed Assets: Assets of long-term nature such as land, buildings, machinery, furniture, and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

Fixed Charges: Are items of expenditures for services rendered by internal operations of the City. Rental of City equipment, computer services, building rental, indirect operating expenses, and depreciation are examples of fixed charges.

Flood Control: The specific regulations and practices that reduce or prevent the damage caused by storm water runoff.

Franchise Fees: A .5% to 5% fee imposed on franchise revenue in accordance with franchise agreements with utility companies.

Freeway Capacity: Is the maximum sustained 15 minute rate of flow that can be accommodated by a uniform freeway segment under prevailing traffic and roadway conditions in a specified direction.

Budget Glossary

Fringe Benefits: These include employee retirement, social security, health, dental, life insurance, worker's compensation, uniforms, and deferred compensation plans.

Full-Time Equivalent (FTE): An FTE or full-time equivalent is defined as a staff year. For example, two employees who work one-half time are considered one full-time equivalent.

Functional Classification: Guided by federal legislation, refers to a process by which streets and highways are grouped into classes or systems, according to the character of the service that is provided, i.e., Principal Arterials, Minor Arterial Roads, Collector Roads, Local Roads.

Fund: A set of internal accounts that records revenue, expenditures, and obligations related to a specific purpose.

Fund Accounting: Governments use funds to account for activities within the entity.

Fund Balance: The net effect of assets less liabilities at any given point in time. The total fund balance includes a designated/reserved portion, usually for encumbrances, projects, or other prior commitments, as well as an undesignated/unreserved (i.e., "available") portion.

G

General Fund: The fund supported by taxes, fees and other revenues that may be used for any lawful purpose. The general fund accounts for all financial resources except those required to be accounted for in another fund.

General Ledger (GL): Central repository of the accounting information of an agency in which the summaries of all financial transactions (culled from subsidiary ledgers) during an accounting period are recorded. Includes revenue and expenditure transactions for all accounts within the agency.

Generally Accepted Accounting Principles (GAAP): Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

Governmental Funds: Account for activities that are primarily tax-supported operations or other mandatory payments.

Budget Glossary

Grant: A contribution by a government, other organization, or a private individual to support a particular function. Grants may be classified as either categorical or block, depending upon the amount of discretion allowed the grantee. Grants may be competitive or based on allocation.

Growth Management: The conscious public decision to restrain, accommodate or induce development in any geographic setting and at any governmental level. Growth management systems provide a means for governments to establish comprehensive goals and objectives designed to address the problems of growth through an integrated system of administrative, financial and regulatory programs.

H

High Occupancy Vehicle (HOV): Are a lane of freeway reserved for the use of vehicles with more than a preset number of occupants; such vehicles often include buses, taxis and carpools.

Highway Capacity Manual (HCM): Revised in 1994 by the Transportation Research Board of the National Research Council, the HCM presents various methodologies for analyzing the operation (see Level of Service) of transportation systems as freeways, arterial, transit, and pedestrian facilities.

I

Impact Fees: Costs imposed on new development to fund public facility improvements required by new development and ease fiscal burdens on localities.

Infrastructure: Those capital facilities and land assets under public ownership, or operated or maintained for public benefit, that are necessary to support development and redevelopment and to protect the public health, safety, and welfare. Infrastructure systems may include, but are not limited to, transportation, energy, telecommunications, farmland retention, water supply, wastewater disposal, storm water management, shore protection, open space and recreation, solid waste disposal, public health care, public education, higher education, arts, historic resources, public safety, justice, public administration, and public housing.

Initial Study: The preliminary analysis that the lead agency prepares in order to determine whether to prepare a negative declaration or an Environmental Impact Report (EIR) and, if necessary, to identify the impacts to be analyzed in the EIR. When the agency determines that an EIR is unnecessary, the study serves the purpose of providing documentation of the factual basis for concluding that a negative declaration will suffice.

Budget Glossary

Inspector: The Project Engineer's representative who inspects construction contract performance in detail, including how the approved design is implemented in the field.

Intelligent Transportation System (ITS): Applications of information technology to enhance transportation system management, e.g., real-time information about traffic incidents, routing alternatives and/or the guidance of vehicles through remotely-controlled equipment.

Inter-fund Transfers: The movement of monies between funds of the same governmental entity.

Intermodal Surface Transportation Efficiency Act (ISTEA): Federal legislation which provided for major restructuring of the federal funding program. Re-authorized as the Transportation Equity Act for the 21st Century (TEA-21).

Internal Service Charges: The charges to user departments for internal service provided by another government agency, such as fleet maintenance or insurance funded from a central pool.

Interregional Road System (IRRS): Is a series of Interregional state highway routes, outside the urbanized areas, that provide access to, and links between, the state's economic centers, major recreational areas, and urban and rural regions.

Interregional Transportation Strategic Plan (ITSP): Describes and communicates the framework in which the state will carry out its responsibilities for the Interregional Improvement Program (IIP). It also identifies how Caltrans will work with regional agencies to consult and seek consensus on the relative priority of improvements. The plan is evaluated in terms of its progress in carrying out its objectives, strategies and actions and updated accordingly on a biennial basis.

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

J

There are no terms at this time.

K

Budget Glossary

There are no terms at this time.

L

Land Use Planning: Generic term used to describe zoning results such as environmental impact, allowable development uses, historic/cultural preservation, etc.

Lead Agency: The agency or agencies that have taken the primary responsibility for preparing the environmental impact statement.

Legal Description: A method of describing a particular parcel of land in such a way that it uniquely describes the particular parcel and no other. A legal description may be a simple reference to a lot as shown on a subdivision plat, or be described by metes and bounds. To be adequate, it should be sufficient to locate the property without oral testimony.

Letter of Transmittal: The opening section of the budget, which provides the City Council and the public with a general summary of the most important aspects of the budget, changes from the previous fiscal years, and the views and recommendations of the City Administrator.

Level of Service (LOS): Is a qualitative measure describing operational conditions within a traffic stream; generally described in terms of such factors as speed and travel time, freedom to maneuver, traffic interruptions, comfort and convenience, and safety. LOS A represents free flow, and LOS F represents gridlock.

Liability: Debt or other legal obligation arising out of transaction in the past which must be liquidated, renewed or refunded at some future date; financial obligations entered in the balance sheet. Note: The term doesn't include encumbrances.

Licenses and Permits: Revenues under this category are from fees for business licenses, building regulation and planning permits. In Richmond, the Business License Tax is charged annually at different rates depending on the Business Tax Category. Licenses and Permits revenue comes from construction permits from the construction of sidewalks, driveways, sewer, grading and excavating, encroachment and obstruction.

Line Item Budget: A budget that lists detailed expenditure categories (salary, material, telephone service, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a line-item detail to maintain and record for financial reporting and control purpose. (See General Ledger Accounts & Commitment Item)

Local Agency Investment Fund (LAIF): Program established by the state to enable treasurers to place idle funds in a pool for investment. Each agency is currently limited to LAIF of an investment of \$20 million plus any bond proceeds.

Budget Glossary

Local and Regional Level of Service Standards: Identifies the level of service standards set by local and regional jurisdictions in general plans and congestion management programs.

Long Range Transportation Plan: A 15 to 20 year forecast plan that must consider a wide range of social, environmental, energy and economic factors. The plan addresses overall regional goals and how transportation can best meet those goals within financial limits.

M

Market Value: What a willing seller could reasonably expect to receive if he/she were to sell the property on the open market to a willing buyer.

Master Plan: A plan prepared to specify and coordinate the provision of one or more infrastructure systems and related services.

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

Measure Q - City Sales Tax: A one-half of one percent (1/2%) sales tax increment approved by Richmond voters in the November 2004 election. This increased the Richmond tax from 8.25% to 8.75%.

Memorandum of Understanding (MOU): A document that expresses mutual accord on an issue between two or more parties. Memoranda of understanding are generally recognized as binding, even if no legal claim could be based on the rights and obligations laid down in them. To be legally operative, a memorandum of understanding must (1) identify the contracting parties, (2) spell out the subject matter of the agreement and its objectives, (3) summarize the essential terms of the agreement, and (4) must be signed by the contracting parties.

Metropolitan Planning Organization (MPO): A federally required planning body responsible for the transportation planning and project selection in its region. The Governor designates an MPO in every urbanized area with a population of over 50,000 people.

Metropolitan Transportation Improvement Program (MTIP): A listing of highway and transit projects that the region hopes to fund.

Milestone: A tangible point in time that tells how far along a project is in the process.

Mission Statement: Provides policy guidance and direction for the highest priority objectives to be accomplished during the budget period. Over the last several years, the City Council has developed community goals and long-range vision for the City, which best summarize expectations of the community.

Budget Glossary

Mitigated Negative Declaration: Under the CEQA, if an initial study reveals substantial evidence that significant environmental effects might occur, the project proponent can modify the project so as to eliminate all such possible significant impacts or reduce them to a level of insignificance.

Mitigation: One or more of the following approaches to mitigate environmental impact(s) with an emphasis on attempting those measures in the sequence in which they are listed: (1) avoiding the impact altogether by not taking a certain action or parts of an action; (2) minimizing impacts by limiting the degree or magnitude of the action and its implementation; (3) rectifying the impact by repairing, rehabilitating, or restoring the impacted environment; (4) reducing or eliminating the impact over time by preservation and maintenance operations during the life of the action; and (5) compensating for the impact by replacing or providing substitute resources or environments.

Model, Mode Choice: Is a model used to forecast the proportion of total person trips on each of the available transportation modes.

Modified Accrual Basis: The basis of accounting under which expenditures, whether paid or unpaid, are formally recognized when incurred against the account, but revenues are recognized only when they become both measurable and available to finance expenditures of the current accounting period. All governmental funds use the modified accrual basis of accounting.

Municipal Bonds: Interest-bearing obligations issued by state or local governments to finance operating or capital costs. The principal characteristic that has traditionally set municipal bonds apart from other capital market securities is the exemption of interest income from Federal income tax.

N

National Environmental Policy Act (NEPA): Federal legislation that requires consideration of environmental consequences of a project before the project can begin. If a study indicates that there are undesirable environmental consequences of a proposed project, they requires either that consideration be given to "mitigating" measures built into the project that would lessen the environmental damage, or that alternatives (different ways of accomplishing the project goals) be considered that would be less damaging to the environment. NEPA applies to any major federal, state, county, city, or industrial projects that require a Federal permit or receive funding from a Federal agency.

National Highway System (NHS): Consists of 155,00 miles (plus or minus 15 percent) of the major roads in the U.S. Included will be all Interstate routes, a large percentage of urban and rural principal arterials, the defense strategic highway network, and strategic highway connectors.

Budget Glossary

National Pollutant Discharge Elimination System (NPDES): Two-phased surface water quality program authorized by Congress as part of the 1987 Clean Water Act.

Natural Diversity Information: Identifies special status of habitats and species found within 300 meters of centerline of the existing highway facility.

Negative Declaration: Under the CEQA, a Negative Declaration is prepared when, after completing an initial study, a lead agency determines that a project "would not have a significant effect on the environment".

Non-Attainment Area: An air basin that does not meet existing state or federal air quality standards.

Notice of Completion (NOC): The CEQA requires a notice to the public that a draft environmental impact report has been completed.

Notice of Determination (NOD): Under the CEQA, a Notice of Determination is filed by the lead environmental regulatory agency once it has decided to implement or approve a project for which it has approved a negative declaration.

Notice of Intent (NOI): Under NEPA, the first formal step in the environmental impact statement process, consisting of a notice with the following information: a description of the proposed action and alternatives; a description of the agency's proposed scoping process, including scoping meetings; and the name and address of the persons to contact within the lead agency regarding the environmental impact statement.

Notice of Preparation (NOP): The CEQA requires this notice to the public that an EIR will be prepared for a proposed development. It allows time for members of the community to submit their environmental concerns regarding a proposed development.

Notice to Proceed: A letter signed by the Project Engineer and issued to the Contractor granting notice that construction must begin within a designated period.

O

Objectives: Departmental statements describing significant activities to be accomplished during the fiscal year.

Obligation: The Federal government's legal commitment (promise) to pay or reimburse the states or other entities for the Federal share of a project's eligible costs.

Budget Glossary

Operating Budget: A financial plan for the provision of City services and basic governmental functions. The operating budget contains appropriations for such expenditures as personnel services, fringe benefits, commodities, services and minor capital expenses. It does not include Capital Improvement Plan expenditures.

Operations and Maintenance: Expenditures related to operating costs including supplies, commodities, contract services, materials, utilities and educational services.

Ordinance: A formal legislative enactment by the governing board (City Council) of a municipality. If it is not in conflict with any higher form of law, it has the full force and effect of law within the boundaries of the municipality to which it applies.

Outfall: The point where wastewater or drainage discharges from a sewer pipe, ditch, or other conveyance to a receiving body of water.

P

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

Permits/Approvals: Required permissions from regulatory agencies with jurisdiction over the work or location of the project.

Permitting Authority: The NPDES authorized state agency or EPA regional office that administers the NPDES program, issuing permits, providing compliance assistance, conducting inspections, and enforcing the NPDES program.

Personnel Services: Expenditures related to employee compensation including wages and salaries, fringe benefits, retirement, premiums, allowances and special/supplemental pay such as shift differentials.

Phase: Series of related activities during a project's lifecycle, usually culminating in the completion of a major deliverable.

Plat Map: A map of a town, section or subdivision indicating the location and boundaries of individual properties.

Pre-construction Conference (Precon): A meeting held with the Contractor and City of Richmond staff with the purpose of introducing all parties involved in project construction, identifying critical project issues, and answering Contractor questions. The meeting occurs between contract execution and Notice to Proceed.

Budget Glossary

Program: An activity, or division, within a department which furthers the objectives of the City Council, by providing services or a product.

Program Budget: Programs, and associated program codes, are created to articulate the programmatic functions performed by the City organization. The budget (both revenues and expenditures) can be described in programmatic terms. This enables the Mayor and City Council to view how much is being committed and/or spent to achieve their goals and objectives.

Programming: The designation of funds for transportation projects which when approved is included in the TIP.

Project: A temporary endeavor undertaken to create a unique product or service. It can be considered to be any series of activities and tasks that have: (1) A specific objective to be completed within certain specifications; (2) defined start and end dates; and (3) funding limits and consumed resources. Generally, this is a construction project but could be any undertaking requiring a joint effort wherein a scope, schedule, budget, and desired outcome has been defined.

Project Closeout Phase: A specific phase of the project when construction tasks are completed, contractual and administrative requirements are completed and the project files are archived.

Project Manager: The person responsible for leading the team; delivering the project within an approved scope, schedule and budget; conducting quality assurance of the project products; monitoring project progress; and overseeing the project from Pre-Design Phase through Project Close Out Phase.

Project Report: Is a conceptual engineering report that describes the work in more detail than the PSR.

Project Study Report (PSR): Is the pre-programming document required before a project may be included in the State Transportation Improvement Program (STIP).

Property Tax: A major portion of the revenues of the City is from property taxes. Property such as land, structures and improvements is subject to tax which is applied to a property's value. In 1978, Proposition 13 revised the calculation of the California property taxes by establishing a fixed rate of one percent of a property's value and thereby limiting the growth in assessed valuation to 2% per year. The exception to this is when property changes hands, in which case fair value becomes the basis of valuation. The City receives its share of property taxes during the months of December, April and June of each fiscal year at 55%, 40% and 5% of the total amount. Of the total property tax received, approximately 48% is General Fund, 16% is Sewer, 24% is Pension Tax Override and 12% is from Assessment Districts.

Budget Glossary

Proprietary Funds: Account for activities that are primarily funded by income from operations resulting from payments for goods and services provided to users.

PS&E: Plans, Specifications and Estimates

Punchlist: A list of items generated following the Final Inspection consisting of work the Contractor must complete before the project is considered complete and the Notice of Completion and Acceptance is issued.

Q

There are no terms at this time.

R

Ready-to-Ad: A document that confirms funds is available for construction; it is signed by the Finance Manager of the Capital Improvement Plan Unit and CRE and is required prior to advertisement of the project.

Recognized Obligation Payment Schedules (ROPS): A six month period schedule that sets forth the nature, amount, and source of payment for all enforceable obligations of the Successor Agency to the Redevelopment Agency.

Record of Decision (ROD): Under the NEPA, a public document that reflects the agency's final decision, rationale behind that decision, and commitments to monitoring and mitigation.

Redevelopment Agency: The governing body created to designate redevelopment project areas, supervise and coordinate planning for a project area, and implement the development program.

Redevelopment Plan: Plan for revitalization and redevelopment of land within the project area in order to eliminate blight and remedy the conditions that caused it.

Redevelopment Property Tax Trust Fund (RPTTP): A trust fund from the collection of the property tax revenues from the dissolved redevelopment agencies that's used to pay enforceable obligations.

Reimbursements: Payments remitted by another agency, department, or fund to help defray the costs of a particular service or activity for which some benefit was obtained by the reimbursing party. These amounts are recorded as expenditures, or expenses in the reimbursing fund and as a reduction of expenditures, or expenses, in the fund that is reimbursed.

Budget Glossary

Relocation: The effort to assist and facilitate re-housing of families and single persons, businesses or organizations that are displaced due to redevelopment activities.

Relocation Assistance: Relocation payments help to assist families, individuals, businesses, and non-profit organizations that are displaced as a result of redevelopment activities. This includes aid in finding a new location, payments to help cover moving costs, and additional payments for certain other costs.

Reserved Fund Balance: A portion of a fund's balance that is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Resolution: A special order of the City Council which requires less legal formality than an Ordinance in terms of public notice and the number of public readings prior to approval. A Resolution has lower legal standing than an Ordinance. The adopted operating budget is approved by Resolution and requires a majority vote of the City Council members present at the time of adoption.

Revenue: Funds that the City receives as income. It includes such items as taxes, licenses, user fees/charges for services, fines/penalties, grants, and internal revenue.

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

Right-of-Way (ROW): The right given by one landowner to another to pass over the land actually transferring ownership. ROW is granted by deed or easement, for construction and maintenance according to a designated use. This may include highways, streets, canals, ditches, or other uses.

Runoff: Drainage or flood discharge that leaves an area as surface flow or as pipeline flow.

S

Salaries and Benefits: An operating budget category which generally accounts for full-time and part-time salaries, overtime costs, and fringe benefits.

Sales and Use Tax: The current Sales Tax rate in Richmond is 8.75%. The City's share of this is 1% percent, with the State getting 6.25%. Sales tax revenue is influenced by different factors such as the number of retail outlets, the interest rates, disposable income, and the rate of inflation. Richmond also has revenue sharing agreements with the City of El Cerrito.

Budget Glossary

Schedule: The planned dates for performing activities and the planned dates for meeting milestones.

Secondary Access: A second means for vehicles to get into or leave a neighborhood or development. Having more than one means of access tends to distribute traffic more evenly, and is considered critical for emergency vehicle access.

Sewer: Any pipe or conduit used to collect and carry away sewage or storm water runoff from the generating source to the treatment plant or receiving stream.

Sewer Capital: Fees collected by the City for future expansion and capacity increases of the sewer and waste water systems.

Source of Revenue: Revenues are classified according to their source or point of origin.

Special Revenue Fund: Used to account for the proceeds of special revenue sources that are restricted by law (or administrative action) to expenditures for specific purposes.

Specifications Package: A packet of information made up of Standard Specifications and Special Provisions that forms the basis of the construction contract defining the work to be done, the material requirements, the construction requirements, the methods of measurement, and the methods of payment during construction. The Specifications Package is generally referred to as either 70% Spec Package, 95% Spec Package or 100% Spec Package.

State Transportation Improvement Program (STIP): The statewide CIP adopted biennially by the California Transportation Commission, which includes all major transportation projects funded by state or Federal funds.

Statement of Overriding Considerations: Provides an agency with a means to adopt a project with unmitigated significant environmental impacts. The CEQA requires the decision-maker to balance the benefits of a proposed project against its unavoidable environmental risks in determining whether to approve the project. If the benefits of a proposed project outweigh the unavoidable adverse environmental effects, the adverse environmental effects may be considered acceptable.

Storm Drain: An opening leading to an underground pipe or open ditch for carrying surface runoff, separate from the sanitary sewer or wastewater system.

Storm Drain Fund: Fees received from developers for storm drain facilities.

Stormwater: Precipitation that accumulates in natural and/or constructed storage and storm water systems during and immediately following a storm event.

Budget Glossary

Stormwater Pollution Prevention Plan (SWPPP): A plan to describe a process through which a facility thoroughly evaluates potential pollutant sources at a site and selects and implements appropriate measures designed to prevent or control the discharge of pollutants in storm water runoff.

Street, Arterial: A thoroughfare designed to carry vehicular traffic between neighborhoods and from surrounding areas into and out of the city.

Street, Collector: A street that directs neighborhood vehicular traffic to the arterial street system; it basically serves the surrounding neighborhoods, not the wider community.

Street, Local: A street that provides access to adjacent properties and allows for vehicular traffic circulation within a neighborhood.

Successor Agency: An agency that is authorized by law to accept and maintain the legal title, custody, and dominion of records that were created by the former redevelopment agencies.

Supplemental Appropriation: An act appropriating funds in addition to those in an annual appropriation act. Supplemental appropriations provide additional budget authority beyond the original estimates for programs or activities (including new programs authorized after the date of the original appropriation act) in cases where the need for funds is too urgent to be postponed until enactment of the next regular appropriation bill.

Supplies and Services: This budget category accounts for all personnel, and capital outlay expenses.

Surface Runoff: The portion of rainfall that moves over the ground toward a lower elevation and does not infiltrate the soil.

Sustainable Development: Development with the goal of preserving environmental quality, natural resources and livability for present and future generations. Sustainable initiatives work to ensure efficient use of resources.

System Capacity: The ability of natural, infrastructure, social and economic systems to accommodate growth and development without degrading or exceeding the limits of those systems, as determined by a carrying capacity analysis.

I

Budget Glossary

Tax Allocation Bond: A bond or financial obligation issued by the agency in order to generate funds to implement the redevelopment plan. The bond is repaid with tax increments flowing to the agency as a result of actions of the agency to revitalize the project area.

Tax Increment: The increase in property taxes within the redevelopment project area that result from increases in the project area assessed value that exceeds the base year assessed value.

Transfer: A movement of budgetary or actual revenues or expenditures between organizational units, accounts, projects, programs or funds. Transfers between funds appear as an expenditure (“transfer out”) in one fund and revenue (“transfer in”) in the other. Transfers between fiscal years represent the carry forward of funds received in previous years to be expended in the new year and appear as revenue in the new year. Transfers between departments, funds or from one fiscal year to another must be approved by City Council.

Transfers In/Out: Payments from one fund to another fund, primarily for work or services provided.

Transient Occupancy Tax (TOT): The TOT at 10% is imposed on and paid by the hotel/motel lodgers who stay less than thirty days. The tax is collected and remitted by hotel/motel operators.

Triple Flip State: On July 1, 2004 the State began reducing the Sales Tax Allocation to Cities by .25%. The .25% reduction was used for security for the State’s “Economy Recovery Bonds”. This was replaced dollar-for-dollar by an allocation of local property tax from the County Educational Revenue Augmentation Fund (ERAF) funds paid to the Cities in two payments in January and May.

Trust and Agency Funds: Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations.

U

Urban Transportation Planning System (UTPS): Is a tool for multi-modal transportation planning developed by the Urban Mass Transportation Administration (now the Federal Transit Administration) and the Federal Highway Administration. It is used for both

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long and short-range planning, particularly system analysis and covers both computerized and manual planning methods. UTPS consists of computer programs, attendant documentation, user guides and manuals that cover one or more of five analytical categories: highway network analysis, transit network analysis, demand estimation, data capture and manipulation, and sketch planning.

Utilities: Generally referring to any outside service agency, including but not limited to, public and private utilities, public transportation agencies, postal services, emergency services, city agencies, and railroads.

Utility Users Tax (UUT): A 10% tax imposed on utility (telecommunication, gas, electricity, water and video) revenue.

V

Vehicle License Fee (VLF) Backfill: In FY2004, the State dropped the Motor VLF from 2% to .67%. In FY 2004 the State backfilled the fee reduction with other State funds. In fiscal year 2005, the backfill was replaced with an allocation of local property tax from County Educational Revenue Augmentation Fund (ERAF) funds that was paid to the Cities in two payments in January and May.

W

Working Capital: Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is used interchangeably with "fund balance", a comparable financial position concept in the governmental fund types.

X

There are no terms at this time.

Y

There are no terms at this time.

Z

Zero Base Budget: A process emphasizing management's responsibility to plan, budget, and evaluate. Zero-base budgeting provides for analysis of alternative methods of operation and various levels of effort. It places new programs on an equal footing with existing programs by requiring that program priorities be ranked, thereby providing a systematic basis for allocating resources.

Budget Glossary

List of Acronyms

ADA	Americans with Disabilities Act
A/P	Accounts Payable
A/R	Accounts Receivable
CAFR	Comprehensive Annual Financial Report
CAG	Community Advisory Group
CalPERS	California Public Employees' Retirement System
Caltrans	California Department of Transportation
CBD	Central Business District
CEQA	California Environmental Quality Act
CFD	Community Facility District
CIP	Capital Improvement Plan
CMP	Congestion Management Program
CMS	Congestion Management System
COG	Council of Governments
COR	City of Richmond
CPA	Certified Public Accountant
CPI	Consumer Price Index
CPUC	California Public Utility Commission
CRE	County Road Engineer
CTC	California Transportation Commission

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DBE	Disadvantaged Business Enterprise
D/C	Demand Capacity Ratio
DEMO	Demonstration Funds
DSMP	District System Management Plan
DOT	Department of Transportation
EAP	Environmental Protection Agency
EEO	Equal Employment Opportunity
EIR	Environmental Impact Report
EIS	Environmental Impact Statement
ERAF	Educational Revenue Augmentation Fund
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FONSI	Finding of No Significant Impact
FTE	Full-Time Equivalent
FTIP	Federal Transportation Improvement Program
GAAP	Generally Accepted Accounting Principles
GL	General Ledger
HCM	Highway Capacity Manual
HOV	High Occupancy Vehicle
HR	Human Resources
HUD	Federal Department of Housing and Urban Development

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IRRS	Interregional Road System
ISTEA	Intermodal Surface Transportation Efficiency Act
IT	Information Technology
ITS	Intelligent Transportation System
ITSP	Interregional Transportation Strategic Plan
LAIF	Local Agency Investment Fund
LOS	Level of Service
LTFP	Long-term Financial Plan
MOU	Memorandum of Understanding
MPO	Metropolitan Planning Organization
MTIP	Metropolitan Transportation Improvement Program
NEPA	National Environmental Policy Act
NHS	National Highway System
NOC	Notice of Completion
NOD	Notice of Determination
NOI	Notice of Intent
NOP	Notice of Preparation
NPDES	National Pollutant Discharge Elimination System
OPEB	Other Post-Employment Benefits
PAF	Personnel Action Form
PO	Purchase Order

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PR	Purchase Requisition
Precon	Pre-construction Conference
PSR	Project Study Report
RFP	Request for Proposal
RFQ	Request for Qualification
ROD	Record of Decision
ROPS	Recognized Obligation Payment Schedules
ROW	Right-of-Way
RPTTP	Redevelopment Property Tax Trust Fund
SEC	Security and Exchange Commission
STIP	State Transportation Improvement Plan
SWPPP	Stormwater Pollution Prevention Plan
TIP	Transportation Improvement Program
TOT	Transient Occupancy Tax
UTPS	Urban Transportation Planning System
UUT	Utility Users Tax
VLF	Vehicle License Fee