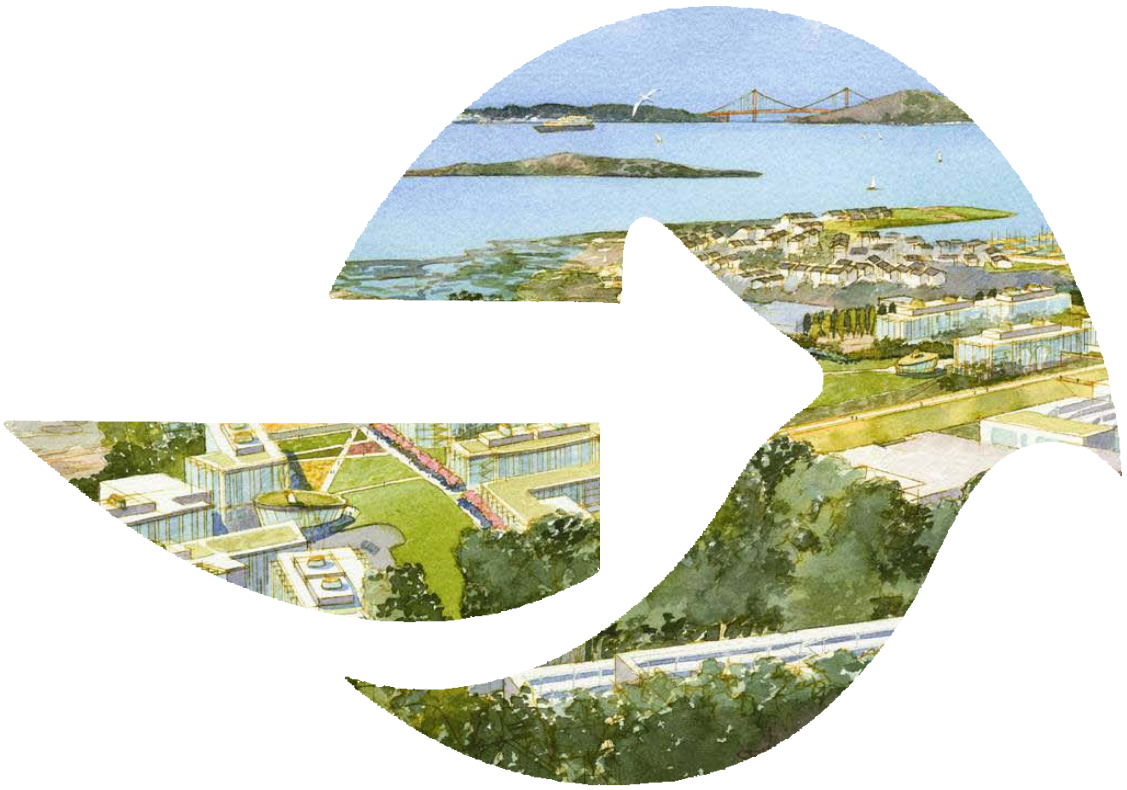


City of Richmond, California

Adopted FY2012-13 Operating Budget

June 26, 2012

City of Richmond, California

City of Pride and Purpose

FY 2012-13 Adopted Budget
Presented by
Bill Lindsay, City Manager
And
James Goins, Finance Director/Treasurer

CITY OF RICHMOND

FISCAL YEAR 2012-13

ADOPTED OPERATING BUDGET

TABLE OF CONTENTS PAGE

1. INTRODUCTION:

RICHMOND CITY COUNCIL A-1
CITY OFFICIALS A-3
ACKNOWLEDGEMENTS A-5
MISSION, VISION, AND VALUES A-7
CITYWIDE ORGANIZATIONAL CHART A-9
TRANSMITTAL LETTER A-10
RESOLUTIONS A-17
OVERVIEW OF THE CITY A-20
ANNUAL APPROPRIATIONS LIMIT A-48
GFOA BUDGET AWARD A-49
CSMFO OPERATING BUDGET AWARD A-50
CSMFO CIP BUDGET AWARD A-51

2. BUDGET SUMMARIES:

SUMMARY OF REVENUE AND EXPENDITURES BY DEPARTMENT B-1
COMBINING SUMMARIES BY FUND B-2
SUMMARY OF REVENUE BY FUND B-47
SUMMARY OF EXPENDITURES BY FUND B-49
SUMMARY OF EXPENDITURES BY TYPE/DEPT B-51
GENERAL FUND FORECASTING MODEL B-52
TRANSFER IN/OUT SCHEDULE B-54
CITYWIDE POSITION LISTING B-55

DEPARTMENT SUMMARIES

3. GENERAL GOVERNMENT:

OFFICE OF THE MAYOR C-1
CITY COUNCIL D-1
CITY CLERK E-1
OFFICE OF THE CITY MANAGER F-1
OFFICE OF NEIGHBORHOOD SAFETY G-1
CITY ATTORNEY H-1
POLICE COMMISSION I-1
FINANCE DEPARTMENT J-1
HUMAN RESOURCES MANAGEMENT K-1
INFORMATION TECHNOLOGY L-1
KCRT TELEVISION L-5

4. PUBLIC SAFETY:
POLICE DEPARTMENT M-1
FIRE DEPARTMENT N-1

5. PUBLIC WORKS:
PUBLIC WORKS O-1

6. COMMUNITY DEVELOPMENT:
ENGINEERING SERVICES DEPARTMENT P-1
PLANNING AND BUILDING SERVICES Q-1

7. CULTURAL AND RECREATIONAL:
LIBRARY AND CULTURAL SERVICES: R-1
RECREATION DEPARTMENT S-1

8. HOUSING & ECONOMIC DEVELOPMENT:
SUCCESSOR AGENCY TO THE
RICHMOND COMMUNITY REDEVELOPMENT AGENCY (RCRA) T-1
EMPLOYMENT AND TRAINING U-1
RICHMOND HOUSING AUTHORITY V-1

9. PORT OF RICHMOND:
PORT OF RICHMOND W-1

10. NON-DEPARTMENTAL:
GENERAL GOVERNMENT X-1
MARINA OPERATIONS X-2
DEBT SUMMARY X-3
DEBT SERVICE SCHEDULE X-5

11. CAPITAL PROJECTS:
CAPITAL PROJECTS EXECUTIVE SUMMARY Y-1
CAPITAL REVENUE SOURCES Y-14
CAPITAL EXPENDITURES BY FUND Y-15
CAPITAL UNFUNDED REQUESTS Y-22

12. APPENDICES:
GLOSSARY OF TERMS Z-1

Richmond City Council

Gayle McLaughlin
Mayor

Jim Rogers
Vice Mayor

Nathaniel Bates
Councilmember

Tom Butt
Councilmember

Courtland "Corky" Boozé
Councilmember

Jeff Ritterman
Councilmember

Jovanka Beckles
Councilmember

This page is intentionally left blank

CITY OFFICIALS

June 26, 2012

CITY COUNCIL

Mayor ..... Gayle McLaughlin

Vice Mayor..... Jim Rogers

Councilmember.....Tom Butt

Councilmember .....Nathaniel Bates

Councilmember .....Jovanka Beckles

Councilmember .....Courtland "Corky" Boozé

Councilmember .....Jeff Ritterman

ADMINISTRATION AND DEPARTMENT HEADS

City Manager ..... Bill Lindsay

Asst. City Manager/Human Resources Director ..... Leslie Knight

City Attorney ..... Bruce Goodmiller

City Clerk ..... Diane Holmes

City Engineer.....Edric Kwan

Employment & Training Director..... Sal Vaca

Finance Director/Treasurer ..... James Goins

Fire Chief ..... Michael Banks

Housing Director..... Patrick Lynch

Information Technology Director ..... Sue Hartman

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 Director..... Keith Jabari

This page is intentionally left blank

CITY OF RICHMOND

FISCAL YEAR 2012-13 ADOPTED 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 Departments
Port of Richmond
Office of Neighborhood Safety
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
Richmond Housing Authority

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

This page is intentionally left blank

MISSION

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

VISION

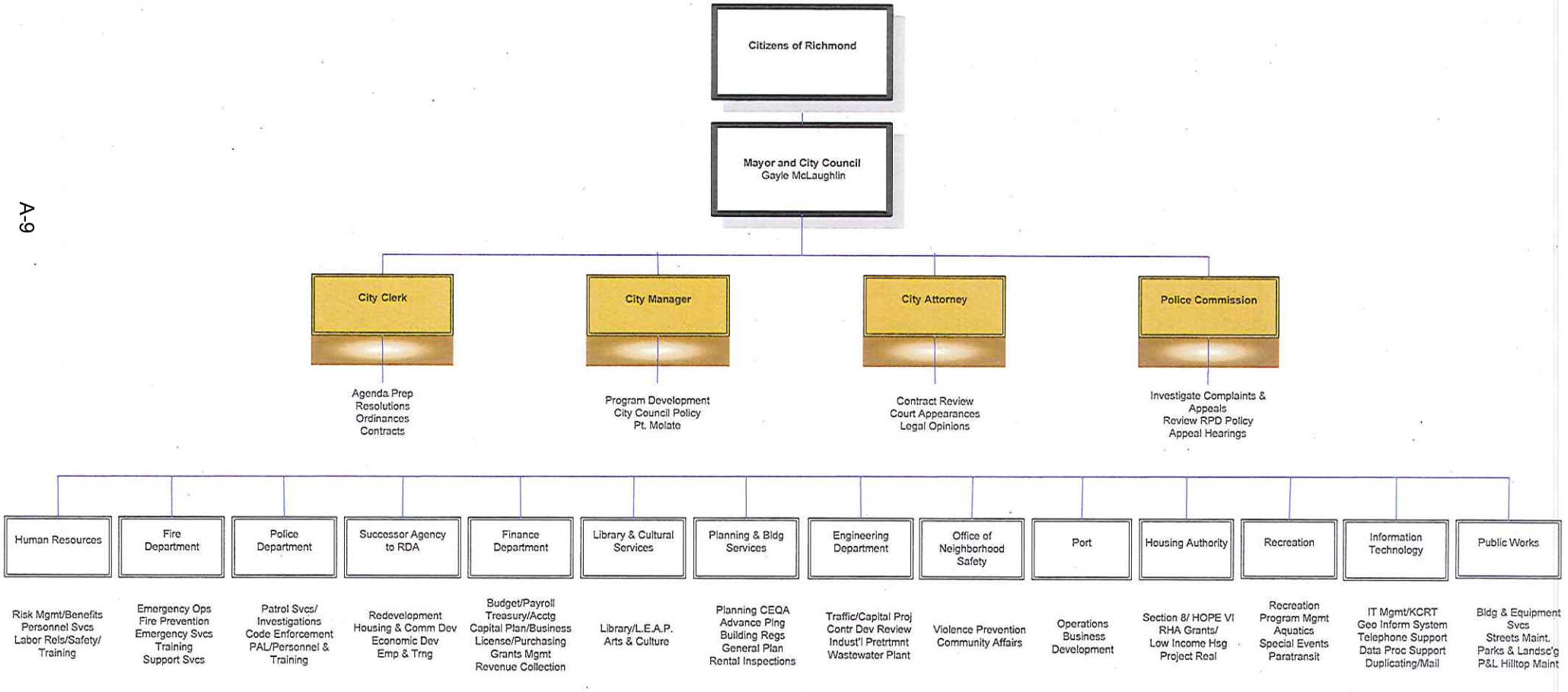
Richmond will develop all of its neighborhoods and businesses as quality places to live, work, shop and play, with its 32 miles of shorelines as a widely recognized symbol of the City's success

VALUES

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

This page is intentionally left blank

City of Richmond
FY2012-13 Organizational Chart



DATE: June 26, 2012

TO: Mayor McLaughlin and Members of the City Council

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

SUBJECT: Adopted Fiscal Year 2012-13 Operating Budget

Transmitted herewith is the Adopted Operating Budget for Fiscal Year (FY) 2012-13. The Operating Budget ($159,423,564) is balanced to within 1.71%; with a projected deficit of $2,719,859. The General Fund Budget ($136,188,671) is balanced to within 2.11%; with a projected deficit of $2,869,675. Staff continues to evaluate options to structurally balance the budget.

To the extent possible within these financial constraints, the FY2012-13 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 FY2012-13 Operating Budget and the FY2012-17 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 FY2012-13, 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.

Financial Analysis Summary

The City of Richmond's General Fund ended FY2010-11 with a $40.5 million total fund balance; an increase of 3.8% from the prior year's $39 million fund balance. With its budget for FY2011-12, 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 FY2012-13 are $133.3 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.

More specifically, FY2012-13 property tax revenue is forecast to be $28.8 million, representing a 3.8% increase from FY2011-12. Assessed valuation increased 5.6% from 2011 to 2012. While the 2012 assessed valuation data will not be received until July 2012, staff does not currently expect any decreases.

Sales tax revenue is expected to total $28.6 million in FY2012-13, increasing by 5.9% over FY2011-12.

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 $50.2 million represents 37.7% of General Fund revenues in FY2012-13.

Payment from Chevron as part of the Tax Settlement Agreement is scheduled to decrease from $15.7 million in FY2011-12 to $13.7 million in FY2012-13.

Expenditure Analysis

During the past several years, the City has successfully maintained prior years' expenditure reductions. After reaching a high of $17.8 million for governmental and administrative expenditures in FY2007-08, the City has successfully decreased expenditures in these categories by 51.1% to $8.7 million in FY2010-11, a level which will be maintained in FY2012-13.

Over this period, the relative composition of total expenditures has changed. While governmental, public works, and cultural and recreational expenditures have decreased by a total of 27.7%, during this same period, public safety expenditures have increased by 10.5%.

Total General Fund expenditures including transfers out for FY2012-13 are $136.2 million.

Projected Net Operating Results

Although faced with fiscal challenges, the adopted Operating Budget is balanced to within 1.71%. 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 FY2012-13 through FY2016-17. The FY2012-13 projected expenditures for Capital Project Funds total $30.7 million. Total CIP grant funding identified in the CIP is $15.7 million for the five-year period. There are a total of 84 funded projects planned for FY2012-13.

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 finding 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, as a community emergency shelter, needs to comply with American with Disability Act (ADA) requirements; streetlight replacements; and continued improvements to the Sanitary Sewer System. For FY2012-13, the street paving budget is $3.6 million.

Continuing Structural Issues

While the proposed Fiscal Year 2012-13 Adopted Operating Budget contains sufficient funding for operations, the City's General Fund cash reserve of approximately $10 million is now reduced to $7.1 million. 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 2012-13, $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 2012-13, the General Fund is providing $6.2 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 2012-13, insurance reserves are being funded at a reduced confidence level from the targeted level of 80%, down to 55%.

For Fiscal Year 2012-13, the following one-time adjustments have been relied on to balance the budget:

- $2.6 million in surplus funds have been transferred from the Pension Stabilization Fund to the General Fund.

- $3.1 million transfer from Insurance Reserves, resulting in the Insurance Reserve level being reduced from 80% to 55%.

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 3.71% for the two years ending March 2012. The national unemployment rate has continued to decrease, from 8.8% in March 2011, to 8.1% in April 2012. 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 2011, but growth moderated in the early months of 2012. 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 2012-13 Budget shows a projected budget shortfall of $15.7 billion; an increase from the January estimate of $9.2 billion. The increase is largely attributable to revenue forecasts that were too high and increases in mandated education funding. The proposed budget solves this shortfall through a combination of spending cuts to Health and Human Services and Education, and proposed revenue increases to personal income taxes and a temporary increase to the state sales tax.

Local

Richmond's unemployment rate, while still higher than both the national and state rates, has declined 2.8 points to 15.9 in March 2012, from its high of 18.7 in January 2010. 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.

Accomplishments and Objectives

FY2011-12 Accomplishments/Highlights

Below are some key accomplishments that fulfilled core strategic goals of the City in FY2011-12:

1. Maintain and enhance the physical environment

- Began the final phase of the Via Verdi culvert replacement project.
- Continued Sanitary Sewer Collection System improvements.

2. Promote a safe and secure community

- Registered 1,539 children for "One World, Many Stories," the Summer Reading Game at the Richmond Public Library.
- Received a grant for Imagination Playground which was erected at the Nevin Community Center.

3. Promote economic vitality

- Richmond Field Station selected by Lawrence Berkeley National Laboratory as their preferred site.
- Lillie Mae Jones Plaza completed.
- Subaru import operations at the Port of Richmond.

4. Promote sustainable communities

- Received Urban Greening Project grant from the Strategic Growth Council in the amount of $1.66 million.

5. Promote effective government

- Received Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers' Association (GFOA) for the Comprehensive Annual Financial Report (CAFR).
- Received California Society of Municipal Finance officers (CSMFO) Excellence in Operating Budget and Excellence in Capital Budget Awards.

FY 2012-13 Outlook and Operating Objectives

Because of downturns in the national and regional economies, revenue growth for the City is projected to continue it's sluggish pace from FY2011-12 into FY2012-13 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 that develop a skilled and prepared local workforce to address employers' current and future workforce needs.
- Complete construction of the Bay Area Rapid Transit (BART) Garage complex.

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

During May and June 2012, 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 FY2012-13 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.

RESOLUTION NO. 81-12

RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA, ADOPTING THE FISCAL YEAR 2012-2013 ANNUAL 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 Year 2012-2013 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 the Fiscal Year 2012-2013 at public meetings on June 12 and June 19, 2012; and

WHEREAS, the City Council will review additional requests at a public meeting on June 26, 2012 to determine if said requests will be included in the adopted budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council hereby adopts the 2012-2013 Annual Budget for the following funds:

General Fund	$ 136,188,671	
Other Operating Funds	$ 23,234,893	
Special Revenue Funds	7,718,311	
Capital Improvement Funds	30,678,738	
Debt Service Funds	16,516,020	
Enterprise Funds	48,900,083	
Internal Service Funds	29,005,556	
Successor Agency to Richmond Community Redevelopment Agency	85,877,971	*
Richmond Housing Authority	30,567,166	*
Total	$ 408,687,409	

BE IT FURTHER RESOLVED, that the budgets for 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 Members of the City Council of the City of Richmond at a special meeting held on June 26, 2012, by the following vote:

AYES:	Councilmembers Beckles, Butt, Ritterman, Vice Mayor Rogers, and Mayor McLaughlin.
NOES:	Councilmember Boozé.
ABSTENTIONS:	None.
ABSENT:	Councilmember Bates.

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. 81-12, finally passed and adopted by the City Council of the City of Richmond at a special meeting held on June 26, 2012.

RESOLUTION NO. 83-12

RESOLUTION OF THE COUNCIL OF THE CITY OF RICHMOND, CALIFORNIA, ADOPTING THE FISCAL YEAR 2012-13 APPROPRIATIONS LIMIT PURSUANT TO ARTICLE XIIIB OF THE CONSTITUTION OF THE STATE OF CALIFORNIA

WHEREAS, Article XIIIB, as amended, of the Constitution of the State of California requires all local government entities to establish annual appropriations limit; and

WHEREAS, the appropriation subject to limitation for each year shall be based on the 1978-79 appropriation adjusted for changes in the cost of living and population; and

WHEREAS, Section 7910 of the Government Code requires each local government to establish its appropriations limited by resolution in each fiscal year beginning with fiscal year 1980-81; and

WHEREAS, the City calculated its Fiscal Year 2012-2013 Appropriations Limit based on the percent of change in the population of the County, January to January and the change in the State's per Capita personal income;

NOW, THEREFORE, BE IT RESOLVED, that the City of Richmond, California has established the Appropriations Limit for Fiscal Year 2012-2013, as reflected in Attachment 1 to this resolution.

I certify that the foregoing Resolution was passed and adopted by the Members of the City Council of the City of Richmond at a special meeting held on June 26, 2012, by the following vote:

AYES:	Councilmembers Beckles, Boozé. Butt, Ritterman, Vice Mayor Rogers, and Mayor McLaughlin.
NOES:	None.
ABSTENTIONS:	None.
ABSENT:	Councilmember Bates.

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. 83-12, finally passed and adopted by the City Council of the City of Richmond at a special meeting held on June 26, 2012.

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

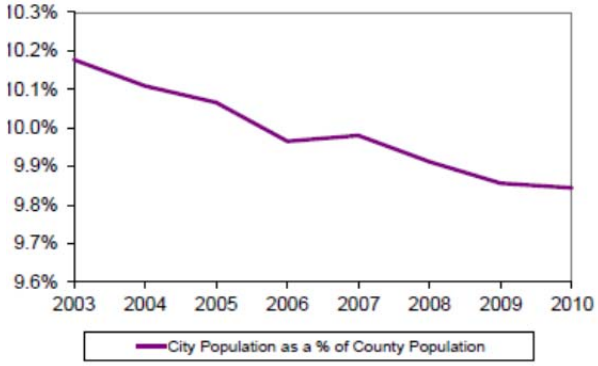
General

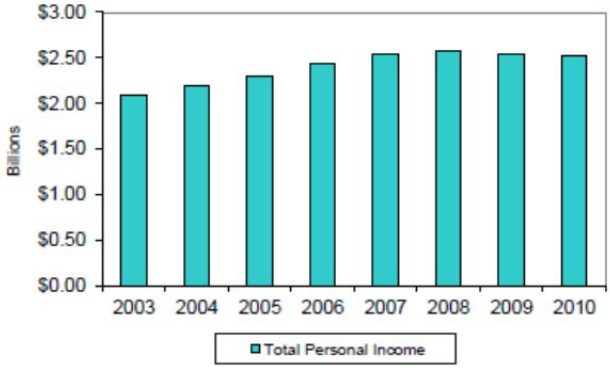
The City is governed by the City Council, consisting of a Mayor and six other Councilmembers. The Mayor is elected at large for a four-year term. Councilmembers are elected at large for staggered four-year terms. The Mayor is limited to two consecutive four-year terms. The City is a charter city, which 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.

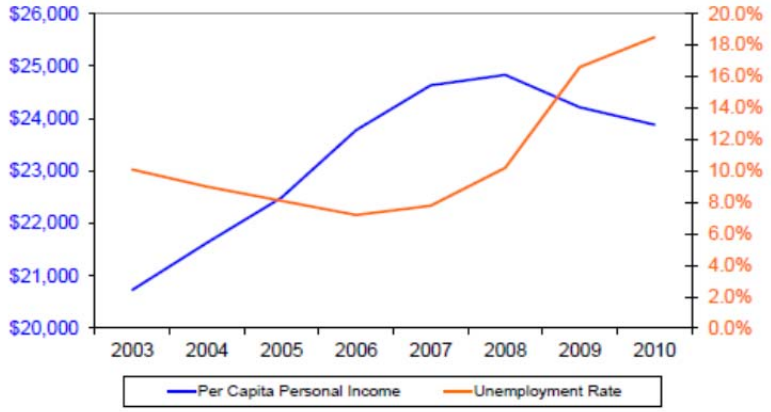
The City provides a full range of services contemplated by statute or the Charter, including those functions delegated to cities under State law. These services include police and fire protection, emergency response, construction and maintenance of highways, streets and infrastructure, library services, 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%

Source: California Department of Finance

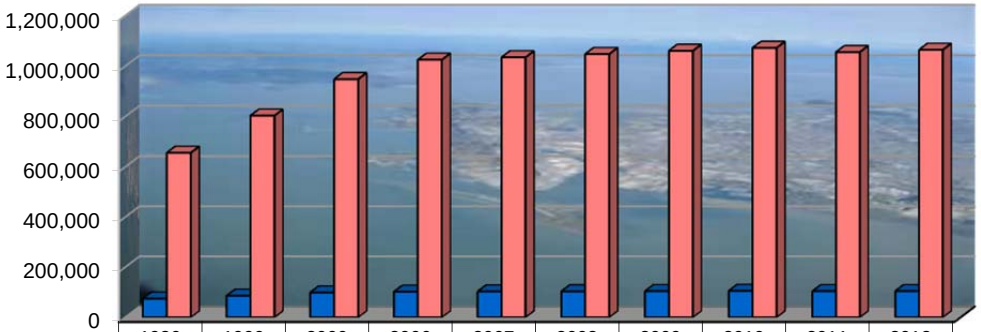
DEMOGRAPHIC AND ECONOMIC INFORMATION

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.

City and County Population

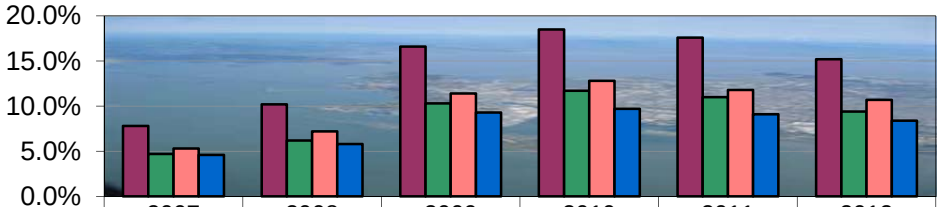


	1980	1990	2000	2006	2007	2008	2009	2010	2011	2012
City of Richmond	74,676	86,019	99,216	102,182	103,306	103,895	104,602	105,630	104,220	104,887
Contra Cost County	656,380	803,732	948,816	1,025,436	1,035,097	1,048,185	1,061,325	1,073,055	1,056,064	1,065,117

Employment

The chart below sets forth unemployment rates at the local, county, state, and national levels in the month of June for the last five 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. It has decreased by 3.3 percentage points from 2010 to 2012, reflecting the slow economic recovery.

Unemployment Rates



	2007	2008	2009	2010	2011	2012
City of Richmond	7.8%	10.2%	16.6%	18.5%	17.6%	15.2%
Contra Costa County	4.7%	6.2%	10.3%	11.7%	11.0%	9.4%
California	5.3%	7.2%	11.4%	12.8%	11.8%	10.7%
United States	4.6%	5.8%	9.3%	9.7%	9.1%	8.4%

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 2010-11.

PRINCIPAL RICHMOND EMPLOYERS

Employer	Number of Employees	Products
Chevron Refinery	1,950	Petrochemicals Refinery
West Contra Costa Unified School District	1,500	Education
City of Richmond	911	Local Government
Kaiser Permanente	786	Health Services
Sun Power	600	Solar Energy
Inovis Inc.	499	Technology
Richmond Heath Center	350	Health Services
Macy's	300	Retail Department Store
California Autism Foundation, Inc.	270	Non-profit
Galaxy Deserts	250	Deserts and Pastries

Source: City of Richmond Comprehensive Annual Financial Report for the Year Ended June 30, 2011.

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 Randolf 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

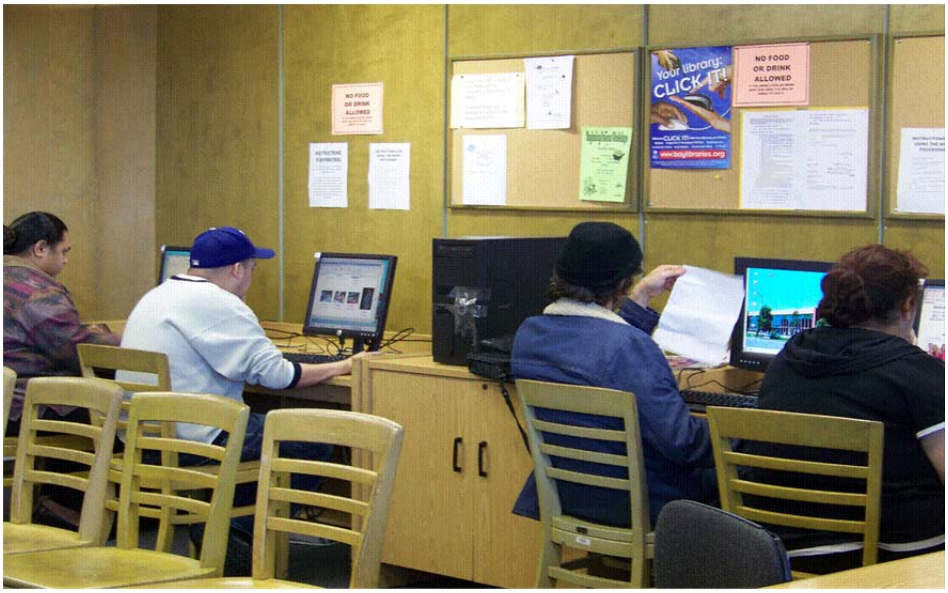
Electric power and natural gas services to the City are supplied by Pacific Gas & Electric Co. Telephone services to the City are supplied by AT&T. Water services to the City are supplied by East Bay Municipal Utility District. Sewer services to the City are supplied by West Contra Costa Sanitary District,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

Richmond Homefront Festival – Fire Prevention Education



Richmond Public Library

CITY OF Richmond CALIFORNIA

JURISDICTIONAL COMPARISON

	City of Richmond	City of Vallejo	City of Berkeley	City of Concord
Year Incorporated	1905	1867	1878	1905
Form of Government	Council/Manager Charter City	Council/Manager Charter City	Council/Manager Charter City	Council/Manager General Law City
Physical Area (Land)	30.1 square miles	30.7 square miles	10.5 square miles	31.1 square miles
Population	104,887	115,928	114,821	123,206
Growth Over Last 10 Years	3.7%	-3.5%	9.8%	-1.2%
Total Full-Time Equivalents (FTE)	771.6	501	1,461	387
Population per FTE	136	231	79	318
Total Sworn Police/Fire FTE	280	170	301	152
Population per Sworn FTE	375	682	381	811
Population By Ethnicity				
White	17%	25%	55%	49%
Asian/Native Hawaiian/Pacific Islander	14%	26%	19%	12%
Black or African American	27%	22%	10%	3%
Hispanic or Latino (of any race)	40%	23%	11%	32%
American Indian and Alaskan Native	0.6%	0.7%	0.2%	0.3%
Other/Two or More Races	3%	4%	5%	4%
Median Age	34.8	37.9	33.6	38.0
Number of Registered Voters	39,888	51,626	73,215	56,354
Party Affiliation				
Democrat	68%	60%	66%	48%
Republican	9%	16%	5%	26%
Other/Decline to state	23%	24%	29%	26%
Number of Housing Units	39,328	44,433	49,454	47,153
Number of Households	35,570	40,281	43,189	44,314
Average Household Size	2.82	2.85	2.25	2.76
Median Household Income	$54,012	$61,481	$59,097	$63,620
Per Capita Income	$24,847	$26,575	$36,498	$31,029
Unemployment Rate	15.2%	12.9%	9.0%	10.2%
Budget Comparison				
General Fund Revenue Budget	$133,318,995	$67,935,000	$152,615,449	$75,107,243
General Fund Expenditure Budget	$136,188,670	$71,346,000	$152,549,344	$71,053,093
Expenditures per capita	$1,298	$615	$1,329	$577

Sources: California Department of Finance; California Secretary of State; California Employment Development Department; American Community Survey; City of Richmond, City of Vallejo, City of Berkeley, City of Concord websites.

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).

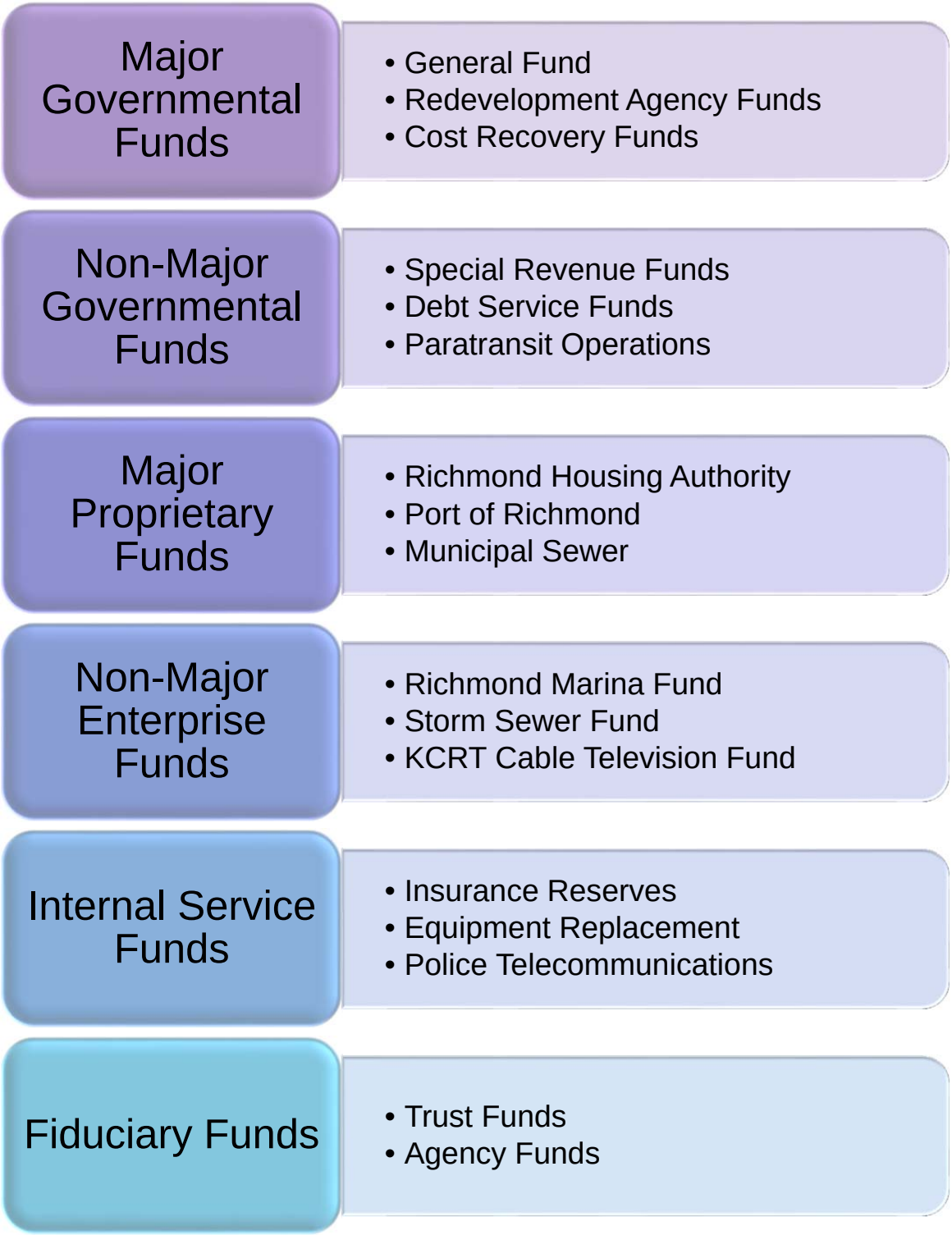
The City's budgets are adopted on a basis substantially consistent with GAAP with two exceptions relating to budgetary accounting in the general fund:

- 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.

City of Richmond 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 central service departments (i.e. city clerk, finance, human resources) 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.

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 $9.5 million for Fiscal Year 2012-13, 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 2012-13, with its net debt service equal to approximately 2.26% 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:

ACTION / ACTIVITY	***DATE***
First Quarter Operating & CIP Performance Measure Status Reports Due	October 6, 2011
Comprehensive Annual Financial Report (CAFR) Complete	December 9, 2011
Mid-year revenue and expenditure projections and Second Quarter Operating & CIP Performance Measure Status Reports Due	January 11, 2012
Mid-Year Budget Review - Workshop with the City Manager and City Council	February 28, 2012
FY2012-13 BUDGET KICK OFF & TRAINING	February 16, 2012
Senior Managers Staff Retreat	February 22, 2012
FY2011-12 Budget input window	February 21, 2012- March 2, 2012
Budget Hearings with City Manager and Executive Budget Committee	March 19, 2012– April 6, 2012
Five Year Financial Plan Presentation	March 27, 2012
Third Quarter Operating & CIP Performance Measure Status Reports Due	April 11, 2012

Community Budget Meetings - 5	May 7 – May 24, 2012
Financial Overview and Budget presentations to City Council. Checklist created.	May 22, 2012
Council decision on checklist items	June 5, 2012
Council to adopt budget and Five Year Financial Plan	June 19, 2012
Operating Budget and Capital Improvement Plan Adopted	June 26, 2012
Adopted budget available in MUNIS.	June 30, 2012
Fourth Quarter Operating & CIP Performance Measure Status Reports Due	July 11, 2012
Submit adopted budgets to GFOA & CSMFO for Distinguished Budget Award Programs	September 5, 2012

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 Fiscal Years 2012-13 through 2016-17 identifies approximately $30.7 million of funded capital improvement projects in the proposed fiscal year, and approximately $344.1 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.

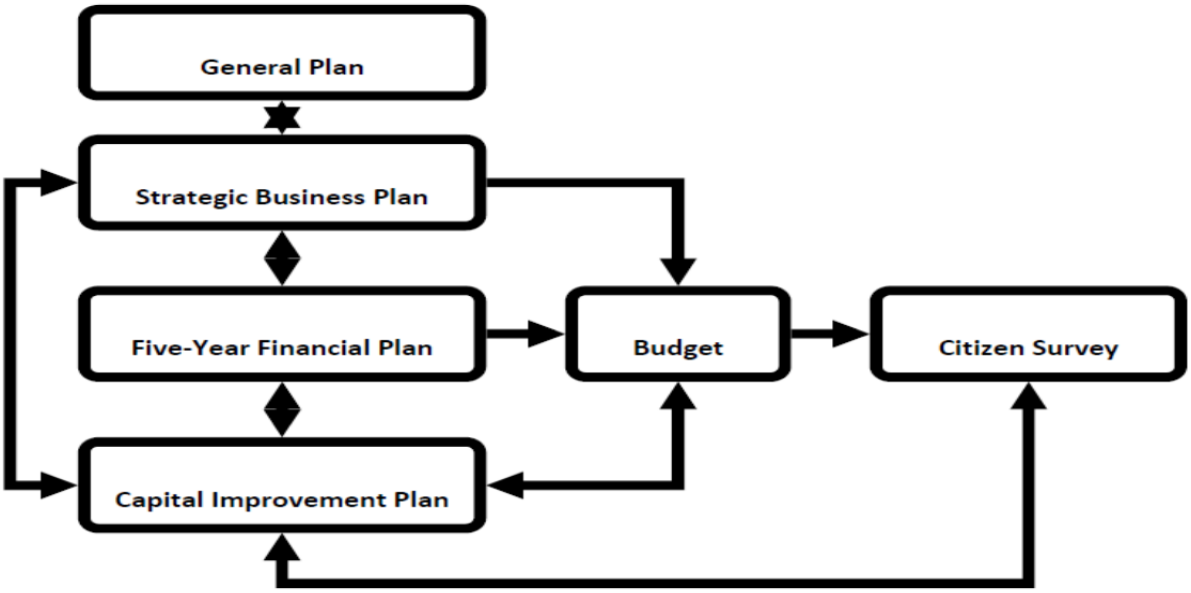
Through the City Council's continued leadership, Richmond will continue to fulfill its strategic goals, ensuring the community's quality of life.

Five-Year Financial Planning

The City of Richmond's Five-Year Financial Plan ("the Plan"), adopted by City Council on July 10, 2012, 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

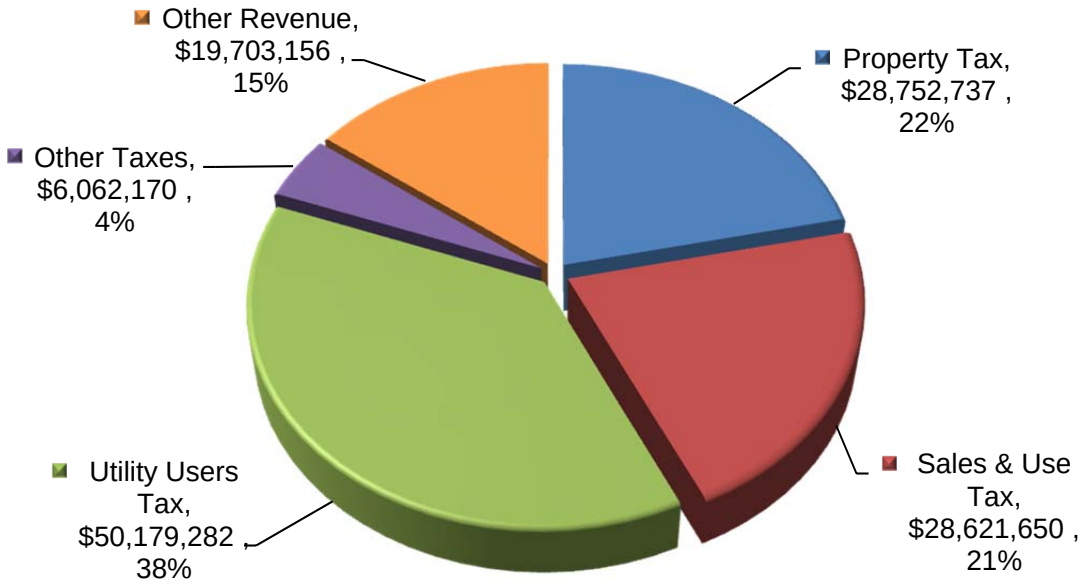
The City's five-year financial planning complements other planning processes that the City uses such as budgeting, strategic business planning, and capital improvement planning. Together they from a complete planning framework as illustrated below.



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 2012-13, the budget projects these principal sources to total approximately $113.6 million. The overall General Fund budget including all revenue sources totals $133.3 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.

FY2012-13 General Fund Revenue Budget



	FY03-04	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
Property Tax	$23,640	$25,741	$28,285	$33,070	$34,269	$33,296	$29,747	$26,277	$26,255	$28,753

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 XIIIA 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

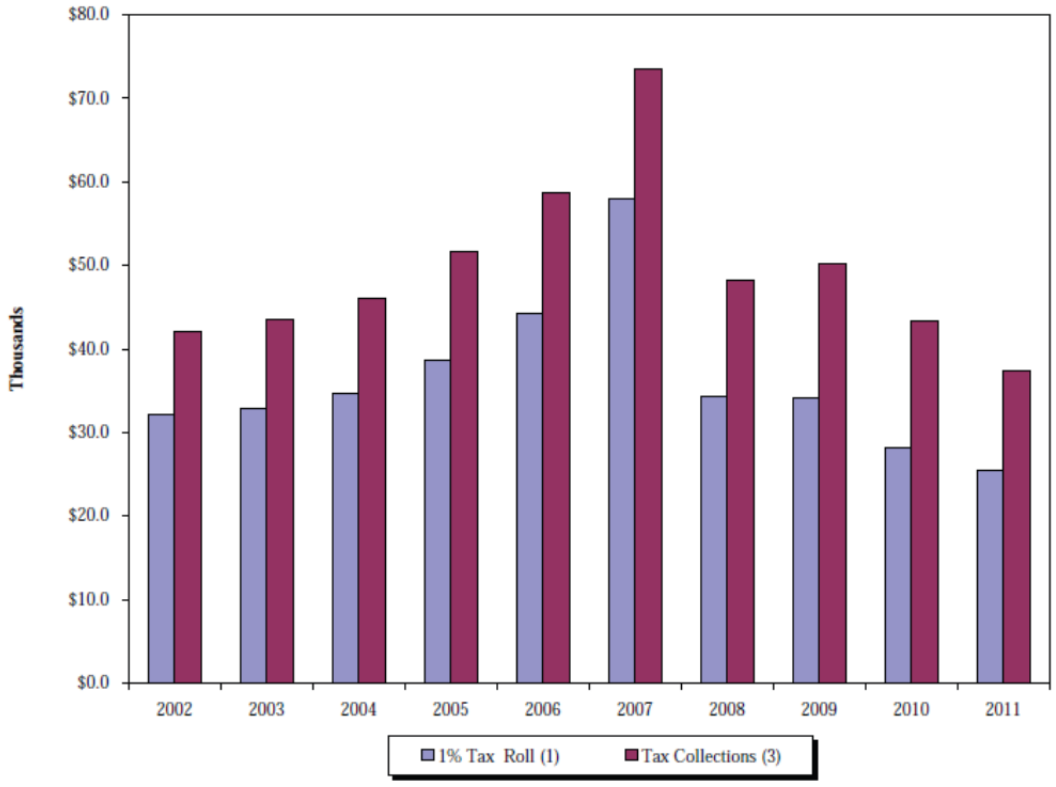
100% of full cash value. Therefore, the County tax rolls do not reflect values uniformly proportional to market values.

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 ending June 30, 2011, based on assessed valuations within the City.

CITY OF RICHMOND
LARGEST PROPERTY TAX PAYERS

Property Owner	Type of Business	Assessed Valuation[1]	Total[2]
Chevron USA	Industrial	$3,143,118	28.76%
Guardian of KW Hilltop LLC	Residential	101,776	0.93%
Kaiser Foundation Hospitals	Industrial	70,302	0.64%
Richmond Parkway Associates	Commercial	65,002	0.59%
Berlex Laboratories, Inc.	Industrial	60,228	0.55%
BP West Coast Products	Industrial	58,405	0.53%
Richmond Essex LP	Residential	47,694	0.44%
Cherokee Simeon Venture LLC	Commercial	46,605	0.43%
Auto Warehousing Company	Unsecured	44,748	0.41%
Pacific Atlantic Terminals LLC	Industrial	43,478	0.40%
Total		$3,681,356	33.69%

(1) In thousands

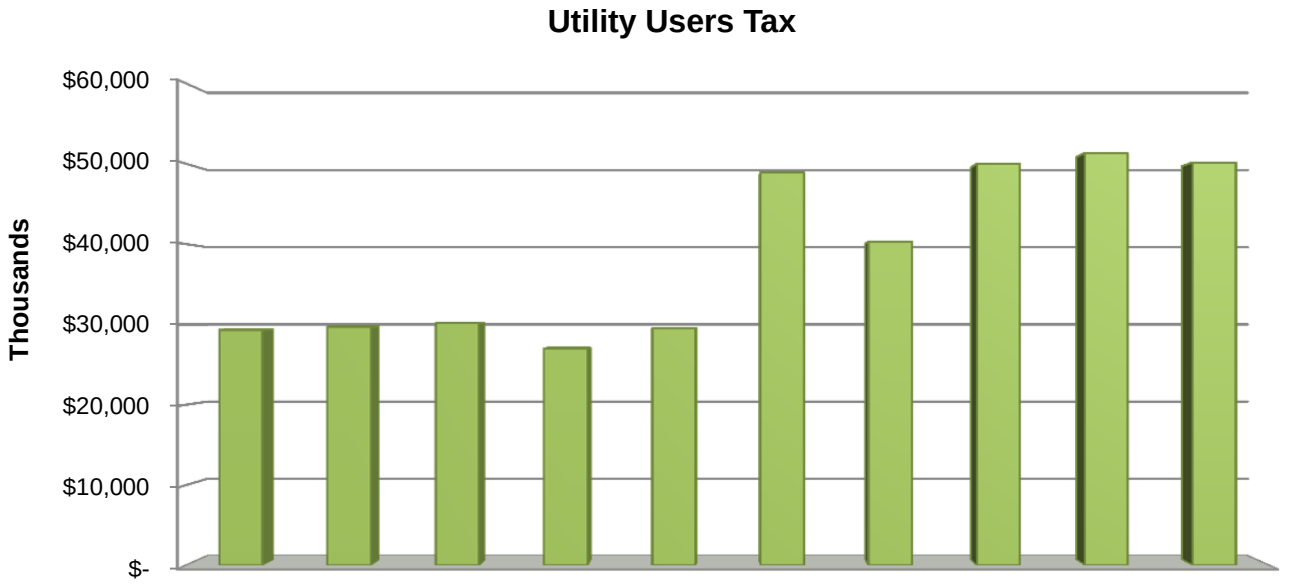
(2) Based on total net assessed value of $10,928,299 (in thousands)

Source: *HDL Companies 2011-12 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 2012-13.

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.

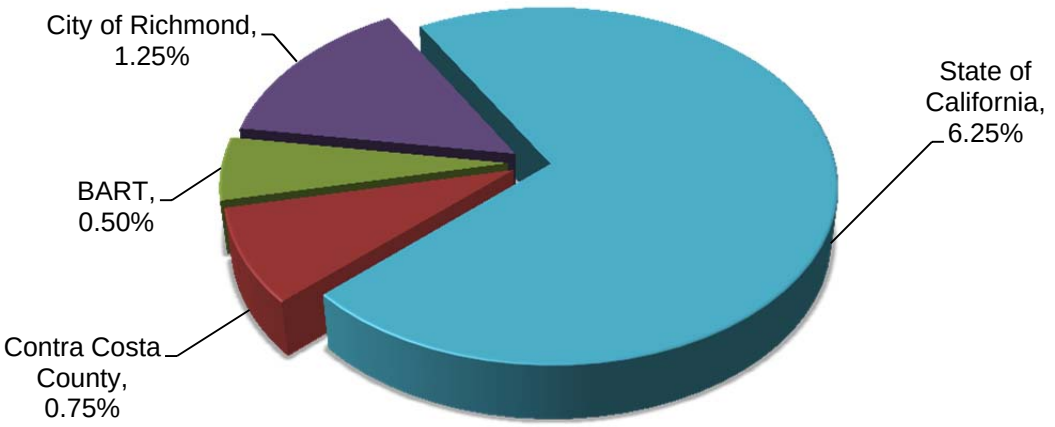


	FY03-04	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
Utility Users	$29,323	$29,721	$30,199	$27,007	$29,553	$48,953	$40,299	$50,008	$51,352	$50,179

Sales and Use Taxes

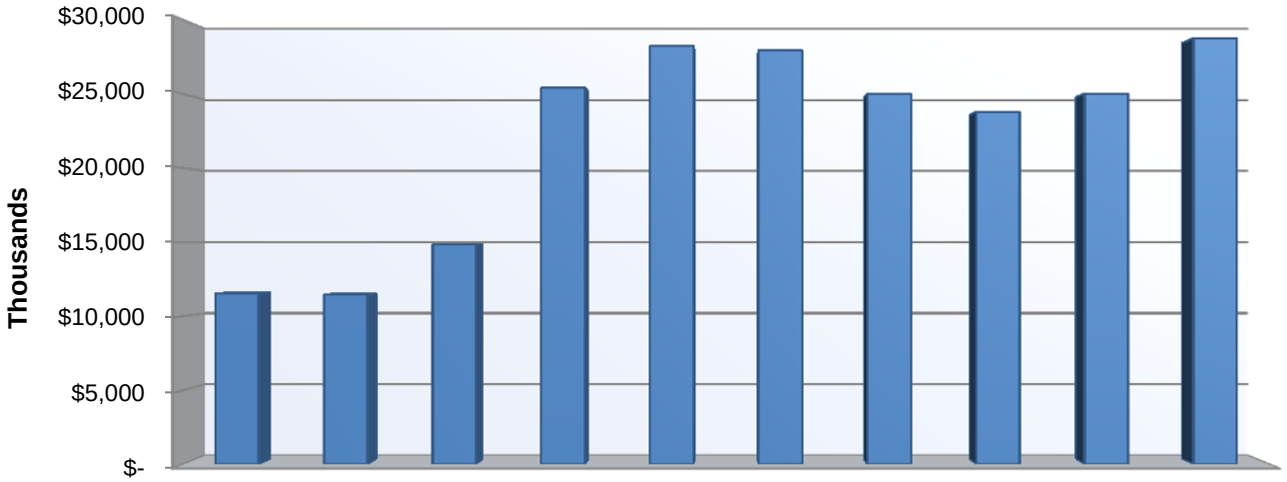
The sales tax is an excise tax imposed on retailers for the privilege of selling tangible personal property. The use tax is an excise tax imposed on a person for the storage, use or other consumption of tangible personal property purchased from any retailer. The proceeds of sales and use taxes (collectively, "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 8.75% and is allocated as follows:

8.75% Sales Tax Distribution



Source: California State Board of Equalization.

Sales Tax



	FY03-04	FY04-05	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13
Sales Tax	$11,515	$11,442	$14,843	$25,402	$28,218	$27,923	$25,000	$23,790	$25,020	$28,753

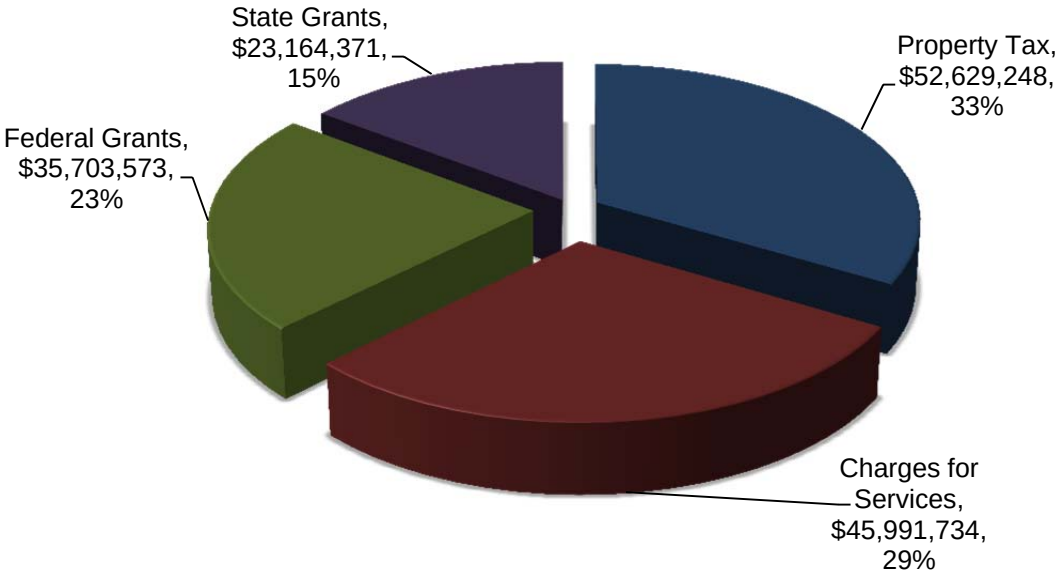
Other Taxes

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 2012-13, 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 $194.6 million.

FY2012-13 Non-General Fund Revenue Budget



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 – the 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 revenues 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 Richmond Community Redevelopment Agency (RCRA) 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 Redevelopment Department.

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 package.

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 XIIIB 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. 83-12 was approved on June 26, 2012 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
2012-13	1.0083	1.0377	1.0463	$13,180,945	$297,787,227
2011-12	1.0077	1.0251	1.0330	$9,090,177	$284,606,282
2010-11	1.0110	0.9746	0.9853	-$4,104,665	$275,516,105
2009-10	1.0116	1.0062	1.0179	$4,909,616	$279,620,770
2008-09	1.0136	1.0429	1.0571	$14,834,645	$274,711,154
2007-08	1.0113	1.0442	1.0560	$13,781,204	$259,876,509
2006-07	1.0100	1.0396	1.0500	$11,717,931	$246,095,305
2005-06	1.0118	1.0526	1.0650	$14,308,996	$234,377,374
2004-05	1.0112	1.0328	1.0444	$9,349,060	$220,068,378
2003-04	1.0143	1.0231	1.0377	$7,661,441	$210,719,318
2002-03	1.0176	0.9873	1.0047	$945,176	$203,057,878
2001-02	1.0171	1.0782	1.0966	$17,810,457	$202,112,702
2000-01	1.0061	1.0491	1.0555	$9,690,847	$184,302,245

The City and the Successor Agency to the Redevelopment Agency anticipate that their combined tax allocations for FY2012-13 will be approximately $222,066,641, 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.

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, 2011. 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

Excellence in Operating Budget
Fiscal Year 2011-2012

Presented to the

City of Richmond

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

February 29, 2012

Scott Johnson
CSMFO President

Chu Thai, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

California Society of Municipal Finance Officers

Certificate of Award

Excellence in Capital Budget
Fiscal Year 2011-2012

Presented to the

City of Richmond

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

February 29, 2012

Scott Johnson
CSMFO President

Chu Thai, Chair
Professional Standards and Recognition Committee

Dedicated Excellence in Municipal Financial Reporting

City of Richmond
FY2012-13 Summary of Revenue and Expenditures
By Department

	General Fund	Other Operating	Special Revenue	Capital Improvement	Debt Service	Enterprise Funds	Internal Service	Redevelopment	Housing Authority	All Fund Groups
Revenue:										
30 PROPERTY TAXES	$ 28,752,737	$ 1,310,636	$ 11,273,281		$ 5,787,162			$ 34,258,169		$ 81,381,985
31 SALES & USE TAX	$ 28,621,650									$ 28,621,650
32 UTILITY USERS TAX	$ 50,179,282									$ 50,179,282
33 OTHER TAXES	$ 6,062,170									$ 6,062,170
34 LICENSES,PERMITS&FEES	$ 4,609,133	$ 5,736,343	$ 830,000	$ 9,700		$ 165,000				$ 11,350,176
35 FINES & FORFEITURES	$ 306,000	$ 151,000	$ 20,000							$ 477,000
36 USE OF MONEY&PROPERTY	$ 319,538	$ (41,000)	$ 3,500	$ 97,270	$ 400,000	$ 170,000	$ 623,160	$ 237,123		$ 1,809,591
37 CHARGES FOR SERVICES	$ 1,109,000	$ 4,261,283		$ 30,000	$ 4,062,917	$ 17,776,000	$ 20,541,852			$ 47,781,052
38 OTHER REVENUE	$ 1,176,640	$ 183,000	$ 20,000	$ 621,558	$ 2,549,922	$ 176,000	$ 655,000		$ 893,573	$ 6,275,693
39 RENTAL INCOME	$ 615,398	$ 4,212				$ 8,302,333		$ 19,800	$ 5,324,551	$ 14,266,294
3A INTERGOV STATE TAXES				$ 2,914,290						$ 2,914,290
3B INTERGOV FED GRANT	$ 1,171,347	$ 2,477,908		$ 1,358,900		$ 3,300,000		$ 3,357,476	$ 25,052,733	$ 36,718,364
3C INTERGOV STATE GRANT	$ 737,080	$ 610,125	$ 20,845	$ 10,743,531		$ 3,650,000		$ 6,896,000		$ 22,657,581
3D INTERGOV OTHER GRANT	$ 412,500	$ 2,446,890	$ 522,050	$ 3,592,262		.		$ 1,638,000		$ 8,611,702
3H PENSION STABILIZATION REVENUE										$ -
60 PROCEEDS FROM SALE OF PROPERTY	$ 100,000			$ 1,023,832						$ 1,123,832
61 LOAN/BOND PROCEEDS	$ 109,701							$ 229,000		$ 338,701
Total Estimated Revenue	**$ 124,282,175**	**$ 17,140,397**	**$ 12,689,676**	**$ 20,391,343**	**$ 12,800,001**	**$ 33,539,333**	**$ 21,820,012**	**$ 46,635,568**	**$ 31,270,857**	**$ 320,569,362**
Expenditures:										
10 OFFICE OF THE MAYOR	$ 441,730									$ 441,730
11 CITY COUNCIL	$ 441,702									$ 441,702
12 POLICE COMMISSION	$ 208,379									$ 208,379
13 CITY MANAGER'S OFFICE	$ 3,304,058		$ 555,000	$ 3,466,462						$ 7,325,520
14 CITY CLERK	$ 799,652									$ 799,652
15 CITY ATTORNEY	$ 1,246,681									$ 1,246,681
16 PLANNING & BUILDING SERVICES	$ 239,711	$ 5,317,745								$ 5,557,457
17 FINANCE	$ 2,965,787			$ 109,720						$ 3,075,507
18 HUMAN RESOURCES	$ 1,092,375						$ 16,179,648			$ 17,272,023
19 POLICE DEPARTMENT	$ 57,871,203	$ 4,414,329		$ 1,350,077			$ 5,445,098			$ 69,080,707
20 FIRE DEPARTMENT	$ 21,518,970		$ 742,162	$ 1,438,100						$ 23,699,232
21 OFFICE OF NEIGHBORHOOD SAFETY	$ 2,045,784									$ 2,045,784
22 ENGINEERING		$ 5,395,349		$ 12,366,839		$ 31,276,973				$ 49,039,161
23 PUBLIC WORKS	$ 18,434,841	$ 1,657,820		$ 9,926,050			$ 4,253,552			$ 34,272,263
24 LIBRARY & CULTURAL SERVICES	$ 4,965,412		$ 551,044	$ 200,000						$ 5,716,457
25 RECREATION DEPARTMENT	$ 5,078,995	$ 1,136,437		$ 100,000						$ 6,315,432
26 INFORMATION TECHNOLOGY	$ 2,654,350			$ 250,000		$ 1,063,688				$ 3,968,038
27 EMPLOYMENT & TRAINING		$ 5,250,433								$ 5,250,433
28 PORT OF RICHMOND				$ 1,058,844		$ 16,160,067				$ 17,218,911
30 SUCCESSOR AGENCY TO RCRA								$ 61,244,963		$ 61,244,963
31 HOUSING AUTHORITY									$ 30,567,166	$ 30,567,166
89 MARINA OPERATIONS						$ 246,872				$ 246,872
91 NON-DEPARTMENTAL	$ 4,016,271				$ 13,914,941					$ 17,931,212
Total Estimated Expenditures	**$ 127,325,902**	**$ 23,172,114**	**$ 1,848,206**	**$ 30,266,092**	**$ 13,914,941**	**$ 48,747,600**	**$ 25,878,298**	**$ 61,244,963**	**$ 30,567,166**	**$ 362,965,281**
Other Financing Sources (Uses)										
90 OPER XFERS IN	$ 9,036,820	$ 6,244,312	$ 7,500	$ 620,146	$ 4,143,542		$ 1,064,821	$ 24,625,832		$ 45,742,973
91 OPER XFERS OUT	$ 8,862,769	$ 62,779	$ 5,890,950	$ 412,646	$ 2,601,079	$ 152,483	$ 3,127,259	$ 24,633,008		$ 45,742,973
Net Transfers In/Out	**$ 174,051**	**$ 6,181,533**	**$ (5,883,450)**	**$ 207,500**	**$ 1,542,463**	**$ (152,483)**	**$ (2,062,438)**	**$ (7,176)**	**$ -**	**$ (0)**
Total Estimated Other Financing Sources (Uses)	**$ 174,051**	**$ 6,181,533**	**$ (5,883,450)**	**$ 207,500**	**$ 1,542,463**	**$ (152,483)**	**$ (2,062,438)**	**$ (7,176)**	**$ -**	**$ (0)**
Operating Surplus (Deficit)	$ (2,869,676)	$ 149,816	$ 4,958,020	$ (9,667,249)	$ 427,523	$ (15,360,750)	$ (6,120,724)	$ (14,616,571)	$ 703,691	$ (42,395,919)
Estimated Beginning Balance: 7/1/2012	$ 10,304,510	$ (7,832,406)	$ (215,032)	$ 4,901,943	$ 6,708,266	$ 38,156,991	$ 19,519,827	$ 30,272,439	$ (732,986)	$ 101,083,552
Estimated Ending Balance: 6/30/2013	**$ 7,434,834**	**$ (7,682,590)**	**$ 4,742,988**	**$ (4,765,306)**	**$ 7,135,789**	**$ 22,796,241**	**$ 13,399,103**	**$ 15,655,868**	**$ (29,295)**	**$ 58,687,633**

City of Richmond
FY2012-13 Proposed Budget Summary

		General Fund	Other Operations	Special Revenues	Capital Improve-ments	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal	Redevelopment	Housing Authority	Total
	ESTIMATED BEGINNING BALANCE 07/01/12	10,304,510	(7,832,406)	(215,032)	4,901,943	6,708,266	38,156,991	19,519,827	**71,544,099**	30,272,439	(732,986)	101,083,552
	Bond Proceeds	-	-	-	-	-	-	-	-	-	-	-
	Housing Authority Debt Payment	-	-	-	-	-	-	-	-	-	-	-
	General Fund Loan - Subaru Project	-	-	-	-	-	-	-	-	-	-	-
	Capital Interest	-	-	-	-	-	-	-	-	-	-	-
	NEW BALANCE	10,304,510	(7,832,406)	(215,032)	4,901,943	6,708,266	38,156,991	19,519,827	**71,544,099**	30,272,439	(732,986)	101,083,552
	Revenues											
30	Property Tax	28,752,737	1,310,636	11,273,281	-	5,787,162	-	-	47,123,816	34,258,169	-	81,381,985
31	Sales Tax	28,621,650	-	-	-	-	-	-	28,621,650	-	-	28,621,650
32	Utility Users Tax	50,179,282	-	-	-	-	-	-	50,179,282	-	-	50,179,282
33	Other Taxes	6,062,170	-	-	-	-	-	-	6,062,170	-	-	6,062,170
34	Licenses, Permits and Fees	4,609,133	5,736,343	830,000	9,700	-	165,000	-	11,350,176	-	-	11,350,176
35	Fines, Forfeitures and Penalties	306,000	151,000	20,000	-	-	-	-	477,000	-	-	477,000
36	Interest and Investment Income	319,538	(41,000)	3,500	97,270	400,000	170,000	623,160	1,572,468	237,123	-	1,809,591
37	Charges for Services	1,109,000	4,261,283	-	30,000	4,062,917	17,776,000	-	27,239,200	-	-	27,239,200
	Charges for Internal Services	-	-	-	-	-	-	20,541,852	20,541,852	-	-	20,541,852
38	Other Revenues	1,176,640	183,000	20,000	621,558	-	176,000	655,000	2,832,198	-	893,573	3,725,771
39	Rental Income	615,398	4,212	-	-	-	8,302,333	-	8,921,943	19,800	5,324,551	14,266,294
3A	State and Local Taxes	-	-	-	2,914,290	-	-	-	2,914,290	-	-	2,914,290
3B	Federal Grant Revenue	1,171,347	2,477,908	-	1,358,900	-	3,300,000	-	8,308,155	3,357,476	25,052,733	36,718,363
3C	State Grant Revenue	737,080	610,125	20,845	10,743,531	-	3,650,000	-	15,761,581	6,896,000	-	22,657,581
3D	Other Grant Revenue	412,500	2,446,890	522,050	3,592,262	-	-	-	6,973,702	1,638,000	-	8,611,702
3H	Pension Stabilization Revenue	-	-	-	-	2,549,922	-	-	2,549,922	-	-	2,549,922
60	Proceeds from Sale of Property	100,000	-	-	-	-	-	-	100,000	-	-	100,000
61	Loan/Bond Proceeds	109,701	-	-	1,023,832	-	-	-	1,133,533	229,000	-	1,362,533
	Total Revenues	**124,282,175**	**17,140,397**	**12,689,676**	**20,391,343**	**12,800,001**	**33,539,333**	**21,820,012**	**242,662,937**	**46,635,567**	**31,270,857**	**320,569,361**

City of Richmond
FY2012-13 Proposed Budget Summary

		General Fund	Other Operations	Special Revenues	Capital Improve-ments	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal	Redevelopment	Housing Authority	Total
	Expenditures											
40	Salaries and wages	65,589,234	8,102,972	-	71,387	-	1,779,704	3,616,588	79,159,885	1,467,591	2,159,712	82,787,188
41	Benefits	32,965,802	3,977,988	-	29,721	-	752,054	1,539,979	39,265,544	638,466	964,977	40,868,987
	Non-department - vacancies	-	-	-	-	-	-	-	-	-	-	-
	Retirements, layoffs, transfers	-	-	-	-	-	-	-	-	-	-	-
42	Professional services	8,274,324	2,612,835	1,375,312	6,551,456	-	9,085,296	1,920,958	29,820,182	1,457,883	1,225,000	32,503,065
43	Other Operating	7,264,232	2,000,697	59,938	349,872	-	499,337	56,500	10,230,576	203,963	22,363,150	32,797,689
44	Utilities	3,309,054	256,807	10,000	-	-	1,067,312	31,272	4,674,444	19,095	931,895	5,625,434
45	Equipment & Contractual Svcs.	1,736,525	341,386	-	1,778,630	-	1,042,650	713,940	5,613,131	2,837,487	-	8,450,618
46	Provision for insurance losses	-	-	-	-	-	30,000	12,441,150	12,471,150	-	-	12,471,150
47	Cost Pool	6,410,660	5,855,779	-	-	-	2,235,744	1,656,241	16,158,424	1,181,448	520,643	17,860,515
48	Asset & Capital Outlay	265,719	23,650	129,022	-	-	234,700	2,909,001	3,562,092	20,407,000	1,150,000	25,119,092
	Capital Improvement Projects	-	-	-	21,471,077	-	22,763,750	-	44,234,827	16,096,710	-	60,331,537
49	Debt Service Expenditures	1,497,352	-	-	-	13,914,941	9,257,053	992,668	25,662,014	15,005,483	1,251,789	41,919,286
50	Grant Expenditures	13,000	-	273,934	13,949	-	-	-	300,883	-	-	300,883
52	Employment & Training All	-	-	-	-	-	-	-	-	-	-	-
	Rental and miscellaneous	-	-	-	-	-	-	-	-	-	-	-
	Direct costs	-	-	-	-	-	-	-	-	-	-	-
51	CDBG/Home/Hsg Proj	-	-	-	-	-	-	-	-	1,929,836	-	1,929,836
	Total Expenditures	**127,325,902**	**23,172,114**	**1,848,206**	**30,266,092**	**13,914,941**	**48,747,600**	**25,878,297**	**271,153,151**	**61,244,963**	**30,567,166**	**362,965,280**

City of Richmond
FY2012-13 Proposed Budget Summary

		General Fund	Other Operations	Special Revenues	Capital Improve-ments	Debt Service	Enterprise Funds	Internal Service	Budget Subtotal		Redevelopment	Housing Authority	Total
90	**Transfers in from:**												
	General Fund	-	6,174,312	-	-	1,699,019	-	989,437	8,862,768		-	-	8,862,768
	Operations	-	-	-	-	-	-	62,779	62,779		-	-	62,779
	Special Revenue	3,161,427	70,000	-	215,000	2,444,523	-	-	5,890,950		-	-	5,890,950
	Capital Improvements	-	-	7,500	405,146	-	-	-	412,646		-	-	412,646
	Debt Service	2,601,079	-	-	-	-	-	-	2,601,079		-	-	2,601,079
	Enterprise Fund	147,055	-	-	-	-	-	5,428	152,483		-	-	152,483
	Internal Service Funds	3,127,259	-	-	-	-	-	-	3,127,259		-	-	3,127,259
	Redevelopment	-	-	-	-	-	-	7,176	7,176		24,625,832	-	24,633,008
	Housing Authority	-	-	-	-	-	-	-	-		-	-	-
	Total transfers in	9,036,820	6,244,312	7,500	620,146	4,143,542	-	1,064,820	21,117,140		24,625,832	-	45,742,972
91	**Transfers out to:**												
	General Fund	-	-	3,161,427	-	2,601,079	147,055	3,127,259	9,036,820		-	-	9,036,820
	Operations	6,174,312	-	70,000	-	-	-	-	6,244,312		-	-	6,244,312
	Special Revenue	-	-	-	7,500	-	-	-	7,500		-	-	7,500
	Capital Improvements	-	-	215,000	405,146	-	-	-	620,146		-	-	620,146
	Debt Service	1,699,019	-	2,444,523	-	-	-	-	4,143,542		-	-	4,143,542
	Enterprise Fund	-	-	-	-	-	5,428	-	5,428		-	-	5,428
	Internal Service Funds	989,437	62,779	-	-	-	-	-	1,052,216		7,176	-	1,059,392
	Redevelopment	-	-	-	-	-	-	-	-		24,625,832	-	24,625,832
	Housing Authority	-	-	-	-	-	-	-	-		-	-	-
	Total transfers out	8,862,768	62,779	5,890,950	412,646	2,601,079	152,483	3,127,259	21,109,964		24,633,008	-	45,742,972
	Net transfers in/out	**174,052**	**6,181,533**	**(5,883,450)**	**207,500**	**1,542,463**	**(152,483)**	**(2,062,439)**	**7,176**	[1]	**(7,176)**	**-**	**(0)**
	Net Surplus/Deficit	**(2,869,675)**	**149,816**	**4,958,020**	**(9,667,249)**	**427,523**	**(15,360,750)**	**(6,120,724)**	**(28,483,039)**		**(14,616,571)**	**703,691**	**(42,395,919)**
	ENDING BALANCE	**7,434,836**	**(7,682,590)**	**4,742,988**	**(4,765,306)**	**7,135,789**	**22,796,241**	**13,399,103**	**43,061,061**		**15,655,868**	**(29,295)**	**58,687,634**

[1] $7,175 is a reconciling difference for debt service payments (for vehicles) from the Redevelopment Agency.

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	General Fund	General Fund Total
	ORG		
	FUND	0001	
	Estimated Beginning Balance 07/01/12	10,304,510	**10,304,510**
			-
	Bond Proceeds		-
	Housing Authority Debt Payment		-
	General Fund Loan - Subaru Project		-
	Capital Interest		-
			-
	NEW BALANCE	10,304,510	**10,304,510**
	Revenues		
30	Property Tax	28,752,737	28,752,737
31	Sales Tax	28,621,650	28,621,650
32	Utility Users Tax	50,179,282	50,179,282
33	Other Taxes	6,062,170	6,062,170
34	Licenses, Permits and Fees	4,609,133	4,609,133
35	Fines, Forfeitures and Penalties	306,000	306,000
36	Interest and Investment Income	319,538	319,538
37	Charges for Services	1,109,000	1,109,000
	Charges for Internal Services		-
38	Other Revenues	1,176,640	1,176,640
39	Rental Income	615,398	615,398
3A	State and Local Taxes	-	-
3B	Federal Grant Revenue	1,171,347	1,171,347
3C	State Grant Revenue	737,080	737,080
3D	Other Grant Revenue	412,500	412,500
3H	Pension Stabilization Revenue	-	-
60	Proceeds from Sale of Property	100,000	100,000
61	Loan/Bond Proceeds	109,701	109,701
	Total Revenues	**124,282,175**	**124,282,175**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION ORG FUND	General Fund 0001	General Fund Total
	Expenditures		
40	Salaries and wages	65,589,234	65,589,234
41	Benefits	32,965,802	32,965,802
	Non-department - vacancies		-
	Retirements, layoffs, transfers		-
42	Professional services	8,274,324	8,274,324
43	Other Operating	7,264,232	7,264,232
44	Utilities	3,309,054	3,309,054
45	Equipment & Contractual Svcs.	1,736,525	1,736,525
46	Provision for insurance losses		-
47	Cost Pool	6,410,660	6,410,660
48	Asset & Capital Outlay	265,719	265,719
	Capital Improvement Projects		-
49	Debt Service Expenditures	1,497,352	1,497,352
50	Grant Expenditures	13,000	13,000
	Non-capital asset acquisition		-
	Rental and miscellaneous		-
	Direct costs		-
		-	-
	Total Expenditures	**127,325,902**	**127,325,902**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION ORG FUND	General Fund 0001	General Fund Total
90	**Transfers in from:**		
	General Fund		-
	Operations	-	-
	Special Revenue	3,161,427	3,161,427
	Capital Improvements		-
	Debt Service	2,601,079	2,601,079
	Enterprise Fund	147,055	147,055
	Internal Service Funds	3,127,259	3,127,259
	Redevelopment		-
	Housing Authority		-
			-
			-
			-
			-
	Total transfers in	9,036,820	9,036,820
91	**Transfers out to:**		
	General Fund	-	-
	Operations	6,174,312	6,174,312
	Special Revenue		-
	Capital Improvements		-
	Debt Service	1,699,019	1,699,019
	Enterprise Fund		-
	Internal Service Funds	989,437	989,437
	Redevelopment		-
	Housing Authority		-
			-
			-
			-
	Total transfers out	8,862,768	8,862,768
	Net transfers in/out	**174,052**	**174,052**
	Net Surplus/Deficit	**(2,869,675)**	**(2,869,675)**
	Ending Balance	**7,434,836**	**7,434,836**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Paratransit*	*Hilltop L&L*	*Marina Bay L&L*	Planning	Bldging Cost Recovery	Engineering Cost Recovery
	ORG						
	FUND	1003	1012	1015	1050	1050	1051
	Estimated Beginning Balance 07/01/12	(500,302)	321,503	731,402	(5,793,520)	0	947,682
	Bond Proceeds						
	Housing Authority Debt Payment						
	General Fund Loan - Subaru Project						
	Capital Interest						
	NEW BALANCE	(500,302)	321,503	731,402	(5,793,520)	0	947,682
	Revenues						
30	Property Tax		820,112	490,525			
31	Sales Tax						
32	Utility Users Tax						
33	Other Taxes						
34	Licenses, Permits and Fees				525,934	2,750,409	505,000
35	Fines, Forfeitures and Penalties						
36	Interest and Investment Income						
37	Charges for Services				237,500	7,082	1,800,000
	Charges for Internal Services						
38	Other Revenues	47,000			1,000		
39	Rental Income						
3A	State and Local Taxes	-					
3B	Federal Grant Revenue						
3C	State Grant Revenue				560,125		
3D	Other Grant Revenue	665,825					
3H	Pension Stabilization Revenue						
60	Proceeds from Sale of Property						
61	Loan/Bond Proceeds						
	Total Revenues	**712,825**	**820,112**	**490,525**	**1,324,559**	**2,757,491**	**2,305,000**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Paratransit*	*Hilltop L&L*	*Marina Bay L&L*	Planning	Bldging Cost Recovery	Engineering Cost Recovery
	ORG						
	FUND	1003	1012	1015	1050	1050	1051
	Expenditures						
40	Salaries and wages	378,408	412,900	372,757	724,195	1,144,087	1,045,655
41	Benefits	178,606	213,330	138,905	319,987	511,255	503,450
	Non-department - vacancies						
	Retirements, layoffs, transfers						
42	Professional services	55,058	39,200	74,300	660,612	156,044	38,500
43	Other Operating	14,532	59,975	53,143	58,318	25,532	27,300
44	Utilities	3,500	38,885	84,422	2,000	8,000	6,600
45	Equipment & Contractual Svcs.	-	8,286				4,100
46	Provision for insurance losses						
47	Cost Pool	492,383	135,829	25,888	802,319	905,397	1,751,368
48	Asset & Capital Outlay	13,950					2,000
	Capital Improvement Projects						
49	Debt Service Expenditures						
50	Grant Expenditures						
52	Employment & Training All						
	Rental and miscellaneous						
	Direct costs						
51							
	Total Expenditures	**1,136,437**	**908,405**	**749,415**	**2,567,431**	**2,750,315**	**3,378,973**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Paratransit*	*Hilltop L&L*	*Marina Bay L&L*	Planning	Bldging Cost Recovery	Engineering Cost Recovery
	ORG						
	FUND	1003	1012	1015	1050	1050	1051
90	**Transfers in from:**						
	General Fund	423,612	171,138	325,862	1,242,872		1,081,104
	Operations						
	Special Revenue						
	Capital Improvements						
	Debt Service						
	Enterprise Fund						
	Internal Service Funds						
	Redevelopment						
	Housing Authority						
	Total transfers in	423,612	171,138	325,862	1,242,872	-	1,081,104
91	**Transfers out to:**						
	General Fund						
	Operations						
	Special Revenue						
	Capital Improvements						
	Debt Service						
	Enterprise Fund						
	Internal Service Funds					7,176	7,131
	Redevelopment						
	Housing Authority						
	Total transfers out	-	-	-	-	7,176	7,131
	Net transfers in/out	**423,612**	**171,138**	**325,862**	**1,242,872**	**(7,176)**	**1,073,973**
	Net Surplus/Deficit	**-**	**82,845**	**66,971**	**0**	**(0)**	**-**
	Ending Balance	**(500,302)**	**404,348**	**798,373**	**(5,793,519)**	**0**	**947,682**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	Code Enforcement	*Employment & Training*	*Stormwater Enterprise*	*Operations Total*
	ORG				
	FUND	**1053**	**1205**	**4006**	
	Estimated Beginning Balance 07/01/12	(1,517,404)	99,385	(2,121,152)	(7,832,406)
	Bond Proceeds				-
	Housing Authority Debt Payment				-
	General Fund Loan - Subaru Project				-
	Capital Interest				-
					-
	NEW BALANCE	(1,517,404)	99,385	(2,121,152)	(7,832,406)
	Revenues				
30	Property Tax				1,310,636
31	Sales Tax				-
32	Utility Users Tax				-
33	Other Taxes				-
34	Licenses, Permits and Fees	1,905,000	50,000		5,736,343
35	Fines, Forfeitures and Penalties	150,000		1,000	151,000
36	Interest and Investment Income	(41,000)			(41,000)
37	Charges for Services		386,000	1,830,701	4,261,283
	Charges for Internal Services				-
38	Other Revenues		135,000		183,000
39	Rental Income			4,212	4,212
3A	State and Local Taxes				-
3B	Federal Grant Revenue		2,477,908		2,477,908
3C	State Grant Revenue		50,000		610,125
3D	Other Grant Revenue		1,781,065		2,446,890
3H	Pension Stabilization Revenue				-
60	Proceeds from Sale of Property				-
61	Loan/Bond Proceeds				-
	Total Revenues	**2,014,000**	**4,879,973**	**1,835,913**	**17,140,397**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION ORG FUND	Code Enforcement 1053	*Employment & Training* 1205	*Stormwater Enterprise* 4006	*Operations Total*
	Expenditures				
					-
40	Salaries and wages	2,019,748	1,799,908	205,314	8,102,972
41	Benefits	1,031,428	989,232	91,795	3,977,988
	Non-department - vacancies				-
	Retirements, layoffs, transfers				-
42	Professional services	82,300		1,506,821	2,612,835
43	Other Operating	122,700	1,605,697	33,500	2,000,697
44	Utilities	85,000	6,000	22,400	256,807
45	Equipment & Contractual Svcs.	17,000	312,000		341,386
46	Provision for insurance losses				-
47	Cost Pool	1,048,453	537,596	156,546	5,855,779
48	Asset & Capital Outlay	7,700			23,650
	Capital Improvement Projects				-
49	Debt Service Expenditures				-
50	Grant Expenditures				-
52	Employment & Training All				-
	Rental and miscellaneous				-
	Direct costs				-
51					-
	Total Expenditures	**4,414,329**	**5,250,433**	**2,016,376**	**23,172,114**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	Code Enforcement	*Employment & Training*	*Stormwater Enterprise*	*Operations Total*
	ORG				
	FUND	**1053**	**1205**	**4006**	
90	**Transfers in from:**				
	General Fund	2,378,801	370,460	180,463	6,174,312
	Operations				-
	Special Revenue	70,000			70,000
	Capital Improvements				-
	Debt Service				-
	Enterprise Fund				-
	Internal Service Funds				-
	Redevelopment				-
	Housing Authority				-
					-
					-
					-
					-
	Total transfers in	2,448,801	370,460	180,463	6,244,312
91	**Transfers out to:**				
	General Fund				-
	Operations				
	Special Revenue				-
	Capital Improvements				-
	Debt Service				-
	Enterprise Fund				-
	Internal Service Funds	48,472			62,779
	Redevelopment				-
	Housing Authority				-
					-
					-
					-
					-
	Total transfers out	48,472	-	-	**62,779**
	Net transfers in/out	**2,400,329**	**370,460**	**180,463**	**6,181,533**
	Net Surplus/Deficit	**-**	**-**	**(0)**	**149,816**
	Ending Balance	**(1,517,404)**	**99,385**	**(2,121,152)**	**(7,682,590)**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Secured Pension Override*	*Library Fund*	*Emergency Medical Services*	*Pt. Molate*	*Veolia Mitigation Funds*	*N. Rich. Waste Mit. Funds*	*Outside Funded Services Donations*	*Hazmat Grant*	Special Revenue Total
	ORG									
	FUND	1001	1005	1007	1008	1009	1010	1011	1013	
	Estimated Beginning Balance 07/01/12	49,085	422,841	125,446	(484,427)	36,112	(534,706)	40,677	129,941	**(215,032)**
										-
	Bond Proceeds									-
	Housing Authority Debt Payment									-
										-
										-
										-
	NEW BALANCE	49,085	422,841	125,446	(484,427)	36,112	(534,706)	40,677	129,941	(215,032)
	Revenues									
30	Property Tax	11,273,281								11,273,281
31	Sales Tax									-
32	Utility Users Tax									-
33	Other Taxes									-
34	Licenses, Permits and Fees					25,000	805,000			830,000
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							20,000		20,000
39	Rental Income									-
3A	State and Local Taxes	-								-
3B	Federal Grant Revenue									-
3C	State Grant Revenue		20,845							20,845
3D	Other Grant Revenue		154,951	23,805					343,294	522,050
3H	Pension Stabilization Revenue									-
60	Proceeds from Sale of Property									-
	Total Revenues	**11,273,281**	**197,796**	**25,305**	**-**	**25,000**	**805,000**	**20,000**	**343,294**	**12,689,676**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Secured Pension Override*	*Library Fund*	*Emergency Medical Services*	*Pt. Molate*	*Veolia Mitigation Funds*	*N. Rich. Waste Mit. Funds*	*Outside Funded Services Donations*	*Hazmat Grant*	Special Revenue Total
	ORG									
	FUND	1001	1005	1007	1008	1009	1010	1011	1013	
	Expenditures									
40	Salaries and wages									-
41	Benefits									-
	Non-department - vacancies									-
	Retirements, layoffs, transfers									-
42	Professional services		373,394			50,000	483,000		468,918	1,375,312
43	Other Operating		17,793				12,000		30,145	59,938
44	Utilities						10,000			10,000
45	Equipment & Contractual Svcs.									-
46	Provision for insurance losses									-
47	Cost Pool									-
48	Asset & Capital Outlay		129,022							129,022
	Capital Improvement Projects									-
49	Debt Service Expenditures									-
50	Grant Expenditures		30,835	103,805					139,294	273,934
	Non-capital asset acquisition									-
	Rental and miscellaneous									-
	Direct costs									-
51	CDBG/HOME/HSG PRJ									-
	Total Expenditures	**-**	**551,044**	**103,805**	**-**	**50,000**	**505,000**	**-**	**638,357**	**1,848,206**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Secured Pension Override*	*Library Fund*	*Emergency Medical Services*	*Pt. Molate*	*Veolia Mitigation Funds*	*N. Rich. Waste Mit. Funds*	*Outside Funded Services Donations*	*Hazmat Grant*	Special Revenue Total
	ORG									
	FUND	1001	1005	1007	1008	1009	1010	1011	1013	
90	**Transfers in from:**									
	General Fund									-
	Operations									-
	Special Revenue									-
	Capital Improvements		7,500							7,500
	Debt Service									-
	Enterprise Fund									-
	Internal Service Funds									-
	Redevelopment									-
	Housing Authority									-
										-
										-
										-
										-
	Total transfers in	-	7,500	-	-	-	-	-	-	7,500
91	**Transfers out to:**									
	General Fund [1]	3,146,427					15,000			3,161,427
	Operations						70,000			70,000
	Special Revenue									-
	Capital Improvements						215,000			215,000
	Debt Service	2,444,523								2,444,523
	Enterprise Fund									-
	Internal Service Funds									-
	Redevelopment									-
	Housing Authority									-
										-
										-
										-
										-
	Total transfers out	5,590,950	-	-	-	-	300,000	-	-	5,890,950
	Net transfers in/out	**(5,590,950)**	**7,500**	**-**	**-**	**-**	**(300,000)**	**-**	**-**	**(5,883,450)**
	Net Surplus/Deficit	**5,682,331**	**(345,748)**	**(78,500)**	**-**	**(25,000)**	**-**	**20,000**	**(295,063)**	**4,958,020**
	Ending Balance	**5,731,416**	**77,092**	**46,946**	**(484,427)**	**11,112**	**(534,706)**	**60,677**	**(165,122)**	**4,742,988**

[1] $148,186 operating transfer to General Pension Fund, $1,596,771 to Police & Fire Fund, and $3,937,374 to Police & Fire Fund removed from presentation for reconciling purposes.

City of Richmond
FY2012-13 Proposed Budget Summary

PROJECT CODE CLASSIFICATION	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	Civic Center	Parks Projects	HARBOR FUND	Transportation Fund	State Highway
ORG											
ORG											
FUND	**1002**	**1004**	**1006**	**1054**	**2001**	**2002**	**2004**	**2006**	**2007**	**2008**	**2009**
Estimated Beginning Balance 07/01/12	2,068,308	209,996	182,394	(617,353)	3,375,625	342,127	871,164	(1,037,913)	1,087,002	44,459	(40,646)
Bond Proceeds											
Housing Authority Debt Payment											
NEW BALANCE	2,068,308	209,996	182,394	(617,353)	3,375,625	342,127	871,164	(1,037,913)	1,087,002	44,459	(40,646)
Revenues											
Property Tax											
Sales Tax											
Utility Users Tax											
Other Taxes											
Licenses, Permits and Fees											
Fines, Forfeitures and Penalties											
Interest and Investment Income	45,000	3,600							11,000		
Charges for Services		30,000									
Charges for Internal Services											
Other Revenues					621,558						
Rental Income											
State and Local Taxes	2,914,290										
Federal Grant Revenue			1,358,900								
State Grant Revenue				4,089,366	6,654,165						
Other Grant Revenue			297,374	1,740,167	313,036	1,241,685					
Pension Stabilization Revenue											
Proceeds from Sale of Property											
Loan/Bond Proceeds					1,023,832						
Total Revenues	**2,959,290**	**33,600**	**1,656,274**	**5,829,533**	**8,612,591**	**1,241,685**	**-**	**-**	**11,000**	**-**	**-**

City of Richmond
FY2012-13 Proposed Budget Summary

	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	Civic Center	Parks Projects	HARBOR FUND	Transportation Fund	State Highway
PROJECT CODE CLASSIFICATION											
ORG											
ORG											
FUND	**1002**	**1004**	**1006**	**1054**	**2001**	**2002**	**2004**	**2006**	**2007**	**2008**	**2009**
Expenditures											
Salaries and wages					71,387						
Benefits					29,721						
Non-department - vacancies											
Retirements, layoffs, transfers											
Professional services	3,000	8,125	702,126	200,000	5,343,206	140,000					
Other Operating		236,894	26,231								
Utilities											
Equipment & Contractual Svcs.	426,337			214,300	508,270	629,723					
Provision for insurance losses											
Cost Pool											
Asset & Capital Outlay											
Capital Improvement Projects	4,592,260	17,500	1,908,686	5,415,233	6,664,628	814,089			1,058,844		
Debt Service Expenditures											
Grant Expenditures			13,949								
Non-capital asset acquisition											
Rental and miscellaneous											
Direct costs											
Total Expenditures	**5,021,597**	**262,519**	**2,650,991**	**5,829,533**	**12,617,212**	**1,583,812**	**-**	**-**	**1,058,844**	**-**	**-**

City of Richmond
FY2012-13 Proposed Budget Summary

	Gas Tax	Asset Seizure	Outside Grants	Engineering Grants	Capital Outlay Fund	Measure C/J	Civic Center	Parks Projects	HARBOR FUND	Transportation Fund	State Highway
PROJECT CODE CLASSIFICATION											
ORG											
ORG											
FUND	**1002**	**1004**	**1006**	**1054**	**2001**	**2002**	**2004**	**2006**	**2007**	**2008**	**2009**
Transfers in from:											
General Fund											
Operations											
Special Revenue					215,000						
Capital Improvements					364,500						40,646
Debt Service											
Enterprise Fund											
Internal Service Funds											
Redevelopment											
Housing Authority											
Total transfers in	-	-	-	-	579,500	-	-	-	-	-	40,646
Transfers out to:											
General Fund											
Operations											
Special Revenue					7,500						
Capital Improvements							364,500			40,646	
Debt Service											
Enterprise Fund											
Internal Service Funds											
Redevelopment											
Housing Authority											
Total transfers out	-	-	-	-	7,500	-	364,500	-	-	40,646	-
Net transfers in/out	**-**	**-**	**-**	**-**	**572,000**	**-**	**(364,500)**	**-**	**-**	**(40,646)**	**40,646**
Net Surplus/Deficit	**(2,062,307)**	**(228,919)**	**(994,717)**	**-**	**(3,432,621)**	**(342,127)**	**(364,500)**	**-**	**(1,047,844)**	**(40,646)**	**40,646**
Ending Balance	**6,001**	**(18,923)**	**(812,323)**	**(617,353)**	**(56,996)**	**-**	**506,664**	**(1,037,913)**	**39,158**	**3,813**	**0**

City of Richmond
FY2012-13 Proposed Budget Summary

PROJECT CODE CLASSIFICATION	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Improvements Total
ORG										
ORG										
FUND	**2110**	**2111**	**2113**	**2114**	**2115**	**2116**	**2117**	**2118**	**2119**	
Estimated Beginning Balance 07/01/12	1,557,921	(2,750,580)	34,028	84,577	221,805	(665,559)	194,000	(2,127)	(257,286)	**4,901,943**
Bond Proceeds										-
Housing Authority Debt Payment										-
										-
										-
										-
NEW BALANCE	1,557,921	(2,750,580)	34,028	84,577	221,805	(665,559)	194,000	(2,127)	(257,286)	4,901,943
Revenues										
Property Tax										-
Sales Tax										-
Utility Users Tax										-
Other Taxes										-
Licenses, Permits and Fees			3,700				6,000			9,700
Fines, Forfeitures and Penalties										-
Interest and Investment Income	30,000		1,500	2,170	4,000					97,270
Charges for Services										30,000
Charges for Internal Services										-
Other Revenues										621,558
Rental Income										-
State and Local Taxes										2,914,290
Federal Grant Revenue										1,358,900
State Grant Revenue										10,743,531
Other Grant Revenue										3,592,262
Pension Stabilization Revenue										-
Proceeds from Sale of Property										-
Loan/Bond Proceeds										1,023,832
Total Revenues	**30,000**	**-**	**5,200**	**2,170**	**4,000**	**-**	**6,000**	**-**	**-**	**20,391,343**

City of Richmond
FY2012-13 Proposed Budget Summary

PROJECT CODE CLASSIFICATION	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Improvements Total
ORG										
ORG										
FUND	**2110**	**2111**	**2113**	**2114**	**2115**	**2116**	**2117**	**2118**	**2119**	
Expenditures										
Salaries and wages										71,387
Benefits										29,721
Non-department - vacancies										-
Retirements, layoffs, transfers										-
Professional services							155,000			6,551,456
Other Operating				86,747						349,872
Utilities										-
Equipment & Contractual Svcs.										1,778,630
Provision for insurance losses										-
Cost Pool										-
Asset & Capital Outlay										-
Capital Improvement Projects	854,837				100,000		45,000			21,471,077
Debt Service Expenditures										-
Grant Expenditures										13,949
Non-capital asset acquisition										-
Rental and miscellaneous										-
Direct costs										-
										-
Total Expenditures	**854,837**	**-**	**-**	**86,747**	**100,000**	**-**	**200,000**	**-**	**-**	**30,266,092**

City of Richmond
FY2012-13 Proposed Budget Summary

	Park Impact Fee	Traffic Impact Fee	Fire Impact Fee	Police Impact Fee	Recreation Impact Fee	Facility Fee Parks	Library Impact Fee	Hilltop Impact Fee	Storm Drain Impact Fee	Improvements Total
PROJECT CODE CLASSIFICATION										
ORG										
ORG										
FUND	**2110**	**2111**	**2113**	**2114**	**2115**	**2116**	**2117**	**2118**	**2119**	
Transfers in from:										
General Fund										-
Operations										-
Special Revenue										215,000
Capital Improvements										405,146
Debt Service										-
Enterprise Fund										-
Internal Service Funds										-
Redevelopment										-
Housing Authority										-
										-
										-
										-
										-
Total transfers in	-	-	-	-	-	-	-	-	-	620,146
Transfers out to:										
General Fund										-
Operations										-
Special Revenue										7,500
Capital Improvements										405,146
Debt Service										-
Enterprise Fund										-
Internal Service Funds										-
Redevelopment										-
Housing Authority										-
										-
										-
										-
										-
Total transfers out	-	-	-	-	-	-	-	-	-	412,646
Net transfers in/out	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**207,500**
Net Surplus/Deficit	**(824,837)**	**-**	**5,200**	**(84,577)**	**(96,000)**	**-**	**(194,000)**	**-**	**-**	**(9,667,249)**
Ending Balance	**733,084**	**(2,750,580)**	**39,228**	**(0)**	**125,805**	**(665,559)**	**0**	**(2,127)**	**(257,286)**	**(4,765,306)**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION ORG FUND	2005 TAXBLE POBS 3001	99A PENSION OBG 3002	95A Revenue Rfnding 3003	2007 Lease Revenue 3005	Debt Svc Total
	Estimated Beginning Balance 07/01/12	6,388,089	(6,117)	682,353	(356,060)	**6,708,266**
						-
	Bond Proceeds					-
	Housing Authority Debt Payment					-
						-
						-
						-
	NEW BALANCE	6,388,089	(6,117)	682,353	(356,060)	6,708,266
	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	400,000				400,000
37	Charges for Services				4,062,917	4,062,917
	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	2,549,922				2,549,922
60	Proceeds from Sale of Property					-
	Total Revenues	**8,737,084**	**-**	**-**	**4,062,917**	**12,800,001**

City of Richmond
FY2012-13 Proposed Budget Summary

		2005 TAXBLE POBS	99A PENSION OBG	95A Revenue Rfnding	2007 Lease Revenue	Debt Svc Total
	Expenditures					
40	Salaries and wages					-
41	Benefits					-
	Non-department - vacancies					-
	Retirements, layoffs, transfers					-
42	Professional services					-
43	Other Operating					-
44	Utilities					-
45	Equipment & Contractual Svcs.					-
46	Provision for insurance losses					-
47	Cost Pool					-
48	Asset & Capital Outlay					-
	Capital Improvement Projects					-
49	Debt Service Expenditures	5,643,329	2,444,523	421,213	5,405,876	13,914,941
50	Grant Expenditures					-
	Non-capital asset acquisition					-
	Rental and miscellaneous					-
	Direct costs					-
						-
	Total Expenditures	**5,643,329**	**2,444,523**	**421,213**	**5,405,876**	**13,914,941**

City of Richmond
FY2012-13 Proposed Budget Summary

		2005 TAXBLE POBS	99A PENSION OBG	95A Revenue Rfnding	2007 Lease Revenue	Debt Svc Total
90	**Transfers in from:**					
	General Fund Operations				1,699,019	1,699,019
	Special Revenue		2,444,523			2,444,523
	Capital Improvements					-
	Debt Service					-
	Enterprise Fund					-
	Internal Service Funds					-
	Redevelopment					-
	Housing Authority					-
						-
						-
						-
						-
	Total transfers in	-	2,444,523	-	1,699,019	4,143,542
91	**Transfers out to:**					
	General Fund	2,601,079				2,601,079
	Operations					-
	Special Revenue					-
	Capital Improvements					-
	Debt Service					-
	Enterprise Fund					-
	Internal Service Funds					-
	Redevelopment					-
	Housing Authority					-
						-
						-
						-
						-
	Total transfers out	2,601,079	-	-	-	2,601,079
	Net transfers in/out	**(2,601,079)**	**2,444,523**	**-**	**1,699,019**	**1,542,463**
	Net Surplus/Deficit	**492,676**	**-**	**(421,213)**	**356,060**	**427,523**
	Ending Balance	**6,880,765**	**(6,117)**	**261,140**	**0**	**7,135,789**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Port*	*Port*	*Wastewater Enterprise*	*Wastewater Enterprise*	*Marina Operations*	*KCRT*	Enterprise Fund Total
	ORG			Operations	CIP			
	ORG							
	FUND/DEPT/ORG	4001	4001 CIP	4003	4003	4005	4008	
	Estimated Beginning Balance 07/01/12	1,167,539	-	14,743,195	19,850,000	2,287,514	108,743	**38,156,991**
								-
	Bond Proceeds			-	-			-
	Housing Authority Debt Payment							-
	General Fund Loan - Subaru Project							-
	Capital Interest							-
								-
	NEW BALANCE	1,167,539	-	14,743,195	19,850,000	2,287,514	108,743	38,156,991
	Revenues							
30	Property Tax							-
31	Sales Tax							-
32	Utility Users Tax							-
33	Other Taxes							-
34	Licenses, Permits and Fees			165,000				165,000
35	Fines, Forfeitures and Penalties							-
36	Interest and Investment Income	20,000				150,000		170,000
37	Charges for Services			16,850,000			926,000	17,776,000
	Charges for Internal Services							-
38	Other Revenues						176,000	176,000
39	Rental Income	8,302,333						8,302,333
3A	State and Local Taxes	-						-
3B	Federal Grant Revenue		3,300,000					3,300,000
3C	State Grant Revenue		3,650,000					3,650,000
3D	Other Grant Revenue							-
3H	Pension Stabilization Revenue							-
60	Proceeds from Sale of Property							-
	Total Revenues	**8,322,333**	**6,950,000**	**17,015,000**	**-**	**150,000**	**1,102,000**	**33,539,333**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Port*	*Port*	*Wastewater Enterprise*	*Wastewater Enterprise*	*Marina Operations*	*KCRT*	Enterprise Fund Total
	ORG			Operations	CIP			
	ORG							
	FUND/DEPT/ORG	4001	4001 CIP	4003	4003	4005	4008	
	Expenditures							
40	Salaries and wages	662,074		702,208			415,422	1,779,704
41	Benefits	295,008		264,657			192,389	752,054
	Non-department - vacancies							-
	Retirements, layoffs, transfers							-
42	Professional services	1,647,812		7,402,150			35,334	9,085,296
43	Other Operating	39,800		436,357			23,180	499,337
44	Utilities	188,100		879,212				1,067,312
45	Equipment & Contractual Svcs.	300,000		742,650				1,042,650
46	Provision for insurance losses	30,000						30,000
47	Cost Pool	865,660		1,107,421			262,663	2,235,744
48	Asset & Capital Outlay					100,000	134,700	234,700
	Capital Improvement Projects		8,253,000		14,510,750			22,763,750
49	Debt Service Expenditures		3,878,613	5,231,568		146,872		9,257,053
50	Grant Expenditures							-
	Non-capital asset acquisition							-
	Rental and miscellaneous							-
	Direct costs							-
								-
	Total Expenditures	**4,028,454**	**12,131,613**	**16,766,223**	**14,510,750**	**246,872**	**1,063,688**	**48,747,600**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Port*	*Port*	*Wastewater Enterprise*	*Wastewater Enterprise*	*Marina Operations*	*KCRT*	Enterprise Fund Total
	ORG			Operations	CIP			
	ORG							
	FUND/DEPT/ORG	4001	4001 CIP	4003	4003	4005	4008	
90	**Transfers in from:**							
	General Fund							-
	Operations							-
	Special Revenue							-
	Capital Improvements							-
	Debt Service							-
	Enterprise Fund							-
	Internal Service Funds							-
	Redevelopment							-
	Housing Authority							-
								-
								-
								-
								-
	Total transfers in	-	-	-	-	-	-	-
91	**Transfers out to:**							
	General Fund						147,055	147,055
	Operations							-
	Special Revenue							-
	Capital Improvements							-
	Debt Service							-
	Enterprise Fund	5,428						5,428
	Internal Service Funds							-
	Redevelopment							-
	Housing Authority							-
								-
								-
								-
								-
	Total transfers out	5,428	-	-	-	-	147,055	152,483
	Net transfers in/out	**(5,428)**	**-**	**-**	**-**	**-**	**(147,055)**	**(152,483)**
	Net Surplus/Deficit	**4,288,451**	**(5,181,613)**	**248,777**	**(14,510,750)**	**(96,872)**	**(108,743)**	**(15,360,750)**
	Ending Balance	**5,455,990**	**(5,181,613)**	**14,991,973**	**5,339,250**	**2,190,642**	**(0)**	**22,796,241**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Risk Mngmnt Insurance*	*Equipment Replacement*	*Police CAD System*	*Police RMS System*	*800 MHZ Telecom.*	*Internal Service Total*
	ORG						
	ORG						
	FUND	5001	5003	5005	5006	5007	
	Estimated Beginning Balance 07/01/12	17,994,737	378,926	992,709	238,207	(84,752)	**19,519,827**
							-
	Bond Proceeds						-
	Housing Authority Debt Payment						-
							-
							-
							-
	NEW BALANCE	17,994,737	378,926	992,709	238,207	(84,752)	19,519,827
	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	623,160					623,160
37	Charges for Services						-
	Charges for Internal Services	13,635,960	2,070,794	4,485,762	349,336		20,541,852
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	**14,309,120**	**2,070,794**	**4,985,762**	**454,336**	**-**	**21,820,012**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Risk Mngmnt Insurance*	*Equipment Replacement*	*Police CAD System*	*Police RMS System*	*800 MHZ Telecom.*	*Internal Service Total*
	ORG						
	ORG						
	FUND	5001	5003	5005	5006	5007	
	Expenditures						
40	Salaries and wages	888,696		2,602,020	125,872		3,616,588
41	Benefits	347,515		1,135,755	56,709		1,539,979
	Non-department - vacancies						-
	Retirements, layoffs, transfers						-
42	Professional services	1,812,308		45,436	63,215		1,920,958
43	Other Operating	26,000		20,500	10,000		56,500
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	12,441,150					12,441,150
47	Cost Pool	649,979	320,943	662,045	23,274		1,656,241
48	Asset & Capital Outlay	13,000	2,891,001	5,000			2,909,001
	Capital Improvement Projects						-
49	Debt Service Expenditures		992,668				992,668
50	Grant Expenditures						-
	Non-capital asset acquisition						-
	Rental and miscellaneous						-
	Direct costs						-
							-
	Total Expenditures	**16,179,648**	**4,253,552**	**4,990,762**	**454,336**	**-**	**25,878,297**

City of Richmond
FY2012-13 Proposed Budget Summary

CC	PROJECT CODE CLASSIFICATION	*Risk Mngmnt Insurance*	*Equipment Replacement*	*Police CAD System*	*Police RMS System*	*800 MHZ Telecom.*	*Internal Service Total*
	ORG						
	ORG						
	FUND	5001	5003	5005	5006	5007	
90	**Transfers in from:**						
	General Fund		989,437				989,437
	Operations		62,779				62,779
	Special Revenue						-
	Capital Improvements						-
	Debt Service						-
	Enterprise Fund		5,428				5,428
	Internal Service Funds						-
	Redevelopment		7,176				7,176
	Housing Authority						-
							-
							-
							-
							-
	Total transfers in	-	1,064,820	-	-	-	1,064,820
91	**Transfers out to:**						
	General Fund	3,127,259					3,127,259
	Operations						-
	Special Revenue						-
	Capital Improvements						-
	Debt Service						-
	Enterprise Fund						-
	Internal Service Funds						-
	Redevelopment						-
	Housing Authority						-
							-
							-
							-
	Total transfers out	3,127,259	-	-	-	-	3,127,259
	Net transfers in/out	**(3,127,259)**	**1,064,820**	**-**	**-**	**-**	**(2,062,439)**
	Net Surplus/Deficit	**(4,997,787)**	**(1,117,938)**	**(5,000)**	**0**	**-**	**(6,120,724)**
	Ending Balance	**12,996,950**	**(739,012)**	**987,709**	**238,208**	**(84,752)**	**13,399,103**

City of Richmond
FY2012-13 Proposed Budget Summary

		CDBG	Home Program	Neighborhood Stabilization	CDBG Recovery	*Homeless Prev Rapid Resp*	*Successor Agency Admin*	Redevelopment Admin	Housing Admin	CIP - Redevelopment	CIP - Housing & Community Development	CIP - Hensley 8A Project
		1201	**1202**	**1203**	**1204**	**1206**	**7001**	**7101**	**7102**	**7201**	**7202**	**7203**
	Estimated Beginning Balance 07/01/12	244,983	(135,592)	(6,906)	14,152	(35,115)	6,900,000	(871,966)	(421,215)	(1,342,017)	2,266,497	53,195
	Bond Proceeds											
	Housing Authority Debt Payment											
	NEW BALANCE	244,983	(135,592)	(6,906)	14,152	(35,115)	6,900,000	**(871,966)**	**(421,215)**	**(1,342,017)**	**2,266,497**	**53,195**
	Revenues											
30	Property Tax						15,100,000					
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											
39	Rental Income											
3A	State and Local Taxes											
3B	Federal Grant Revenue	1,685,262	1,335,803	336,411								
3C	State Grant Revenue									6,896,000		
3D	Other Grant Revenue											
3H	Pension Stabilization Revenue											
60	Proceeds from Sale of Property											
61	Loan/Bond Proceeds											
	Total Revenues	**1,685,262**	**1,335,803**	**336,411**	**-**	**-**	**15,100,000**	**-**	**-**	**6,896,000**	**-**	**-**

City of Richmond
FY2012-13 Proposed Budget Summary

		CDBG	Home Program	Neighborhood Stabilization	CDBG Recovery	*Homeless Prev Rapid Resp*	*Successor Agency Admin*	Redevelopment Admin	Housing Admin	CIP - Redevelopment	CIP - Housing & Community Development	CIP - Hensley 8A Project
					CDBG							
		1201	1202	1203	1204	1206	7001	7101	7102	7201	7202	7203
	Expenditures											
40	Salaries and wages	179,940	24,937					534,886	727,828			
41	Benefits	64,158	10,823					294,601	268,884			
	Non-department - vacancies											
	Retirements, layoffs, transfers											
42	Professional services	2,000	20,278	85,000		509,397		437,043	204,300			
43	Other operating expenditures	1,000	500	6,000				124,763	71,700			
44	Utilities							10,095	9,000			
45	Equipment & Contractual Services	2,223	2,563,440	75,000				120,000	76,824			
46	Provision for insurance losses											
47	Cost Pool	36,905						876,079	268,464			
48	Asset & Capital Outlay	402,000	2,005,000								18,000,000	
	Capital Improvement Projects											
49	Debt service							244,042				
50	Grant expenditures											
	Non-capital asset acquisition											
	Rental and miscellaneous											
	Direct costs											
51	CDBG/Home/Hsg Proj	1,868,688	61,148									
	Total Expenditures	**2,556,914**	**4,686,125**	**166,000**	**-**	**509,397**	**-**	**2,641,509**	**1,627,000**	**-**	**18,000,000**	**-**

City of Richmond
FY2012-13 Proposed Budget Summary

	CDBG	Home Program	Neighborhood Stabilization	CDBG Recovery	*Homeless Prev Rapid Resp*	*Successor Agency Admin*	Redevelopment Admin	Housing Admin	CIP - Redevelopment	CIP - Housing & Community Development	CIP - Hensley 8A Project
	1201	1202	1203	1204	1206	7001	7101	7102	7201	7202	7203
90 **Transfers in from:**											
General Fund											
Operations											
Special Revenue											
Capital Improvements											
Debt Service											
Enterprise Fund											
Internal Service Funds											
Successor Agency to RCRA							2,574,600	1,984,000	2,353,000	2,000,000	
Housing Authority											
Total transfers in	-	-	-	-	-	-	2,574,600	1,984,000	2,353,000	2,000,000	-
91 **Transfers out to:**											
General Fund											
Operations											
Special Revenue											
Capital Improvements											
Debt Service											
Enterprise Fund											
Internal Service Funds								7,176			
Successor Agency to RCRA						15,025,232				1,984,000	
Housing Authority											
Total transfers out	-	-	-	-	-	15,025,232	-	7,176	-	1,984,000	-
Net transfers in/out	**-**	**-**	**-**	**-**	**-**	**(15,025,232)**	**2,574,600**	**1,976,824**	**2,353,000**	**16,000**	**-**
Net Surplus/Deficit	**(871,652)**	**(3,350,323)**	**170,411**	**-**	**(509,397)**	**74,768**	**(66,909)**	**349,824**	**9,249,000**	**(17,984,000)**	**-**
Ending Balance	**(626,669)**	**(3,485,915)**	**163,505**	**14,152**	**(544,512)**	**6,974,768**	**(938,875)**	**(71,391)**	**7,906,983**	**(15,717,503)**	**53,195**

City of Richmond
FY2012-13 Proposed Budget Summary

	CDBG Homeless Prev Rapid Resp	CIP - Harbor 11-A Operations	CIP - Low/Mod Income Housing	CIP - JPFA SER 2000A	CIP - JPFA SER 2000B	CIP - Downtown Project	CIP - Harbour 11A	CIP - 2003B TARB	CIP - 2004A TARB Redevelopment	CIP - 2004A TARB Housing	CIP - 2004B TARB Housing
	7204	7205	7206	7207	7208	7209	7310	7312	7313	7314	7315
Estimated Beginning Balance 07/01/12	733,057	1,842,906	1,028,047	690,221	1,068,527	(83,637)	5,481,191	308,259	1,641,155	816,911	1,171,327
Bond Proceeds											
Housing Authority Debt Payment											
NEW BALANCE	**733,057**	**1,842,906**	**1,028,047**	**690,221**	**1,068,527**	**(83,637)**	**5,481,191**	**308,259**	**1,641,155**	**816,911**	**1,171,327**
Revenues											
Property Tax											
Sales Tax											
Utility Users Tax											
Other Taxes											
Licenses, Permits and Fees											
Fines, Forfeitures and Penalties											
Interest and Investment Income	12,500	118,409	4,500	290	215			70	450	170	302
Charges for Services											
Charges for Internal Services											
Other Revenues											
Rental Income	19,800										
State and Local Taxes											
Federal Grant Revenue											
State Grant Revenue											
Other Grant Revenue							1,638,000				
Pension Stabilization Revenue											
Proceeds from Sale of Property											
Loan/Bond Proceeds	60,000	154,000	15,000								
Total Revenues	**92,300**	**272,409**	**19,500**	**290**	**215**	**-**	**1,638,000**	**70**	**450**	**170**	**302**

City of Richmond
FY2012-13 Proposed Budget Summary

	CDBG Homeless Prev Rapid Resp	CIP - Harbor 11-A Operations	CIP - Low/Mod Income Housing	CIP - JPFA SER 2000A	CIP - JPFA SER 2000B	CIP - Downtown Project	CIP - Harbour 11A	CIP - 2003B TARB	CIP - 2004A TARB Redevelopment	CIP - 2004A TARB Housing	CIP - 2004B TARB Housing
	7204	7205	7206	7207	7208	7209	7310	7312	7313	7314	7315
Expenditures											
Salaries and wages											
Benefits											
Non-department - vacancies											
Retirements, layoffs, transfers											
Professional services				290	215			70	450	170	302
Other operating expenditures											
Utilities											
Equipment & Contractual Services											
Provision for insurance losses											
Cost Pool											
Asset & Capital Outlay											
Capital Improvement Projects						15,146,710	950,000				
Debt service		272,409									
Grant expenditures											
Non-capital asset acquisition											
Rental and miscellaneous											
Direct costs											
CDBG/Home/Hsg Proj											
Total Expenditures	**-**	**272,409**	**-**	**290**	**215**	**15,146,710**	**950,000**	**70**	**450**	**170**	**302**

City of Richmond
FY2012-13 Proposed Budget Summary

	CDBG Homeless Prev Rapid Resp	CIP - Harbor 11-A Operations	CIP - Low/Mod Income Housing	CIP - JPFA SER 2000A	CIP - JPFA SER 2000B	CIP - Downtown Project	CIP - Harbour 11A	CIP - 2003B TARB	CIP - 2004A TARB Redevelopment	CIP - 2004A TARB Housing	CIP - 2004B TARB Housing
	7204	7205	7206	7207	7208	7209	7310	7312	7313	7314	7315
Transfers in from:											
General Fund											
Operations											
Special Revenue											
Capital Improvements											
Debt Service											
Enterprise Fund											
Internal Service Funds											
Successor Agency to RCRA						143,000	990,000				
Housing Authority											
Total transfers in	-	-	-	-	-	143,000	990,000	-	-	-	-
Transfers out to:											
General Fund											
Operations											
Special Revenue											
Capital Improvements											
Debt Service											
Enterprise Fund											
Internal Service Funds											
Successor Agency to RCRA		990,000					3,502,600		50,000		
Housing Authority											
Total transfers out	-	990,000	-	-	-	-	3,502,600	-	50,000	-	-
Net transfers in/out	**-**	**(990,000)**	**-**	**-**	**-**	**143,000**	**(2,512,600)**	**-**	**(50,000)**	**-**	**-**
Net Surplus/Deficit	**92,300**	**(990,000)**	**19,500**	**-**	**-**	**(15,003,710)**	**(1,824,600)**	**-**	**(50,000)**	**-**	**-**
Ending Balance	**825,357**	**852,906**	**1,047,547**	**690,221**	**1,068,527**	**(15,087,347)**	**3,656,591**	**308,259**	**1,591,155**	**816,911**	**1,171,327**

City of Richmond
FY2012-13 Proposed Budget Summary

	CIP - 2007A Bond	CIP - 2007B Bond														
	7316	**7317**	**7401**	**7402**	**7403**	**7404**	**7405**	**7406**	**7407**	**7408**	**7409**	**7510**	**7511**	**7512**	**7513**	**7601**
Estimated Beginning Balance 07/01/12	2,551,072	4,429,481	38,850	56,151	632,142	128	42,218	146,277	14,083	50,807	465,390	79,808	(1,790,242)	62,934	(1,858)	(337,476)
Bond Proceeds																
Housing Authority Debt Payment																
NEW BALANCE	**2,551,072**	**4,429,481**	**38,850**	**56,151**	**632,142**	**128**	**42,218**	**146,277**	**14,083**	**50,807**	**465,390**	**79,808**	**(1,790,242)**	**62,934**	**(1,858)**	**(337,476)**
Revenues																
Property Tax			482,582	861,736	95,186	1,507,805	1,826,653	865,852	896,084	51,796	11,595,287			975,188		
Sales Tax																
Utility Users Tax																
Other Taxes																
Licenses, Permits and Fees																
Fines, Forfeitures and Penalties																
Interest and Investment Income			5	3	15	50	60	2	1	1	550			360		20,000
Charges for Services																
Charges for Internal Services																
Other Revenues																
Rental Income																
State and Local Taxes																
Federal Grant Revenue																
State Grant Revenue																
Other Grant Revenue																
Pension Stabilization Revenue																
Proceeds from Sale of Property																
Loan/Bond Proceeds																
Total Revenues	**-**	**-**	**482,587**	**861,739**	**95,201**	**1,507,855**	**1,826,713**	**865,854**	**896,085**	**51,797**	**11,595,837**	**-**	**-**	**975,548**	**-**	**20,000**

City of Richmond
FY2012-13 Proposed Budget Summary

	CIP - 2007A Bond	CIP - 2007B Bond														
	7316	**7317**	**7401**	**7402**	**7403**	**7404**	**7405**	**7406**	**7407**	**7408**	**7409**	**7510**	**7511**	**7512**	**7513**	**7601**
Expenditures																
Salaries and wages																
Benefits																
Non-department - vacancies																
Retirements, layoffs, transfers																
Professional services	148,369	2,500											7,000			7,000
Other operating expenditures																
Utilities																
Equipment & Contractual Services																
Provision for insurance losses																
Cost Pool																
Asset & Capital Outlay																
Capital Improvement Projects																
Debt service	4,365,025	675,001											2,318,512		7,500	1,191,888
Grant expenditures																
Non-capital asset acquisition																
Rental and miscellaneous																
Direct costs																
CDBG/Home/Hsg Proj																
Total Expenditures	**4,513,394**	**677,501**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**2,325,512**	**-**	**7,500**	**1,198,888**

City of Richmond
FY2012-13 Proposed Budget Summary

	CIP - 2007A Bond	CIP - 2007B Bond														
	7316	**7317**	**7401**	**7402**	**7403**	**7404**	**7405**	**7406**	**7407**	**7408**	**7409**	**7510**	**7511**	**7512**	**7513**	**7601**
Transfers in from:																
General Fund																
Operations																
Special Revenue																
Capital Improvements																
Debt Service																
Enterprise Fund																
Internal Service Funds																
Successor Agency to RCRA	4,513,394	678,000											2,325,513			1,178,888
Housing Authority																
Total transfers in	4,513,394	678,000	-	-	-	-	-	-	-	-	-	-	2,325,513	-	-	1,178,888
Transfers out to:																
General Fund																
Operations																
Special Revenue																
Capital Improvements																
Debt Service																
Enterprise Fund																
Internal Service Funds																
Successor Agency to RCRA	1,074,000	2,000,000														
Housing Authority																
Total transfers out	1,074,000	2,000,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Net transfers in/out	**3,439,394**	**(1,322,000)**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**-**	**2,325,513**	**-**	**-**	**1,178,888**
Net Surplus/Deficit	**(1,074,000)**	**(1,999,501)**	**482,587**	**861,739**	**95,201**	**1,507,855**	**1,826,713**	**865,854**	**896,085**	**51,797**	**11,595,837**	**-**	**1**	**975,548**	**(7,500)**	**-**
Ending Balance	**1,477,072**	**2,429,980**	**521,437**	**917,890**	**727,343**	**1,507,983**	**1,868,931**	**1,012,131**	**910,168**	**102,604**	**12,061,227**	**79,808**	**(1,790,241)**	**1,038,482**	**(9,358)**	**(337,476)**

City of Richmond
FY2012-13 Proposed Budget Summary

						DS-2000B TARB Housing	Redevelopment Total
	7602	**7603**	**7604**	**7701**	**7702**	**7,703**	
Estimated Beginning Balance 07/01/12	(18,715)	1,052,755	100,122	880,600	(5,774)	459,708	**30,272,439**
Bond Proceeds							**-**
Housing Authority Debt Payment							**-**
							-
NEW BALANCE	**(18,715)**	**1,052,755**	**100,122**	**880,600**	**(5,774)**	**459,708**	**30,272,439**
							-
Revenues							**-**
							-
Property Tax							34,258,169
Sales Tax							-
Utility Users Tax							-
Other Taxes							-
Licenses, Permits and Fees							-
Fines, Forfeitures and Penalties							-
Interest and Investment Income	15,000	105	50,000	50	15	14,000	237,123
Charges for Services							-
Charges for Internal Services							-
Other Revenues							-
Rental Income							19,800
State and Local Taxes							-
Federal Grant Revenue							3,357,476
State Grant Revenue							6,896,000
Other Grant Revenue							1,638,000
Pension Stabilization Revenue							-
Proceeds from Sale of Property							-
Loan/Bond Proceeds							229,000
							-
Total Revenues	**15,000**	**105**	**50,000**	**50**	**15**	**14,000**	**46,635,567**

City of Richmond
FY2012-13 Proposed Budget Summary

						DS-2000B TARB Housing	Redevelopment Total
	7602	**7603**	**7604**	**7701**	**7702**	**7,703**	
Expenditures							
Salaries and wages							1,467,591
Benefits							638,466
Non-department - vacancies							-
Retirements, layoffs, transfers							-
Professional services	7,000	7,000	7,000	5,000	2,500	5,000	1,457,883
Other operating expenditures							203,963
Utilities							19,095
Equipment & Contractual Services							2,837,487
Provision for insurance losses							-
Cost Pool							1,181,448
Asset & Capital Outlay							20,407,000
Capital Improvement Projects							16,096,710
Debt service	1,086,239	1,210,966	2,315,210	605,483	138,225	574,983	15,005,483
Grant expenditures							-
Non-capital asset acquisition							-
Rental and miscellaneous							-
Direct costs							-
CDBG/Home/Hsg Proj							1,929,836
Total Expenditures	**1,093,239**	**1,217,966**	**2,322,210**	**610,483**	**140,725**	**579,983**	**61,244,963**

City of Richmond
FY2012-13 Proposed Budget Summary

	7602	7603	7604	7701	7702	DS-2000B TARB Housing 7,703	Redevelopment Total
Transfers in from:							
General Fund							-
Operations							-
Special Revenue							-
Capital Improvements							-
Debt Service							-
Enterprise Fund							-
Internal Service Funds							-
Successor Agency to RCRA	1,078,239	1,217,862	2,272,210	610,433	140,710	565,983	24,625,832
Housing Authority							-
Total transfers in	1,078,239	1,217,862	2,272,210	610,433	140,710	565,983	**24,625,832**
Transfers out to:							
General Fund							-
Operations							-
Special Revenue							-
Capital Improvements							-
Debt Service							-
Enterprise Fund							-
Internal Service Funds							7,176
Successor Agency to RCRA							24,625,832
Housing Authority							-
Total transfers out	-	-	-	-	-	-	24,633,008
Net transfers in/out	**1,078,239**	**1,217,862**	**2,272,210**	**610,433**	**140,710**	**565,983**	**(7,176)**
Net Surplus/Deficit	**-**	**1**	**-**	**-**	**-**	**-**	**(14,616,571)**
Ending Balance	**(18,715)**	**1,052,756**	**100,122**	**880,600**	**(5,774)**	**459,708**	**15,655,868**

City of Richmond
FY2012-13 Proposed Budget Summary

	Housing Authority	Housing Authority Total
FUND	**8101**	
Estimated Beginning Balance 07/01/12	(732,986)	**(732,986)**
		-
Bond Proceeds		-
Housing Authority Debt Payment		-
		-
		-
		-
NEW BALANCE	(732,986)	(732,986)
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	893,573	893,573
Rental Income	5,324,551	5,324,551
State and Local Taxes		-
Federal Grant Revenue	25,052,733	25,052,733
State Grant Revenue		-
Other Grant Revenue		-
Pension Stabilization Revenue		-
Proceeds from Sale of Property		-
Total Revenues	**31,270,857**	**31,270,857**

City of Richmond
FY2012-13 Proposed Budget Summary

	Housing Authority	Housing Authority Total
FUND	**8101**	
Expenditures		
Salaries and wages	2,159,712	2,159,712
Benefits	964,977	964,977
Non-department - vacancies		-
Retirements, layoffs, transfers		-
Professional services	1,225,000	1,225,000
Other Operating	22,363,150	22,363,150
Utilities	931,895	931,895
Equipment & Contractual Services		-
Provision for insurance losses		-
Cost Pool	520,643	520,643
Asset & Capital Outlay	1,150,000	1,150,000
Capital Improvement Projects		-
Debt service	1,251,789	1,251,789
Grant expenditures		-
Non-capital asset acquisition		-
Rental and miscellaneous		-
Direct costs		-
		-
Total Expenditures	**30,567,166**	**30,567,166**

City of Richmond
FY2012-13 Proposed Budget Summary

	Housing Authority	Housing Authority Total
FUND	**8101**	
Transfers in from:		
General Fund		-
Operations		
Special Revenue		-
Capital Improvements		-
Debt Service		-
Enterprise Fund		-
Internal Service Funds		-
Redevelopment		-
Housing Authority		-
		-
		-
		-
		-
Total transfers in	-	-
Transfers out to:		
General Fund		-
Operations		-
Special Revenue		-
Capital Improvements		-
Debt Service		-
Enterprise Fund		-
Internal Service Funds		-
Redevelopment		-
Housing Authority		-
		-
		-
		-
		-
Total transfers out	-	-
Net transfers in/out	**-**	**-**
Net Surplus/Deficit	**703,691**	**703,691**
Ending Balance	**(29,295)**	**(29,295)**

City of Richmond
Summary of Revenue
by Fund

	FY2008-09 Actual	FY 2009-10 Actual	FY2010-11 Actual	FY2011-12 Adjusted Budget	FY2011-12 Actual Thru March 2012	FY2012-13 Adopted Budget
GENERAL FUND						
0001 - General Fund	$ 142,481,822	$ 131,448,637	$ 134,421,321	$ 142,356,271	$ 96,748,960	$ 133,318,995
OTHER OPERATING FUNDS						
1003 - Paratransit	$ 1,052,905	$ 1,055,535	$ 1,284,525	$ 1,341,149	$ 1,121,293	$ 1,136,437
1012 - Hilltop Landscape & Lighting District	$ 913,598	$ 865,982	$ 882,502	$ 949,410	$ 592,800	$ 991,249
1015 - Marina Bay Landscape & Lighting District	$ -	$ 768,672	$ 776,302	$ 788,176	$ 596,485	$ 816,386
1050 - Planning & Building Cost Recovery	$ 7,070,431	$ 2,891,355	$ 5,314,275	$ 6,099,717	$ 5,210,626	$ 5,324,922
1051 - Engineering Cost Recovery	$ 2,786,332	$ 4,635,055	$ 7,079,980	$ 3,952,854	$ 2,024,224	$ 3,386,104
1053 - Code Enforcement	$ -	$ 2,027,095	$ 3,772,498	$ 4,567,257	$ 3,732,370	$ 4,462,801
1205 - Employment & Training	$ 5,077,034	$ 7,458,083	$ 6,868,249	$ 8,445,805	$ 3,750,202	$ 5,250,433
4006 - Stormwater	$ 848,036	$ 1,559,849	$ 1,672,324	$ 1,902,298	$ 982,197	$ 2,016,376
Total Other Operating Funds	$ 17,748,336	$ 21,261,626	$ 27,650,655	$ 28,046,666	$ 18,010,196	$ 23,384,708
SPECIAL REVENUE FUNDS						
1001 - Secured Pension Override	$ 11,996,417	$ 8,913,230	$ 6,125,687	$ 5,105,504	$ 423,573	$ 11,273,281
1008 - Pt. Molate	$ 5,211,697	$ 1,136,906	$ 1,197,768	$ 30,873	$ 21,064	$ -
1010 - North Richmond Waste Mitigation	$ 39,285	$ 11,599	$ 415,524	$ 900,000	$ 450	$ 805,000
1013 - Hazmat	$ 311,822	$ 368,401	$ 360,955	$ 499,061	$ (18,273)	$ 343,294
Other Special Revenue Funds	$ 185,402	$ 390,438	$ 397,332	$ 293,463	$ 217,545	$ 275,601
Total Special Revenue Funds	$ 17,744,623	$ 10,820,573	$ 8,497,267	$ 6,828,901	$ 644,359	$ 12,697,176
CAPITAL PROJECTS FUNDS						
1002 - Gas Tax	$ 2,788,579	$ 2,789,284	$ 2,721,035	$ 2,850,649	$ 2,013,706	$ 2,959,290
2001 - Capital Outlay Fund	$ 11,530,548	$ 6,429,030	$ 6,448,780	$ 5,432,364	$ 277,603	$ 9,192,091
2002 - Measure C/J	$ 2,385,422	$ 46,830	$ 1,238,239	$ 1,210,397	$ 994,472	$ 1,241,685
Other Capital Project Funds	$ 12,182,517	$ 3,731,751	$ 2,600,738	$ 12,205,409	$ 2,008,738	$ 7,618,423
Total Capital Project Funds	$ 28,887,066	$ 12,996,895	$ 13,008,791	$ 21,698,819	$ 5,294,521	$ 21,011,489
DEBT SERVICE FUNDS						
3001 - 2005 Taxable POBS	$ 10,547,882	$ 8,223,675	$ 8,517,133	$ 8,788,241	$ 6,068,434	$ 8,737,084
3002 - 99A Pension Obligation	$ 3,138,358	$ 2,979,999	$ 2,798,528	$ 2,621,741	$ 2,621,741	$ 2,444,523
3003 - 95A Revenue Refunding	$ 443,450	$ 398,053	$ 443,463	$ 421,213	$ 352,398	$ -
3005 - Lease Revenue Bond 2007	$ 7,685,229	$ 98,454,919	$ 4,586,158	$ 5,405,876	$ 5,409,631	$ 5,761,936
Total Debt Service Funds	$ 21,814,919	$ 110,056,646	$ 16,345,283	$ 17,237,071	$ 14,452,203	$ 16,943,543
ENTERPRISE FUNDS						
4001 - Port of Richmond	$ 5,292,288	$ 3,890,057	$ 6,786,351	$ 21,991,615	$ 3,601,647	$ 15,272,333
4003 - Wastewater Enterprise	$ 7,877,776	$ 15,047,859	$ 17,655,702	$ 17,215,805	$ 9,830,914	$ 17,015,000
4005 - Marina Operations	$ 396,870	$ 537,913	$ 311,478	$ 150,000	$ 150,051	$ 150,000
4008 - KCRT Cable Televsion	$ 1,125,948	$ 1,182,893	$ 1,116,351	$ 1,082,748	$ 566,321	$ 1,102,000
Total Enterprise Funds	$ 14,692,882	$ 20,658,722	$ 25,869,882	$ 40,440,168	$ 14,148,932	$ 33,539,333

City of Richmond
Summary of Revenue
by Fund

	FY2008-09 Actual	FY 2009-10 Actual	FY2010-11 Actual	FY2011-12 Adjusted Budget	FY2011-12 Actual Thru March 2012	FY2012-13 Adopted Budget
INTERNAL SERVICE FUNDS						
5001 - Risk Management Insurance Reserves	$ 18,532,334	$ 18,592,065	$ 17,119,952	$ 15,587,295	$ 11,780,620	$ 14,309,120
5002 - Information Technology	$ 5,943,571	$ 6,673,731	$ 6,528,478	$ -	$ -	$ -
5003 - Equipment Services	$ 8,004,881	$ 7,450,858	$ 6,465,413	$ 3,697,838	$ 2,836,403	$ 3,135,615
5004 - Facilities Maintenance	$ 7,635,553	$ 6,773,951	$ 5,692,376	$ -	$ -	$ -
5005 - 5007 Police Telecommunications	$ 8,502,829	$ 3,760,436	$ 5,267,880	$ 6,770,861	$ 3,428,831	$ 5,440,098
Total Internal Service Funds	$ 48,619,168	$ 43,251,042	$ 41,074,099	$ 26,055,994	$ 18,045,853	$ 22,884,833
RICHMOND COMMUNITY REDEVELOPMENT AGENCY FUNDS						
Total Redevelopment Agency Funds	$ 52,613,120	$ 76,058,723	$ 78,581,492	$ 125,711,620	$ 45,838,247	$ 71,261,399
HOUSING AUTHORITY FUNDS						
Total Housing Authority	$ 27,375,426	$ 26,246,538	$ 30,765,020	$ 30,387,369	$ 22,806,114	$ 31,270,857
Total All Funds	**$ 371,977,362**	**$ 452,799,402**	**$ 376,213,809**	**$ 438,762,879**	**$ 235,989,385**	**$ 366,312,333**

*Includes transfers in and out.

City of Richmond
Summary of Expenditures
By Fund

	FY2008-09 Actual	FY2009-10 Actual	FY2010-11 Actual	FY2011-12 Adjusted Budget	FY2011-12 Actual Thru March 2012	FY2012-13 Adopted Budget
GENERAL FUND						
0001 - General Fund	$ 143,756,619	$ 128,186,028	$ 133,298,646	$ 144,334,807	$ 104,163,605	$ 136,188,670
OTHER OPERATING FUNDS						
1003 - Paratransit	$ 1,150,672	$ 1,134,730	$ 1,083,702	$ 1,341,149	$ 919,944	$ 1,136,437
1012 - Hilltop Landscape & Lighting District	$ 945,016	$ 1,036,934	$ 933,884	$ 904,669	$ 599,250	$ 908,405
1015 - Marina Bay Landscape & Lighting District	$ -	$ 278,918	$ 659,148	$ 724,609	$ 477,565	$ 749,415
1050 - Planning & Building Cost Recovery	$ 8,078,432	$ 6,105,033	$ 5,076,779	$ 6,039,938	$ 4,205,263	$ 5,324,921
1051 - Engineering Cost Recovery	$ 4,974,150	$ 9,319,758	$ 3,769,745	$ 4,507,838	$ 2,579,943	$ 3,386,104
1053 - Code Enforcement	$ (3,000)	$ 3,079,885	$ 3,513,346	$ 4,528,841	$ 3,009,051	$ 4,462,801
1205 - Employment & Training	$ 4,220,237	$ 7,632,022	$ 7,313,780	$ 20,136,403	$ 3,743,267	$ 16,917,791
4006 - Stormwater	$ 4,466,644	$ 2,527,838	$ 2,670,399	$ 1,833,530	$ 634,467	$ 2,016,376
Total Other Operating Funds	$ 23,832,151	$ 31,115,118	$ 25,020,783	$ 40,016,977	$ 16,168,750	$ 34,902,251
SPECIAL REVENUE						
1001 - Secured Pension Override	$ 13,353,516	$ 7,722,636	$ 8,340,123	$ 5,105,504	$ 2,621,741	$ 11,273,281
1008 - Point Molate	$ 9,239,738	$ 1,194,603	$ 1,554,967	$ 703,087	$ 458,069	$ -
1010 - North Richmond Waste Mitigation	$ 442,223	$ 296,176	$ 333,211	$ 935,000	$ 289,575	$ 805,000
1013 - Hazmat	$ 165,864	$ 106,151	$ 246,046	$ 659,061	$ 91,995	$ 638,357
Other Special Revenue Funds	$ 201,897	$ 222,255	$ 411,318	$ 521,145	$ 215,897	$ 704,849
Total Special Revenue Funds	$ 23,403,237	$ 9,541,821	$ 10,885,665	$ 7,923,797	$ 3,677,278	$ 13,421,487
CAPITAL PROJECTS FUNDS						
1002 - Gas Tax	$ 3,104,667	$ 1,021,368	$ 4,213,189	$ 5,468,398	$ 2,419,547	$ 5,021,597
1054 - ENGINEERING GRANTS	$ -	$ -	$ 4,480,693	$ 7,574,779	$ 1,036,786	$ 5,829,533
2001 - Capital Outlay Fund	$ 7,735,472	$ 3,829,462	$ 5,612,039	$ 11,826,814	$ 3,690,375	$ 12,624,712
2002 - Measure C/J	$ 2,930,370	$ 1,718,467	$ 673,581	$ 1,910,469	$ 565,632	$ 1,583,812
2008 - Transportation	$ 2,139,094	$ 50,035	$ 214,561	$ 1,337,601	$ 1,337,601	$ 40,646
Other Capital Project Funds	$ 50,942,837	$ 19,149,625	$ 5,262,622	$ 9,426,653	$ 2,117,975	$ 5,578,438
Total Capital Project Funds	$ 66,852,440	$ 25,768,958	$ 20,456,684	$ 37,544,715	$ 11,167,915	$ 30,678,738
DEBT SERVICE FUNDS						
3001 - 2005 Taxable POBS	$ 10,922,463	$ 10,298,464	$ 8,044,729	$ 8,314,738	$ 8,317,365	$ 8,244,408
3002 - 99A Pension Obligation	$ 3,143,986	$ 2,974,450	$ 2,801,618	$ 2,621,741	$ 2,624,831	$ 2,444,523
3003 - 95A Revenue Refunding	$ 426,103	$ 426,673	$ 432,945	$ 421,213	$ 24,644	$ 421,213
3005 - Lease Revenue Bond 2007	$ 7,515,923	$ 107,559,721	$ 5,463,291	$ 5,405,876	$ 5,379,247	$ 5,405,876
Total Debt Service Funds	$ 22,008,475	$ 121,259,308	$ 16,742,582	$ 16,763,568	$ 16,346,086	$ 16,516,020
ENTERPRISE FUNDS						
4001 - Port of Richmond	$ 4,747,619	$ 8,625,516	$ 7,033,014	$ 23,927,058	$ 6,270,844	$ 16,165,495
4003 - Wastewater Enterprise	$ 14,290,537	$ 13,611,097	$ 13,951,916	$ 28,407,053	$ 14,311,730	$ 31,276,973
4005 - Marina Operations	$ 235,571	$ 232,856	$ 514,182	$ 2,393,744	$ 1,439,375	$ 246,872
4008 - KCRT Cable Televsion	$ 898,369	$ 1,491,507	$ 961,063	$ 1,050,547	$ 1,426,246	$ 1,210,743
Total Enterprise Funds	$ 20,172,096	$ 23,960,976	$ 22,460,176	$ 55,778,402	$ 23,448,195	$ 48,900,083

City of Richmond
Summary of Expenditures
By Fund

	FY2008-09 Actual	FY2009-10 Actual	FY2010-11 Actual	FY2011-12 Adjusted Budget	FY2011-12 Actual Thru March 2012	FY2012-13 Adopted Budget
INTERNAL SERVICE FUNDS						
5001 - Risk Management Insurance Reserves	$ 13,329,618	$ 11,808,912	$ 12,323,655	$ 22,530,752	$ 15,752,901	$ 19,306,907
5002 - Information Technology	$ 5,865,825	$ 5,650,761	$ 6,649,174	$ 1,441,326	$ 3,013,828	$ -
5003 - Equipment Services	$ 6,546,692	$ 13,410,949	$ 9,767,052	$ 5,818,620	$ 2,153,744	$ 5,403,552
5004 - Facilities Maintenance	$ 7,656,501	$ 6,260,296	$ 6,387,558	$ 371,410	$ 161,125	$ -
5005 - 5007 Police Telecommunications	$ 7,941,819	$ 4,504,998	$ 7,511,036	$ 9,876,735	$ 7,258,043	$ 5,445,098
Total Internal Service Funds	$ 41,340,455	$ 41,635,914	$ 42,638,475	$ 40,038,843	$ 28,339,640	$ 30,155,557
SUCCESSOR AGENCY FUNDS						
COR as Successor Agency & Office of Economic Development	$ 4,707,675	$ 13,488,611	$ 4,940,019	$ 2,832,299	$ 2,173,547	$ 2,641,509
Housing Department	$ 6,081,245	$ 6,160,286	$ 6,611,693	$ 7,682,304	$ 3,204,243	$ 9,552,613
Capital Improvement Funds	$ 51,628,565	$ 86,141,401	$ 32,269,559	$ 92,501,958	$ 23,536,183	$ 65,544,142
Debt Service Funds	$ 41,226,023	$ 32,030,304	$ 29,531,024	$ 27,444,448	$ 18,482,491	$ 9,496,506
Total Successor Agency Funds	$ 103,643,509	$ 137,820,603	$ 73,352,294	$ 130,461,009	$ 47,396,464	$ 87,234,769
HOUSING AUTHORITY FUNDS						
Housing Authority	$ 27,622,118	$ 30,234,613	$ 30,513,626	$ 28,834,399	$ 21,714,218	$ 30,567,166
Total All funds	**$ 472,631,098**	**$ 549,523,338**	**$ 375,368,930**	**$ 501,696,516**	**$ 272,422,152**	**$ 428,564,740**

*Includes transfers in and out.

City of Richmond
Summary of Expenditures
By Type and Department

	All Fund Groups					
	FY2008-09 Actual	**FY2009-10 Actual**	**FY2010-11 Actual**	**FY2011-12 Adjusted Budget**	**FY2011-12 Actual Thru March 2012**	**FY2012-13 Adopted Budget**
Expenditures:						
40 SALARIES & WAGES	$ 84,531,244	$ 85,866,260	$ 84,318,834	$ 76,320,924	$ 63,818,740	$ 72,815,345
41 BENEFITS	$ 39,623,489	$ 37,268,664	$ 38,792,384	$ 39,103,089	$ 30,787,337	$ 36,779,561
42 PROFESSIONAL & ADMINISTRATIVE	$ 24,157,872	$ 21,530,865	$ 21,238,423	$ 39,939,241	$ 17,358,068	$ 40,177,940
43 OTHER OPERATING	$ 35,433,318	$ 36,511,572	$ 34,855,148	$ 26,901,417	$ 22,174,270	$ 50,920,992
44 UTILITIES	$ 5,268,554	$ 5,062,609	$ 4,796,128	$ 7,236,861	$ 3,307,449	$ 7,166,120
45 EQUIPMENT & CONTRACT SERVICES	$ 11,857,305	$ 9,170,062	$ 21,587,826	$ 52,553,293	$ 12,023,322	$ 32,144,983
46 PROVISION FOR INSURANCE LOSSES	$ 10,515,348	$ 8,278,539	$ 7,722,897	$ 13,171,250	$ 6,305,080	$ 12,471,150
47 COST POOL	$ 31,161,198	$ 32,906,279	$ 31,484,388	$ 18,420,350	$ 13,642,790	$ 18,786,966
48 ASSET/CAPITAL OUTLAY	$ 88,027,719	$ 33,235,690	$ 27,069,177	$ 111,972,422	$ 23,012,587	$ 86,183,982
49 DEBT SERVICE EXPENDITURE	$ 29,081,122	$ 209,037,023	$ 40,974,315	$ 40,360,815	$ 30,525,113	$ 41,919,286
50 GRANT EXPENDITURES	$ 6,532,298	$ 3,116,254	$ 3,016,630	$ 25,978,238	$ 2,948,503	$ 2,136,525
Expenditures Subtotal	$ 366,189,467	$ 481,983,817	$ 315,856,149	$ 451,957,898	$ 225,903,258	$ 401,502,850
91 OPER XFERS OUT	$ 106,441,631	$ 67,539,521	$ 59,512,781	$ 49,738,617	$ 46,518,894	$ 27,061,891
Total Expenditures	**$ 472,631,098**	**$ 549,523,338**	**$ 375,368,930**	**$ 501,696,516**	**$ 272,422,152**	**$ 428,564,740**
Expenditures:						
10 OFFICE OF THE MAYOR	$ 567,004	$ 637,274	$ 468,553	$ 481,747	$ 337,188	$ 449,096
11 CITY COUNCIL	$ 777,172	$ 829,447	$ 456,177	$ 407,443	$ 324,738	$ 441,702
12 POLICE COMMISSION	$ 315,978	$ 276,524	$ 287,187	$ 265,587	$ 188,586	$ 208,379
13 CITY MANAGER'S OFFICE	$ 13,679,411	$ 5,127,473	$ 4,072,208	$ 8,069,557	$ 2,644,286	$ 7,625,520
14 CITY CLERK	$ 593,165	$ 492,106	$ 998,876	$ 551,359	$ 309,151	$ 799,652
15 CITY ATTORNEY	$ 2,071,347	$ 2,208,532	$ 1,790,091	$ 1,760,117	$ 1,192,355	$ 1,246,681
16 PLANNING & BUILDING SERVICES	$ 8,647,939	$ 6,545,823	$ 5,429,891	$ 6,284,756	$ 4,386,887	$ 5,570,061
17 FINANCE	$ 4,891,854	$ 4,686,907	$ 3,789,842	$ 3,169,772	$ 2,589,178	$ 3,075,507
18 HUMAN RESOURCES	$ 14,730,096	$ 13,205,050	$ 13,555,100	$ 23,498,980	$ 16,644,667	$ 20,406,458
19 POLICE DEPARTMENT	$ 71,160,841	$ 70,730,559	$ 75,142,093	$ 80,934,911	$ 53,957,841	$ 69,221,458
20 FIRE DEPARTMENT	$ 29,622,795	$ 28,579,947	$ 26,419,256	$ 23,318,495	$ 16,844,801	$ 24,108,474
21 OFFICE OF NEIGHBORHOOD SAFETY	$ 953,594	$ 1,608,638	$ 2,173,304	$ 2,595,211	$ 1,631,392	$ 2,052,916
22 ENGINEERING	$ 79,164,670	$ 41,997,707	$ 35,281,193	$ 57,375,715	$ 24,791,562	$ 49,458,938
23 PUBLIC WORKS	$ 33,703,899	$ 37,901,773	$ 32,977,689	$ 33,959,592	$ 19,083,265	$ 35,783,077
24 LIBRARY & CULTURAL SERVICES	$ 7,642,751	$ 7,139,668	$ 6,816,128	$ 5,587,055	$ 4,008,356	$ 5,716,457
25 RECREATION DEPARTMENT	$ 9,362,142	$ 8,100,072	$ 7,986,610	$ 6,220,599	$ 4,397,766	$ 6,315,432
26 INFORMATION TECHNOLOGY	$ 6,886,215	$ 7,142,268	$ 7,610,237	$ 7,602,444	$ 7,201,355	$ 4,115,093
27 EMPLOYMENT & TRAINING	$ 4,334,601	$ 7,723,569	$ 7,403,620	$ 20,547,403	$ 3,750,475	$ 16,917,791
28 PORT OF RICHMOND	$ 4,747,619	$ 8,625,516	$ 7,033,014	$ 27,085,902	$ 7,628,951	$ 17,324,339 *
30 COR as SUCCESSOR AGENCY to the RDA	$ 62,417,485	$ 105,693,938	$ 43,739,091	$ 103,016,561	$ 28,913,153	$ 77,738,263
31 HOUSING AUTHORITY	$ 27,622,118	$ 30,234,613	$ 30,513,626	$ 28,834,399	$ 21,714,218	$ 30,567,166
89 MARINA OPERATIONS	$ 235,571	$ 232,856	$ 399,182	$ 293,744	$ 81,268	$ 146,872
91 NON-DEPARTMENTAL	$ 88,502,830	$ 159,803,078	$ 61,025,962	$ 59,835,169	$ 49,800,714	$ 49,275,409
Expenditures Subtotal	$ 366,189,467	$ 481,983,817	$ 315,856,149	$ 451,957,898	$ 225,903,258	$ 401,502,850
91 OPER XFERS OUT	$ 106,441,631	$ 67,539,521	$ 59,512,781	$ 49,738,617	$ 46,518,894	$ 27,061,891
Total Expenditures	**$ 472,631,098**	**$ 549,523,338**	**$ 375,368,930**	**$ 501,696,516**	**$ 272,422,152**	**$ 428,564,740**

* Includes budget from Marina and Non-Departmental funds.

GENERAL FUND MULTI-YEAR FORECASTING MODEL

Subject to Revision and Changing Events

	FY2010-11 Actual	FY2011-12 Estimated	FY2012-13 Adopted	FY2013-14 Forecast	FY2014-15 Forecast	FY2015-16 Forecast	FY2016-17 Forecast	FY2017-18 Forecast
REVENUES, General Fund								
Revenues, recurring								
Property Tax	$ 26,277,405	$ 27,732,608	$ 28,752,737	$ 29,184,028	$ 29,767,709	$ 30,363,063	$ 30,970,324	$ 31,589,731
Sales & Use Tax	$ 23,025,924	$ 27,788,340	$ 28,621,650	$ 28,642,322	$ 29,215,168	$ 30,086,421	$ 30,688,149	$ 31,301,912
Utility User Tax	$ 50,007,806	$ 50,984,315	$ 50,179,282	$ 50,922,868	$ 51,681,325	$ 46,841,765	$ 47,778,600	$ 48,734,172
Other Taxes	$ 7,824,182	$ 6,550,828	$ 6,062,170	$ 7,428,237	$ 7,576,802	$ 7,728,338	$ 7,882,905	$ 8,040,563
Licenses, Permits & Fees	$ 4,643,242	$ 3,888,435	$ 4,609,133	$ 5,133,339	$ 5,158,006	$ 5,182,796	$ 5,286,452	$ 5,392,181
Charges for Services	$ 1,173,732	$ 1,369,658	$ 1,109,000	$ 933,943	$ 938,738	$ 943,556	$ 962,427	$ 981,676
Rental Income	$ 940,861	$ 779,944	$ 615,398	$ 418,578	$ 420,796	$ 423,025	$ 431,486	$ 440,115
Intergov State Taxes	$ 567,217	$ 54,148	$ -	$ -	$ -	$ -	$ -	$ -
Grants	$ 2,303,328	$ 2,678,084	$ 2,320,927	$ 2,705,763	$ 2,719,666	$ 2,733,640	$ 2,788,313	$ 2,844,079
All Other Recurring Revenues	$ 2,850,785	$ 6,190,381	$ 1,902,178	$ 708,849	$ 712,767	$ 716,707	$ 731,041	$ 745,662
Revenues, recurring subtotal	**$ 119,614,483**	**$ 128,016,742**	**$ 124,172,474**	**$ 126,077,927**	**$ 128,190,977**	**$ 125,019,311**	**$ 127,519,697**	**$ 130,070,091**
Revenues, one-time								
Loan/Bond Proceeds	$ 160,718	$ 2,848,225	$ 109,701		$ -	$ -	$ -	$ -
Revenues, one-time subtotal	**$ 160,718**	**$ 2,848,225**	**$ 109,701**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
REVENUES subtotal	**$ 119,775,201**	**$ 130,864,967**	**$ 124,282,175**	**$ 126,077,927**	**$ 128,190,977**	**$ 125,019,311**	**$ 127,519,697**	**$ 130,070,091**
Transfers-In, General Fund								
Pension Tax Override	$ 4,500,000	$ 2,671,409	$ 2,601,079	$ -	$ -	$ -	$ -	$ -
Other Transfers in	$ 10,395,448	$ 12,154,524	$ 6,435,741	$ 1,044,985	$ 1,490,729	$ 688,185	$ 701,949	$ 715,988
Transfers-In, subtotal	**$ 14,895,448**	**$ 14,825,933**	**$ 9,036,820**	**$ 1,044,985**	**$ 1,490,729**	**$ 688,185**	**$ 701,949**	**$ 715,988**
REVENUES & TRANSFERS IN, Total	**$ 134,670,649**	**$ 145,690,900**	**$ 133,318,995**	**$ 127,122,912**	**$ 129,681,706**	**$ 125,707,496**	**$ 128,221,646**	**$ 130,786,079**

GENERAL FUND MULTI-YEAR FORECASTING MODEL

Subject to Revision and Changing Events

	FY2010-11 Actual	FY2011-12 Estimated	FY2012-13 Adopted	FY2013-14 Forecast	FY2014-15 Forecast	FY2015-16 Forecast	FY2016-17 Forecast	FY2017-18 Forecast
EXPENDITURES, General Fund								
Expenditures, recurring								
Salaries & Wages	$ 60,923,402	$ 66,722,678	$ 64,951,904	$ 66,121,038	$ 66,782,248	$ 67,450,071	$ 68,124,572	$ 68,805,817
Employee Benefits	$ 28,488,064	$ 33,448,079	$ 32,790,175	$ 33,060,519	$ 33,391,124	$ 33,725,035	$ 34,062,286	$ 34,402,909
Operating Expenditures	$ 33,070,761	$ 32,705,475	$ 28,086,471	$ 28,592,028	$ 29,221,052	$ 29,863,916	$ 30,520,922	$ 31,192,382
Expenditures, recurring subtotal	**$ 122,482,227**	**$ 132,876,232**	**$ 125,828,550**	**$ 127,773,585**	**$ 129,394,425**	**$ 131,039,022**	**$ 132,707,779**	**$ 134,401,108**
Expenditures, one-time								
Debt Service	$ 902,717	$ 1,308,308	$ 1,497,352	$ 1,524,304	$ 1,557,839	$ 1,592,112	$ 1,627,138	$ 1,662,935
EXPENDITURES, one-time subtotal	**$ 902,717**	**$ 1,308,308**	**$ 1,497,352**	**$ 1,524,304**	**$ 1,557,839**	**$ 1,592,112**	**$ 1,627,138**	**$ 1,662,935**
TRANSFERS OUT, General Fund								
Operating Transfers Out	$ 8,630,236	$ 8,464,787	$ 6,274,312	$ 6,387,249	$ 6,527,769	$ 6,671,380	$ 6,818,150	$ 6,968,149
Debt Service Transfers Out	$ 1,218,528	$ 1,810,995	$ 2,588,456	$ 2,635,048	$ 2,693,019	$ 2,752,266	$ 2,812,816	$ 2,874,697
TRANSFERS, subtotal	**$ 9,848,764**	**$ 10,275,782**	**$ 8,862,768**	**$ 9,022,298**	**$ 9,220,788**	**$ 9,423,645**	**$ 9,630,966**	**$ 9,842,847**
EXPENDITURES & TRANSFERS OUT, Total	**$ 133,233,708**	**$ 144,460,323**	**$ 136,188,670**	**$ 138,320,187**	**$ 140,173,052**	**$ 142,054,779**	**$ 143,965,883**	**$ 145,906,890**
FUND BALANCE, General Fund								
Net Change in Fund Balance	$ 1,436,940	$ 1,230,578	$ (2,869,674)	$ (11,197,275)	$ (10,491,346)	$ (16,347,283)	$ (15,744,237)	$ (15,120,811)
Beginning Fund Balance (Deficit)	$ 39,206,413	$ 40,643,353	$ 41,873,931	$ 39,004,257	$ 27,806,982	$ 17,315,636	$ 968,353	$ (14,775,884)
Ending Fund Balance (Deficit)	**$ 40,643,353**	**$ 41,873,931**	**$ 39,004,257**	**$ 27,806,982**	**$ 17,315,636**	**$ 968,353**	**$ (14,775,884)**	**$ (29,896,695)**

City of Richmond
FY2012-13
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	$	171,138	11233731-391994	Hilltop LMD	$	171,138	Hilltop LMD subsidy.
01917090-400901	Non-Departmental Activity	$	325,862	11533931-391994	Marina Bay LMD	$	325,862	Marina Bay LMD subsidy.
01917090-400901-42022	Non-Departmental Activity	$	300,000	12571041-391994-42022	Employment & Training	$	300,000	SummerYouth Employment.
01917090-400901-42717	Non-Departmental Activity	$	70,460	12571041-391994-42717	Employment & Training	$	70,460	ISF Subsidy
01917090-400901	Non-Departmental Activity	$	423,612	10355051-391994	Paratransit	$	423,612	General Fund ISF & subsidy of services.
01917090-400901	Non-Departmental Activity	$	1,242,872	15061219-391994	CR-Planning & Building	$	1,242,872	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	$	1,081,104	15121131-391994	CR-Engineering	$	1,081,104	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	$	2,378,801	15398021-391994	CR-Code Enforcement	$	2,378,801	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	$	180,463	40623431-391994	Stormwater	$	180,463	General Fund subsidy of services.
01917090-400901	Non-Departmental Activity	$	100,000	50362917-391991	Equipment Fund	$	100,000	Computer Refresh Pool
01917090-400902	Non-Departmental Activity	$	1,699,019	30511090-391994	Debt Service-2007 Lease Rev	$	1,699,019	2007 Refunding & Civic Center
01101011-400902	Mayor's Office	$	7,366	50335031-391992	Equipment Services	$	7,366	Suntrust Lease #7 Debt Service
01161119-400902	Planning Department	$	5,428	50335031-391992	Equipment Services	$	5,428	Suntrust Lease #7 Debt Service
01181016-400902	Human Resources	$	7,176	50335031-391992	Equipment Services	$	7,176	Suntrust Lease #7 Debt Service
01191021-400902	Police Department - Admin	$	16,285	50335031-391992	Equipment Services	$	16,285	Suntrust Lease #7 Debt Service
01192021-400902	Police Department - Patrol	$	75,994	50335031-391992	Equipment Services	$	75,994	Suntrust Lease #7 Debt Service
01202022-400902	Fire Department	$	409,242	50335031-391992	Equipment Services	$	409,242	Suntrust Lease #5 & #7 Debt Service
01211013-400902	Office of Neighborhood Safety	$	7,132	50335031-391992	Equipment Services	$	7,132	Suntrust Lease #7 Debt Service
01231031-400902	Public Works - Admin	$	5,428	50335031-391992	Equipment Services	$	5,428	Suntrust Lease #7 Debt Service
01233631-400902	Public Works - Parks	$	80,780	50335031-391992	Equipment Services	$	80,780	Suntrust Lease #7 Debt Service
01234331-400902	Public Works - Street Sweeping	$	244,731	50335031-391992	Equipment Services	$	244,731	Suntrust Lease #6 Debt Service
01234431-400902	Public Works - Pavement Maint	$	5,723	50335031-391992	Equipment Services	$	5,723	Suntrust Lease #7 Debt Service
01234531-400902	Public Works - Signs & Lines	$	4,000	50335031-391992	Equipment Services	$	4,000	Suntrust Lease #7 Debt Service
01235031-400902	Public Works - Equipment Services	$	20,152	50335031-391992	Equipment Services	$	20,152	Suntrust Lease #7 Debt Service
Total General Fund		**$**	**8,862,768**			**$**	**8,862,768**	
Operating Transfers Out - Other Funds				**Operating Transfers In**				
Org-Object				**Org-Object**				
10114090-400902	Secured Pension Override	$	2,444,523	30211090-391992	Debt Service-99A POB	$	2,444,523	Portion of unfunded accrued actuarial liability in Pension Fund
10114090-400904	Secured Pension Override	$	3,146,427	01917090-391991	Non-Departmental Activity	$	3,146,427	Utilized for one-time operating costs.
11032913-400901	N. Richmond Waste Mitigation	$	15,000	01131013-391991	City Manager's Office	$	15,000	Administrative overhead for grant management
11032913-400901	N. Richmond Waste Mitigation	$	70,000	15398621-391991	Code Enforcement-Abatement	$	70,000	Temporary Code Enforcement Officer
11032913-400901-03I02	N. Richmond Waste Mitigation	$	200,000	20136031-391993-03I02	Park Projects	$	200,000	Shields Reid Park projects.
11032913-400901-04A02	N. Richmond Waste Mitigation	$	15,000	20191021-391993-04A02	Police Projects	$	15,000	CCTV Project
15063619-400902	Planning & Building CR	$	7,176	50335031-391992	Equipment Services	$	7,176	Suntrust Lease #7 Debt Service
15121131-400902	Engineering CR	$	7,131	50335031-391992	Equipment Services	$	7,131	Suntrust Lease #7 Debt Service
15398621-400902	Code Enforcement CR	$	48,472	50335031-391992	Equipment Services	$	48,472	Suntrust Lease #7 Debt Service
20121331-400901-01A06	General Capital Fund	$	7,500	10544055-391991-01A06	Library Fund	$	7,500	1.5 Percent for the Arts
30111090-400904	Debt Service-2005 Taxable POB	$	2,601,079	01917090-391991	Non-Departmental Activity	$	2,601,079	Utilized for one-time operating costs.
40181080-400902	Port of Richmond	$	5,428	50335031-391992	Equipment Services	$	5,428	Suntrust Lease #7 Debt Service
40864181-400901	KCRT	$	147,055	01917090-391991	Non-Departmental Activity	$	147,055	Utilized for one-time operating costs.
50182116-400901	Insurance Reserves	$	3,127,259	01917090-391991	Non-Departmental Activity	$	3,127,259	Utilized for one-time operating costs.
71202063-400902	Housing - Admin	$	7,176	50335031-391992	Equipment Services	$	7,176	Suntrust Lease #7 Debt Service
20821331-400903	Transportion Fund	$	40,246	20921331-391993	State Highway Fund	$	40,246	To clear negative balance
20421331-400901-01C01	Civic Center Fund	$	50,000	20136031-391993-01C01	General Capital Fund	$	50,000	Main library back-up generator.
20421331-400901	Civic Center Fund	$	314,500	20136031-391993	General Capital Fund	$	314,500	Main library ADA restrooms.
Total Other Funds		**$**	**12,253,972**	**Total Other Funds**		**$**	**12,253,972**	
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
10114090-400901	Secured Pension Override	$	3,937,374	65115090-391991	Police & Fire Pension	$	3,937,374	Police & Fire Pension Payments
Total Transfers-Out		**$**	**22,861,697**			**$**	**22,861,697**	

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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	4.0	4.0	3.0	3.0	3.0
CITY MANAGER	8.0	9.0	10.0	10.0	10.2
OFFICE OF NEIGHBORHOOD SAFETY	7.0	7.0	9.0	9.0	9.0
CITY ATTORNEY	8.0	8.0	6.0	6.8	9.0
POLICE COMMISSION	1.5	1.5	1.5	1.5	1.0
FINANCE DEPARTMENT	42.0	42.0	34.0	34.8	32.8
HUMAN RESOURCES	16.0	16.0	15.0	15.0	14.0
INFORMATION TECHNOLOGY	22.0	21.0	17.0	17.0	16.0
POLICE DEPARTMENT - Sworn	187.0	200.0	195.0	196.0	195.0
POLICE DEPARTMENT - Non-Sworn	112.0	92.0	102.0	101.0	95.0
FIRE DEPARTMENT - Sworn	99.0	99.0	91.0	83.0	85.0
FIRE DEPARTMENT - Non-Sworn	7.0	16.0	6.0	6.0	4.0
PUBLIC WORKS	147.0	146.0	123.0	116.0	112.0
ENGINEERING & WASTEWATER	16.0	21.0	21.0	21.0	21.0
PLANNING & BUILDING SERVICES	35.0	32.0	23.0	22.0	21.0
LIBRARY & CULTURAL SERVICES	47.2	47.2	40.2	41.0	38.0
RECREATION DEPARTMENT	50.9	44.0	32.0	32.8	32.4
SUCCESSOR AGENCY TO RCRA	40.0	34.0	19.0	19.6	13.0
EMPLOYMENT & TRAINING	26.0	27.0	28.0	28.0	24.0
RICHMOND HOUSING AUTHORITY	33.0	33.0	32.0	32.0	25.0
PORT	7.0	7.0	6.0	6.0	6.0
GRAND TOTAL ALL DEPARTMENTS	**920.3**	**911.4**	**818.4**	**806.1**	**771.1**

Note: The Fiscal Year 2012-13 Operating Budget was adopted with a total of 771.1 full-time equivalents (FTE), which reflects a net decrease of 35 FTEs from the prior fiscal year. The decrease is primarily attributable to attritition and the elimination of 14 vacant positions from the General Fund and 10 from other funds.

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

- Reach out to families 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.
- Support and assist the efforts of the Office of Neighborhood Safety (ONS) to maximize effective violence prevention activities in the City, supporting its street outreach teams and collaborations with other community organizations.
- Create pathways out of poverty for our residents by expanding job programs like Richmond Build, Youth Build, and Solar Richmond to train and place our residents in healthy jobs.
- Network with Contra Costa College, West Contra Costa Unified School District, and not-for-profits to further educational pathways to better lives.
- Work with and support local community groups, students groups, and faith-based groups organizing 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.
- Work with community groups and City staff on violence prevention strategies such as CeaseFire and Re-Entry strategies.

New/Green Economy: continue to build a strong, responsible, local economy with social equity and environmental sustainability

- Advance Richmond-specific green programs: 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 throughout Richmond, especially for our youth; support and promote the City of Richmond/Chamber of Commerce Green Expo.
- Continue to work within the East Bay Green Corridor Partnership in furthering the East Bay as the economic engine of the new green economy. Continue to work on standardizing policy work, including solar permit fee waivers for residential, and uniform solar fees for commercial.

- Advance a sustainable and healthy local economy by encouraging small business development, and encourage sustainable practices in all businesses.
- Work 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.
- Participate in the final development and approval of the updated general plan, including the climate change element and public health element.
- Support beginning of implementation of our Bicycle and Pedestrian Plans.
- Continue to advance a collaborative effort working closely with the Environmental Initiatives team in the City Manager's Office to expand our green environmental 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; Building Bridges Black and Brown Dialogues; Out of School Time; Healing Circles; 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.
- Promote and implement a 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, 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 6th Annual International Women's Day community gathering in March 2013.
- Co-sponsor various youth-organized events 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" sessions, rotating these meetings in different neighborhoods of the City.
- Support and make recommendations for commissions and boards to reflect the fullest range of our diversity.
- Meet on a regular basis with other elected officials including West County and Contra Costa County Mayors, and other regional bodies, to address relevant multi-jurisdictional concerns.

Mayor's Office

* Leadership

* Budget & Policy Development

* Coordination between Departments & Community

* Appointments to Commissions & Standing Committees

* Represents City at Regional, State, National and International Organizations

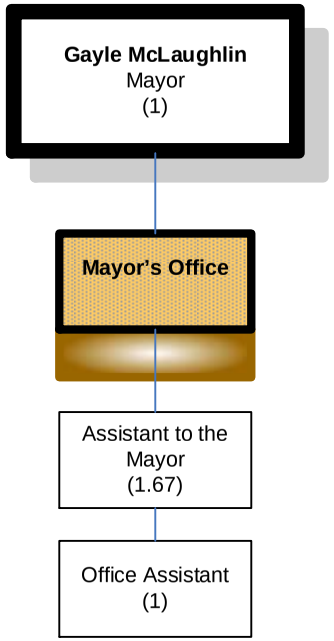
Office of the Mayor

FY2012-13 Organizational Chart

Legend:

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

Existing FTE = 3.67



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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
Senior Assistant to the Mayor					
Total Full-Time Equivalents (FTEs)	3.67	3.67	3.67	3.67	3.67

Office of the Mayor-10
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	468,553	481,747	337,188	449,096	(32,651)	-7%
Sources Total	**468,553**	**481,747**	**337,188**	**449,096**	**(32,651)**	**-7%**
USES BY TYPE						
Salaries	242,342	234,390	179,766	241,938	7,548	3%
Benefits	141,608	125,299	93,917	133,416	8,117	6%
Professional Services	30,823	85,600	18,635	34,600	(51,000)	-147%
Other Operating Expenses	13,592	22,250	3,563	14,650	(7,600)	-52%
Utilities	2,641	5,739	1,838	4,739	(1,000)	-21%
Equipment & Contract Services					-	
Cost Pool	37,548	5,244	36,245	12,387	7,143	58%
Asset/Capital Outlay					-	
Operating Transfers Out		3,225	3,225	7,366	4,141	56%
Uses-Operating Expenditure Total	**468,553**	**481,747**	**337,188**	**449,096**	**(32,651)**	**-7%**
USES BY ORG CODE						
Office of the Mayor (Admin) - 01101011	468,553	481,747	337,188	449,096	(32,651)	-7%
TOTAL BUDGET	**468,553**	**481,747**	**337,188**	**449,096**	**(32,651)**	**-7%**

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.
- Work with the West Contra Costa Unified School District(WCCUSD) to address truancy issues and after school programs.

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 via 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 Agency Board and Housing Authority Commissioners. They are assisted by the numerous boards, commissions, and neighborhood councils comprised of Richmond residents.

2012-13 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 via 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.11.a	# of Joint City Council and WCCUSD Board Meetings	4	0	2	2
4.11.a	# of environmentally-friendly initiatives/policies implemented in line with environmental urban accords	12	4	10	10
5.11.a	# of actions taken as a response to biennial community survey results	24	13	20	20
5.11.b	# of scheduled public meetings, hearings, and study sessions	100	43	100	100
5.11.c	# of resolutions and ordinances issued	150	69	125	125
5.11.d	# of City Council-endorsed outreach events and/or meetings held	20	10	20	20

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	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

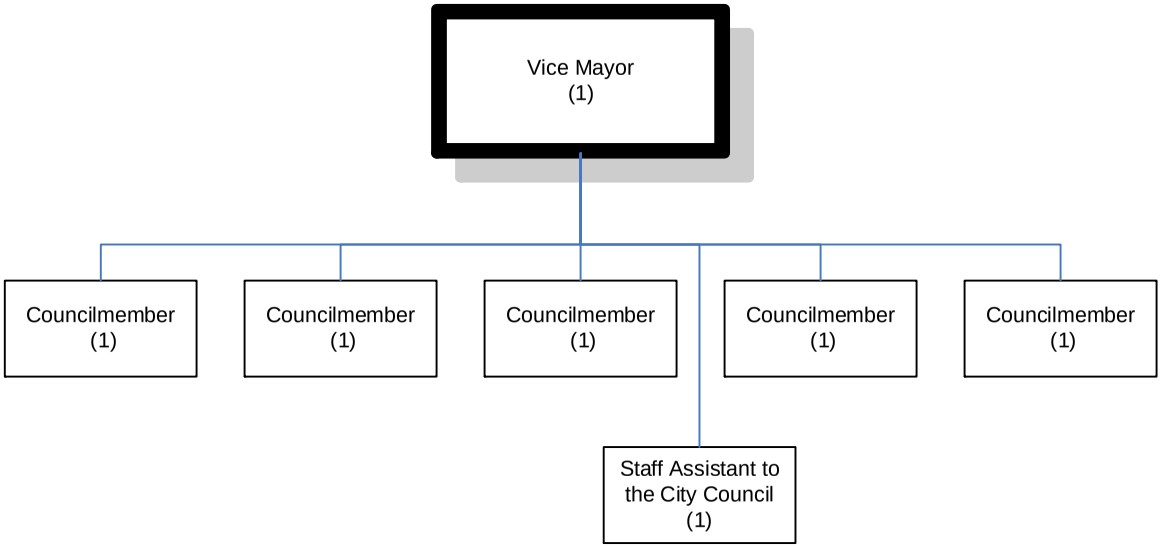
FY2012-13 Organizational Chart

Legend:

Existing Pos. | Main Program

Proposed Pos. | Sub-Program

Existing FTE = 7



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
CITY COUNCIL					
Staff Assistant to the City Council	1.0	1.0	1.0	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

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	456,177	392,506	324,738	441,702	49,196	11%
Sources Total	**456,177**	**392,506**	**324,738**	**441,702**	**49,196**	**11%**
USES BY TYPE						
Salaries	253,809	271,442	190,635	271,567	125	0%
Benefits	122,401	111,898	87,319	118,783	6,885	6%
Professional Services	130,378	105,952	72,131	86,600	(19,352)	-22%
Other Operating Expenses	7,546	10,322	4,712	8,600	(1,722)	-20%
Utilities	983	1,800	1,268	1,500	(300)	-20%
Equipment & Contract Services					-	
Cost Pool	(59,303)	(109,408)	(31,396)	(45,848)	63,560	-139%
Asset/Capital Outlay	362	500	69	500	-	0%
Operating Transfers Out					-	
Uses-Operating Expenditure Total	**456,177**	**392,506**	**324,738**	**441,702**	**49,196**	**11%**
USES BY ORG CODE						
City Council (Admin) - 01115011	444,710	354,100	314,641	411,702	57,602	14%
Councilmember - 01115111	3,550	5,500	570	5,000	(500)	-10%
Councilmember - 01115211	3,608	5,742	1,547	5,000	(742)	-15%
Councilmember - 01115311	1,376				-	0%
Councilmember - 01115411	693	8,307	1,456	5,000	(3,307)	-66%
Councilmember - 01115511	1,142	7,858	2,473	5,000	(2,858)	-57%
Councilmember - 01115611	182	5,500	3,975	5,000	(500)	-10%
Councilmember - 01115711		5,500	75	5,000	(500)	-10%
Councilmember - 01115811	915				-	0%
TOTAL BUDGET	**456,177**	**392,506**	**324,738**	**441,702**	**49,196**	**11%**

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

- Scan hard copy files into electronic documents for City-wide distribution and access.
- 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.
- Implement 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.

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, 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.

2012-13 Supporting Actions

5.14.a Digitalize and place on website all minutes, resolutions, and ordinances from 1905 to 2008 and maintain going-forward electronic archival.
5.14.b Provide online agenda packages prior to City Council meetings.
5.14.c Increase public access to public information.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.14.b	# of agenda management system transactions	629	300	1,200	1,200
5.14.c	# of website visits to City Council agendas and minutes	20,005	9,319	16,000	16,000
	# of visits to the Boards and Commissions web page	3,375	1,362	4,000	3,000
	# of visits to the City Clerk's Office's web page	2,487	1,439	4,000	3,000
	Effectiveness				
5.14.a	% of documents posted on the website within two weeks:				
	Minutes	-	100%	100%	100%
	Resolutions	-	100%	100%	100%
	Ordinances	-	100%	100%	100%
5.14.b	% of agenda packages available 72 hours prior to meeting	100%	100%	100%	100%
	% of agenda packages distributed electronically	100%	100%	100%	100%
	Efficiency				
5.14.b	Cost per meeting for packet generation	$1,400	$1,400	$400	$20

CITY CLERK'S OFFICE
PROGRAM ORGANIZATIONAL CHART

City Clerk

* Agenda Preparation
* Resolutions
* Ordinances
* Contracts
* Monitor and Track terms, absensces, 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

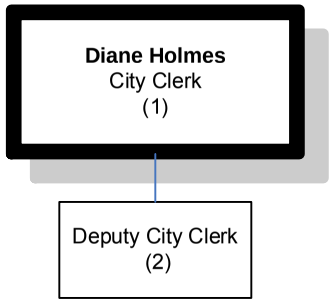
FY2012-13 Organizational Chart

Legend:

Existing Pos. | Main Program

Proposed Pos. | Sub-Program

Existing FTE = 3, Proposed FTE = 3



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
CITY CLERK					
City Clerk	1.0	1.0	1.0	1.0	1.0
City Clerk Technician	1.0	1.0			
Deputy City Clerk	2.0	2.0	2.0	2.0	2.0
Total Full-Time Equivalents (FTEs)	4.0	4.0	3.0	3.0	3.0

City Clerk-14
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	949,794	550,146	308,221	798,652	248,506	31%
Licenses, Permits, Fees	26,095	1,000	930	1,000	-	0%
Sources Total	**975,889**	**551,146**	**309,151**	**799,652**	248,506	**31%**
USES BY TYPE						
Salaries	274,765	265,661	202,449	269,261	3,600	1%
Benefits	121,666	102,311	93,040	124,093	21,782	18%
Professional Services	636,270	215,058	87,171	428,000	212,942	50%
Other Operating Expenses	30,071	99,530	8,046	92,434	(7,096)	-8%
Cost Pool	146,372	80,785	77,592	88,989	8,204	9%
A87 Cost Plan Reimbursement	(233,256)	(212,199)	(159,147)	(203,125)	9,074	-4%
Uses-Operating Expenditure Total	**975,889**	**551,146**	**309,151**	**799,652**	248,506	**31%**
USES BY ORG CODE						
City Clerk-01141013	975,889	551,146	309,151	799,652	248,506	31%
TOTAL BUDGET	**975,889**	**551,146**	**309,151**	**799,652**	**248,506**	**31%**

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 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.
- Ensure 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 in their efforts to reduce the crime rate.
- 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.
- Replace existing energy-inefficient street lights with more energy-efficient alternatives while providing properly lit public spaces.

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 neighborhood schools and prevent school closures.
- Aid departments in securing outside funding opportunities to support built environment improvements, programs and services for Richmond residents.
- Expand neighborhood transportation services and programs to enhance neighborhood accessibility.
- 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 Blvd., 23rd Street, Pt. Richmond, and San Pablo Ave.)
- 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.
- Design and implement a business attraction strategy.
- Recruit full service grocery stores to Richmond.

4. Promote sustainable communities

- Participate in the East Bay Green Corridor Partnership to strengthen the regional economy by supporting emerging green and sustainable industries.
- Develop outreach strategies and materials to reduce municipal, commercial and residential environmental impacts.
- Develop a 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.
- Implement and evaluate Energy Efficiency and Conservation Block Grant funded projects.
- Support the implementation of the Healthy Richmond Initiative.
- Work with the Planning department and other City departments to ensure General Plan policies and actions, including those in the Health and Wellness Element, are implemented.
- Work collaboratively with City departments, Contra Costa County Health Department and the West Contra Costa Unified School District to advance health equity for children and families through the development of a Health in All Policies strategy and Full-Service Community Schools strategy in Richmond for duplication in other cities and areas of West Contra Costa County.

5. Promote effective government

- Work with the Finance Department and other City departments to help implement the 5-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 2011 community survey 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.

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 and sustainable transportation programs and services, and directing major economic development projects.

2012-13 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.

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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.13.b	Amount (lbs) of garbage collected at the neighborhood clean-ups	-	277,768	-	280,000
	# of dumps by residents at the neighborhood clean-ups	-	949	-	950
1.13.c	# of volunteers participating in CMO volunteer program	-	46	10	150
3.13.a	# of events, workshops, trainings, etc. held to support NGOs	11	5	5	4
3.13.b	# of new businesses locating in Richmond	-	150	225	250
3.13.c	# of loans approved and funded for small businesses	3	3	4	5
	# of loan modifications approved and closed.	3	2	3	4
	# of participants enrolled in small business classes	150	40	175	200
	# of one-on-one consulting hours completed	60	30	70	80
	# of nights stay in local hotels				TBD
	# of Business Improvement Districts approved	N/A	N/A	1	1
4.13.a	# of renewable energy projects initiated	3	6	1	1
	# of new municipal waste reduction and recycling strategies	1	0	1	1
	# of municipal buildings to achieve energy star rating	0	0	1	0
	# of energy efficiency/conservation projects initiated	3	1	1	1
4.13.b	# of new community-wide waste reduction and recycling strategies	4	0	1	1
	# of materials developed to increase public environmental awareness	6	3	2	1
5.13.b	# of collaborations existing between the City Manager's Office and outside agencies	9	20	10	15
5.13.c	# of strategies, including correspondence, developed and implemented to increase community awareness of Richmond's efforts	6	0	2	4
5.13.d	# of grant reimbursements submitted timely	-	1	-	22

	Effectiveness	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.13.a	% of NURVE Capital Improvement Projects completed (5 projects total)	25%	35%	50%	65%
5.13.a	% of citizen requests through web-based technologies receiving initial response within two days	100%	97%	100%	100%
5.13.d	% of grant reimbursements submitted timely	-	75%	100%	100%
	# of new grants awarded	-	2	-	2

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

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			

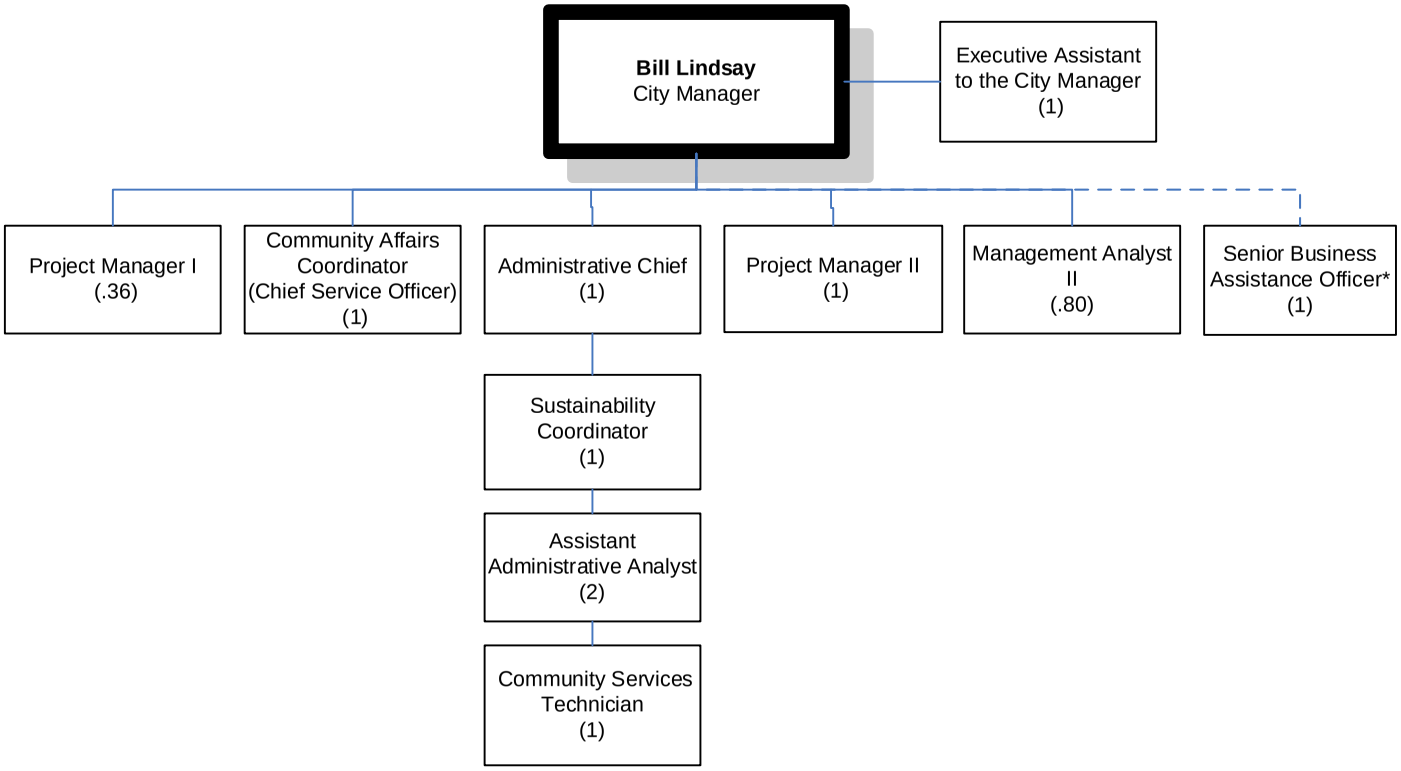
Office of the City Manager

FY2012-13 Organizational Chart

Existing FTE = 10.16 Proposed FTE = 10.16

Legend:

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



.64 FTE of Project Manager I position is allocated in the Recreation Department

Senior Business Assistance Officer will be located within the City Manager's Office but will still be paid by the Successor Agency

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
CITY MANAGER					
Administrative Chief	1.0	1.0			1.0
Administrative Trainee			1.0	1.0	
Assistant Administrative Analyst					2.0
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	2.0	2.0	1.0		
Executive Assistant to the City Manager	1.0	1.0	1.0	1.0	1.0
Management Analyst I/II	1.0	1.0	2.0	1.0	0.8
Project Manager I				1.0	0.4
Senior Development Project Manager				1.0	
Senior Planner			1.0	1.0	1.0
Sustainability Coordinator		1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	8.0	9.00	10.0	10.0	10.2

City Manager-13
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	1,414,656	2,961,200	1,379,303	2,380,212	(580,988)	-24%
Grants	313,639	574,913	356,436	923,847	348,934	38%
Pt. Molate-1008	1,179,733	30,873	20,259		(30,873)	0%
Veolia Mitigation-1009	38,633	25,000	13,053	25,000	-	0%
N. Richmond Waste Mitigation-1010	415,524	900,000	450	805,000	(95,000)	-12%
Stormwater-4006					-	0%
Sources Total	**3,362,185**	**4,491,986**	**1,769,501**	**4,134,058**	**(357,928)**	**-9%**
USES BY TYPE						
Salaries	1,083,231	1,089,876	803,427	1,131,036	41,160	4%
Benefits	480,922	395,324	301,966	458,970	63,646	14%
Professional Services	1,027,652	2,590,631	1,152,684	2,232,287	(358,344)	-16%
Other Operating Expenses	105,464	184,470	78,717	124,000	(60,470)	-49%
Utilities	10,433	18,000	5,871	16,000	(2,000)	0%
Equipment & Contract Services	120,000	431,554	45,356	65,097	(366,457)	0%
Cost Pool	(113,000)	(214,911)	(120,387)	(168,332)	46,579	-28%
Asset/Capital Outlay	915,849				-	0%
Operating Transfers Out	316,835	410,000		300,000	(110,000)	-37%
Uses-Operating Expenditure Total	**3,947,385**	**4,904,944**	**2,267,634**	**4,159,058**	**(745,886)**	**-18%**
USES BY ORG CODE						
City Manager (Admin)-01131013	1,337,042	2,641,922	1,406,534	2,566,461	(75,461)	-3%
City Manager (Special Projects)-01132713	391,253	894,191	329,205	737,597	(156,594)	-21%
Pt. Molate-10832613	943,273	398,831	239,910		(398,831)	0%
Veolia Mitigation-10932813	26,756	35,000	2,410	50,000	15,000	30%
North Richmond Waste Mitigation-11032913	333,211	935,000	289,575	805,000	(130,000)	-16%
Stormwater (Admin)-40631431	915,849				-	0%
***TOTAL BUDGET**	**3,947,385**	**4,904,944**	**2,267,634**	**4,159,058**	**(745,886)**	**-18%**

** Total budget does not include CIP projects.*

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 reduces gun violence, ensures greater neighborhood and community well-being and increases 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.

2012-13 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 Facilitate the coordination and development of a comprehensive City-wide/county-integrated prison re-entry plan.

2.21.e Ensure that those returning home from lock-ups with fire-arm offenses and/or those involved with the Richmond Project inside of San Quentin State Prison receive appropriate ONS support.

2.21.f 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.g Create and expand youth and young adult leadership and life skills development opportunities for individuals identified as being involved in gun violence.

2.21.h Pursue grant funds, and submit reimbursements timely.

Office of Neighborhood Safety

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.21.b	# of outreach contacts made annually	2,586	1,378	7,000	2,800
	# of service referrals made annually	168	128	215	270
2.21.c	# of new community and faith-based partnerships formed	2	2	2	2
	# of new best practice-based street/community level violence prevention and intervention strategies implemented	0	0	1	1
2.21.e	# of new programs developed and/or expanded to serve youth and young adults most likely to be violent offenders	1	0	1	1
	# of difficult to serve formerly incarcerated individuals receiving ONS support	170	295	130	165
2.21.f	# of neighborhood-based activities and outreach efforts developed that improve public safety outcomes	0	6	4	8
2.21.g	# of youth and young adults involved in ONS sponsored leadership and life skills development opportunities	192	191	250	50
	# of ONS contacts receiving attention, intensive support and mentoring	115	123	85	105
2.21.h	# of grants applied for	-	-	-	-
	# of grant reimbursements submitted	-	0	-	-

Effectiveness

2.21.a	# of independent evaluations of ONS program strategies conducted	2	0	1	1
2.21.b	% increase of outreach contacts made annually	44.1%	58.7%	25%	15%
2.21.d	Development of a comprehensive City-wide/county-integrated prison re-entry plan	1	0	1	1
2.21.h	% of grant reimbursements submitted timely	-	0	100%	100%
	# of new grants awarded	-	1	-	2
	Amount of grant funds received	-	-	-	N/A

OFFICE OF NEIGHBORHOOD SAFETY
PROGRAM ORGANIZATIONAL CHART

Neighborhood Safety

*Coordination of City-initiated violence prevention initiatives

*Coordination of collaborative community efforts to reduce violence

*Development of funding sources for violence reduction strategies

*Identification of "best practices" and community needs to prevent crime

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

*Design and implementation of programs that reduce violent crime

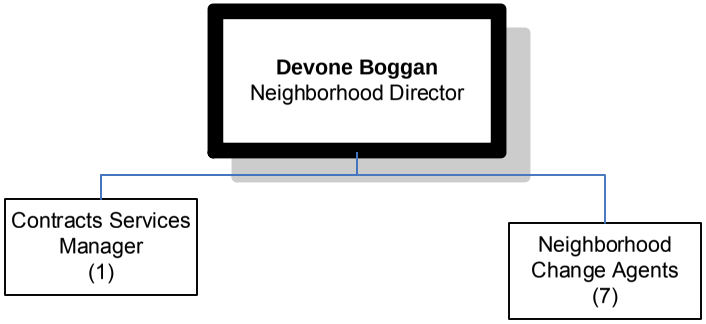
Office of Neighborhood Safety

FY2012-13 Organizational Chart

Existing FTE = 9, Proposed FTE = 9

Legend:

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



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
OFFICE OF NEIGHBORHOOD SAFETY					
Neighborhood Change Agents	4.0	4.0	7.0	7.0	7.0
Neighborhood Safety Director	1.0	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0			
Operations Administrator	1.0	1.0			
Redevelopment Contract Administrator			1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	7.0	7.0	9.0	9.0	9.0

Office of Neighborhood Safety-21
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	1,561,945	1,926,253	1,496,156	1,422,836	(503,417)	-35%
State Grant - CAL GRIP IV	611,359	674,246	135,236	630,080	(44,166)	-7%
Sources Total	**2,173,304**	**2,600,499**	**1,631,392**	**2,052,916**	**(547,583)**	**-27%**
USES BY TYPE						
Salaries	717,023	734,625	537,565	769,176	34,551	4%
Benefits	332,978	308,837	234,119	353,296	44,459	13%
Professional Services	770,391	1,071,600	462,926	650,580	(421,020)	-65%
Other Operating Expenses	38,943	55,730	26,112	41,510	(14,220)	-34%
Utilities	16,555	16,000	17,507	13,000	(3,000)	-23%
Equipment & Contract Services	14,353	10,100	3,014	10,100	-	0%
Cost Pool	231,776	213,352	194,354	189,122	(24,230)	-13%
Asset/Capital Outlay	5,593	6,000		6,000	-	0%
Grant Expenditures	45,692	181,131	152,671	13,000	(168,131)	-1293%
Operating Transfers Out		3,123	3,123	7,132	4,009	56%
Uses-Operating Expenditure Total	**2,173,304**	**2,600,499**	**1,631,392**	**2,052,916**	**(547,583)**	**-27%**
USES BY ORG CODE						
Administration - 01211013	1,700,904	1,813,508	1,356,702	1,422,836	(390,672)	-27%
Grant Administration-01212013	472,400	786,991	274,690	630,080	(156,911)	-25%
TOTAL BUDGET	**2,173,304**	**2,600,499**	**1,631,392**	**2,052,916**	**(547,583)**	**-27%**

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 Redevelopment Agency to promote the City's revitalization, and reduce unnecessary obstacles to redevelopment.

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. The City Attorney's Office will 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.

2012-13 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 Efficiently control the use of funds for outside counsel.
5.15.f Provide exceptional customer service to all City departments

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.15.a	# of resolutions prepared, returned and reviewed within 21 days	81	37	100	100
	# of ordinances returned within 21 days	11	3	20	20
5.15.b	# of legal opinions returned within five days	653	127	725	200
	# of miscellaneous/RFQ/RFP documents returned within five days	7	4	5	5
5.15.c	# of contracts returned within 21 days	445	229	450	450

City Attorney's Office

	Effectiveness	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.15.a	% of ordinances/resolutions completed by next City Council meeting	100%	100%	100%	100%
5.15.b	% of legal opinions completed within five days	95%	95%	95%	95
5.15.d	% of contracts returned within 21 days	100%	100%	100%	100%
5.15.f	% of customers rating City Attorney services Good or Better				
	Responsiveness	-	-	-	100%
	Accessibility	-	-	-	100%
	Satisfaction of services	-	-	-	100%

	Efficiency				
5.15.e	Cost for outside counsel	$809,889	$444,318	$967,536	$575,000

CITY ATTORNEY
PROGRAM ORGANIZATIONAL CHART

Administration

* In-House Attorneys
* Contract Attorneys
* Support Staff

City Advisory Services

* City Council
* Standing & Ad Hoc Council Committees
* Housing Authority
* City Departments
* City Commissions

Operational Services

* Court Appearances
* Contract Review
* Opinions
* Ordinances
* Resolutions
* Code Enforcement

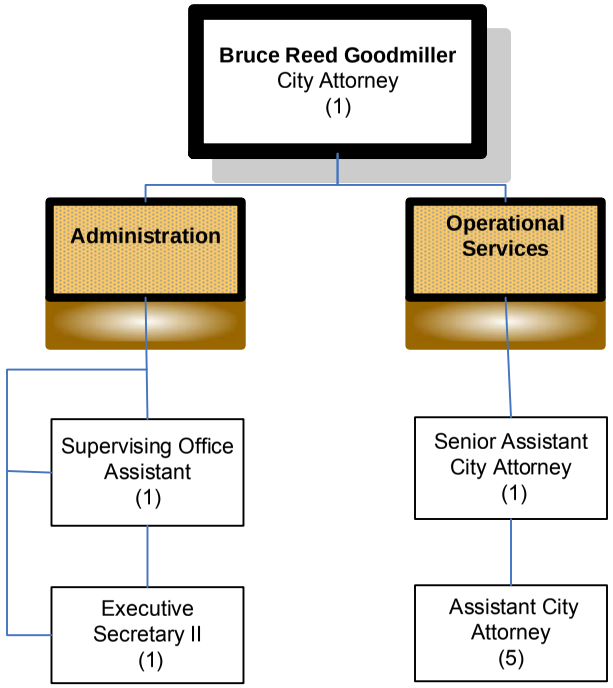
City Attorney's Office

FY2012-13 Organizational Chart

Existing FTE = 9, Proposed FTE = 9

Legend:

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



City of Richmond
Multi-Year Comparative Position Listing

Department CITY ATTORNEY	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Assistant City Attorney	3.0	3.0	3.0	3.0	5.0
City Attorney	1.0	1.0			1.0
Deputy City Attorney	1.0	1.0		0.8	
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Law Office Supervisor	1.0				
Senior Assistant City Attorney	1.0	1.0	1.0	1.0	1.0
Supervising Office Assistant		1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	8.0	8.0	6.0	6.8	9.0

City Attorney Department-15
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	1,702,354	1,760,117	1,191,555	1,246,681	(513,436)	-41%
Charges for Services	87,736		800	0	0	0%
Sources Total	**1,790,091**	**1,760,117**	**1,192,355**	**1,246,681**	**(513,436)**	**-41%**
USES BY TYPE						
Salaries	687,391	862,386	543,065	825,977	(36,409)	-4%
Benefits	278,137	302,441	188,339	296,988	(5,453)	-2%
Professional Services	880,781	882,071	616,847	398,000	(484,071)	-122%
Other Operating Expenses	19,481	21,950	11,535	33,950	12,000	35%
Utilities	2,943	3,000	2,258	3,000	0	0%
Equipment & Contract Services	302	7,100		4,100	(3,000)	-73%
Cost Pool	436,157	342,133	326,031	381,032	38,899	10%
A87 Cost Plan Reimbursement	(515,100)	(660,964)	(495,720)	(696,366)	(35,402)	5%
Uses-Operating Expenditure Total	**1,790,091**	**1,760,117**	**1,192,355**	**1,246,681**	**(513,436)**	**-41%**
USES BY ORG CODE						
Administration- 01151014	1,790,091	1,760,117	1,192,355	1,246,681	(513,436)	-41%
TOTAL BUDGET	**1,790,091**	**1,760,117**	**1,192,355**	**1,246,681**	**(513,436)**	**-41%**

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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.12.a	# of citizens' complaints (receiving formal investigations)	3	2	<3	<3
	# of citizens' complaints (receiving preliminary investigations only)	3	1	5	5
2.12.b	# of policies reviewed	4	13	5	5
2.12.c	# community outreach events, hearings and meetings (includes vehicle impound, alarm appeal and Police Commission meetings)	57	22	30	30
	# of citizen contacts/inquiries	243	134	140	140
	Effectiveness				
2.12.a	% of complaints investigated within three months	25	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

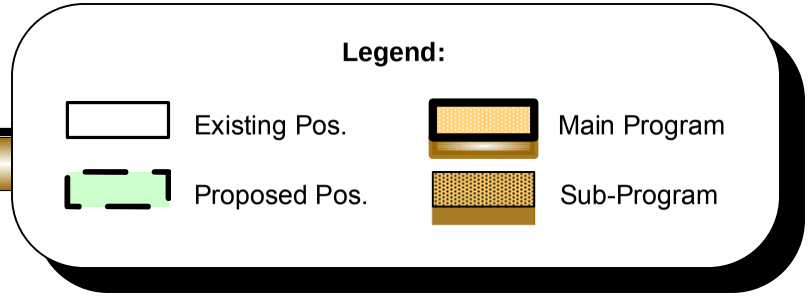
* Promote Positive Police-Community Relations

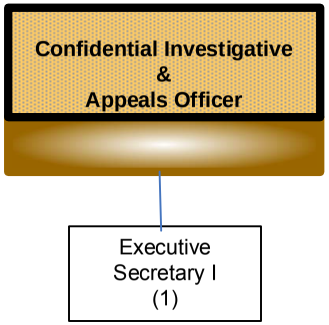
* Conduct Appeal Hearings

Police Commission

FY2012-13 Organizational Chart

Existing FTE = 1.5, Adopted FTE = 1





City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
POLICE COMMISSION					
Executive Secretary I	1.0	1.0	1.0	1.0	1.0
Investigative & Appeals Officer	0.5	0.5	0.5	0.5	
Total Full-Time Equivalents (FTEs)	1.5	1.5	1.5	1.5	1.0

Police Commission Department-12
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	287,187	265,587	188,586	208,379	(57,208)	-27%
Sources Total	**287,187**	**265,587**	**188,586**	**208,379**	**(57,208)**	**-27%**
USES BY TYPE						
Salaries	143,336	163,609	102,627	111,024	(52,585)	-47%
Benefits	48,177	44,336	32,658	41,159	(3,177)	-8%
Professional Services	8,387	4,392	3,852	0	(4,392)	-100%
Other Operating Expenses	2,505	2,214	588	600	(1,614)	-269%
Utilities	544	1,133	407	533	(600)	-113%
Cost Pool	84,238	49,903	48,454	55,063	5,160	9%
Uses-Operating Expenditure Total	**287,187**	**265,587**	**188,586**	**208,379**	**(57,208)**	**-27%**
USES BY ORG CODE						
Police Commission- 01121011	287,187	265,587	188,586	208,379	(57,208)	-27%
TOTAL BUDGET	**287,187**	**265,587**	**188,586**	**208,379**	**(57,208)**	**-27%**

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 City-wide 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.
- Prioritize funding and CIP to improve health equity.
- 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.

2012-13 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 Ensure performance evaluations are submitted within seven days of anniversary date.
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 California Society for Municipal Finance Officers (CSMFO) awards.
5.17.i Prepare and present balanced proposed Operating and Capital Improvement Budgets.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	Submit Annual Financial Report	100%	100%	100%	100%
	Submission of Monthly Report by end of following month:				
	• Budget Variance	12	6	12	12
	• Cash Management	12	5	12	12
	• Bank Reconciliation	84	42	84	84
	• Revenue Reconciliation	12	6	12	12
	• Treasurer's/Investment	12	5	12	12
5.17.b	% of the mid-year budget review presented	100%	N/A	100%	100%
5.17.d	# of quarterly City-wide performance measure progress reports	4	1	4	4
5.17.g	# of specialized professional trainings attended by Department staff	-	106	101	178
5.17.i	% of proposed Operating Budget and Five-Year Capital Improvement Plan submitted	100%	N/A	100%	100%

Effectiveness

5.17.a	% of financial reports published on the website within 10 days of distribution	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%
5.17.e	% of performance evaluations submitted within seven days of anniversary date	26%	25%	100%	100%
5.17.f	% of invoices processed within 10 days of departmental authorization	100%	100%	100%	100%
5.17.h	# of awards from California Society of Municipal Finance Officers and Government Finance Officers Association	4	1	4	4

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.

2012-13 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 Ensure all performance evaluations are submitted within seven days of anniversary date.
5.17.f 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.g Ensure timely submission of weekly Finance Department reports and weekly activity reports.
5.17.h Ensure timely submission of City Council and Finance Committee agenda items.
5.17.i Increase information sharing among departments and their divisions involving the Five-Year Strategic Business Plan.
5.17.j Promote community participation by assisting with community meetings and events.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of financial reports completed	700	363	788	789
5.17.b	# of weekly Finance Department meetings scheduled	24	10	52	40
	# of weekly Finance Department Division meetings scheduled	105	38	144	100
5.17.c	# of quarterly performance measurement reports completed (City-wide)	2	2	4	4
5.17.d	# of Finance Department contracts processed and entered into MUNIS	20	12	14	14
5.17.f	# of specialized professional trainings attended by Administrative staff	20	10	4	20
	# of specialized professional trainings attended by Department staff	-	106	101	178
5.17.g	# of weekly Finance Department reports submitted	49	27	52	50
	# of weekly activity reports submitted	52	26	52	52
5.17.h	# of City Council and Finance Committee agendas submitted	60	16	60	60
5.17.i	# of quarterly chapter update meetings with the City Manager	20	7	20	20
	# of Efficiency and Effectiveness Committee meetings attended	40	18	40	40
5.17.j	# of Community Budget Meetings attended	10	-	10	10
	Effectiveness				
5.17.a	% of recurring financial reports submitted within established deadline	93%	93%	100%	100%
5.17.d	% of department contracts entered into MUNIS within 24 hours of approval	100%	100%	100%	100%
5.17.e	% of performance evaluations submitted within seven days of anniversary date	26%	25%	100%	100%
5.17.f	% of Division staff attending at least two specialized professional trainings	34%	80%	100%	100%
	Efficiency				
5.17.d	% of purchase requisitions completed within 48 hours	100%	100%	100%	100%

Finance Department

Operating & Capital Improvement Plan (CIP) Budget Division

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 long-term financial plan.

2012-13 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 for Municipal Finance Officers Association (CSMFO) Excellence in Budgeting Award in the categories of operating budget, capital improvement plan budget, and public communications.

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 of each fiscal year 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.

5.17.f Prepare an annual mid-year budget review of revenue and expenditures.

5.17.g Ensure the operating and capital improvement plan budgets align with the Five-Year Strategic Business Plan and Long-Term 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.

5.17.j Ensure the number of audit findings remain below ten.

5.17.k 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of budget award applications submitted	3	3	4	4
5.17.c	# of budget documents prepared	3	3	3	4
	# of budget committee meetings with City Manager and Finance Director	11	6	12	12
5.17.e	# of City-wide variance reports completed	12	6	12	12
	# of CIP variance reports completed	12	6	12	12
5.17.h	# of budget transfers/amendments received	304	69	<200	<200
5.17.i	# of employees pursuing certifications and/or college degrees	2	1	1	1
5.17.k	# of personnel action and aging reports submitted	104	52	104	104
	Effectiveness				
5.17a	# of awards received from GFOA	1	-	1	1
5.17.b	# of awards received from CSMFO	1	-	2	3
5.17.d	% of financial reports published on the internet within 10 days of distribution	98%	100%	100%	100%
5.17.e	% of budget reports submitted by the 10th day of the following month	98%	99%	100%	100%
5.17.h	% of budget adjustments processed within 48 hours of receipt	100%	99%	100%	100%
5.17.i	# of trainings attended by division staff	22	12	16	30
5.17.j	# of audit findings	2	0	<10	<10
	Efficiency				
5.17.i	# of degree or certifications attained	1.4	.6	.8	1

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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of budget committee meetings with the City Manager and Finance Director	-	4	12	12
5.17.b	Single audit of federal grants completed by the end of March	100%	-	100%	100%
5.17.c	# of specialized professional trainings attended by Division staff	1	2	1	2
5.17.d	# of grants declined or denied	1	0	0	2
	# of grants awarded	25	14	15	25
5.17.f	# of grant trainings with departments	16	5	4	6
5.17.h	# of City-wide variance reports completed	-	6	12	12
	Effectiveness				
5.17.e	Reduction in the number of new audit findings in the single audit	9	-	<8	<8
5.17.g	Update grant database with new grant information within 10 working days	100%	100%	100%	100%
5.17.h	% of grant variance reports completed five days after the close of the month	-	100%	100%	100%

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.

2012-13 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.
5.17.b Guide and support City departments in developing specifications that foster competitive bidding.
5.17.c Ensure purchase requisitions and contracts comply with local, state, and/or federal standards.
5.17.d Educate internal customers and vendors on procurement processes.
5.17.e Maintain successful purchasing card audit reviews.
5.17.f Apply for the Achievement of Excellence in Procurement Award sponsored by the National Institute of Government Purchasing (NIGP) and California Association of Public Purchasing Officers (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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of new vendors registered on-line in vendor database	899	226	500	450
	# of vendor outreach events conducted	-	1	4	4
	# of workshops held with vendors "How to do business with the City"	-	-	1	1
5.17.b	# of solicitations posted to the Bids-Online System per fiscal year	97	40	125	130
5.17.c	# of purchase orders created/changed per fiscal year	1,118	678	940	950
	# of contracts created/changed per fiscal year	-	361	460	480
5.17.d	# of purchasing procedures trainings given by Division staff	27	16	24	25
5.17.e	# of purchase card audits five to ten card holders per month	89	23	60	65
5.17.g	# of new environmentally-friendly contracts	16	7	15	15
5.17.i	# of trainings attended by Division staff to attain a degree or certification	20	15	20	25
	# of continuing education credit/education hours earned	123.5	28	60	80

Effectiveness

5.17.a	Increase number of Richmond Businesses registered on BidsOnline from 7% to 11%	-	7.79%	>11%	>11%
5.17.c	% of requisitions initially submitted by departments that comply with City's policies	-	92.5%	>85%	>90%
	% of contracts requisitions initially submitted by departments that comply with City's policies	-	-	>85%	>85%
5.17.e	% of successful purchasing card transaction audit reviews	93.91%	75%	80%	80%
5.17.f	Receive Achievement of Excellence (AEP) award	-	-	100%	100%
5.17.h	% of purchasing inquiries responded to within 24 hours	99.25%	99%	99%	99%
5.17.i	% of Certified Professional Public Buyers (CPPB) in the Purchasing Division	-	50%	50%	100%

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 receivable 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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	Revenue collected				
	• Property Taxes	$26.3M	$15.4M	$25.7M	$28.2M
	• Sales & Use Tax	$20.7M	$7.0M	$24.1M	$28.2M
	• Local Taxes-UUT	$49.0M	$26.5M	$52.5M	$50.0M
	• Local Taxes-Other	$6.5M	$1.635M	$7.2M	$6.0M
	• Police	$11.3M	$5.643	$12.4M	$12.4M
	• Paratransit	$1.2M	$980k	$1.5M	$1.5M
	• Fire	$1.4M	$124k	$1.7M	$1.7M
	• Recreation	$970k	$513k	$715k	$715k
	• Building/Planning	$4.9M	$4.978M	$5.9M	$5.9M
	• Port	$4.2M	$1.633M	$21.5M	$21.5M
	• Business License	$2.4M	$1.109M	$3.1M	$2.8M
	Effectiveness				
5.17.b	% of Accounts Receivables paid Within:				
	• 0-30 days of notice	41%	78.5%	60%	60%
	• 31-60 days of notice	29%	38.5%	30%	30%
	• 61 + days of notice	30%	8%	10%	10%
	% of Revenue Collected YTD				
	• Business License	83%	32.2%	100%	100%
	• Property Taxes	100.3%	59.9%	100%	100%
	• Sales & Use Tax	87%	28.0%	100%	100%
	• Local Taxes – UUT	96.2%	50.5%	100%	100%
	• Local Taxes – Other	89%	22.5%	100%	100%
5.17.c	# of policies revised	0	0	1	1
5.17.d	# of cashier transactions	15,460	12,728	18,000	18,000
5.17.e	# of trainings attended to attain California Municipal Tax and Revenue Association certification	-	35	40	40
	# of trainings	46	13	20	50
	Efficiency				
5.17.f	# of reports completed	265	91	300	300
	% of reports completed and submitted on time	100%	100%	100%	100%
5.17.g	# of new business licenses processed	912	149	400	1000
5.17.h	Reduce the number of adjusting entries	4	0	3	3

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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of checks processed	5,694	3,264	7,500	8,000
5.17.b	# of invoices processed within 10 days	7,906	3,625	7,000	8,200
	• 0-30 Days	103	-	<170	95
	• 31-60 Days	43	-	>18	29
	• 61-90 Days	25	-	>10	12
	• 91-120 Days	17	-	>12	5
	• Over 120 Days	216	-	>17	24
	Total number of outstanding invoices	207	316	>80	165
5.17.d	# of trainings attended by Division staff	13	6	4	6
5.17.f	# of prepared 1099 Misc Forms	174	0	170	150
	# of transactions for the Quarterly Diesel Fuel Taxes Reports	299	0	299	325
	# of transactions for the Quarterly Use Sales Taxes Reports	866	0	866	900
	Effectiveness				
5.17.b	% of processed invoices within 10 days of departmental authorization	100%	100%	100%	100%
5.17.c	% of response rate to all inquiries within one day	100%	100%	100%	100%
5.17.e	% of department and vendor complaints or inquiries reduction	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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of prepared fiscal reports (investment, fiscal agent and Treasurer's reports)	-	16	36	36
5.17.b	Minimize number of year-end adjusting entries posted	2	0	<3	<3
5.17.c	# of State Controller's reports submitted	6	-	7	7
5.17.d	# of trainings attended by Division staff	7	13	26	26
	# of CPE credits attained	58	19	66	66
5.17.e	# of broker/dealer performance and financial stability reports monitored	10	12	10	10
5.17.f	Check reconciliation completed by the 5th of the following month – AP and PR	-	12	24	24
5.17.g	Cash transactions recorded within two days – actual done over total received	636	290/400	750	750/750
5.17.h	Prepare monthly cash flow analysis	12	5	12	12
5.17.i	Schedule wire transfers by due date – actual over total requested	-	138	200	350/350
5.17.j	File continuing disclosure reports by established deadline	-	5	9	9
	Effectiveness				
5.17.a	% of fiscal reports completed and reconciled within 15 days of General Ledger close	74%	90%	100%	100%
	% of investment reports presented to Finance Committee or Pension Board on time	98%	100%	100%	100%
5.17.b	% of year-end journal entries and reports prepared by established deadline	95%	95%	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%
5.17.f	Invest 99% of available cash	100%	100%	100%	100%
5.17.g	% of cash-related journal entries posted within two business days of transaction date	80%	78%	100%	100%
5.17.i	% of wire transfer requests processed within two days	93%	98.5%	100%	100%
5.17.j	% of disclosure reports submitted by established due dates	-	-	100%	100%
5.17.k	% of AR, PR and RCRA checks cleared for positive pay within one day	-	100%	100%	100%

	Efficiency	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.l	TRAN issued within first quarter of the fiscal year	1	1	1	1
5.17.m	Provide weekly updates of economic news	52	26	52	52
5.17.n	Monthly debt payment schedule	-	-	6	12

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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.a	# of prepared and distributed payroll on time	24	12	24	24
5.17.b	# of quarterly tax returns filed on time	4	2	4	4
	# of annual tax returns filed on time (W-2 & 1099R)	100%	-	2	2
	# of prepared and distributed W-2s by January 31st	100%	-	100%	100%
	# of prepared and distributed 1099Rs by deadline	100%	-	100%	100%
5.17.e	# of reconciled benefit reports quarterly	3	1	4	4
5.17.f	# of off-cycle checks created per pay period (average)				
	• Division Error	86	8	<40	<40

Effectiveness

5.17.b	# of tax penalties realized	0	-	0	0
	# of W-2 and 1099R errors	0	-	0	0
5.17.c	% of posted payroll forms on the internet	100%	100%	100%	100%
5.17.d	# of trainings attended by Division staff	7	4	4	4
	# of CPE credits attained	32	-	128	128

Efficiency

5.17.a	Payroll processes completed within six working days (keying time sheets, checking time entered/preparing checks)	100%	100%	100%	100%
5.17.e	% of reports prepared and submitted on time	96.5%	100%	100%	100%

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, 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 Generally Accepted Accounting Principles (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.

2012-13 Key Standards
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 Submit al reports to the State Controller's Office timely.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.17.b	# of adjusting journal entries submitted to the auditors during the preparation of the City's Comprehensive Annual Financial Report	8	10	10	8
5.17.c	# of bank reconciliations completed within 45 days of month-end close	64	32	94	94
	# of account reconciliations completed within 45 days of quarter close	-	-	16	32
5.17.d	# of reconciliations of Treasurer's Report with General Ledger	-	1	7	12
5.17.e	# of reports submitted to the State Controller's Office for Pensions, Special Districts and Street Report	-	6	6	6

	Effectiveness				
5.17.a	# of trainings attended by Division staff	11	6	6	15
	# of CPE credits attained	2	0	0	20
5.17.c	% of bank reconciliations completed within 45 days of month-end close	80%	76%	100%	100%
	% of account reconciliations completed within 45 days of quarter close.	-	100%	100%	100%
5.17.e	% of reports submitted by the deadline to the State Controller's Office	-	100%	100%	100%

FINANCE DEPARTMENT
PROGRAM ORGANIZATIONAL CHART

Administration

* Coordination of Efforts
* Special Projects
* Long-Term Financial Plan
* Five-Year Business Plan
* Work Flow Studies
* Audit Management Reports
* Performance Progress Reporting - Citywide CIP & Operating Budget
* City Council & Finance Committee Agenda Items
* Program Oversight
* ERP Project Management
* Coordinate Consulting Assignments
* Contract Management
* Prepare Personnel Actions

Budget Division

* Annual Budget Preparation & Publishing
* Mid-Year Budget Review
* Internal Service/Indirect Cost Allocations
* Revenue & Expense Analysis & Forecasts
* Variance Anlaysis
* Monthly Reports to City Manager & Budget Committee
* Position Control Processing and Reporting
* Long-Term Financial Sub-Committees
* Community Budget Presentations
* User Training

General Accounting

* Ensure proper use of Generally Accepted Accounting Principals (GAAP) Compliance
* State, Federal and Local Government Financial Reporting
* Fixed Assets management and accounting
* Monthly Bank & Cash Reconciliations
* City Financial Position Monitoring & Reporting
* Financial Guidance to Departments
* Financial Accounting & Analysis
* Street Audit
* Financial Statements Preparation
* Debt Accounting
* Monthly Treasurer's Report Reconciliation

Treasury Division

* Cash Management
* Investments Mgmt
* Debt Management
* Finance Committee Agenda Items
* Banking Relationships
* LTFP Reports
* CAFR & Audit Preparation
* Capital Market Liaison
* Debt Issuance Activity
* OPEB and Pension Funds
* State Controller's Report

Payroll

* Payroll Services
* Tax Reporting
* Payrol Report
* Employee Reimbursements
* Medical Reimbursements
* Personnel Action Processing
* Cobra Payment
* Employee Deductions
* PERS Contribution Reporting
* Professional Reimbursements
* Pension Payroll Processing

FINANCE DEPARTMENT
PROGRAM ORGANIZATIONAL CHART

Revenue Collection

* General Billing
* Cashiering
* Department User Training
* Business Licensing
* Revenue Projections
* Daily Cash Reconciliations
* Payment Processing
* Petty Cash Disbursement
* Deferred Compensation
* Reconciliations
* Collections

Accounts Payable

* Invoice Tracking
*Cal-Card Processing
* Timely Invoice Payment
* Vendor Invoices
* 1099 Reporting
*Diesel Fuel Tax Reporting
*Sales & Use Tax Reporting

Purchasing

* Develop & Establish procurement policies and procedures
* Contract Management
*Manage BidsOnline System
*Maintain Vendor Database
*Manage Cal-Card Program
* Monitoring Compliance With City Policies

Grants/Internal Audits Management

* Monitor Compliance with Regulations
* Grants Clearinghouse
* Grant Financial Reporting
* User Training
* Performance Audits
* Accounting Policies
* Financial Guidance to Departments
* Financial & Single Audit Management
* Monthly Grant Variance Report & Analysis
* General Ledger Oversight

*Long-Term Financial Plan – Grant and Revenue Sub-Committees
*Coordinates the Grant Committee
*Annual and Mid-year Grant Budget Preparation

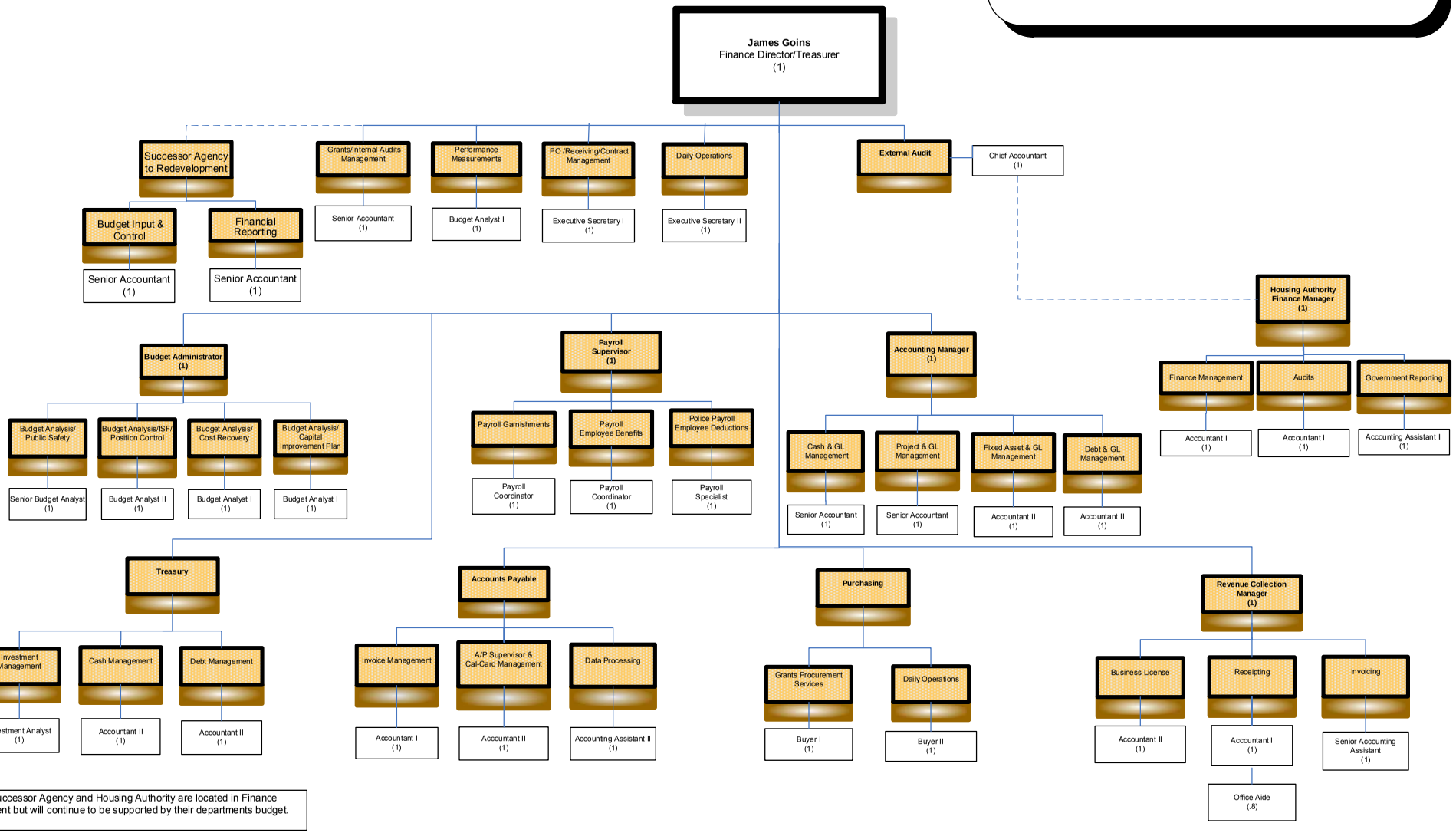
Capital Improvement Plan (CIP)

* Capital Planning
* Project Accounting
* Monthly CIP Reporting
* Monthly CIP Variance Analysis
* Annual & Mid-Year CIP Budget Preparation
* Liaison to Departments with CIP Projects
* Long-Term Financial Plan - CIP Sub-Committee
* Prepare CIP Budget for CSMFO Award Application

Finance Department
FY2012-13 Organizational Chart

Existing FTE = 35, Proposed FTE = 32.8

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



The Successor Agency and Housing Authority are located in Finance Department but will continue to be supported by their departments budget.

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
FINANCE DEPARTMENT					
Accountants I/II	11.0	11.0	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	5.0	7.0	4.0	4.0	4.0
Business License Specialist	1.0	1.0			
Buyer I/II	2.0	2.0	2.0	2.0	2.0
Chief Accountant	1.0	1.0	1.0	1.0	1.0
Debt Analyst I					
Deputy Director of Finance & Budget	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
Business License Field Representative		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
Lead Payroll Coordinator	1.0				
Office Aide	1.0	1.0	1.0	0.8	0.8
Office Assistant II					
Payroll Coordinator	2.0	2.0	2.0	2.0	2.0
Payroll Supervisor		1.0	1.0	1.0	1.0
Payroll Specialist	1.0	1.0	1.0	1.0	1.0
Project Manager I	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	3.0	3.0	3.0
Senior Accounting Assistant	1.0	1.0	1.0	1.0	1.0
Senior Budget Analyst	1.0	1.0	1.0	1.0	1.0
Senior Buyer	1.0	1.0			
Student Intern	1.0				
Total Full-Time Equivalents (FTEs)	42.0	42.0	34.0	34.8	32.8

Finance Department-17

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	3,681,722	3,069,440	2,504,542	2,965,232	(104,208)	-4%
Capital Outlay Fund-2001	106,726	107,355	83,573	109,720	2,365	100%
Other Revenue	1,394	910	1,062	555	(355)	100%
Sources Total	**3,789,842**	**3,177,705**	**2,589,177**	**3,075,507**	**(102,198)**	**-3%**
USES BY TYPE						
Salaries	2,955,026	3,047,582	2,256,303	2,845,010	(202,572)	-7%
Benefits	1,401,632	1,275,409	926,982	1,241,628	(33,781)	-3%
Professional Services	704,251	436,560	477,475	392,550	(44,010)	-11%
Other Operating Expenses	105,450	95,900	80,934	96,400	500	1%
Utilities	3,366	6,125	2,830	6,200	75	1%
Equipment & Contract Services		1,000		2,500	1,500	60%
Cost Pool	1,117,888	570,666	537,283	637,694	67,028	11%
Asset/Capital Outlay	1,017	1,300		0	(1,300)	#DIV/0!
A87 Cost Plan Reimbursement	-2,498,788	-2,256,837	-1,692,630	-2,146,475	110,362	-5%
Uses-Operating Expenditure Total	**3,789,842**	**3,177,705**	**2,589,177**	**3,075,507**	**(102,198)**	**-3%**
USES BY ORG CODE						
Administration-01171115	2,498,581	1,742,175	1,491,835	1,545,642	(196,533)	-13%
Grants-01171215	84,545	110,885	85,238	118,057	7,172	6%
Audit-01171915	(35,402)			170,308	170,308	100%
General Accounting-01172015	135,139	205,753	158,233	32,167	(173,586)	-102%
Budget (Operating)-01173415	217,499	362,097	203,350	272,968	(89,129)	-277%
Payroll-01174015	199,198	254,059	197,355	286,455	32,396	12%
Treasury-01175715	135,439	111,348	191,924	263,600	152,252	53%
Accounts Payable-01176015	187,136	187,731	141,867	197,274	9,543	4%
Revenue Collection-01177015	239,228	(51,823)	(23,595)	(12,189)	39,634	-325%
Purchasing-01178015	21,752	148,125	59,399	91,505	(56,620)	-62%
Budget (CIP)-20173515	106,726	107,355	83,573	109,720	2,365	2%
TOTAL BUDGET	**3,789,842**	**3,177,705**	**2,589,177**	**3,075,507**	**(102,198)**	**-3%**

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 City-wide 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 relations 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.

2012-13 Supporting Actions
5.18.a Facilitate implementation of new ERP system to obtain maximum departmental participation.
5.18.b Ensure that departmental performance evaluations are completed in a timely manner.
5.18.c Expand the Training Academy in order to continue enhancing employees' opportunities for professional growth, better serve our customer base, and comply with federal and state laws.
5.18.d Improve the recruitment, testing and classification process.
5.18.e Reduce the severity and frequency of annual liability claims.
5.18.f Identify environmentally-friendly companies to participate in the Health and Wellness Fair.
5.18.g Provide safety training for City employees to reduce frequency of workplace injuries.
5.18.h Conduct workplace safety inspections.
5.18.i Process workers' compensation claims in a timely manner.
5.18.j Process general and police officer applications in a timely manner.
5.18.k Increase the number of employees attending the annual Health and Wellness Fair.
5.18.l Encourage the participation of vendors participating in the Health and Wellness Fair.

Human Resources
Management Department

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.18.c	# of City-wide trainings provided	24	19	10	15
	# of employees attending City-wide trainings	373	686	200	500
5.18.e	# of targeted training for workplace injuries	6	5	10	10
5.18.f	# of companies offering "green" products and services participating in Health and Wellness Fair	4	0	5	5
5.18.g	# of safety trainings provided	36	14	15	15
	# of employees attending safety trainings	357	135	300	300
5.18.h	# of workplace safety inspections	34	19	50	50
5.18.i	# of annual worker's compensation claims	196	98	<200	<200
5.18.j	# of general applications/police officer applications submitted	2,609/ 870	797/128	1,000/700	800/500
5.18.k	# of employees attending annual Health and Wellness Fair	145	0	350	200
5.18.l	# of vendors participating in the annual Health and Wellness Fair	50	0	25	25
	Effectiveness				
5.18.a	Improved business processes by eliminating duplication of effort	85%	85%	85%	85%
	% of departmental participation for the ERP program	100%	100%	100%	100%
5.18.b	% of performance evaluations completed within sixty (60) days of anniversary date	85%	85%	95%	95%
	% of employees evaluated annually	90%	90%	98%	98%
5.18.c	% of employees that felt that they benefited from the City-wide trainings	100%	0%	100%	100%
5.18.d	% of job announcements e-mailed to neighboring cities and City departments	40%	40%	50%	50%
	% of recruitment contracts fulfilled with City departments to establish roles, responsibilities, and timeframes for recruitments	90%	90%	100%	100%
	% of recruitments that were completed within contract time frame	80%	80%	80%	80%

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				

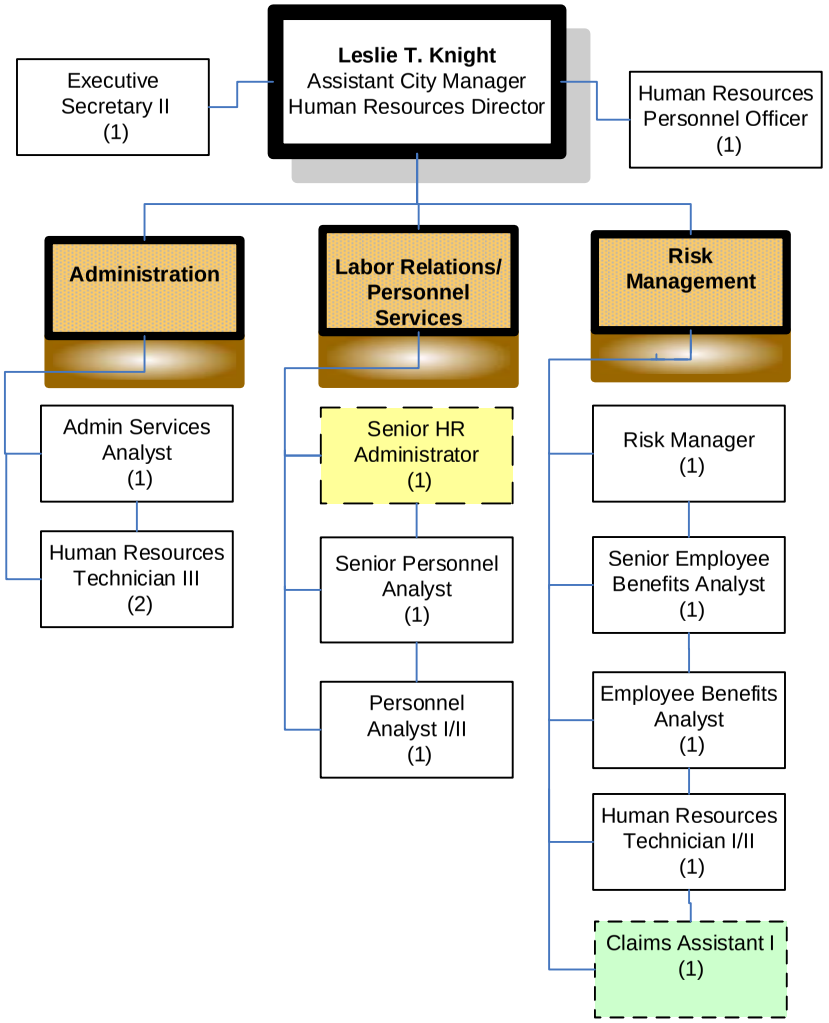
Human Resources Management

FY2012-13 Organizational Chart

Existing FTE = 13, Proposed FTE = 14

Legend:

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



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
HUMAN RESOURCES					
Administrative Services Analyst	1.0	1.0	1.0	1.0	1.0
Claims Assistant I					1.0
Employee Benefits Analyst	1.0	1.0	1.0	1.0	1.0
Executive Secretary I	1.0				
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Human Resources Mgt. Director	1.0	1.0	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	1.0	1.0
Human Resources Technician III	3.0	3.0	3.0	3.0	2.0
Labor Relations / Training Manager	1.0	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
Principal Personnel Analyst	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
Senior Personnel Analyst	2.0	1.0	1.0	2.0	1.0
Total Full-Time Equivalents (FTEs)	16.0	16.0	15.0	15.0	14.0

Human Resources-18
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	1,231,445	968,228	891,766	1,099,551	131,322	12%
Risk Management-5001	17,119,952	15,587,295	11,780,620	14,309,120	(1,278,175)	-9%
Charges for Services	15,214,486	14,914,135	11,458,304	13,635,960	(1,278,175)	-9%
Sources Total	**18,351,397**	**16,555,523**	**12,672,385**	**15,408,671**	**(1,146,853)**	**-7%**
USES BY TYPE						
Salaries	2,871,581	1,707,996	2,546,023	1,628,295	(79,701)	-5%
Benefits	1,349,609	695,143	1,180,509	630,054	(65,089)	-10%
Professional Services	541,563	1,906,807	706,246	2,064,178	157,371	8%
Other Operating Expenses	90,935	121,080	19,488	47,750	(73,330)	-154%
Utilities	5,276	3,313	3,556	4,150	837	20%
Provision for Insurance Loss	7,699,724	13,150,150	6,284,072	12,441,150	(709,000)	-6%
Cost Pool	378,330	369,151	363,635	443,446	74,295	17%
Asset/Capital Outlay	618,081	13,000		13,000	-	0%
Operating Transfers Out*		5,541,138	5,541,138	3,134,435	(2,406,703)	-77%
Uses-Operating Expenditure Total	**13,555,100**	**23,507,778**	**16,644,667**	**20,406,458**	**(3,101,320)**	**-15%**
USES BY ORG CODE						
Human Resources (Admin) - 01181016	1,231,445	968,228	891,766	1,099,551	131,322	12%
Risk Mgmt (Admin) - 50182116	2,960,902	8,545,511	7,777,007	6,029,371	(2,516,140)	-42%
Risk Mgmt Worker's Comp - 50182216	6,193,472	5,959,635	5,218,157	5,875,254	(84,381)	-1%
Risk Mgmt General Liability - 50182316	3,169,280	8,034,403	2,757,737	7,402,282	(632,121)	-9%
TOTAL BUDGET	**13,555,100**	**23,507,778**	**16,644,667**	**20,406,458**	**(3,101,320)**	**-15%**

**Operating transfer out from Risk Management fund balance.*

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 opportunites, Heath 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.

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, 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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.26.a	# of work orders completed	1,597	651	2,000	2500
5.26.d	# of desktop users	790	800	800	800
	# of City software trainings	94	60	50	150
5.26.g	# of internal MUNIS support work orders completed	641	128	200	300
5.26.h	# of website updates	-	121	300	500
	Effectiveness				
5.26.a	% of help desk requests with same day response	90%	99%	99%	99%
5.26.b	% of time the system is available during normal working hours	99%	99%	99%	99%
5.26.e	Appropriate departments that have one GIS-trained staff person	100%	99%	100%	100%
	Availability of MUNIS ERP system	99%	99%	99%	99%
5.26.f	% of users rating IT services good or better	99%	99%	99%	99%
	Efficiency				
5.26.c	Average cost per user per month (desktop)	$124	$50	$50	$50
5.26.e	Average cost per user per month (GIS)	$36	$30	$30	$30
	Average cost per user per month (ERP)	$126	$83	$83	$83
5.26.f	Average cost per IT backbone user per month	$338	$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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.26.b	# of work orders	435	180	500	600
5.26.c	# of employees trained on new phone system	650	800	800	800
	Effectiveness				
5.26.a	% of respondents rating Telecom services satisfactory or better on IT customer survey	98%	95%	98%	99%
5.26.b	% of service requests responded to on same day	83%	85%	99%	99%
5.26.c	% of employees that feel competent using new phone system	99%	99%	99%	99%
	Efficiency				
5.26.a	Average cost per telephone user per month	$120	$103	$103	$103
	Average cost per cell phone user per month	$39	$30	$30	$30
	Average cost per Blackberry user per month	$63	$63	$63	$63

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.

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 Cable Television 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.

2012-13 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.

Media Communications Division

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
5.26.b	# of graphic and video productions	978	472	900	500
5.26.c	# of locally-produced programming	976	472	900	350
5.26.d	# of new programs produced annually	267	253	300	240
5.26.f	# of departmental requests for technical assistance	180	109	150	200
5.26.h	# of health and wellness programs aired, includes replays	-	897	900	200
	# of health and wellness graphic productions on DATANET	-	45,663	46,000	40,000
	Effectiveness				
5.26.a	% of in-house service requests responded to within 48 hours	100%	100%	100%	100%
5.26.c	% of Richmond public high schools participating in video production and training	100%	100%	100%	100%
	% of programming that is local	85%	84%	75%	75%
5.26.e	% of staff trained in ICS and State Office of Emergency Preparedness	80%	100%	100%	100%
5.26.g	% of citizen survey respondents rating satisfaction with KCRT programming as good or better.	90%	90%	90%	90%
	Efficiency				
5.26.b	Average cost per finished minute of studio style production (Council and other meetings, with built-in environment)	-	$7.00	$7.00	$7.00
	Average cost per finished minute of field production (outside of built-in environment)	-	$900.00	$900.00	$900.00

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

Media Communications Division

*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

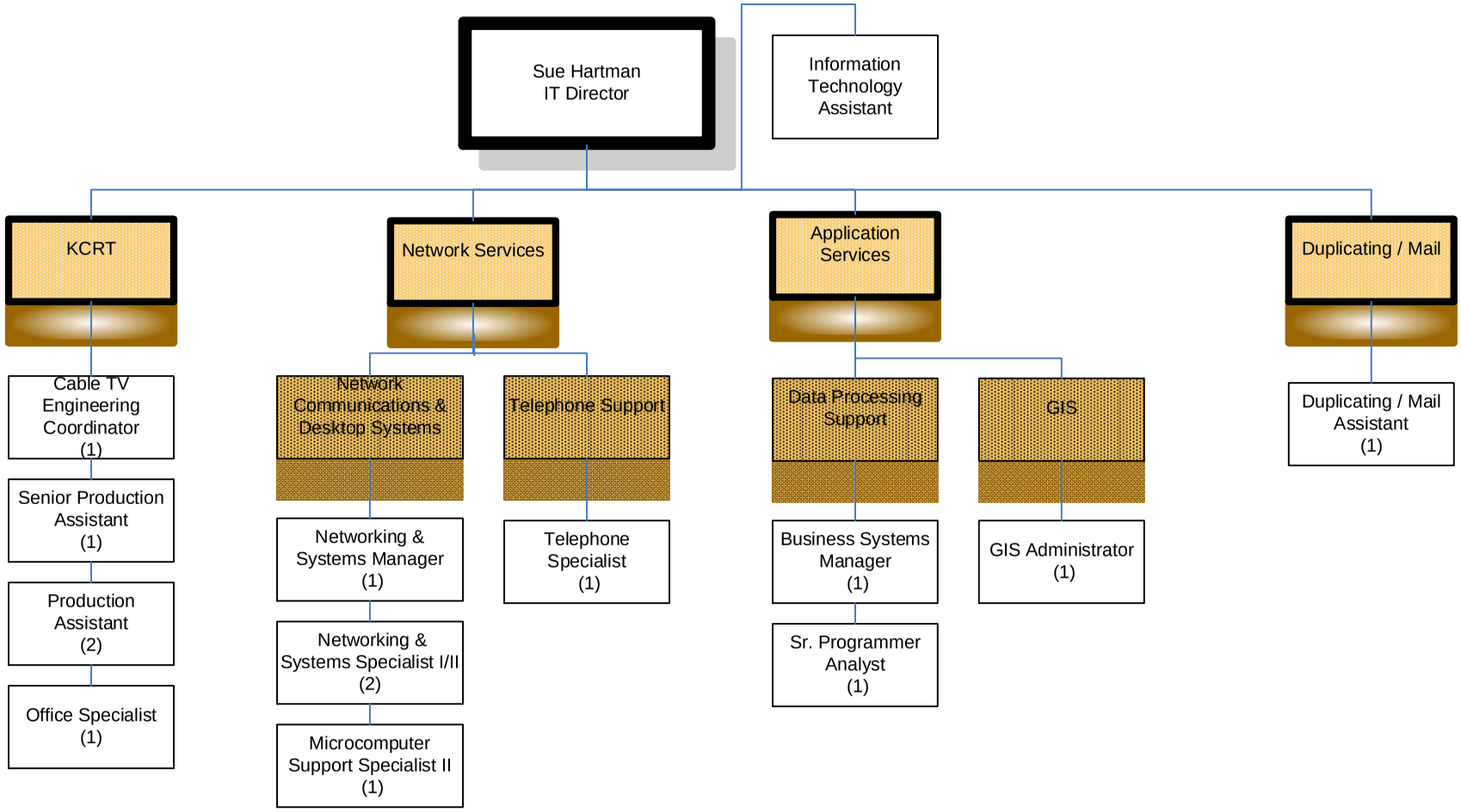
Information Technology

FY2012-13 Organizational Chart

Legend:

- Existing Pos.
- Reclass Pos.
- Main Program
- Sub-Program

Existing FTE = 16



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
INFORMATION TECHNOLOGY					
Business Systems Analyst I/II	1.0	1.0			
Business Systems Manager	1.0	1.0	1.0	1.0	1.0
Cable TV Manager		1.0			
CATV Programming Coordinator	1.0		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
Microcomputer Support Specialist Trainer					
Network & Systems Manager	1.0	1.0	1.0	1.0	1.0
Network & Systems Specialist I/II	3.0	2.0	2.0	2.0	2.0
Office Specialist	1.0	1.0		1.0	1.0
Operations Administrator					
Production Assistant	2.0	2.0	2.0	2.0	2.0
Programmer Analyst II					
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
Sr. Duplicating/Mail Assistant					
Technology Applications Specialist	1.0	1.0			
Telephone Radio Specialist	2.0	2.0	1.0	1.0	1.0
Web Coordinator	1.0	1.0			
Total Full-Time Equivalents (FTEs)	22.0	21.0	17.0	17.0	16.0

Information Technology-26
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001		4,110,571	2,324,347	2,654,350	(1,456,221)	-55%
KCRT-4008	1,116,351	1,082,748	566,321	1,102,000	19,252	2%
Information Technology-5002	6,528,478				100,000	0%
Charges for Services	6,485,779				-	0%
Information Technology Replacement-5003				100,000	100,000	0%
Sources Total	**7,644,829**	**5,193,319**	**2,890,667**	**3,856,350**	**-1,336,969**	**-35%**
USES BY TYPE						
Salaries	1,595,067	1,504,129	1,185,449	1,451,396	(52,733)	-4%
Benefits	627,684	664,884	484,902	648,892	(15,992)	-2%
Professional Services	796,468	759,457	443,269	611,923	(147,534)	-24%
Other Operating Expenses	177,851	233,492	117,912	153,835	(79,657)	-52%
Utilities	541,829	575,690	383,817	455,315	(120,375)	-26%
Equipment & Contract Services	620,605	639,047	561,046	658,707	19,660	3%
Cost Pool	1,497,142	(507,026)	(271,978)	(487,230)	19,796	-4%
Asset/Capital Outlay	634,906	291,445	146,175	225,200	(66,245)	-29%
Debt Service Expenditure	17,990				-	0%
Operating Transfers Out	1,100,695	1,000,000	700,000	147,055	(852,945)	0%
Uses-Operating Expenditure Total	**7,610,237**	**5,161,118**	**3,750,592**	**3,865,093**	**(1,296,025)**	**-34%**
USES BY ORG CODE						
Info Tech (Admin) - 01261017	3,845,525	1,577,297	482,333	429,009	(1,148,288)	-268%
Info Tech-Telecomms - 01262117	828,461	851,882	517,125	660,280	(191,602)	-29%
Info Tech-GIS - 01262217	229,356	254,397	154,049	237,063	(17,334)	-7%
Info Tech (CIP) - 01262317	425,320				-	0%
Info Tech-ERP - 01262417	758,468	768,992	679,334	719,296	(49,696)	-7%
Info Tech-Desktop Support - 01262917	239,065	226,959	182,789	227,913	954	0%
Info Tech-Mailroom/Duplicating - 01263090	322,979	431,044	308,716	380,789	(50,255)	-13%
KCRT Cable Television - 40864181	942,989	928,552	1,365,013	1,150,743	222,191	19%
KCRT Cable Television (CIP) - 40864281	18,075	121,995	61,233	60,000	(61,995)	-103%
TOTAL BUDGET	**7,610,237**	**5,161,118**	**3,750,592**	**3,865,093**	**(1,296,025)**	**-34%**

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.
- 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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.a	# of calls received by the center	224,730	106,617	233,000	216,000
	# of calls received and dispatched	-	-	-	207,000
2.19.b	# of internal trainings	109	143	100	196
2.19.c	# of hiring fairs and tests	8	4	8	8
	# of hires	16	4	10	10
2.19.d	# of grant reimbursements submitted	4	2	4	4
	Effectiveness				
2.19.c	% of hires successfully completing probation	97.5%	100%	95%	95%
2.19.d	% of quarterly reimbursements submitted timely	-	100%	100%	100%
	# of new grants awarded	2	0	2	1
	Efficiency				
2.19.a	Average ring time a person must wait until a call is answered	-	8.67 sec.	<10 sec	<10 sec
2.19.c	Cost per hire of a police officer	$36,000	$25,000	$30,000	$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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.b	# of Crime Prevention Education/Training Events	186	75	120	120
	# of Citizen Academies conducted	0	0	2	0
2.19.c	# of Police Commission meetings and trainings conducted	-	4	12	12
	Effectiveness				
2.19.a	% annual decrease in crime rates	18%	14%	10%	-
	Efficiency				
2.19.c	Cost per internal training	$2,400	$5,000	$3,000	$5,000

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	**2007**	**2009**	**2011**
Crime Prevention	11%	19%	22%

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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.a	# of cases closed/abated	295	643	1,200	1,400
	# of demolitions	0	0	2	2
2.19.c	# of abandoned vehicles towed (public property, not police)	237	150	150	150
2.19.d	# of abandoned vehicles towed/abated (private properties)	7	2	20	700
	# of closed/abated vehicle abatement cases (private properties)	-	237	1,300	550
2.19.e	# of foreclosure notices issued	150	49	120	60
	# of vacant structure notices issued	181	62	200	100
2.19.f	# of sweeper citations	12,627	6,070	6,500	7,000
	# of parking citations	3,133	1,386	1,800	1,800
2.19.g	# of community meetings attended	-	20	-	20

Effectiveness

2.19.a	% of nuisance properties closed/abated	20%	54%	100%	100%
2.19.c	% of vehicles towed (public)	137%	100%	100%	100%
2.19.d	% of vehicles towed (private)	9.3%	10%	100%	100%
	% of private property vehicle abatement cases closed/abated	-	22%	100%	100%
2.19.e	% of increase of foreclosures notices	101%	41%	100%	100%
	% of increase of vacant structure notices	90.5%	31%	100%	100%
2.19.f	% of increase in sweeper citations issued	101%	93%	100%	100%
	% of increase in parking citations issued	156%	77%	100%	100%

Efficiency

2.19.a	Total levied assessments	$0	$699,197	$450,000	500,000
2.19.b	Total of administrative citations issued	$353,000	$34,000	$170,000	180,000

Community Survey Results	Percent of respondents that responded "excellent" or "good" 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.

2012-13 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

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.b	# of cases other than homicide	7,259	2,317	5,600	6,250
2.19.c	# of homicide cases	21	20	15	20
2.19.d	# of training officer session participants	53	22	10	25
	Effectiveness				
2.19.a	% of investigations with minority officer participation	55%	85%	50%	50%
2.19.c	% increase in homicide clearance rate	25.3%	43.9%	20%	30%
2.19.d	% of officers with conflict resolution training	100%	100%	100%	100%
	Efficiency				
2.19.c	Cost per homicide case	$4,475	$5,550	$5,750	$5,800
2.19.b	Cost per case other than homicide	$2,415	$2,075	$2,450	$2,500

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.

2012-13 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, etc.)
2.19.e Expand highway safety programs to reduce vehicular collisions.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.a	# of safety and security meetings with schools	55	32	50	55
2.19.b	# of meetings held to form 50 quality-of-life beat projects	85	29	10	60
2.19.c	# of meetings on Crime-Free Multi-Housing Program projects	10	12	18	15
2.19.d	# of supervisors and officers trained on COMPSTAT	58	52	50	75
	Effectiveness				
2.19.a	% increase in number of meetings for school officers	30%	35%	25%	25%
2.19.b	% increase in district beat projects	5%	0%	10%	15%
2.19.c	% increase in Crime-Free Multi-Housing Program meetings	5%	0%	105	15%
2.19.d	% increase in number of COMPSTAT training sessions	39%	0%	10%	30%
2.19.e	% increase in DUI checkpoints	25%	10%	5%	10%
	Efficiency				
2.19.a	Cost of participation in each safety and security meeting	$1,390	$0	$0	-
2.19.e	Cost per DUI checkpoint	$2,968	$0	$12,000	-

	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.

2012-13 Supporting Actions
2.19.a Conduct and conclude complaint investigations within 30 days or less.
2.19.b Enhance the Department's personnel's understanding of the complaint process.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.a	# of internal and citizen complaints	80	34	<84	80
2.19.b	# of employees trained	3	15	25	50
	Effectiveness				
2.19.a	% of complaints investigated within 30 days	10%	25%	60%	100%
	Efficiency				
2.19.a	Hours per investigation	41.25	35	30	30

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.

2012-13 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 property.
2.19.g Tonnage removal from public property.
2.19.h Abate weeds and overgrown vegetation from public and private property.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.19.a	# of private property abatements completed	102	40	150	100
2.19.b	# of neighborhood clean-ups and OBAT clean-ups	10	6	10	15
2.19.c	# of properties abated in North Richmond unincorporated area	15	3	15	10
2.19.d	# of complaints received (NRM and Graffiti included)	1,605	724	1,500	1300
2.19.e	# of RPD Special Assignments	4	0	5	5
2.19.g	# of locations of illegal dumping removal	20,998	9,286	20,000	20,000
	Effectiveness				
2.19.d	% of complaint reductions	70%	48%	100%	100%
2.19.f	% of overall tonnage removal from private property	41%	19%	100%	100%
2.19.g	% of overall tonnage removal from public right-of-way	80%	36%	100%	100%
	Efficiency				
2.19.c	Dollar amount submitted for reimbursement from North Richmond Mitigation Fund	$40,000	$29,564	$80,000	$65,000
2.19.f	Total tonnage removal (private property)	292.05	74.58	400	250
2.19.g	Total tonnage removal (public property) – NRM Included	1,523.25	645.09	1,800	1600
2.19.h	Total weed abatement	209.75	79.35	85	85

POLICE DEPARTMENT
PROGRAM ORGANIZATIONAL CHART

Administration Chief's Office

*Leadership

*Manage Overall Operations of the Police Departmen

* Crime Prevention

Personnel and Training

*Recruiting, Hiring, and Retention

*Coordinate all Department Training

*Maintain all Files Associated with Personnel, Backgrounds and Training

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

Field Services

*Provide Professional Police Services

*Youth and School Programs

*Traffic Enforcement

*Marine Patrol

* Crime Analysis/ COMPSTAT Program

Investigative Services

*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

*Payroll Management

*Accounts Payable

*Grant Management

*Procurement

* Risk Management

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
FY2012-13 Organizational Chart

Existing FTE = 297, Adopted FTE = 290

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

- Chris Magnus, Chief of Police
  - Lieutenant, Chief of Staff (1)
  - Executive Secretary II (1)
    - Administrative Aide (1)
  - Deputy Chief, Policing Bureau (1)
    - Secretary (1)
    - Office Assistant II (2)
    - Patrol Division
      - Southern District
        - Captain (1)
        - Lieutenant (2)
        - Sergeant (4)
        - Officer (30)
        - Foot/Housing Patrol (2)
        - Marine Unit
      - Central District
        - Captain (1)
        - Lieutenant (1)
        - Sergeant (5)
        - Officer (26)
        - Foot/Bike Patrol (2)
        - Traffic and Special Events
          - Sergeant (1)
            - Officer (7)
      - Northern District
        - Captain (1)
        - Lieutenant (1)
        - Sergeant (5)
        - Officer (25)
        - Foot/Bike Patrol (3)
        - Domestic and Sexual Violence Unit
          - Sergeant (1)
            - Officer (6)
    - Investigations Division
      - Criminal Investigations
        - Lieutenant (1)
        - Homicide/Robbery Unit
          - Sergeant (2)
          - Officer (11)
        - Property and Fraud Unit
          - Sergeant (1)
          - Officer (5)
      - Special Investigations
        - Lieutenant (1)
        - Gangs & Parole Unit
          - Sergeant (2)
          - Officer (9)
        - Narcotics & Firearms Unit
          - Sergeant (1)
          - Officer (5)
          - WestNet (1)
    - Youth Services Division
      - Lieutenant (1)
      - Sergeant (2)
      - Youth Crimes Unit (3)
      - Daytime Curfew Program
      - Diversion Program
      - School Resource Unit (7)
      - Police Activities League Officer (1)
      - Youth Services Program Assistant (1)
      - Police Explorers Program
    - Prevention Services
      - Administrative Service Analyst (1)
      - Administrative Trainee (1)
      - Crime Free Housing/ Community Engagement
      - Police Volunteers
    - Crime Analysis Unit (1)
    - Records Unit
      - Police Records Supervisor (1)
      - Records Specialist (10)
  - Professional Standards
    - EEO and Auditor's Office
    - Lieutenant (1)
    - Sergeant (2)
    - Admin Division Captain (1)
      - Secretary (1)
      - Personnel and Training Section
        - Lieutenant (1)
        - Sergeant (1)
        - Officer (2)
        - Office Assistant II (1)
        - Recruiting and Hiring
        - Cadet Program
        - Training (2)
        - Finance Unit Budgets/Grants (1)
      - Policy Development
        - Lieutenant (1)
        - CCTV and ShotSpotter Programs
        - Facilities and Equipment Services Unit
        - Evidence, Property, and Supplies Section
        - Property Technician (1)
        - Assistant Property Technician (2)
        - Detention (5)
      - Regulatory Services Unit
        - Sergeant (1)
        - Officer (2)
        - Code Enforcement Officer (1)
        - Liquor/Tobacco Control
        - Medical Marijuana Dispensaries
        - Taxi Services
        - Tow Services
        - Alarms
  - Deputy Chief, Technical & Support Services Bureau (1)
    - Police IT Unit
      - Public Safety Technology Supervisor (1)
      - Systems Administrator (1)
      - Network Specialist II (1)
      - Network Specialist I (1)
    - Communications
      - Communications Manager (1)
      - Communications Supervisor (4)
      - Dispatcher (22)
      - Call Taker (2)
    - Code Enforcement
      - Code Enforcement Manager (1)
      - Code Enforcement Superintendent (1)
      - Code Enforcement Supervisor (1)
      - Code Enforcement Secretary (1)
      - Office Assistant II (1)
      - Code Enforcement Officers (8)
      - Abatement Team (12)
      - Parking Enforcement (4)
      - Building Inspector (1)

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
POLICE DEPARTMENT					
SWORN					
Deputy Chief	2.0	2.0	2.0	2.0	2.0
Police Captain	5.0	5.0	5.0	4.0	4.0
Police Chief	1.0	1.0	1.0	1.0	1.0
Police Lieutenant	10.0	10.0	10.0	11.0	11.0
Police Officer	133.0	146.0	143.0	147.0	147.0
Police Officer Trainee	10.0	10.0	8.0	3.0	2.0
Police Sergeant	26.0	26.0	26.0	28.0	28.0
Asst. Chief of Police					
Sub-total Sworn	187.0	200.0	195.0	196.0	195.0
NON-SWORN					
Accountant II	2.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Administrative Secretary					
Administrative Trainee	1.0	1.0	1.0	1.0	1.0
Assistant Police Property Technician	2.0	2.0	2.0	2.0	2.0
Administrative Service Analyst	3.0	1.0	2.0	2.0	1.0
Building Inspector	1.0	1.0	1.0	1.0	1.0
Code Enforcement Manager	1.0	1.0	1.0	1.0	1.0
Code Enforcement Officer I	3.0	7.0	6.0	6.0	6.0
Code Enforcement Officer II	6.0	4.0	3.0	4.0	3.0
Code Enforcement Superintendent					1.0
Code Enforcement Supervisor	1.0	1.0	2.0	2.0	1.0
Communications Call Taker			2.0	2.0	2.0
Communications Dispatcher I	14.0	14.0	13.0	13.0	12.0
Communications Dispatcher II	14.0	14.0	11.0	10.0	10.0
Communications Manager	1.0	1.0	1.0	1.0	1.0
Communications Shift Supervisor	4.0	4.0	4.0	4.0	4.0
Construction & Maintenance Supervisor					1.0
Crime Analysis Assistant	1.0	1.0	1.0		
Crime Analyst	1.0	1.0	1.0	1.0	1.0
Employment Program Manager	1.0				
Equipment Operator			1.0	1.0	
Executive Secretary I	1.0	1.0			
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Jailer	6.0	6.0	6.0	6.0	5.0
Learner Coordinator	2.0				
Maintenance Lead Worker			1.0	1.0	1.0
Maintenance Worker I			7.0	8.0	8.0
Maintenance Worker II			2.0	1.0	1.0
Network and Systems Specialist I		1.0	1.0	1.0	1.0
Network and Systems Specialist II	1.0	1.0	1.0	1.0	1.0
Office Aide	2.0				
Office Assistant I	1.0				
Office Assistant II	2.0	4.0	4.0	4.0	4.0
PAL Educational Director	1.0				
Parking Enforcement Representative	1.0	4.0	4.0	4.0	4.0
Payroll Specialist	1.0				
Police Cadet	5.0				
Police Property Technician	1.0	1.0	1.0	1.0	1.0
Police Records Specialist	11.0	10.0	11.0	11.0	10.0
Police Records Supervisor	1.0	1.0	1.0	1.0	1.0
Police Report Transcriber					
Project Manager I		1.0	2.0	1.0	
Public Safety Technology Supervisor	1.0	1.0	1.0	1.0	1.0
School Crossing Guard	11.0				

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
Secretary	3.0	3.0	3.0	3.0	3.0
Senior Accountant	1.0				
Systems Administrator	1.0	1.0	1.0	1.0	1.0
Utility Worker II				1.0	1.0
Youth Services Program Assistant	1.0	1.0	1.0	1.0	1.0
Sub-total Non-Sworn	112.0	92.0	102.0	101.0	95.0
Total Full-Time Equivalents (FTEs)	299.0	292.0	297.0	297.0	290.0

Police Department-19

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	62,101,673	63,810,458	42,730,285	57,303,482	(6,506,976)	-10%
Cops Grant	1,265,292	1,269,500	662,616	660,000	(609,500)	-48%
Asset Seizure Fund - 1004	67,942	4,865	35,043	33,600	28,735	591%
Outside Funded Services - 1006	459,540	613,911	455,141	139,494	(474,417)	-77%
Code Enforcement - 1053	3,772,498	4,567,257	3,732,370	4,462,801	(104,456)	-2%
General Capital Fund - 2001	14,410	30,000	3,611	15,000	(15,000)	-50%
Impact Fee - 2114	7,740	6,821	1,731	2,170	(4,651)	-68%
CAD Dispatch System - 5005	4,097,660	5,419,295	2,579,056	4,985,762	(433,533)	-8%
RMS Records Services - 5006	329,715	428,762	234,556	454,336	25,574	6%
800 MHz Telecom System - 5007	840,505	922,804	615,219	-	(922,804)	-100%
Sources Total	**72,956,975**	**77,073,673**	**51,049,628**	**68,056,645**	**(9,017,028)**	**-12%**
USES BY TYPE						
Salaries	35,844,858	36,742,430	27,527,393	36,369,324	(373,106)	-1%
Benefits	19,628,349	18,511,185	13,084,545	16,500,589	(2,010,596)	-11%
Professional Services	1,909,233	5,344,428	2,838,559	3,187,409	(2,157,020)	-40%
Other Operating Expenses	2,184,255	3,934,255	2,950,845	2,818,238	(1,116,018)	-28%
Utilities	207,480	295,733	100,712	326,064	30,331	10%
Equipment & Contract Services	1,746,898	1,245,991	212,195	1,040,616	(205,375)	-16%
Cost Pool	10,573,315	7,658,142	5,590,635	7,402,495	(255,647)	-3%
Asset/Capital Outlay	480,014	5,020,448	164,764	937,906	(4,082,542)	-81%
Grant Expenditures	70,780	68949	37,482	13,949	(55,000)	-23%
Debt Service		243,059	1,000	484,118	241,059	12%
Transfer Out	2,496,910	1,953,987	1,449,712	140,751	(1,813,236)	-2%
Uses-Operating Expenditure Total	**75,142,093**	**81,018,607**	**53,957,841**	**69,221,458**	**(11,797,149)**	**-15%**
USES BY ORG CODE						
Administration - 01191021	61,402,418	60,239,169	41,569,013	55,586,213	(4,652,956)	-8%
Patrol - 01192021	102,896	2,789,633	36,079	140,994	(2,648,639)	-95%
COPS Grant - 01194021	1,583,082	1,506,384	1,223,762	1,525,144	18,760	1%
Police Activity League - 01195021	122,763	148,000	91,296	120,000	(28,000)	-19%
Regulatory Unit - 01196021	155,805	396,771	472,753	591,131	194,360	49%
State Asset Seizure - 10491521	-	53,000	9,702	25,798	(27,202)	-51%
Federal Asset Seizure - 10491621	50,149	46,070	2,565	236,721	190,651	414%
Police Grant - 10691021	618,140	744,203	260,965	485,811	(258,392)	-35%
Code Enforcement - 15398021+15398621	3,489,574	4,567,257	3,009,051	4,462,801	(104,456)	-2%
Capital Outlay - 20191021	105,420	530,000	-	515,000	(15,000)	-3%
Impact Fee (Police) - 21491021	809	120,000	24,613	86,747	(33,253)	-28%
CAD Enhancement - 50597321	139,220	1,810,519	1,166,747	505,000	(1,305,519)	-72%
CAD Maintenance - 50597921	4,044,557	4,156,635	3,186,927	4,485,762	329,127	8%
RMS Maintenance - 50697121	266,113	587,319	218,714	349,336	(237,983)	-41%
RMS Enhancement - 50697421	-	294,430	317,102	105,000	(189,430)	-64%
800 MHz Maintenance - 50797221	564,236	1,130,365	469,117	-	(1,130,365)	-100%
800 MHz Enhancement - 50797521	2,496,910	1,898,852	1,899,435	-	(1,898,852)	-100%
TOTAL BUDGET	**75,142,093**	**81,018,607**	**53,957,841**	**69,221,458**	**(11,797,149)**	**-15%**

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.
- Increase participation in the Richmond Youth Academy and look for additional funding sources.

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 toward implementation of a Paramedic program in order to provide a greater level of health care for our community.
- 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.
- Provide consistent quality customer service to our residents, City staff, and Richmond Fire personnel.

Fire Department
Administration Division

Goal
To provide the necessary leadership for improving fire service to the City of Richmond and neighboring West Contra Costa County cities by ensuring that adequate resources are available on a daily basis. Conduct fair hiring and promotional processes that will result in a diverse workforce.

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

2012-13 Supporting Actions
2.20.a Hire new firefighters.
2.20.b Promote eligible fire personnel.
3.20.a Undertake projects that promote economic development and job creation

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.a	# of new firefighter trainees hired	0	0	12	-
	# of local hires	0	0	6	3
2.20.b	# of fire engineer promotions	0	0	2	2
	# of fire captain promotions	0	0	2	2
	# of fire inspector promotions	-	-	-	3
	# of battalion chief promotions	0	0	1	1
3.20.a	# of new projects that promote economic development and job creation	0	2	2	2
	Effectiveness				
2.20.b	% of new firefighters completing probation	0%	0%	100%	100%
	% of promoted engineers completing probation	100%	0%	100%	100%
	% of promoted captains completing probation	0%	0%	100%	100%
	% of promoted fire inspectors completing probation	-	-	-	100%
	% of promoted battalion chiefs completing probation	0%	0%	100%	100%
	Efficiency				
2.20.b	Cost for entry level exam	$0	-	$10,000	$13,000
	Cost for engineer exam	$0	-	$14,500	$10,000
	Cost for captain exam	$0	-	$16,000	$10,000
3.20.a	Cost for new projects	$0	$500,000	$1,300,000	$1,300,000

Fire Department
Emergency Operations

Goal
Provide the safest, most efficient and cost effective fire and emergency service to the citizens of Richmond. Ensure the safety of all firefighting personnel by providing quality training and a safe working environment. Work in collaboration with neighboring fire agencies through automatic and mutual aid agreements to enhance fire and emergency medical services throughout West Contra Costa County.

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

2012-13 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 advanced EMT program.
2.20.c Retain automatic aid agreements with Contra Costa County Fire and El Cerrito Fire.
2.20.d Maintain equipment and communications systems according to NFPA guidelines.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.a	# of fire calls for service	12,237	6,034	12,500	13,000
2.20.b	# of trained advanced EMTs	0	0	20	50
2.20.c	# of automatic aid responses	1,455	631	1,500	1,500
2.20.d	# of fire engine pump tests	4	2	10	10
	# of hoses tested	0	1,700	1,700	1,700
	Effectiveness				
2.20.a	% of alarms answered within six minutes of notification	66%	62%	80%	80%
2.20.d	% of pumpers that pass pump test	100%	100%	100%	100%
	Efficiency				
2.20.c	Payment for automatic aid responses	-	$160,000	$320,000	$300,000

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	**2007**	**2009**	**2011**
Fire Services	70%	79%	71%

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.

2012-13 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 Fire Code (CFC) inspections.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.a	# of public education presentations	113	45	100	100
	# of fire safety information presentations to City neighborhood councils	2	9	10	10
2.20.b	# of fire investigations conducted	12	104	200	100
2.20.c	# of mercantile occupancy inspections	285	271	690	700
	# of permitted occupancy inspections	279	108	675	700
2.20.d	# of VHFHSZ inspections	3,120	308	3,900	3,500
2.20.e	# of fire plan reviews	180	85	150	100
2.20.f	# of plan check reviews for projects that promote economic development and job creation	-	85	-	50
2.20.g	# of other UFC inspections	155	267	300	300
	Effectiveness				
2.20.e	% of plan reviews completed within two (2) weeks	72.5%	82.5%	100%	100%
2.20.c	% of mercantile occupancies inspected	41%	21%	100%	100%
	% of permitted occupancy inspections	40%	28%	75%	100%
	Efficiency				
2.20.b	Cost per fire investigation	$1,147	$200	$2,064	$275
2.20.c	Average cost per permitted occupancy inspection	$391	$391	$391	$391
	% of cost recovered for Fire inspections	100%	100%	100%	100%
2.20.e	Cost per plan review	$391	$650	$650	$650

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	**2007**	**2009**	**2011**
Fire prevention and education	41%	45%	39%

Goal

To provide each Fire Department division with the necessary equipment, facilities, supplies and materials needed to serve effectively and efficiently our external and internal customers.

Description

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

201213 Supporting Actions

2.20.a Ensure all divisions in the Fire Department are operating within their budget limits.
2.20.b Pursue grant funds, and if awarded, submit for timely reimbursements to the City of Richmond.
2.20.c Coordinate with the Public Works Department to complete capital projects on time and within budget.
2.20.d Ensure the Fire Department's equipment meets the National Fire Protection Association (NFPA) and Cal-OSHA standards.
2.20.e Make sure all monthly and quarterly budget reports are prepared and submitted in a timely manner.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.b	# of grants applied for				
	# of quarterly reimbursements submitted	-	-	-	1
2.20.c	# of capital projects completed	2	2	4	3
2.20.e	# of monthly and quarterly budget reports prepared	12	12	12	12
	Effectiveness				
2.20.a	% of financial accounts on target	95%	95%	100%	100%
2.20.b	# of new grants awarded	-	-	1	1
	% of quarterly reimbursements submitted timely	-	-	-	100%
2.20.c	% of capital improvement plan projects completed within budget	100%	100%	100%	100%
2.20.d	% of safety equipment replaced	20%	20%	20%	20%
	Efficiency				
2.20.b	Total dollar amount of grant funds received	0	-	-	$500,000

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 (E.M.T.) training, career development and maintenance of job-specific certifications.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.a	# of facility tours conducted	-	-	-	6
	# of in-house trainings provided	50	29	48	48
	# of personnel trained to become hazardous materials technicians	0	3	3	3
	# of state certified trainings conducted at training center	-	-	-	6
	Effectiveness				
2.20.a	% of facility tours conducted	-	-	-	%100
	% of in-house trainings provided	-	-	-	%100
	% of personnel trained to become hazardous materials technicians	-	-	100%	%100
	% of state certified trainings conducted at training center	-	-	-	%100
	Efficiency				
2.20.b	All personnel responding with a heightened level of awareness of target hazards in the community	-	-	-	100%
	A work force highly skilled to mitigate complex emergency situations	-	-	-	100%
	Cost to maintain a large number of personnel trained to deal with Hazardous Material incidents	$2,500	-	-	$7,500
	Certified work force specific to their position	$10,000	-	-	$60,000

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 EOC (Emergency Operations Center) staff, coordinating efforts with industry and neighboring jurisdictions for a more resilient community.

2012-13 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 NIMS mandates, unless there is an actual incident.

2.20.c Work with all City departments to ensure 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 (National Incident Management System) 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 IAEM (International Association of Emergency Management) Certified Emergency Management certification.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.20.a	# of EOC courses conducted	5	1	2	2
2.20.b	# of City emergency preparedness drills, exercises or actual incident	3	2	1	1
2.20.c	# of Departmental Operations Plan's created, revised and submitted	0	1	1	1
2.20.d	# of community members trained in REACT/CERT response efforts	160	100	100	50
	# of REACT/CERT 20-hour courses conducted	8	3	4	2
	# of REACT/CERT community emergency preparedness drills and exercise	3	2	2	2
2.20.e	# of reviews and revisions of emergency operations plans	5	1	2	1
2.20.f	# of collaborations across the county, state, and nation to improve plans and response capabilities	145	60	100	100
	# of public education presentations	27	10	15	20
	# of community events/fairs	15	10	15	10
	# of community members attending public education events	4,090	600	5,000	3,000
2.20.g	Hold or coordinate NIMS 300 and 400 courses for EOC Staff	2	2	2	1
2.20.h	Attend trainings, planning efforts to maintain CEM	3	1	2	2
	# of collaborations with functional needs agencies, advocates and PWD/E partners	64	10	16	50
	Effectiveness				
2.20.c	% of departments with Departmental Operations Plans	61%	61%	85%	100%
2.20.g	% of EOC staff completed NIMS/ICS 100 training	72%	72%	85%	100%
	% of EOC staff completed NIMS/ICS 200 training	72%	88%	85%	100%
	% of EOC staff completed NIMS/ICS 300 training	88%	88%	85%	100%
	% of EOC staff completed NIMS/ICS 700 training	83%	83%	85%	100%

	Efficiency				
2.20.d	Cost for REACT/CERT community training courses and drills	$5,900	$800	$9,000	$8,000.00

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	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

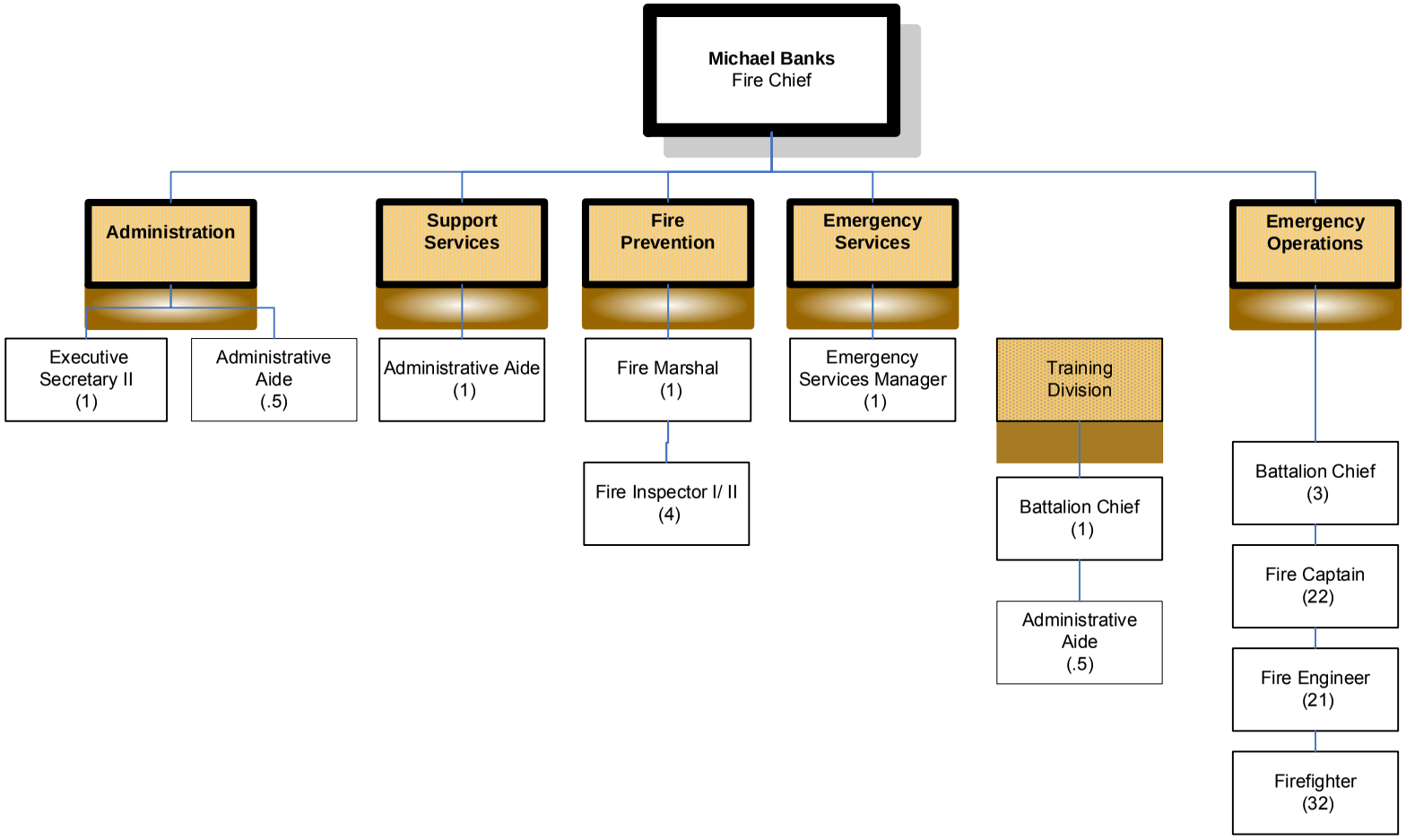
Administration	Emergency Operations	Support Services	Training Division	Fire Prevention Bureau	Office of Emergency Services
*General Departme Management	*Fire Suppression	*Apparatus Design and Acquisition	*Fire Trainee Academy	*Fire Safety Code Enforcement	*REACT/CERT Community Drills
*Budget	*Emergency Medical Services	*Grant Writing	*EMT Training	*Plan Checking	*Emergency Resonse Plans for Disaster
*Personnel Oversight	*Haz Mat Response	*Station Maintenance	*Fire Suppression Training	*Public Education	*Emergency Preparation Training to Community
* Record Keeping	*Equipment Evaluation and Testing	*Purchasing	*General Oversight of All Training Programs	* Fire Reports	* Public Education
* Promotions	* Fire Department Payroll Services	*Budget	* Haz Mat Training	* Vegetation Management	
* Hiring			* Research & Deve		

Fire Department

FY2012-13 Organizational Chart

Existing FTE = 89, Proposed FTE = 89

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



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
FIRE DEPARTMENT					
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Administrative Secretary					
Battalion Chief	4.0	4.0	5.0	4.0	4.0
Business Analyst II					
Deputy Chief	1.0	1.0			
Deputy Fire Marshall	1.0	1.0	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	24.0	24.0	22.0
Fire Chief	1.0	1.0	1.0	1.0	1.0
Fire Engineer	24.0	24.0	24.0	23.0	21.0
Fire Fighter	40.0	40.0	32.0	27.0	32.0
Fire Fighter Trainee		10.0			
Fire Inspector I/II	3.0	3.0	3.0	3.0	4.0
Fire Marshall	1.0	1.0	1.0	1.0	1.0
Office Specialist	2.0	1.0	1.0	1.0	
Permit Technician II		1.0	1.0	1.0	
Project Manager I	1.0				
Total Full-Time Equivalents (FTEs)	106.0	115.0	97.0	89.0	89.0

Fire Department - 20
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund - 0001	26,063,309	22,747,964	16,631,505	21,928,212	(819,752)	-4%
Outside Funded Services Grants - 1006	58,555	(79,200)	88,290	1,279,700	1,358,900	0%
Emergency Medical Services - 1007	27,554	25,305	1,619	25,305	-	0%
Outside Funded Services Donation - 1011	684	-	7,927	20,000	20,000	0%
Hazmat Fund - 1013	360,955	499,061	(18,273)	343,294	(155,767)	-45%
General Capital Fund - 2001	3,735		3,760		-	0%
Impact Fee Fire - 2113	5,334	5,127	830	5,200	73	1%
Sources Total	**26,520,127**	**23,198,257**	**16,715,657**	**23,601,711**	**403,454**	2%
USES BY TYPE						
Salaries	13,195,266	12,852,773	10,148,014	12,565,205	(287,568)	-2%
Benefits	8,240,860	6,251,271	4,048,742	6,086,706	(164,565)	-3%
Professional Services	173,211	360,467	132,986	130,037	(230,430)	-177%
Other Operating Expenses	572,543	426,091	135,147	447,980	21,889	5%
Utilities	42,173	49,120	26,582	45,040	(4,080)	-9%
Equipment & Contract Services	73,970	21,997	1,960	91,936	69,939	76%
Cost Pool	3,702,870	2,346,513	1,938,009	2,273,017	(73,496)	-3%
Asset/Capital Outlay	60,600	367,494	75,621	1,396,169	1,028,675	74%
Debt Service Expenditure	75,515	188,010	75,761	420,043	232,033	55%
Grant Expenditure	122,232	428,293	82,783	243,099	(185,194)	-76%
Operating Transfer Out	160,016	339,196	179,196	409,242	70,046	17%
Uses-Operating Expenditure Total	**26,419,256**	**23,631,225**	**16,844,801**	**24,108,474**	**477,249**	**2%**
USES BY ORG CODE						
Administration - 01201022	2,128,122	1,573,871	1,190,331	1,506,241	(67,630)	-4%
Suppression - 01202022	20,431,645	18,798,958	14,139,871	18,362,693	(436,265)	-2%
Prevention - 01203022	1,317,293	1,122,315	660,853	1,028,780	(93,535)	-9%
Support Services - 01204022	1,558,293	704,044	274,135	642,588	(61,456)	-10%
Training - 01205022	432,159	345,795	229,146	198,683	(147,112)	-74%
Office of Emergency Services - 01206022	195,796	202,980	137,170	189,226	(13,754)	-7%
Outside Funded Grants - 10601022	73,400	79,200	72,190	1,438,100	1,358,900	0%
Emergency Medical Services - 10706022	36,262	145,000	49,111	103,805	(41,195)	-40%
Hazmat Supression - 11302022				155,768	155,768	100%
Hazmat Prevention - 11303022	38,115	190,924	2,024	218,046	27,122	12%
Hazmat Support - 11304022	138,858	218,000	70,229	11,768	(206,232)	-1752%
Hazmat Training - 11305022	69,073	250,137	19,743	252,775	2,638	1%
Impact Fees (Fire) - 21301022	240	-			-	0%
TOTAL BUDGET	**26,419,256**	**23,631,225**	**16,844,801**	**24,108,474**	**477,249**	**2%**

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
- Promote Health and Wellness Implementation by prioritizing improvements adjacent to schools.
- 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 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.

2012-13 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.

Service Level	FCNI	Condition Description
"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.

Success Indicators

	Effectiveness	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	% of City buildings with a Facility Condition Needs Index	6%	6%	25%	25%
1.23.b	% of City buildings at a "B" service level	79%	75%	82%	85%
1.23.d	% of traffic signals repaired within 24 hours of trouble calls	95%	98%	100%	100%
1.23.e	% of response rate to street light outages within 48 hours	89%	75%	90%	95%
1.23.f	% of Trak-It reports cleared	90%	80%	90%	90%

	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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	# of vehicles replaced (Goal: 35 vehicles per fiscal year)	32	22	35	35
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
	Effectiveness				
1.23.b	% of preventative maintenance programs developed and implemented	73%	67%	75%	75%
1.23.c	% of obsolete and low-usage parts eliminated	20%	10%	10%	10%
	Efficiency				
4.23.b	% of preventative maintenance and repairs completed on time (% of on time completions to work performed)	81%	85%	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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	# of trees trimmed and maintained	2,000	1,047	2,000	2,000
1.23.b	# of new trees planted in public right-of-ways and parks	800	375	600	600
1.23.c	# of children's play lots upgraded with replacement play equipment	10	0	0	3
1.23.d	# of parks, trails and spots adopted through the "Adopt-a-Park Program"	10	4	6	5
1.23.e	# of designated sports fields receiving annual maintenance renovation	-	3	5	5
1.23.f	# of grant reimbursements submitted	-	1	2	4
	Effectiveness				
1.23.a	% of the 24 sports playing fields mowed within 10 days during available seasons	95%	95%	95%	95%
	% of parks maintained according to the established monthly service schedule	100%	95%	95%	95%
1.23.c	% of play lots receiving monthly safety inspection	-	-	-	100%
1.23.e	% of sports fields receiving annual safety inspection	-	-	-	100%
1.23.f	% of grant reimbursements submitted timely	-	-	100%	100%
	# of new grants awarded	-	3	4	2

	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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	# of residential curb miles swept per year	5,863	2,854	6,000	6,000
1.23.b	# of commercial curb miles swept per year	5,222	3,368	6,500	6,500
1.23.c	# of street sweepers replaced	1	0	0	0

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	Pavement Condition Index (PCI)	-	68	65	65
1.23.b	# of City blocks resurfaced	94	48	95	95
	Tonnage of asphalt used	17,747	11,166	16,500	18,000
	# of potholes patched	4,572	995	2,000	2,000
1.23.c	# of linear footage cracks sealed	431	500	750	1,000
	Effectiveness				
1.23.b	% of potholes filled within 2 weeks	88%	84%	90%	90%
	% of potholes inspected and documented	100%	90%	95%	95%
	Efficiency				
1.23.a	Average cost per linear mile of roads maintained	$94,866	$92,740	$95,000	$94,000

	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 section 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 section after minor pavement projects and provides new installations of street signs and traffic-related pavement markings for the Engineering Department.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.23.a	# of curbs maintained in linear feet	35,976	19,910	25,000	25,000
	# of new sign installations	494	289	600	600
	# of preventative maintenance of signs	999	503	900	900
	# of lane markers replaced	3,576	932	12,000	1,500
1.23.b	# of pavement delineation markings	763	477	1,000	1,000
	Effectiveness				
1.23.a	% of City-wide signs replaced	61%	27%	45%	47%
1.23.b	% of pavement marking replacements	55%	29%	61%	61%
1.23.c	% of striping, sign installation, and maintenance responded to within 24 hours	90%	90%	95%	95%
1.23.d	% of complaints completed within 24 hours	91%	82%	95%	95%
	Efficiency				
1.23.a	Cost per sign replacement	$60	$60	$60	$65
1.23.b	Cost per pavement marking replacement	$300	$300	$300	$325

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 & commerical streets

Public Works
FY2012-13 Organizational Chart

Legend:

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

Existing FTE = 112

YADER A. BERMUDEZ
Director

PW Administrative Manager (1)

Administrative Services

Executive Secretary II (1)

Streets

Streets Administration

Superintendent (1)

Office Assistant II (1)

Street Sweeping
- Maintenance Leadworker (1)
- Equipment Operator (3)

Pavement Maintenance
- Maintenance Leadworker (1)
- Equipment Operator (5)
- Maintenance Worker I/II (10)

Traffic Signs & Lines
- Maintenance Leadworker (1)
- Equipment Operator (1)
- Maintenance Worker I/II (4)

Equipment Services

Eqmt Svcs Administration

Superintendent (1)

Administrative Aide (1)

Fleet Maintenance
- Combo Eqmt Mech Leadworker (1)
- Combo Eqmt Mechanic (5)
- Equipment Mechanic (5)

Facilities Maintenance

Facilities Mtc Administration

Superintendent (1)

Office Assistant II (1)

Building Services
- Building Services Supervisor (1)
- Carpenters (2)
- Construction & Maintenance Wkr. (1)
- Painters (3)
- Stationary Engineer (3)

Street Lights & Traffic Signals / Electrical
- Electrical Supervisor (1)
- Electricians (5)

Utility Section
- Custodial Maintenance Supvr (1)
- Utility Worker I/II (11)

Pt Molate Maintenance
- Utility Worker I/II (1)

Parks & Landscaping

Parks Administration

Parks Eqmt Parts Spec (1)

Superintendent (1)

Administrative Aide (1)

Hilltop LMD Landscape & Western Richmond
- Supervisor (1)
- Maintenance Leadworker (1)
- Construction & Maintenance Wkr (4)
- Gardener (1)
- Groundskeeper Gardener (6)

Marina Bay & Southern Richmond
- Supervisor (1)
- Maintenance Leadworker (1)
- Construction & Maintenance Wkr (3)
- Gardener (1)
- Groundskeeper Gardener (3)

Fire Safety/Grnwy/ St Lndscp/ Tree Maint. & Eastern Richmond
- Supervisor (1)
- Maintenance Leadworker (1)
- Tree Leadworker Leadworker (1)
- Construction & Maintenance Wkr (1)
- Gardener (3)
- Groundskeeper Gardener (5)

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
PUBLIC WORKS					
Administrative Aide	2.0	2.0	2.0	2.0	2.0
Assistant to the Parks Superintendent	1.0	1.0			
Auditorium Aide			4.0		
Building Maintenance Supervisor	1.0	1.0		1.0	1.0
Carpenter	4.0	4.0	4.0	4.0	2.0
Combo Equipment Mechanic	6.0	6.0	5.0	5.0	5.0
Combo Equipment Mechanic Leadworker	1.0	1.0	1.0	1.0	1.0
Construction & Maintenance Supervisor	1.0	1.0			
Custodial Supervisor				1.0	1.0
Electrical Supervisor	1.0	1.0	1.0	1.0	1.0
Electrician	5.0	6.0	5.0	5.0	5.0
Equipment Mechanic I			1.0	1.0	1.0
Equipment Mechanic III/IV	5.0	5.0	4.0	4.0	4.0
Equipment Operator	10.0	11.0	9.0	9.0	9.0
Equipment Parts Specialist	2.0	2.0	2.0	2.0	1.0
Equipment Services Superintendent	1.0	1.0	1.0	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	5.0	5.0
Groundskeeper/Gardener	16.0	16.0	14.0	14.0	14.0
Maintenance Leadworker	7.0	7.0	6.0	6.0	6.0
Maintenance Utility Worker	3.0				
Maintenance Worker I / II	25.0	25.0	15.0	14.0	14.0
Office Assistant I / II	2.0	2.0	2.0	2.0	2.0
Office Specialist	1.0	1.0			
Operations Administrator	1.0	1.0	1.0	1.0	1.0
Painter	3.0	3.0	3.0	3.0	3.0
Parking Enforcement Representative	2.0				
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	9.0
Parks Supervisor	4.0	4.0	4.0	3.0	3.0
Public Works Operations & Maintenance Director	1.0	1.0	1.0	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	4.0	4.0	3.0	3.0	3.0
Stationery Engineer Supervisor	1.0	1.0	1.0		
Tree Leadworker	1.0	1.0	1.0	1.0	1.0
Utility Leadworker	1.0	1.0	1.0		
Utility Worker I / II	15.0	17.0	13.0	12.0	12.0
Total Full-Time Equivalents (FTEs)	147.0	146.0	123.0	116.0	112.0

Public Works-23
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

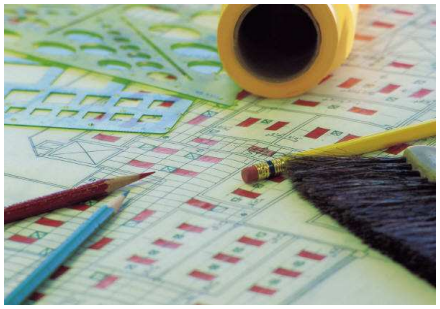
	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	11,315,450	18,850,065	13,039,857	18,795,655	(54,410)	0%
Point Molate-1008	18,035		805		-	0%
Hilltop Landscape Maintenance District-1012	882,502	949,410	592,800	991,250	41,840	4%
Marina Bay Landscape & Lighting District-1015	776,302	788,176	596,485	816,386	28,210	3%
Equipment Services	6,465,413	3,697,838	2,836,403	3,035,615	(662,223)	-22%
Charges for Services	6,207,507	3,241,819	2,364,120	2,070,794	(1,171,025)	-57%
Facilities Maintenance	5,692,376				-	0%
Charges for Services	5,625,939				-	0%
Sources Total	**25,150,078**	**24,285,489**	**17,066,349**	**23,638,906**	**(646,583)**	**-3%**
USES BY TYPE						
Salaries	7,950,527	7,859,909	5,755,061	7,833,303	(26,606)	0%
Benefits	4,065,670	4,096,817	2,952,042	4,294,067	197,250	5%
Professional Services	591,341	395,181	128,672	447,050	51,869	12%
Other Operating Expenses	3,349,399	3,218,985	2,036,851	2,804,191	(414,794)	-15%
Utilities	2,383,782	2,661,142	1,661,729	2,657,521	(3,621)	0%
Equipment & Contract Services	718,831	844,420	379,700	594,564	(249,856)	-42%
Cost Pool	5,576,602	1,819,988	1,372,651	1,728,616	(91,372)	-5%
Asset/Capital Outlay	1,595,446	4,063,990	1,058,719	4,059,051	(4,939)	0%
Debt Service Expenditure	185,877	1,077,851	578,391	1,077,850	(1)	0%
Operating Transfers Out	3,257,311	564,759	564,759	360,814	(203,945)	-57%
Uses-Operating Expenditure Total	**29,674,786**	**26,603,042**	**16,488,574**	**25,857,027**	**(746,015)**	**-3%**
USES BY ORG CODE						
Public Works (Admin) - 01231031	724,330	642,499	383,718	633,180	(9,319)	-1%
Facilities Maint (Admin) - 01232131		4,768,732	3,218,301	4,641,010	(127,722)	-3%
Facil Maint-Street Lights/Signals - 01232831	1,267,743	1,704,022	1,230,616	1,583,030	(120,992)	-8%
Parks & Landscape (Admin) - 01233631	4,957,469	4,026,830	2,910,574	4,276,650	249,820	6%
Streets (Admin) - 01234231	54,140	229,747	152,356	241,845	12,098	5%
Street Sweeping - 01234331	1,063,976	869,629	694,131	854,348	(15,281)	-2%
Pavement Maintenance - 01234431	2,489,457	2,109,955	1,542,560	2,157,426	47,471	2%
Traffic Signs & Lines - 01234531	758,335	651,829	498,404	719,830	68,001	9%
Equipment Services - 01235031		3,846,821	2,409,198	3,688,336	(158,485)	-4%
Point Molate - 10832931	611,693	304,256	218,159		(304,256)	0%
Hilltop LMD - 11233731	933,884	904,669	599,250	908,405	3,736	0%
Marina Bay L&L District - 11533931	659,148	724,609	477,565	749,415	24,806	3%
Equipment Services (CIP) - 50336031	9,767,052	5,819,443	2,153,744	5,403,552	(415,892)	-8%
ISF-Facility Maintenance/Admin - 50432131	2,420,831				-	0%
ISF-Facility Maintenance/Engineers - 50432231	774,794				-	0%
ISF-Facility Maintenance/Building - 50432331	1,116,601				-	0%

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
USES BY ORG CODE						
ISF-Facility Maintenance/Utility - 50432431	1,284,935				-	0%
ISF-Facility Maintenance/Electrical - 50432531	790,397				-	0%
TOTAL BUDGET	**29,674,786**	**26,603,042**	**16,488,574**	**25,857,027**	**(746,015)**	**-3%**

**Total budget does not include CIP projects outside of internal service funds.*

Engineering Division



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

- Use "BidsOnline" to help eliminate excessive printing of Request for Proposals, plans and specifications and to cut down on mailing costs.
- 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).
- Seeks grants.
- 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 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, street lights, storm drain and sanitary sewer.

2012-2013 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 series street light fixtures and wiring by the end of FY2012/13.
1.22.e Replace all City-owned street lights with LED lights by FY2013/14.
1.22.f Increase the overall average Pavement Condition index (PCI) to 65 by FY2013/14.
1.22.g Pursue grant funds and submit reimbursements timely.
1.22.h Issue encroachment permits and provide inspection services.
1.22.i Respond to all traffic safety requests.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.22.a	Square feet of streets resurfaced	1,736,970	2,079,631	550,000	600,000
1.22.b	Square feet of sidewalks repaired	2,350	13,567	12,000	15,000
1.22.c	# of ADA curb ramps installed	-	67	200	100
1.22.d	# of series lights replaced	-	89	80	90
1.22.e	# of LED lights installed	-	0	700	900
1.22.g	# of new grants applied for	-	-	-	
	# of reimbursements submitted timely	-	2	-	4
1.22.h	# of encroachment permit issued	-	-	-	600
1.22.i	# of traffic safety requests addressed	-	-	-	30
	Effectiveness				
1.22.f	Overall average Pavement Condition Index (PCI)	-	68	65	65
1.22.g	# of new grants awarded	-	1	-	1
	Amount of grant funds awarded	-	-	-	
	% of quarterly reimbursements submitted timely	-	100%	-	100%

FY2012-13 Budget

	Efficiency	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.22.d	Number of series lights replaced per $10,000 spent	-	1.05	1.0	1.0
1.22.e	Number of LED lights installed per $1,000 spent	-	-	1.2	1.2
1.22.f	Change in overall average PCI per $1,000,000 spent	-	-	0.5	0.5
	Number of detector loops repaired as part of the paving program	-	-	-	8

	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%

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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.22.b	Improve sanitary sewer infrastructure to reduce wet-weather related capacity issues by eliminating sanitary sewer overflows and improving sewer system performance	-	-	-	10
1.22.c	Comply with state, local and Baykeeper settlement requirements related to reporting and regulatory requirements and oversight	-	-	-	100%
	Effectiveness				
1.22.a	Conduct all required inspections and sampling events based on permit requirements and maintain and keep current all industrial and commercial permits	-	-	-	89
1.22.b	Administer the capital improvements necessary to reduce inflow and infiltration.	-	-	-	20%
1.22.c	Required regulatory reports submitted compliantly to the State, RWQCB and Baykeeper	-	-	-	100%
1.22.c	Update City's RMC 12.20 to provide the City the authority to impose all regulatory requirements by January 31, 2013.	-	-	-	100%
	Efficiency				
1.22.a	Average cost of industrial user inspections	$83.00/ea	$393.75/ea	$350/ea	$350/ea
1.22.b	% of SSO's eliminated in areas where Capital improvements have been completed	-	-	-	100%
1.22.b	Total cost per foot of pipeline replacement	-	-	-	N/A
1.22.d	Number of required regulatory reports submitted compliantly to the State, RWQCB and Baykeeper	-	-	-	10

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 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.

2012-13 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 Mark storm drain inlets with pollution prevention message; i.e., "no dumping, drains to bay."

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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.13.a	# of projects with low-impact development incorporated into development	5	2	4	4
1.13.d	# of public outreach events days	6	0	3	3
1.13.e	# of clean-up, monitoring, and restoration activities with citizen involvement	4	3	4	4
1.13.g	# of schools participating in stormwater and watershed in-classroom teacher training program	2	3	1	1
	# of recreation programs participating in stormwater and pollution education program	-	1	3	3
1.13.h	# of trash hot spots cleaned up and assessed	2	4	3	3
1.13.j	# of commercial and industrial stormwater inspections performed	80	25	50	100
1.13.k	# of municipal maintenance tasks in compliance with source control measures	-	5	5	5
	Effectiveness				
1.13.b	% of illicit discharge inspections performed within five days of service call	100%	100%	100%	100%
1.13.c	% of construction permits inspected during dry and wet weather	100%	100%	100%	100%
1.13.d	# of average contacts per hour per staff at outreach events	25	42	25	25
1.13.f	% of storm drain inlets with curb marker	80%	80%	80%	80%
1.13.g	% of classrooms visits, recreation programs and field trips scheduled completed	100%	0%	100%	100%
1.13.i	% of open channels and catch basins cleaned and inspected	75%	1%	100%	100%
1.13.k	% of municipal maintenance tasks in compliance in annual report	100%	100%	100%	100%

ENGINEERING SERVICES DEPARTMENT
PROGRAM ORGANIZATIONAL CHART

CIP

* *Administration*
  - Contracts
  - Maintenance of Effort Reporting
  - Measure C Check list

* *Design*
  - Streets
  - Redevelopment
  - Parks
  - Parkway
  - Storm Drain
  - Sanitary Sewers
  - Pavement Mangement Program

* *Construction*
  - Testing
  - Survey
  - Inspection
  - Construction
  - Encroachment Permits

TRAFFIC

* Permits
* Traffic Counts
* EIR
* Signs/Lines
* Street Lights
* Complaints
* Speed Bumps
* Traffic Calming
* Handicap Parking

GENERAL SERVICES

* Permits
* Encroachments
* Utilities
* Sidewalks
* Ramps
* Complaints
* Mapping
* Emergency Repairs
* Contracts
* Record Keepings
* Right of Way
* Legal Descriptions
* Web Page
* Richmond Neighborhoo Coordinating Council

LAND DEVELOPMENT

* Improvements
* Plan Reviews
* Map Approvals
* Subdivision
* Ordinances
* Technical Review Committee
* Inspection
* Planning
* Commission
* Environmental Impact Report Review

WASTEWATER

* *Sanitary Sewer Collection System*
  - Sewer Lateral Program
  - FOG Ordinance
  - Sanitary Sewer Overflow
  - Contra Costa Clean Water
  - Construction Site Inspection
  - Permits & Inspections
  - National Pollutant Discharge Elimination System/NPDES
  - Training
  - Callouts
  - *Annual Reports*
  - Public Outreach
  - Treatment Plant CIP
  - Treatment Plant Permits
  - Treatment Plant Operations
  - Treatment Plant Collections

* *Industrial Pre-Treatment*
  - Inspection
  - Permitting
  - Monitoring
  - Pollution Prevention
  - Public Outreach
  - Callouts
  - Annual Reports
  - Sanitary Sewer Overflows

* *Waste Water Treatment Plant*
  - Capital Improvement Projects
  - Permits
  - Operations

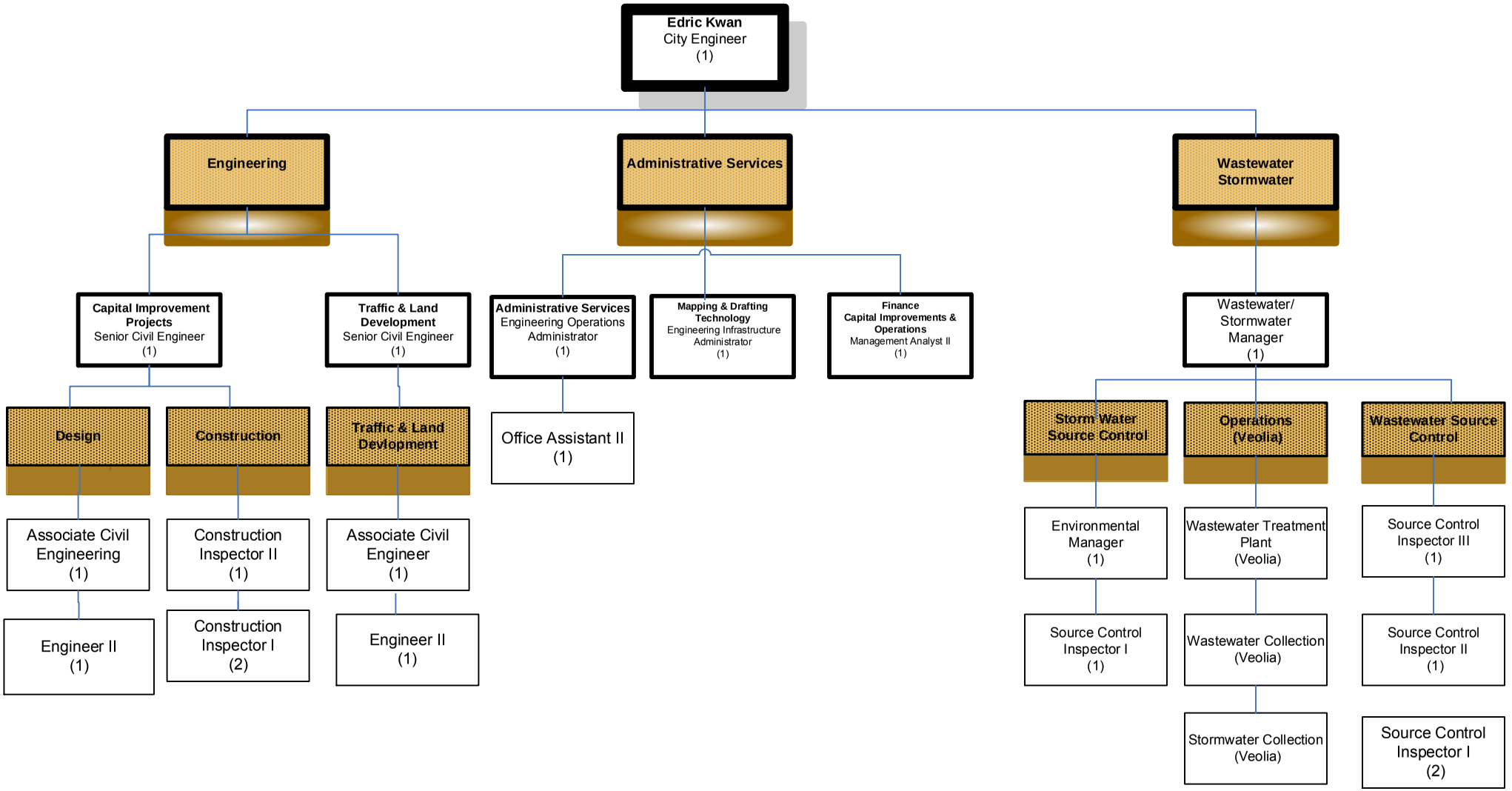
STORMWATER

* *Storm Drain Collection System*
  - Contra Costa Clean Water
  - Construction Site Inspection
  - Permits & Inspection
  - National Pollutant Discharge Elimination System/NPDES
  - Annual Report
  - Public Outreach

Engineering Services Department
FY2012-2013 Organizational Chart

Existing FTE = 21, Proposed FTE = 21

Legend:
- Existing Pos.
- Main Program
- Sub-Program



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
ENGINEERING & WASTEWATER					
Assistant Public Works Inspector	2.0	2.0			
Associate Civil Engineer	1.0	2.0	2.0	2.0	2.0
Capital Projects Manager	1.0	1.0	1.0		
City Engineer	1.0	1.0		1.0	1.0
Construction Inspector I			2.0	2.0	2.0
Construction Inspector II			1.0	1.0	1.0
Engineer I/II			2.0	2.0	2.0
Environmental Manager			1.0	1.0	1.0
GIS Administrator		1.0	1.0		
Industrial Waste Inspector	4.0	2.0	2.0	2.0	
Infrastructure Administrator				1.0	1.0
Junior Engineer		2.0			
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
Public Works Superintendent		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	2.0	2.0	
Senior Public Works Inspector		1.0			
Source Control Inspector (I-III)					4.0
Total Full-Time Equivalents (FTEs)	16.0	21.0	21.0	21.0	21.0

Engineering Department-22
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
State Gas Tax - 1002	2,857,500	2,850,649	2,013,706	2,959,290	108,641	4%
Cost Recovery-1051	7,079,980	3,952,854	2,024,224	2,305,000	(1,647,854)	-71%
Operating Transfer In	1,062,512	1,098,284	1,098,284	1,081,104	(17,180)	-2%
Engineering Grants - 1054	1,363,420	9,901,333	1,367,628	5,829,533	(4,071,800)	-70%
General Capital - 2001	3,877,306		118,984	621,558	621,558	100%
Measure J - 2002	1,238,239	1,210,397	994,472	1,241,685	31,288	3%
CIP Lease Revenue Bond - 2003	(4,750)		7,360		-	0%
Civic Center - 2004	15,657		(391)		-	0%
Transportation - 2008	40,079	26,211	35,826		(26,211)	-100%
State Highway - 2009	36,763		15,064	40,646	40,646	100%
Impact Fee - 2111	11,055	256,500	(20,515)		(256,500)	0%
Wastewater - 4003	18,983,339	17,215,805	9,830,914	17,015,000	(200,805)	-1%
Stormwater - 4006	1,672,324	1,902,298	982,197	1,835,913	(66,385)	-4%
Operating Transfer In				180,463		0%
Sources Total	**38,233,424**	**38,414,331**	**18,467,753**	**33,110,192**	**-5,484,602**	**-17%**
USES BY TYPE						
Salaries	1,870,716	2,111,493	1,392,148	1,953,177	(158,316)	-8%
Benefits	698,801	823,091	560,010	859,902	36,811	4%
Professional Services	7,607,429	9,182,164	4,716,303	9,290,471	108,307	1%
Other Operating Expenses	266,776	337,395	148,365	497,157	159,762	32%
Utilities	578,740	909,812	400,246	908,212	(1,600)	0%
Equipment & Contract Services	5,533,243	4,655,461	1,827,355	2,525,380	(2,130,081)	-84%
Cost Pool	3,102,759	2,911,392	2,252,655	3,015,335	103,943	3%
Asset/Capital Outlay	10,780,396	30,476,314	10,128,877	24,757,959	(5,718,355)	-23%
Debt Service Expenditure	4,259,700	4,822,761	2,941,595	5,231,568	408,807	8%
Grant Expenditures	8,619	979,956	424,008		(979,956)	-100%
Operating Transfer Out	574,013			419,777	419,777	100%
Uses-Operating Expenditure Total	**35,281,193**	**57,209,839**	**24,791,562**	**49,458,938**	**(7,750,901)**	**-16%**
USES BY ORG CODE						
Gas Tax Admin - 10221131	423,013	424,213	340,666	3,000	(421,213)	-14040%
Gas Tax Projects -10221331	3,790,175	4,729,795	2,078,881	3,268,597	(1,461,198)	-45%
Administration - 15121131	3,443,003	3,223,823	2,312,164	3,386,104	162,281	5%
General Services - 15121331	326,742	1,284,232	267,780		(1,284,232)	-100%
Engineering Grants Admin - 15421231	4,480,693	7,470,229	1,036,786	5,829,533	(1,640,696)	-28%
Capital Outlay - 20121331	2,560,784	3,088,247	744,015	1,939,397	(1,148,850)	-59%
Measure J - 20221331	671,688	1,773,816	530,571	1,333,812	(440,004)	-33%
Lease Revenue Bond - 20321331	2,017,094	764,974	197,288		(764,974)	100%
Civic Center - 20421331	949,998	1,187,646	432,320	364,500	(823,146)	-226%
Transportation Engr-Red Oak - 20821131	8,619				-	0%
Transportation Engr-CIP - 20821331	205,942	1,337,601	1,337,601	40,646	(1,296,955)	-3191%
State Highway - 20921331	696,976	1,617,582	567,295		(1,617,582)	100%
Wastewater Admin - 40322431	4,796,645	5,723,361	2,942,165	5,231,568	(491,793)	-9%
Sanitary Sewer - 40322631	3,837,049	4,382,464	2,712,951	4,391,114	8,650	0%
Treatment Plant - 40322731	4,806,704	6,186,943	3,317,018	6,527,348	340,405	5%
Pre-Treatment - 40322831	511,518	864,285	429,063	626,943	(237,342)	-38%
Wastewater Capital - 40322931		11,250,000	4,910,533	14,500,000	3,250,000	22%
Stormwater CIP - 40623331					-	0%
Stormwater - 40623431	1,754,550	1,900,628	634,467	2,016,376	115,748	6%
TOTAL BUDGET	**35,281,193**	**57,209,839**	**24,791,562**	**49,458,938**	**(7,750,901)**	**-16%**

Department of 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 enhance neighborhoods and commercial districts.
- Promote restoration of the City's 'Heritage' neighborhoods and residential subdivisions.
- Educate the community about 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.

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 via the City website.
- Streamline the entitlement process.

FY2012-13 Budget

Planning & Building Services Department
Current and Long Term Planning Section

Goal
Serve as the primary point of contact for information related to land use and entitlement of development projects. Work with regional agencies and surrounding municipalities to identify information that will assist the community, commissions and the City Council in making informed land use decisions.

Description
The Planning Section reviews and evaluates land use applications and development proposals for compliance with City planning and zoning regulations. The Section is responsible for evaluating design, environmental review, and entitlement of development projects. The Section conducts research, updates zoning, evaluates long term trends in land use, maintains statistical information necessary for community planning, provides technical support to the combined department, and represents Richmond in policy development.

2012-13 Supporting Actions
3.16.a Provide quality service to customers and to other City departments.
3.16.b Evaluate facilities, parks and open space lands consistent with the City's General Plan, applicable specific plans and zoning ordinances.
3.16.c Manage the entitlement of major projects and land use activities within the context of the City's regulations and policies.
3.16.d Process cohesive, consistent and accurate zoning ordinance updates and revisions.
3.16.e Use technology to make procedures more efficient and accurate.
3.16.f Process 95% of zoning and residential applications within 30 days or less, and 95% of complete development applications within 45 days or less (as required by state law).
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 Health & Wellness Element.
3.16.i Distribute all regional reports that are received.
3.16.j Complete City-wide design guidelines.

Planning & Building Services Department
Current and Long Term Planning Section

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.16.a	# of customers served at the counter	2,487	1,169	2,700	
3.16.b	# of land development projects	2	1	4	
3.16.c	# of special projects	19	9	20	
3.16.d	# of ordinance updates	2	0	8	
3.16.f	# of applications, all types	229	161	280	
3.16.h	# of grants applied for	-	2	-	
3.16.i	# of regional reports received and distributed.	-	2	4	
3.16.j	# of chapters completed of City-Wide design guidelines	-	0	2	
	Effectiveness				
3.16.f	% of applications processed within 30 days	90%	90%	90%	
	% of development applications processed within 45 days or less	85%	85%	85%	
	Efficiency				
3.16.e	Median processing time	16hrs	15hrs	15hrs	
3.16.g	% of output objectives achieved	95%	95%	95%	

	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. Improve and increase the usage of the City's Land Management system (Trakit).

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 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.

2012-13 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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.16.a	# of requests for service	5,933	2,534	6,200	5,500
	# of telephone inquiries	12,289	5,830	12,500	12,000
3.16.b	# of plans reviewed	624	369	610	700
3.16.c	# of construction inspections performed	10,598	5,194	11,000	11,000
3.16.d	# of plans reviewed over the counter	183	112	175	200
3.16.e	# of building permits issued	2,641	1,574	2,600	3,000
3.16.f	# of plan checks approved	-	272	480	500
5.16.a	# of custom reports created from Trakit	8	11	10	10
	# of visits to e-Trakit web page	34,182	7,932	23,000	20,000
	Effectiveness				
3.16.a	% of customers attended to within 15 minutes	85%	92.5%	86%	88%
3.16.b	% of residential/commercial plans reviewed within 3.5 weeks	85%	85%	90%	85%
3.16.c	% of construction inspections performed within 24 hours of request	100%	100%	100%	100%
5.16.a	% of time Trakit is available during working hours	100%	100%	100%	100%
	Efficiency				
3.16.c	Average time to complete an inspection	25 Min.	25 Min.	25 Min.	25 Min.
	# of inspections per day	43	42	45	45

Planning & Building Services Department
General Plan Update

Goal
City Council to adopt the updated General Plan by June 2012.

Description
Cities are required to update their general plans. This land use policy document articulates the community vision and guides its growth. The updated General Plan identifies the types of businesses that can operate, types of housing desired, defines civic and commercial centers and determines where to locate schools, playgrounds and parks.

2012-13 Supporting Actions
3.16.a Update the General Plan and the City's land use policy map and zoning to incorporate new concepts such as smart growth, low energy consumption and climate change.

3.16.b Measure the number of General Plan implementing actions completed.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.16.a	% of all 15 General Plan elements reviewed and completed	100%	100%	100%	100%
3.16.b	# of General Plan implementing actions completed	-	10	7	-
	Efficiency				
3.16.a	% of General Plan tasks completed	98%	96%	100%	100%

Planning & Building Services Department
Rental Inspection Program

Goal
To ensure and improve tenant safety in Richmond through inspection and monitoring of the City's rental inventory.

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 rental unit inspections.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.16.a	# of inspections performed	6,429	1,925	4,315	1,750
3.16.b	# of self-inspections	5,124	1,505	3,400	1,400
3.16.c	# of self-inspection audits	1,306	420	915	350
	Effectiveness				
3.16.d	% of units passed on 1st inspection	42.14%	45.84%	45%	45%
3.16.e	% of units failed on 1st inspection	42.95%	44.61%	55%	55%
	% of units no show on 1st inspection	14.91%	9.55%	10%	10%
	% of units passed on 2nd inspection	51.54%	40.00%	45%	45%
3.16.f	% of units non-compliant (failed) after 2nd inspection	16.21%	16.79%	15%	15%
	% of units passed on 3rd inspection	-	10.37%	10%	10%
	% of units non-compliant (failed) after 3rd inspection	-	5.93%	5%	5%
	% of units passed on 4th inspection	-	3.46%	3%	3%
	% of units non-compliant (failed) after 4th inspection	-	2.63%	2%	2%
3.16.g	# of units certified	1,326	4,607	4,000	1,500
	Efficiency				
5.17.c	Average cost per inspection	$114	$134.70	$114.60	$99.12
5.17.g	% of cost recovery	100%	100%	100%	100%

* The Rental Inspection Program operates in 3-year cycles.

PLANNING AND BUILDING SERVICES
PROGRAM ORGANIZATIONAL CHART

Administrative Services

*Administrative Support
*Budget Coordination
*Purchasing
*Maintain Contracts

Current & Long Range Planning

*Zoning & General Land Use Information
*Conditional Use Permits
*Subdivison & Parcel Map Review
*Design Reviews
*CEQA Reviews
*Region & Local Planning Participation
*Transportation Planning
*Urban Design Health & Wellness

Sustainability Planning

*Implement Green Building practice
*Ordinance Modifications
*Community Health & Wellness
*Encourage "In Fill" Development
*Encourage Transit Oriental Development

General Plan

*General Plan Update
*Zoning Update

Building Inspections

*Construction Inspection
*Code Enforcement Inspection
*C-3 Storm Water Goals by project
*Emergency Preparedness

Permit Center

*Customer Service
*Issue permits
*Handle procedural Questions
*Emergency Preparedness

Plan Check

*Customer Service
*Respond to technica Questions
*Review and approve plans

Refinery Operations

*On-site plan review
*On-site Inspection

Rental Inspection

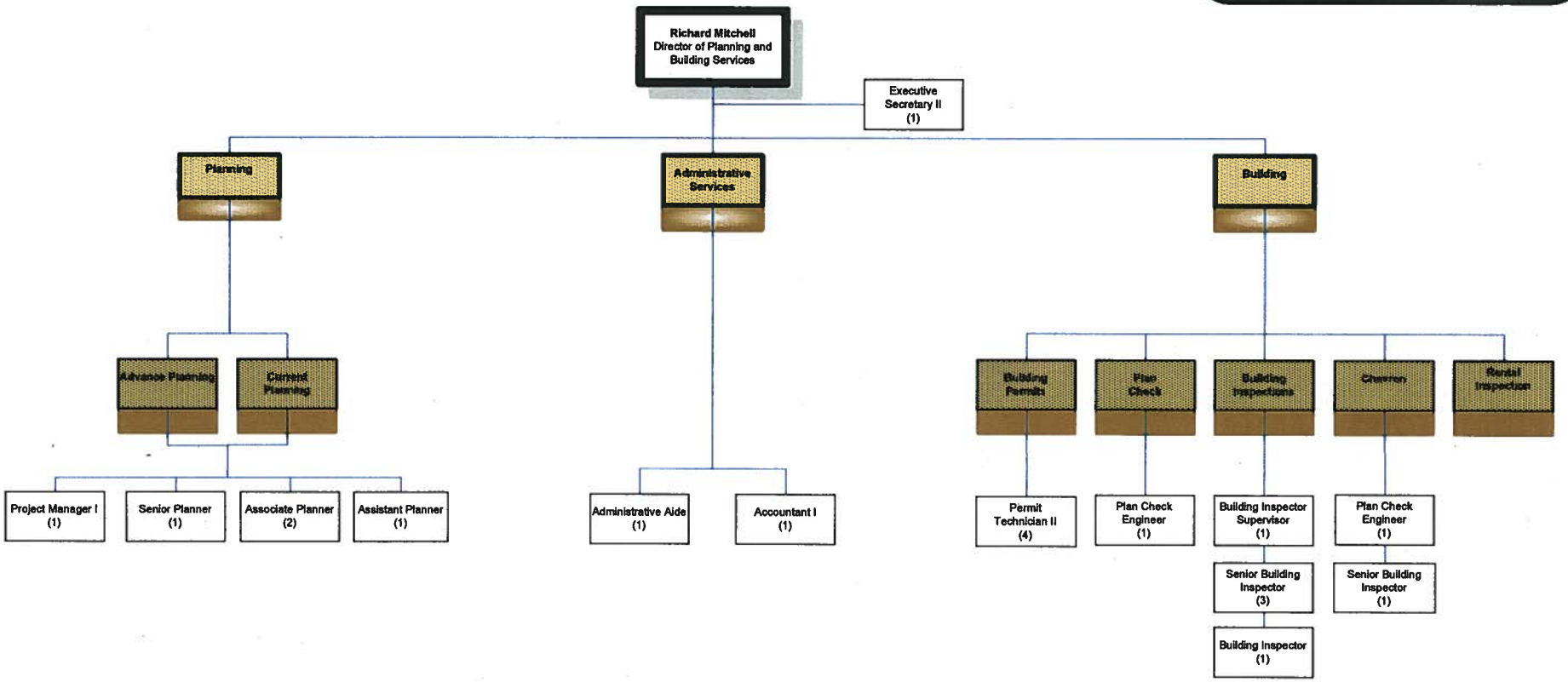
*Rental Unit Inspections
*Residential Safety

Planning and Building Services Department

FY2012-13 Organizational Chart

Existing FTE = 21, Proposed FTE = 21

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



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
PLANNING & BUILDING SERVICES					
Accountant I	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	1.0	1.0	1.0
Administrative Secretary					
Assistant Planner	1.0		1.0	1.0	1.0
Associate Civil Engineer	1.0	1.0			
Associate Planner	2.0	3.0	2.0	2.0	2.0
Building Inspector	4.0	3.0	2.0	2.0	1.0
Building Inspector Supervisor	2.0	1.0	1.0	1.0	1.0
Building Official	1.0	1.0			
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Office Assistant II	1.0	1.0			
Office Specialist					
Operations Administrator					
Permit Technician I	2.0				
Permit Technician II	3.0	4.0	4.0	4.0	4.0
Plan Checking Engineer	3.0	3.0	2.0	2.0	2.0
Planning & Building Services Director	1.0	1.0	1.0	1.0	1.0
Planning Technician II	2.0	1.0			
Principal Planner	2.0	4.0			
Project Coordinator		1.0			
Project Manager I					1.0
Senior Building Inspector	3.0	3.0	3.0	3.0	4.0
Senior Planner	3.0	2.0	4.0	3.0	1.0
Senior Programmer Analyst					
Supervising Office Assistant	1.0				
Total Full-Time Equivalents (FTEs)	35.0	32.0	23.0	22.0	21.0

Planning & Building Department-16
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	115,615	241,818	181,624	245,139	3,321	1%
Cost Recovery-1050	5,314,275	6,099,717	5,210,626	5,324,922	(774,795)	-15%
Licenses, Permits, & Fees	2,376,526	2,982,676	2,137,605	3,276,343	293,667	9%
Charges For Services	18,929	304,220	388,846	244,582	(59,638)	-24%
Intergov Other Grant	134,015	660,125	531,479	561,125	(99,000)	-18%
Operating Transfers In	2,784,806	2,152,696	2,152,696	1,242,872	(909,824)	-73%
Sources Total	**5,429,891**	**6,341,535**	**5,392,250**	**5,570,061**	**(771,474)**	**-14%**
USES BY TYPE						
Salaries	2,004,369	1,984,879	1,533,081	1,917,796	(67,083)	-3%
Benefits	790,963	845,167	632,190	855,112	9,945	1%
Professional Services	446,974	1,419,712	624,978	838,753	(580,959)	-69%
Other Operating Expenses	-45,853	140,355	28,528	101,643	(38,712)	-38%
Utilities	9,624	11,000	5,623	11,000	-	0%
Equipment & Contract Services	5,686	4,042	3,150	631	(3,411)	-541%
Cost Pool	2,218,127	1,867,308	1,549,784	1,832,522	(34,786)	-2%
Operating Transfer Out		9,553	9,553	12,604	3,051	24%
Uses-Operating Expenditure Total	**5,429,891**	**6,282,016**	**4,386,887**	**5,570,061**	**(711,956)**	**-13%**
USES BY ORG CODE						
GF-Planning Administration-01161119	353,112	241,818	181,624	245,139	3,321	1%
CR-Planning Administration-15061119					-	
Current Planning-15061219	1,783,660	2,335,590	1,658,008	1,984,931	(350,659)	-18%
Advanced Planning-15061319					-	
General Plan-15062019	287,912	262,012	102,629	220,055	(41,957)	-19%
Building Administration-15063419					-	
Rental Inspection-15063519	67,233	151,077	115,971	55,000	(96,077)	-175%
Building Regulations-15063619	2,937,973	3,291,520	2,328,655	3,064,936	(226,584)	-7%
Chevron Inspection-15063719						
TOTAL BUDGET	**5,429,891**	**6,282,016**	**4,386,887**	**5,570,061**	**(711,956)**	**-13%**

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.

2012-13 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 the number of items borrowed by 10%.
4.24.b Increase library visits by 10%.
4.24.c Increase "virtual visits" to the library via promotion of online resources.
4.24.d Increase the number of non-English material borrowed.
4.24.e Provide homework assistance to students.
4.24.f Provide volunteer opportunities.
4.24.g Expand outreach efforts to the community in promotion of library services.
4.24.h Increase the number of library card holders.
4.24.i Provide a library collection that meets the interests and needs of the community.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.24.a	# of new library sponsored programs offered	-	1	4	4
2.24.b	# of people attending new library program offerings	-	11	100	100
2.24.a	# of all library sponsored programs offered	606	305	400	410
2.24.b	# of people attending all library program offerings	-	10,424	11,000	11,500
4.24.a	# of items borrowed	262,980	151,997	236,000	350,000
4.24.b	# of library visits	361,084	157,411	185,000	225,00
4.24.c	# library card holders accessing digital library services	-	7,798	14,000	25,000
4.24.d	# of non-English items borrowed	-	9,692	18,500	25,000
4.24.e	# students attending "Homework Help"	-	633	900	900
4.24.f	# of volunteers	8	22	25	25
	# volunteer hours	-	5,331	9,000	9,000
4.24.g	# of non-library sponsored outreach opportunities in which the library participated	-	1	3	5
4.24.h	# of new library card holders	-	3,071	3,500	4,000
4.24.i	# of new items added to the library's collection	-	9,231	18,500	30,000
	Effectiveness				
4.24.c	% of library card holders accessing digital library services	-	10%	20%	26%
4.24.d	% of non-English collection borrowed	4.7%	6.4%	7%	8%
	Efficiency				
2.24.a	Avg. cost per person attending new library programs	-	$7.32	$9.09	$10.00
4.24.e	Avg. cost per student attending "Homework Help"	-	$24.83	$25.00	$25.00
4.24.i	Materials expenditure per resident	$1.00	$1.00	$1.99	$3.10

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.

2012-13 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 basic literacy skill development to enable City residents to participate in City of Richmond and other job training programs.

3.24.b 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.c 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.d Offer digital literacy instruction to enable City residents 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.

Library & Cultural Services Department

Literacy for Every Adult Program (LEAP)

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.24.a	# of students working in small groups	-	160	250	200
3.24.c	# of students with limited or no English skills served	-	38	100	120
3.24.d	# of new students with limited or no computer skills served	-	202	260	200
4.24.a	# of volunteers	-	26	35	20
	# of volunteer hours	-	928	2,000	2,000
4.24.b	# of students enrolled in web-based learning to improve basic skills and prep for GED	-	92	150	150
	Effectiveness				
3.24.a	% of students served who are referred by the Employment & Training Department	-	-	-	100%
3.24.b	% of students who complete one literacy module	-	-	-	80%
	% of students who raise their initial pre-test score by 60 points after the completion of "GED Fast Track"	-	-		80%
4.24.a	# of students served as a result of volunteer support	-	-	-	40
	Efficiency				
5.24.a	# or new students served as a result of referrals from partnerships	-	15	20	35

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 and 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 (CIP) 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.

2012-13 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 Provide volunteer opportunities in the arts.

4.24.c 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
1.24.a	# of public art opportunities provided to neighborhoods	-	0	0	9
1.24.b	# of arts and cultural events in the community	-	0	0	7
1.24.c	# of new public art pieces	-	0	0	2
	# of maintenance projects on existing public art	-	0	0	4
1.24.d	Dollar amount of CIP Percent for Art allocations	-	N/A	$600,000	$700,000
4.24.b	# of volunteer hours	-	0	0	1,500
4.24.c	# of collaborations and partnerships	25	0	0	35
5.24.a	# of announcements via E-blasts, Facebook and Twitter	-	0	0	150
	Effectiveness				
1.24.a	Average number of community members engaged per art opportunity	-	0	0	40
1.24.b	# of arts and culture events and exhibits at the Library	-	0	0	10
1.24.d	# of new public art projects initiated with CIP Percent for Art funds	-	0	0	2
3.24.a	# of art non-profits supported	-	0	0	3
	# of emerging artists groups supported	-	0	0	5
4.24.a	# of grant applications	-	0	0	3
4.24.c	# of new partnerships	10	0	0	8
	Efficiency				
1.24.b	Cost per art event	$4,000	0	0	$1,000
4.24.c	Average dollar amount per grant awarded to Division	$1,000	0	0	$15,000

LIBRARY AND CULTURAL SERVICES
PROGRAM ORGANIZATIONAL CHART

Literacy for Every Adult Program (LEAP)

*Management

***Program Services & Development**

*Adult Basic Literacy Skills

*GED Preparation

*Digital Literacy

*English as a Second Language

***Community Outreach & Engagement**

*SPARKPOINT

*Building Blocks for Kids

*Rubicon

*Nevin Community Center

*West County Reads

*Employment & Training

*East Bay Career Acadamy

***Digitalized Curriculum Development for Adult Literacy**

Library

*Management

*Staff Development

*Children's Services

*Young Adult Services

*Adult Services

*Book Mobile

*Branch Services

*Circulation of Materials

*Patron Records

*Acquisitions

*Processing

*Cataloging

*Reference Services

*Special Programs

*Richmond Collection

Arts & Culture

*Management

*Development

*Art Outreach

*Public Art

*Arts Coordination

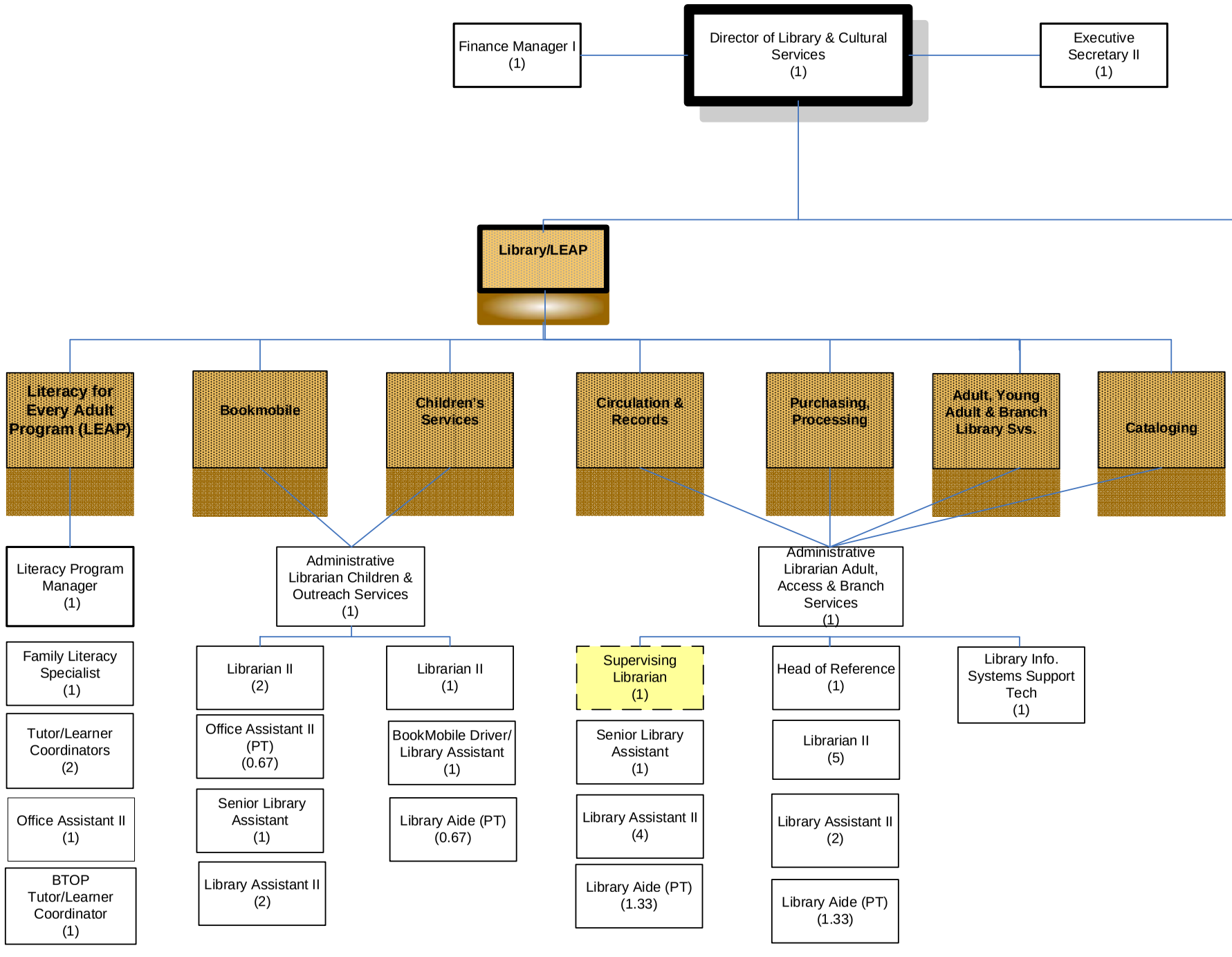
Library & Cultural Services

FY2012-13 Organizational Chart

Existing FTE = 38.00, Proposed FTE = 38.00

Legend:

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



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
LIBRARY & CULTURAL SERVICES					
Administrative Librarian	2.0	2.0	2.0	2.0	2.0
Administrative Manager	0.0	0.0			
Administrative Secretary					
Administrative Services Analyst	1.0				
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
Budget Analyst II					
Executive Secretary I		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
Head of Reference	1.0	1.0	1.0	1.0	1.0
Learning Center Manager II	1.0	1.0	1.0	1.0	
Librarian I/II	13.0	13.0	8.0	9.0	9.0
Library & Cultural Services Director	1.0	1.0	1.0	1.0	1.0
Library Access Services Manager	2.0	2.0	2.0	2.0	
Library Aide (group 1)	3.5	3.5	3.5	3.3	3.4
Library Assistant I/II	11.0	11.0	9.0	9.0	8.0
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	0.7	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	2.0	2.0	3.0	3.0
Total Full-Time Equivalents (FTEs)	47.2	47.2	40.2	41.0	38.0

Library & Cultural Services - 24

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	6,466,019	5,102,946	3,839,504	4,965,412	(137,534)	-3%
Capital Outlay Fund-2001	238	-		-	-	0%
Library Fund-1005	330,462	468,158	193,946	205,296	(262,862)	0%
Impact Fee-2117	19,410	15,951	4,962	6,000	(9,951)	-166%
Sources Total	**6,816,128**	**5,587,055**	**4,038,412**	**5,176,708**	**(410,347)**	**-8%**
USES BY TYPE						
Salaries	2,981,568	2,668,712	2,165,918	2,721,723	53,011	2%
Benefits	1,408,945	1,237,556	893,583	1,246,935	9,379	1%
Professional Services	613,615	962,513	429,309	881,566	(80,947)	-9%
Other Operating Expenses	152,055	153,556	87,027	141,214	(12,342)	-9%
Utilities	9,548	9,500	7,574	9,000	(500)	-6%
Equipment & Contract Services	5,642	0			-	0%
Cost Pool	1,485,442	443,325	394,050	504,661	61,336	12%
Asset/Capital Outlay	136,251	76,853	18,044	180,522	103,669	57%
Grant Expenditures; Employ & Training	23,062	35,040	12,850	30,835	(4,205)	-14%
Uses-Operating Expenditure Total	**6,816,128**	**5,587,055**	**4,008,356**	**5,716,457**	**129,401**	**2%**
USES BY ORG CODE						
Administration-01241055	4,953,294	3,646,488	2,828,612	3,777,418	130,930	3%
Reference Services-01242155	84,289	44,477	39,286	99,400	54,923	55%
Access Services-01242255	113,451	25,010	11,784	13,979	(11,031)	-79%
Children's Services-01242755	14,172	17,896	9,549	39,400	21,504	55%
Circulation Services-01242855	35,702	13,123	8,443	91,179	78,056	86%
Extension Services-01242955	10,070	17,917	6,073	47,810	29,893	63%
LEAP General Fund-01243055	603,670	689,764	464,738	522,495	(167,269)	-32%
Public Art-01244055	561,525	443,836	341,949	373,731	(70,105)	-19%
Library Fund (Fines/Fees)-10541055; 10541755	40,685	86,000	1,818	89,500	3,500	4%
LEAP State Grant-10543055	96,601	10,000	32,825	20,845	10,845	0%
Library Fund (Grants)-10545055	211,014	237,645	129,247	191,177	(46,467)	-24%
Capital Outlay (Library)-20141055; 10544055	41,869	-		249,522	249,522	0%
Impact Fees (Library)-21741055	49,787	354,900	134,034	200,000	(154,900)	-77%
TOTAL BUDGET	**6,816,128**	**5,587,055**	**4,008,356**	**5,716,457**	**129,401**	**2%**

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.

2012-13 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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.25.a	# of participants attending programs	11,396	9,714	15,000	20,000
2.25.b	# of collaborative partnerships formed	56	38	50	50
2.25.c	# of scheduled facility rental activities	3,526	2,089	2,000	2,500
2.25.d	# of grants applied for	-	1	7	10
	Effectiveness				
2.25.d	# of new grants awarded	-	1	7	10
2.25.e	Program attendance percentage increase in physical fitness activities	-	5%	10%	15%
	Efficiency				
2.25.f	Cost per participant	$417	$506	$285	$251
	% of cost recovery	14%	12%	15%	18%

	Percent of respondents that responded "excellent" or "good"		
Community Survey Results	**2007**	**2009**	**2011**
Recreational opportunities	20%	23%	25%
Recreation programs or classes	24%	30%	37%
Recreation centers or facilities	23%	33%	34%

Goal

To provide safe, reliable, specialized and coordinated transportation services for community members who are seniors (55 and older), disabled, low-income 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, 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.

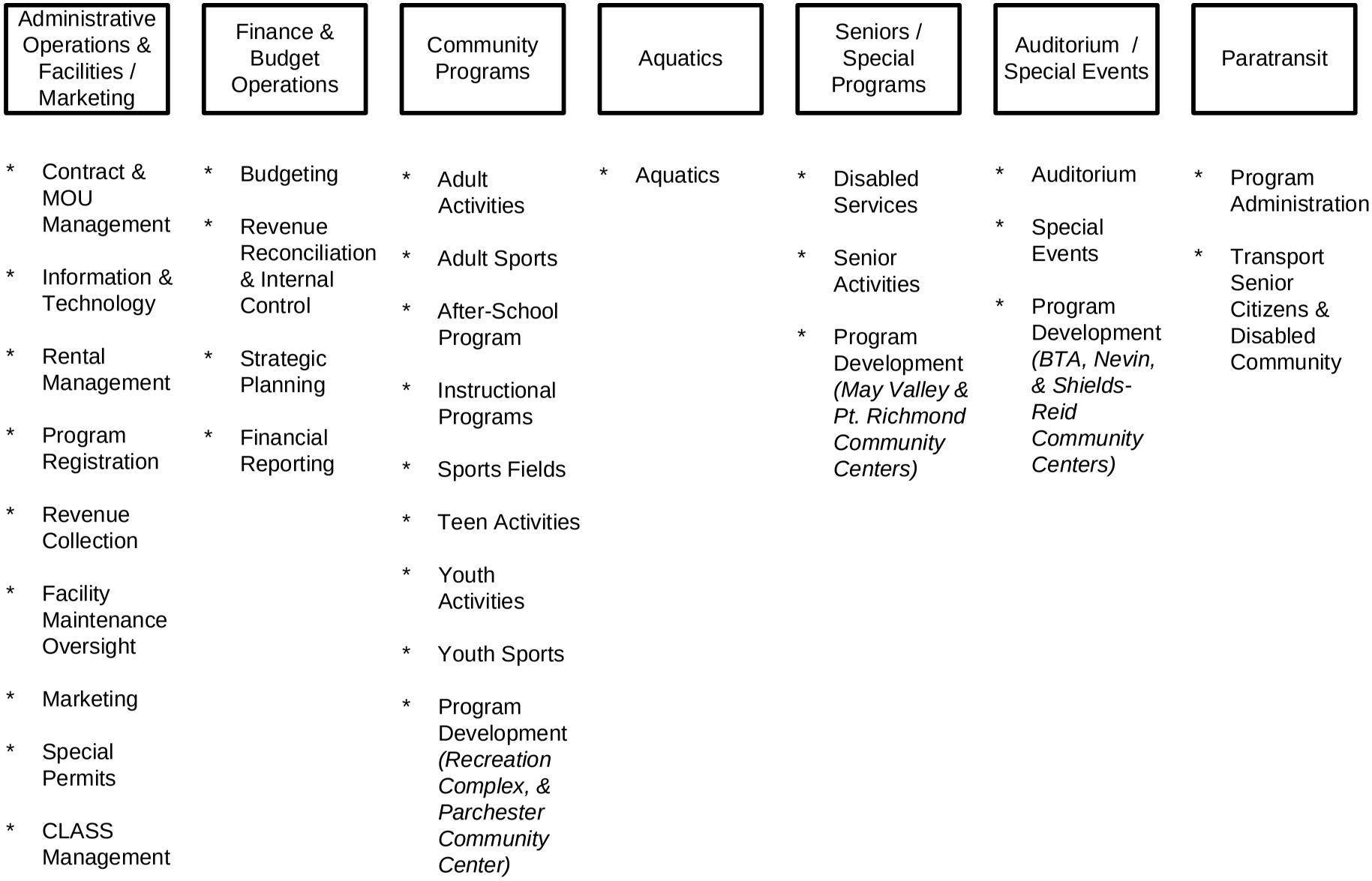
2012-13 Supporting Actions

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.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
2.25.a	# of passengers per hour per vehicle	2	2	2.5	2.5
2.25.b	# of accidents per 25,000 miles	0	0	0	0
2.25.c	# of vehicles older than five years	10	10	2	2
2.25.f	# of passengers registered	3,499	3,623	4,000	4,500
2.25.h	# of passenger trips provided	11,741	6,187	12,000	13,000
2.25.i	# of no-shows	453	162	450	200
	# of denials	0	112	200	200
	# of late cancellations (canceling a trip less than an hour before pick up)	702	276	500	500
2.25.j	# grant reimbursements submitted	-	-	-	4
	Effectiveness				
2.25.d	% of vehicles inspected to ensure compliance	100%	100%	100%	100%
2.25.e	% of passengers satisfied with Paratransit services	100%	100%	100%	100%
2.25.g	% of passengers picked up on time (within 20-minute window)	100%	100%	100%	100%
2.25.j	% of grant reimbursements submitted timely	-	-	100%	100%
	# of new grants awarded	-	-	-	2
	Efficiency				
2.25.h	Average number of trips per day per driver	12	12	12	12

RECREATION DEPARTMENT
PROGRAM ORGANIZATIONAL CHART



Recreation Department

FY 2012-13 Organizational Chart

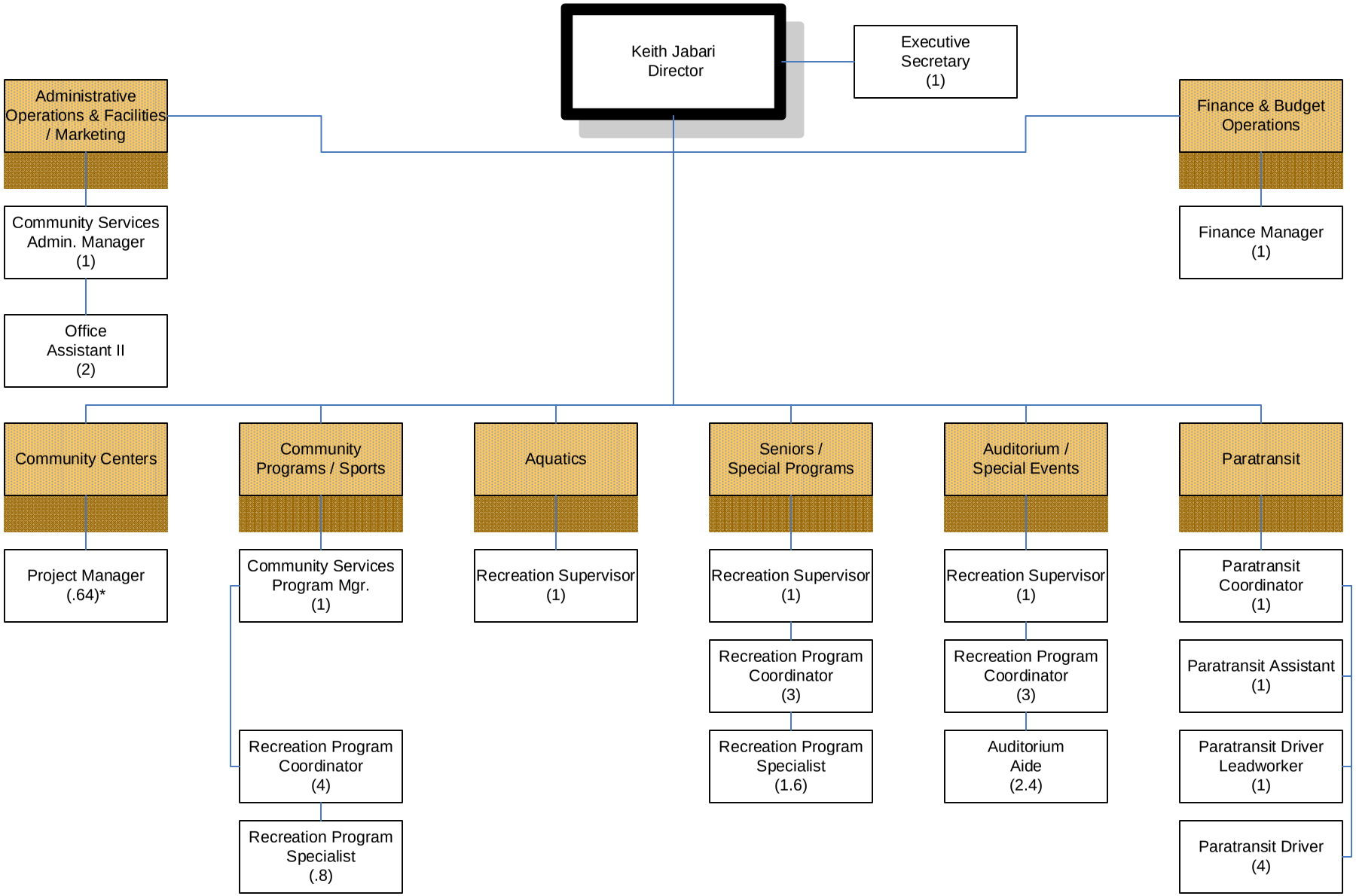
Legend:

Existing Pos. | Main Program

Proposed Pos. | Sub-Program

Reclassification

Existing FTE = 33.44, Proposed FTE = 32.4



*** .36 FTE is allocated in the City Manager's Office.**
In FY 2011/12 the Recreation Department FTE's were reduced by (1) Recreation Program Coordinator due to temporary reassignment to the City Manager's Office. The position will be reactivated when the temporary reassignment concludes.

City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
RECREATION DEPARTMENT					
Administrative Secretary					
Aquatic Lifeguard	10.5				
Aquatics Specialist	1.0				
Auditorium Aide	3.2	3.2		2.4	2.4
Budget Analyst II	0.5				
Community Services Administrative Manager	0.5	1.0	1.0	1.0	1.0
Community Services Program Manager	4.0	3.0	1.0	1.0	1.0
Executive Secretary II	1.0	1.0	1.0	1.0	1.0
Finance Manager I		1.0	1.0	1.0	1.0
Office Aide	1.0				
Office Assistant I/II	3.0	3.0	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	8.0	8.0	5.0	5.0	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	15.0	13.0	12.0	11.0	10.0
Recreation Program Leader	12.0				
Recreation Program Specialist	9.7	4.8	3.0	2.4	2.4
Recreation Supervisor	2.0	2.0	2.0	2.0	3.0
Total Full-Time Equivalents (FTEs)	75.4	44.0	32.0	32.8	32.4

Recreation Department-25
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted Budget	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	5,570,544	3,790,938	2,489,827	4,174,106	383,168	9%
Recreation Revenue	1,117,934	879,300	782,051	904,889	25,589	3%
Paratransit Fund-1003	1,284,525	1,341,149	1,121,293	1,136,437	(204,712)	-18%
Outside Funded Grants-1006; Donation 1011	1,430	200,000	1,200		(200,000)	0%
General Capital Fund-2001	1,321		348		-	0%
Impact Fee-Comm/Aquatic Fund-2115	10,856	8,562	3,047	4,000	(4,562)	-114%
Sources Total	**7,986,610**	**6,219,949**	**4,397,766**	**6,219,432**	**(517)**	**0%**
USES BY TYPE						
Salaries	3,155,031	3,447,806	2,415,469	3,792,695	344,889	9%
Benefits	1,256,267	1,044,119	902,119	1,035,412	(8,707)	-1%
Professional Services	284,384	402,060	196,893	312,773	(89,287)	-29%
Other Operating Expenses	126,723	128,419	72,620	111,977	(16,442)	-15%
Utilities	14,541	20,029	14,154	19,071	(958)	-5%
Equipment & Contract Services	14,016	5,200	1,191	7,500	2,300	31%
Cost Pool	2,872,820	935,363	718,422	895,154	(40,209)	-4%
Asset/Capital Outlay	177,903	236,953	76,898	140,850	(96,103)	-68%
Operating Transfer Out	84,926				-	0%
Uses-Operating Expenditure Total	**7,986,610**	**6,219,949**	**4,397,766**	**6,315,432**	**95,483**	**2%**
USES BY ORG CODE						
Administration-01251051	6,325,740	1,809,358	1,313,035	1,736,785	(72,573)	-4%
Youth Sports-01252551	12,816				-	0%
Adult Sports-01252651	11,492				-	0%
Youth Activity-01252751	8,601				-	0%
Adult Activity-01252851	3,015				-	0%
USTA Tennis-01252951	6,337				-	0%
Booker T Anderson Comm Ctr-01253251	11,413	252,533	252,939	316,446	63,913	20%
Nevin Comm Ctr-01253451	11,207	74,499	108,701	207,789	133,290	64%
Shields Reid Comm Ctr-01253551	10,304	152,470	101,687	179,127	26,657	15%
Pt Richmond Comm Ctr-01253651	7,663	76,314	32,235	52,407	(23,907)	-46%
Recreation Complex-01253751	13,519	593,344	430,127	783,010	189,666	24%
Parchester Comm Ctr-01253851	12,771	147,803	84,157	134,491	(13,312)	-10%
May Valley Comm Ctr-01253951	12,090	162,689	149,024	167,014	4,325	3%
Special Events-01254551	74,191	83,800	71,043	57,285	(26,515)	-46%
Recreation (DPRC)-01254651	210,890	162,205	122,456	194,361	32,156	17%
Senior Center-01254751	10,950	132,230	100,574	162,785	30,555	19%
Senior Center Annex-01254851	3,430	125,230	47,364	135,848	10,618	8%
Aquatics-01256051	9,711	250,825	140,454	283,059	32,234	11%
Convention Ctr-01257051	12,367	303,803	243,706	308,946	5,143	2%
Plunge-01259051	69,840	369,800	217,849	359,642	(10,158)	-3%
Paratransit Operations-10355051	1,083,702	1,341,149	919,944	1,136,437	(204,712)	-18%
Outside Funded Grant-Recreation-10651051; 1	1,879	200	487		(200)	0%
Capital Outlay-Recreation Div-20151051	34,926			100,000	100,000	0%
Impact Fee - Comm/Aquatic-21551051	27,755	181,697	61,983		(181,697)	0%
TOTAL BUDGET	**7,986,610**	**6,219,949**	**4,397,766**	**6,315,432**	**95,483**	**2%**

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency

Mission:

The Richmond Community Redevelopment Agency facilitates the revitalization of physical, economic and social conditions through the redevelopment of blighted areas and community-enhancing programs, and stimulates private sector investment in the City in order to improve the health and general welfare and enhance the quality of life in the community.

Key Objectives for Strategic Goals:

1. Maintain and enhance the physical environment

- Create urban design and development strategies for the Macdonald Avenue and Nevin corridor, 23rd Street, and the Marina Bay area designated for ferry service.
- Initiate, facilitate and complete capital projects in the RCRA budget.

2. Promote a safe and secure community

- Maximize blight abatement and redevelopment efforts, focusing first on the downtown and Civic Center areas.
- Enhance the quality and supply of housing City-wide, emphasizing affordable components and implementation of the Neighborhood Stabilization Plan.
- Effectively manage Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Neighborhood Stabilization Program (NSP) and other public programs.

3. Promote economic vitality

- Increase home ownership in Richmond.
- Expand and increase economic development program efforts in order to increase private sector investment and job creation.
- 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 gasoline usage by replacing old vehicles with hybrid or alternative fuel vehicles.
- Reduce paper consumption by use of electronic documents and the use of double-sided printing when possible.
- Promote sustainable development standards and practices, including mixed-use, smart growth, high density and low impact development.
- Participate in the implementation of the Healthy Richmond Initiative.

5. Promote effective government

- Actively seek community input on capital projects.
- Increase tax increment creation and recapture through the development of high-value real estate in redevelopment project areas in order to fund inner-City redevelopment activities.
- Maintain balanced budget and retain the Agency's current bond ratings.

FY2012-13 Budget

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 Agency, including preparing budgets and financial reports, ensuring compliance with administrative rules and procedures and assisting in the issuance of Agency bonds to continue projects, programs, and assignments that will increase future tax increment and support the revitalization of the City of Richmond.

Description
The Finance and Administrative Division manages the financial and administrative operations of the Agency in close collaboration with the Executive Director and City departments that have legal, financial and administrative responsibilities under the Agency bylaws. The Division ensures that no Agency budgets are over-spent and that Agency managers are aware of potential financial issues.

2012-13 Supporting Actions
3.30.a Ensure that the Agency 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 Prepare contract expiration reports.
3.30.f Ensure all purchasing paperwork is processed in a timely manner.
3.30.g Update Agency's website.
3.30.h Ensure that all monthly reports are published.

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency
Finance & Administration Division

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.30.a	% of Agency budget prepared	100%	-	100%	100%
3.30.b	% of Agency audits facilitated	100%	100%	100%	100%
	% of single audit facilitated	100%	50%	100%	100%
3.30.c	% of preparation and approval of budget adjustments completed	100%	-	100%	100%
3.30.e	% of contract expiration reports completed	100%	100%	100%	100%
3.30.f	% of all purchasing paperwork processed	100%	100%	100%	100%
3.30.g	Update website at least quarterly	4	2	4	4
3.30.h	Publish monthly reports	12	6	12	12
	Effectiveness				
3.30.a	% of operating and capital expenditures within approved budgets	100%	100%	100%	100%
	Agency budget approved by June 30th	100%	-	100%	100%
3.30.d	% of Agency audits completed on time	100%	100%	100%	100%
	Efficiency				
3.30.h	% of monthly reports published on time	100%	100%	100%	100%
3.30.g	% of invoices paid on time	100%	95%	100%	100%

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency
Office of Economic Development Division

Goal
To attract and retain businesses in Richmond through successfully marketing the City and its strategic, natural and economic advantages, and to help local businesses grow and prosper in Richmond.

Description
The Office of Economic Development maximizes marketing effectiveness through collaborative relationships with City departments, elected officials, other Richmond stakeholders and regional strategic alliances professionally and within budget limitations.

2012-13 Supporting Actions
3.30.a Manage Division within approved operating budget.
3.30.b Optimize the use of various communications media to recruit, retain and grow businesses.
3.30.c Increase business activity in Richmond.
3.30.d Manage revolving loan funds.
3.30.e Conduct site tours and site visits.
3.30.f Plan and implement public events.
3.30.g Attend economic development activities.
3.30.h Increase City sales tax.
3.30.i Conduct business surveys.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.30.b	# of press releases	6	1	1	2
3.30.d	Revolving loan funds loans approved or closed	4/5	3	1	5
3.30.e	# of site tours, site visits	29	8	15	25
3.30.f	# of public events planned and implemented	6	2	4	6
	# of Main Street events	16	10	16	18
3.30.g	# of economic development activities attended	43	11	12	30
3.30.i	# of business surveys completed	26	15	30	100
	Effectiveness				
3.30.b	% of press releases resulting in published news story	3	50%	50%	50%
3.30.c	Net absorption of commercial space in City	30,516	75,000	125,000	200,000
	# new businesses in City categorized by sector	296	125	225	225
3.30.h	City sales tax increase (millions and by %)	-	-	-	-
	Efficiency				
3.30.a	% of operating costs within budget	100%	100%	100%	100%
	% of projects completed on time	100%	100%	100%	100%
	% of projects completed within budget	100%	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.

2012-13 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 Continue with the completion of new for-sale affordable units.
3.30.g Ensure the completion of new affordable rental units.
3.30.h Ensure the completion of rehabilitated rental units.
3.30.i Ensure the completion of rehabilitated affordable rental units.
3.30.j Manage current new-entitled or under-construction units.
3.30.k Maintain Agency subsidy per for-sale deed restricted housing unit.
3.30.l Maintain Agency subsidy per rental deed restricted housing unit.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.30.a	CDBG dollars expended	$1,978,932	$553,558	$1,107,117	$1,250,000
	HOME dollars expended	$638,534	$156,013	$741,000	$390,980
3.30.b	# of projects and programs in progress	28	25	25	25
3.30.d	# of home improvement loans closed	34	12	28	35
3.30.e	# of home ownership loans closed	0	4	10	15
3.30.f	# of new for-sale affordable units completed	0	0	0	0
3.30.g	# of new rental affordable units completed	0	8	20	25
3.30.h	# of rehabilitated affordable units completed (NSP)	36	4	10	10
3.30.i	# of current new units entitled or under construction	106	0	20	86
3.30.j	# of current rehab units entitled or under construction	36	8	20	25
	Effectiveness				
3.30.b	% of capital projects active or completed within fiscal year within budget (three projects)	100%	100%	100%	100%
	% of capital projects completed in fiscal year on time	100%	100%	100%	100%
3.30.c	% of funding leveraged in home ownership development	-	75%	75%	75%
	% of funding leveraged in rental development	83%	75%	75%	75%
	Efficiency				
3.30.a	Operating costs within budget	100%	100%	100%	100%
	Total development cost per for-sale housing unit	-	-	-	-
	Total development cost per rental housing unit	$355,000	-	-	-
3.30.k	Agency subsidy per for-sale deed restricted housing unit	-	-	-	-
3.30.l	Agency subsidy per rental deed restricted housing unit	$62,000	-	-	-

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency
Redevelopment Division

Goal
To successfully complete all former Redevelopment Division projects, contract obligations, and financial obligations as reported in our Recognized Obligation Payment Schedule (ROPS).

Description
The Redevelopment Division promoted economic development and the revitalization of physical, economic and social conditions, developed community assets and managed real estate assets. The Agency manages its projects and programs professionally and within budget limitations, and completes projects and assignments in a timely fashion.

2012-13 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 Seek additional funding sources for qualified projects and programs.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.30.b	# of projects and programs in progress	11	9	9	4
	# of housing units completed (Anchor Cove)	16	20	20	0
	Square footage of commercial space completed	0	0	0	9,000
	# of Façade improvement programs completed	3	*	*	*
	Blocks of streetscape improvements completed	4	*	*	*
	Effectiveness				
3.30.b	% of streetscape improvements completed	100%	*	*	20%
	% of capital projects active or completed within fiscal year within budget	100%	100%	100%	100%
	% of capital projects completed on time	-	0	100%	100%
3.30.c	Dollars expended on public facilities	$6.5M	$8M	$12M	$5M
	Dollars expended on public infrastructure	$1.4M	$2M	$4M	$32M
	Efficiency				
3.30.a	Operating costs within budget	100%	100%	100%	100%
3.30.c	Other public and private funds leveraged	$33M	$8M	$12M	$31M

* Projects eliminated due to loss of Tax Increment

CITY OF RICHMOND AS SUCCESSOR AGENCY TO THE RICHMOND COMMUNITY REDEVELOPMENT AGENCY
PROGRAM ORGANIZATIONAL CHART

Housing & Community Development

* Affordable Housing Development
* Community Development Programs
* Housing Finance Programs

Finance & Accounting

* Budget Input & Control
* Contract Mgmt.
* Accounts Payable
* Accounts Receivable
* Financial Reporting

Redevelopment

* Private Development Projects
* Public Development Projects
*Administrative Services

Legal Services

* Legal Counsel
* Oversight of Outside Counsel

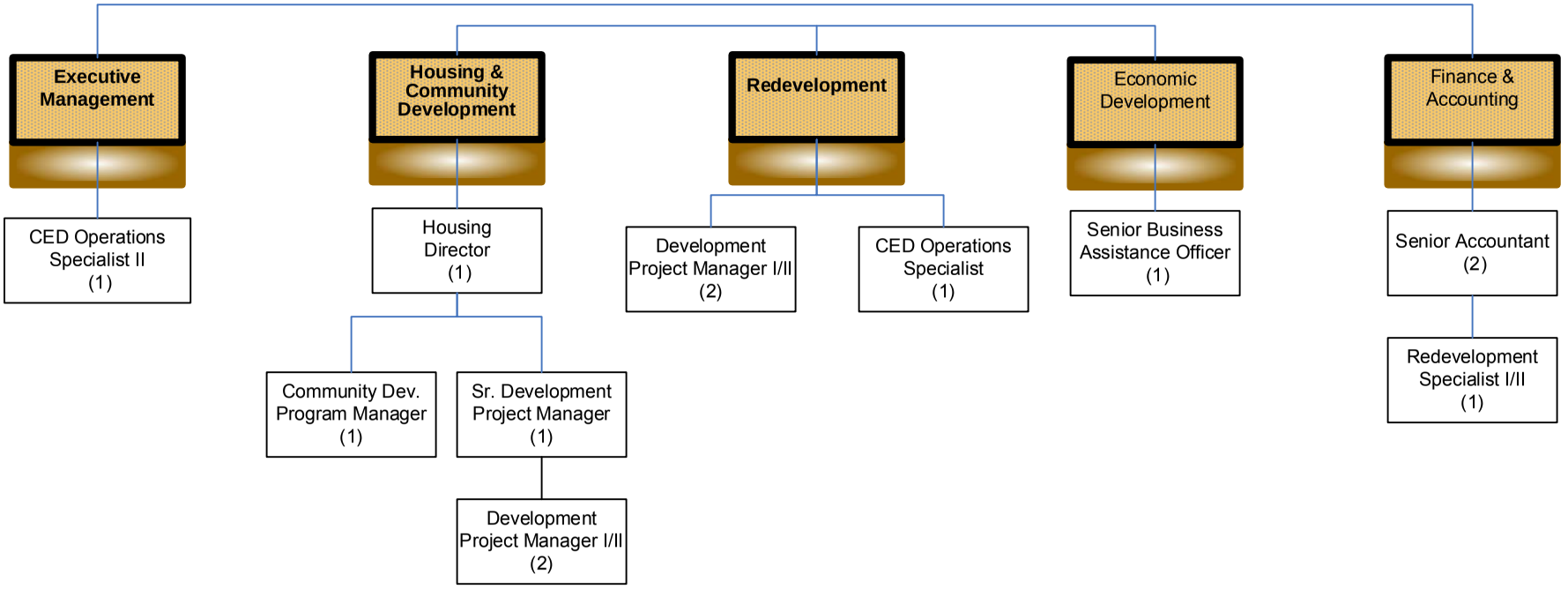
Economic Development

* Business Attraction
* Business Retention
* Program Mgmt.

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency
FY2012-13 Organizational Chart

Existing FTE = 20, Proposed FTE = 13

Legend:
- Existing Pos.
- Proposed Pos.
- Main Program
- Sub-Program



Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
SUCCESSOR AGENCY TO RICHMOND COMMUNITY REDEVELOPMENT AGENCY (RCRA)					
Admin. Services Manager	1.0	1.0			
Administrative Aide	1.0	1.0			
Administrative Secretary	1.0				
Assistant City Attorney	1.0	1.0	1.0	1.0	
Asst. Comm. Dev. Program Mgr.	1.0	1.0	1.0		
CED Dir./Executive Director.	1.0	1.0	1.0	1.0	
CED Finance Manager	1.0	1.0	1.0	1.0	
Chief of RDA Projects					
Comm. Dev. Finance Coordinator	1.0				
Community Dev. Program Mgr.	1.0	1.0		1.0	1.0
Construction Representative (I-II)	1.0	1.0	1.0	1.0	
Construction Services Coordinator	1.0				
Construction/Facilities Supervisor	1.0	1.0			
Contract Administrator II	1.0	1.0			
Deputy Director, Housing	1.0	1.0			
Deputy Director, Redevelopment	1.0	1.0			
Development Project Mgr. (I-II)	7.0	5.0	4.0	3.8	4.0
Executive Secretary II	1.0	1.0			
Housing Director	1.0	1.0	1.0	1.0	1.0
OED Administrator	1.0	1.0		1.0	
Office Assistant II	2.0	1.0			
Office Specialist II					
Operations Specialist I/II	2.0	2.0	2.0	2.0	2.0
Redevelopment Director	1.0	1.0	1.0	1.0	
Redevelopment Specialist (I-III)	3.0	3.0	1.0	1.0	1.0
Secretary	1.0	1.0			
Senior Dev. Project Mgr.	3.0	3.0	2.0	1.8	1.0
Sr. Accountant	2.0	2.0	2.0	2.0	2.0
Sr. Business Asst. Officer	1.0	1.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	40.0	34.0	19.0	19.6	13.0

City of Richmond as Successor Agency to the Richmond Community Redevelopment Agency-30

Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
CDBG-1201	2,114,445	400,475	326,207	261,836	(138,639)	-53%
Use of Money & Property	29,904		5,601	7,469	7,469	0%
Other Revenue	3,045		5,047	6,729	6,729	0%
Intergov Federal Grant	1,883,989	400,475	221,960	247,638	(152,837)	-62%
Loan/Bond Proceeds	197,507		93,598		-	0%
Home Program-1202	51,989	82,109	102,271	36,815	(45,294)	-123%
Intergov Federal Grant	51,989	82,109	102,271	36,815	(45,294)	-123%
Redevelopment Admin-7101	3,240,256	2,996,144	1,741,517	2,750,000	(246,144)	-9%
Use of Money & Property	19,923		(5,606)	15,000	15,000	0%
Other Revenue	257,060		64,235	85,000	85,000	0%
Operating Transfer In	2,963,273	2,996,144	1,682,888	2,650,000	(346,144)	-13%
Housing Admin-7102	441,673	2,360,944	1,083,429	1,830,419	(530,525)	-29%
Licenses, Permits, & Fees	372,459		-		-	0%
Use of Money & Property	3,953		1,586	2,115	2,115	0%
Other Revenue	33,492		66,228	88,303	88,303	0%
Loan Proceeds	21,199		16,817	20,000	20,000	0%
Operating Transfer In	10,570	2,360,944	998,798	1,720,000	(640,944)	-37%
Neighborhood Stabilization-1203	1,094,976	-	340,310	160,000	160,000	0%
Intergov Federal Grant	1,094,976	-	340,310	160,000	160,000	0%
Sources Total	**6,943,339**	**5,839,672**	**3,593,733**	**5,039,070**	**(800,602)**	**-16%**
USES BY TYPE						
Salaries	2,738,611	2,384,507	1,741,233	1,607,780	(776,727)	-48%
Benefits	916,677	1,259,762	650,654	1,027,447	(232,315)	-23%
Professional Services	640,748	670,310	121,439	694,887	24,577	4%
Other Operating Expenses	145,416	321,631	27,497	418,963	97,332	23%
Utilities	4,837	19,095	16,006	19,095	-	0%
Equipment & Contract Services	144,654	206,025	74,539	274,047	68,022	25%
Cost Pool	908,013	978,342	872,054	905,825	(72,517)	-8%
CDBG/HOME/HSG Project	1,289,294	0			-	0%
Operating Transfer Out	155,089			91,027	91,027	0%
Uses-Operating Expenditure Total	**6,943,339**	**5,839,672**	**3,503,423**	**5,039,070**	**(800,602)**	**-16%**
USES BY ORG CODE						
CDBG Administration - 12104062	541,083	310,060	171,573	249,508	(60,552)	-24%
CDBG Housing - 12105062	273,523	90,415	51,721	371,417	281,002	76%
Home Administration - 12206063	59,128	82,109	37,425	35,404	(46,705)	-132%
RCRA Administration - 71101061	2,804,101	2,436,495	1,593,204	2,250,579	(185,916)	-8%
Office of Economic Development - 71103065	565,684	559,649	279,853	342,009	(217,640)	-64%
Housing Administration - 71202063	1,604,844	2,360,944	1,308,970	1,624,153	(736,791)	-45%
Neighborhood Stabilization-12308163	1,094,976	-	60,678	166,000	166,000	0%
TOTAL BUDGET	**6,943,339**	**5,839,672**	**3,503,423**	**5,039,070**	**(800,602)**	**-16%**

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 in the Community Economic Development (CED) Strategic Plan.
- Support programs and initiatives that maintain and enhance a healthy Richmond.

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 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. In addition, RichmondWORKS is assisted by partners which include the Employment Development Department, Job Corps, Department of Rehab, Shelter Inc., and Swords to Plowshares.

2012-13 Supporting Actions

3.27.a Accommodate 22,000 Career Center visits (includes repeat customer visits) per year 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 2000 Richmond residents per year.

327.c Provide intensive services - training sponsorship and supportive services into demand occupations (includes RichmondBUILD Green Careers Academy) for 650 residents.

3.27.d Increase the number of Richmond residents becoming employed by providing On the Job Training as well as direct placement.

3.27.e Increase the hiring of Richmond residents by promoting the Richmond Enterprise Zone (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	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.27.a	# of career center client visits	27,947	17,920	23,000	22,000
3.27.b	# of participants (intensive case management)	933	672	800	650
3.27.c	# of intensive services	-	252	500	600
3.27.d	# of residents employed	-	702	1,000	900
3.27.e	# of Enterprise Zone hires	-	349	500	450
	Effectiveness				
3.27.f	% of mandated Workforce Investment Act performance standards met	100%	100%	100%	100%
3.27.g	% of participants rating programs as “good” or “better”	90%	95%	90%	90%
3.27.h	New grants received	6	4	3	2
3.27.i	Fees generated from EZ hiring vouchers	$42,000	$27,360	$45,000	$33,750
	Efficiency				
3.27.j	Cost per participant - Universal population	$827	$750	$850	$657
	Cost per participant - Intensive Services	$4,342	$4,920	$5,000	$3,833
	Cost per participant -Training Services	$5,583	$3,450	$3,500	$3,500
	Cost per placement	$2,383	$4,015	$4,000	$2,555

	Percent of respondents that responded “excellent” or “good”			
Community Survey Results	**2007**	**2009**	**2011**	**2012**
Employment Opportunities	10%	12%	10%	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.

2012-13 Supporting Actions

3.27.a Provide intensive case management, tutoring and workshops for over 150 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 over 525 Richmond youth.
3.27.e Increase the number of collaborations.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.27.a	# of participants (intensive case management)	-	0/217	65 new enrollees/ standing caseload of 200	50 new enrollees/ standing caseload of 150
3.27.c	New grant funds received	2	3	1	3
3.27.d	# of jobs provided for youth during the summer employment program	657	291	300	265
	# of contributing and participating businesses in the summer employment program	21	35	21	20
3.27.e	# of collaborations	17	12	12	10
	Effectiveness				
3.27.b	% of Workforce Investment Act performance standards for youth met	100%	100%	100%	100%
3.27.c	% of program audits without any findings and disallowed costs	100%	100%	100%	100%
	Efficiency				
3.27.b	WIA cost per participant	$3,835	$3,976	$4,000	$4,000
	WIA cost per placement	$4,737	$4,875	$5,000	$2,555
3.27.d	SYEP cost per participant	$1,194	$1,400	$1,500	$1,500

FY2012-13 Budget

EMPLOYMENT AND TRAINING DEPARTMENT PROGRAMS

E & T Administration

*Strategic Planning

*Budgeting

*Program Oversight

*Workforce Investment Board

*Oversight of One Stop Center

*Monthly & Quarterly Reporting

WIA Adult

*One Stop Center Operation

*Recuitment

*Assessments

*Case Management

*Training/Certification

*Job Placement

*Follow Up Services

WIA Dislocated Worker

*One Stop Operation

*Recruitment

*Assessments

*Case Management

*Training/Certification

*Job Placement

*Follow Up Services

RW One-Stop Career Center

*One Stop Operation

*Recruitment

*Assessments

*Case Management

*Training/Certification

*Job Placement

*Follow Up Services

NEG OJT

*Recruitment

*Assessments

*Case Managerment

*Job Placement

*On-the-Job Training

*Follow Up Services

WIA Youth

*Mentoring

*Job Skill Competency Training

*Case Managerment

*Leadership Development

*Supportive Services

*Incentives for Recognition and Achievement

Richmond BUILD

*Project Management

*Recruitment

*Assessments

*Case Managerment

*Training/Certification

*Job Placement

*Follow Up Services

WIA Green Jobs

*Mentoring

*On-the-Job Training

*Leadership Development

*Case Managerment

*Supportive Services

*Incentives for Recognition and Achievement

RB Green Academy

*Project Management

*Recruitment

*Assessments

*Case Managerment

*Training/Certification

*Job Placement

*Follow Up Services

Project CED

*Compliance and monitoring of various City, State, and Federal requirements and ordinances

RW Training Services

*Recruitment

*Assessments

*Case Managerment

*Training/Certification

*Job Placement

*Follow Up Services

EPA Workforce

*Recruitment

*Assessments

*Case Managerment

*Training/Certification

*Job Placement

*Follow Up Services

WIA Rapid Response

*Planning

*Coordinating RR w/ Partners

YouthBuild Educational Component

*Mentoring

*Job Skills/Job Placement

*Case Managerment

*Leadership Development

*Classroom Training/H.S. Diploma

Summer Youth Employement Program

*Planning

*Marketing & Fundraising

*Job Matching & Follow Up

*Provide youth with valuable work experience

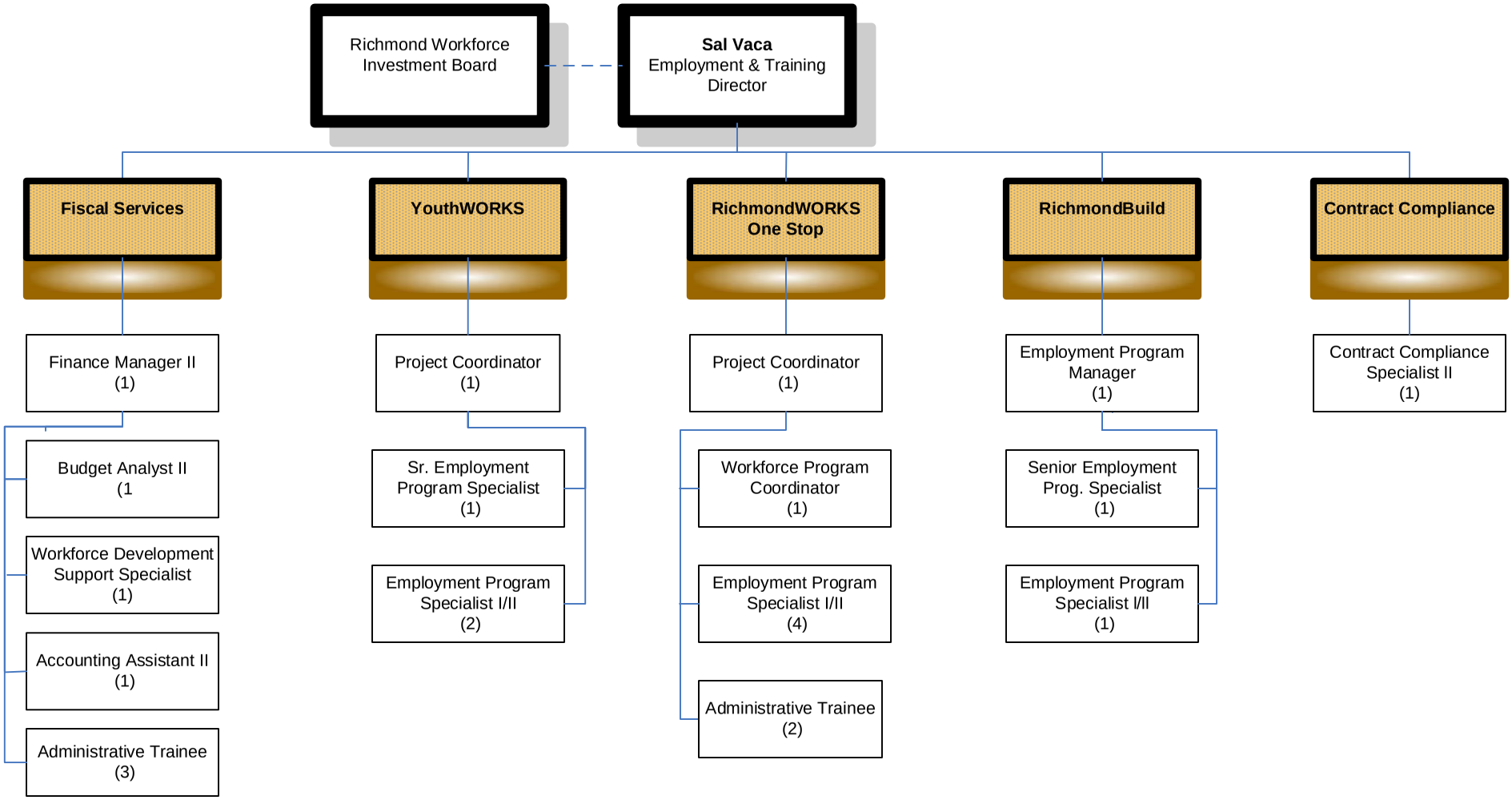
Employment & Training Dept.

FY2012-13 Organizational Chart

Legend:

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

Existing FTE = 24 – Proposed FTE = 24



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
EMPLOYMENT & TRAINING					
Accounting Assistant I/II				1.0	1.0
Administrative Secretary	1.0				
Administrative Services Analyst					
Administrative Trainee	4.0	5.0	5.0	5.0	5.0
Budget Anaylst II		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	10.0	11.0	10.0	11.0	7.0
Executive Secretary II		1.0	1.0	1.0	
Finance Manager II			1.0	1.0	1.0
Project Coordinator		3.0	3.0	2.0	2.0
Project Manager I	3.0				
Senior Budget Analyst	1.0				
Sr Employment Program Specialist	2.0	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	2.0	1.0	1.0	1.0
Total Full-Time Equivalents (FTEs)	26.0	28.0	28.0	28.0	24.0

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual YTD - March 2011	FY2012-13 Proposed	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
Employment & Training - 1205						
Federal Grant Revenue	862,937	1,220,000	486,314	425,000	(795,000)	-187%
Federal Pass-Thru - WIA	4,549,419	6,466,461	2,280,012	2,102,908	(4,363,553)	-208%
Other Grant Revenue		-		1,781,065	1,781,065	100%
Fees - Enterprise Zone	72,195	-	51,200	50,000	50,000	100%
Charges for Services	310,443	-	534,332	-	-	0%
Other Revenue - Donations		300,000		135,000	(165,000)	-122%
Operating Transfers In	1,076,344	759,344	398,344	756,460	47,116	6%
Sources Total	**6,871,338**	**8,745,805**	**3,750,202**	**5,250,433**	**(3,445,372)**	**-66%**
USES BY TYPE						
Salaries	1,877,004	1,863,736	1,378,049	1,799,908	(63,828)	-4%
Benefits	776,991	1,041,252	595,920	989,232	(52,020)	-5%
Professional Services	244,073	50,000	26,982	-	(50,000)	0%
Other Operating Expenses	3,055,222	4,156,473	1,046,852	1,605,697	(2,550,776)	-159%
Utilities	10,524	10,000	3,984	6,000	(4,000)	-67%
Equipment & Contract Services	851,461	1,036,000	295,983	312,000	(724,000)	-232%
Cost Pool	588,344	588,344	402,433	537,596	(50,748)	-9%
Uses-Operating Expenditure Total	**7,403,620**	**8,745,805**	**3,750,203**	**5,250,433**	**(3,495,372)**	**-67%**
USES BY DIVISION						
RichmondWorks Programs	3,997,955	4,745,132	2,025,110	2,358,926	(2,386,206)	-101%
RichmondBuild Programs	1,998,977	2,391,930	1,012,555	1,869,572	(522,358)	-28%
YouthWorks Programs	1,406,688	1,608,743	712,539	1,021,935	(586,808)	-57%
TOTAL BUDGET	**7,403,620**	**8,745,805**	**3,750,203**	**5,250,433**	**(3,495,372)**	**-67%**

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.

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.

2012-13 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 Continued stabilization efforts at the Westridge at Hilltop development by meeting operating costs, servicing debt, and funding reserves with surplus cash flow by maintaining 98% occupancy.

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

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
4.31.a	# of rental units leased	547	528	550	550
4.31.f	# of Housing Choice Voucher Section 8 contracts executed	1,682	1,743	1,750	1750
4.31.g	% of routine work orders completed in a timely manner	83%	100%	100%	100%
4.31.h	% of development projects completed in a timely manner	100%	50%	100%	100%
4.31.i	% of Easter Hill Hope VI development completed	99.5%	99.7%	100%	100%
4.31.j	# of grant reimbursements submitted	-	27	36	36
4.31.k	# of Project REAL homes abated from lead	290	145	290	100
	Effectiveness				
4.31.b	Receive PHAS High-Performer designation from HUD	Standard	Pending	High	Standard
4.31.c	Receive SEMAP High-Performer designation from HUD	Standard	Pending	High	Standard
4.31.d	% of Westridge at Hilltop stabilizing efforts completed	100%	100%	100%	100%
4.31.e	% of collected rents	98%	97.7%	98%	98%
4.31.f	% of utilization of Housing Choice Voucher Section 8	96%	99%	100%	100%
4.31.h	% of development projects completed on time and at or under budget	100%	50%	100%	100%
4.31.j	# of new grants awarded	-	-	0	2
	% of quarterly reimbursements submitted timely	-	100%	100%	100%

Community Survey Results	Percent of respondents that responded "excellent" or "good" 2007	2009	2011
Availability of affordable housing	19%	29%	39%
Variety of housing options	-	27%	31%

HOUSING AUTHORITY
PROGRAM ORGANIZATIONAL CHART

Administration

* Leadership
* Coordination of Efforts
* Program Oversight
*State, Federal and Local Government Reporting
*Finance Management
*Audits
*Payroll
*IT
*Annual Plan

Low Income Public Housing

* Rent Collections
*Monthly Reporting
*Lease Enforcement
*State, Federal and Local Government Reporting
*Application Intake
*Routine Maintenance
*Vacancy Turnaround
*Eviction Activity

RHA Properties

*Asset Management
* Audit
*Contract Management
* State, Federal and Local Government Reporting

RHA Grants

*Capital Planning
*Modernization
*Contractor/Project Management
*State, Federal and Local Government Reporting

Project REAL

*Grant Compliance
*Contract/Project Management
*State, Federal and Local Government Reporting
*Inspections
*Lead Abatement

HOPE VI

*EH Project Management
*Construction Management
*Monitoring and Grant Compliance
*State, Federal and Local Government Reporting

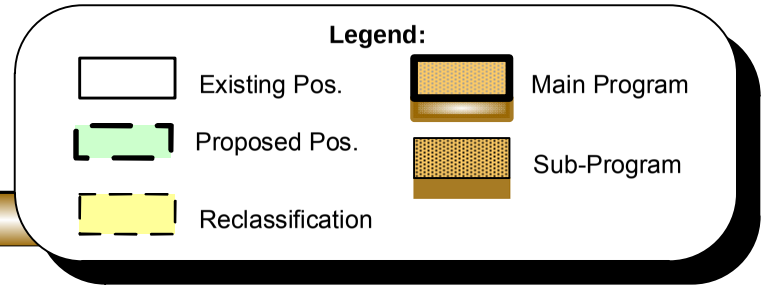
Section 8 HCV Program

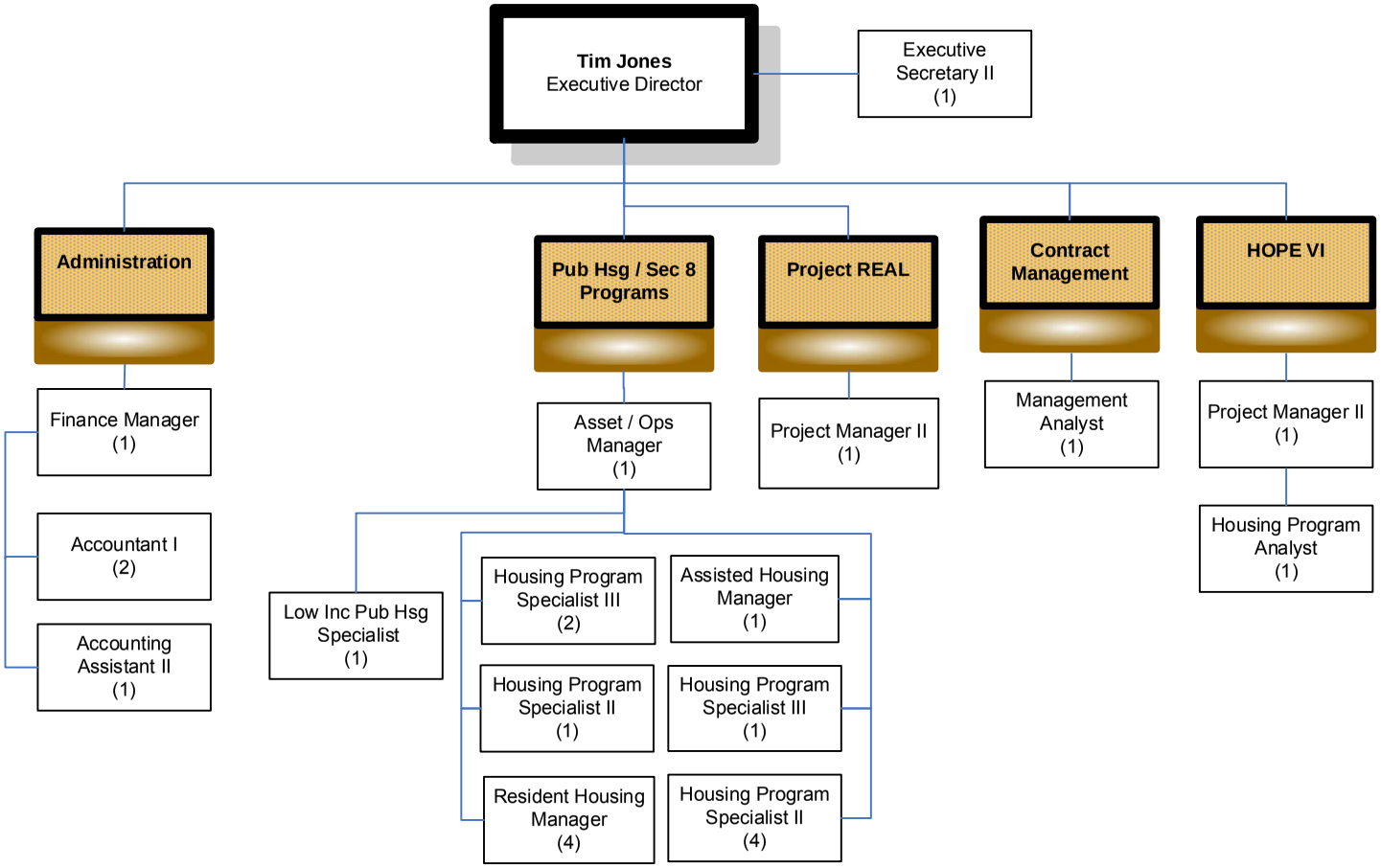
*Program Administration
*H.Q.S. Inspections
*Case Management
*HAP Contract Management
*Informal Hearings
*State, Federal and Local Government Reporting
*Landlord Outreach

Housing Authority

FY2012-13 Organizational Chart

Existing FTE = 32, Proposed FTE = 25





City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
RICHMOND HOUSING AUTHORITY					
Accountant I	2.0	2.0	2.0	2.0	2.0
Accounting Assistant II	1.0	1.0	1.0	1.0	1.0
Administrative Aide	1.0	1.0	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	2.0	2.0	1.0	1.0	
Building Trade Worker III			1.0	1.0	
Contract Administrator				1.0	
Deputy Director	1.0	1.0	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 Specialist I	1.0				
Housing Program Specialist II	5.0	6.0	6.0	6.0	5.0
Housing Program Specialist III	3.0	3.0	3.0	3.0	3.0
Management Analyst				1.0	1.0
MIS Technician	1.0	1.0	1.0	1.0	
Modernization Prog. Specialist	1.0	1.0	1.0		
Office Assistant II	1.0	1.0			
Project Manager II	2.0	2.0	2.0	2.0	2.0
Resident Housing Manager	5.0	5.0	5.0	5.0	4.0
Total Full-Time Equivalents (FTEs)	33.0	33.0	32.0	32.0	25.0

Richmond Housing Authority Department-31
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru Mar - 2012	FY2012-13 Proposed	$ Chg From FY2011-12	% Chg From FY2012-13
SOURCES BY FUND						
Dwelling Rental	4,711,711	5,284,097	3,417,373	5,324,551	40,454	1%
Grant Reimbursements	25,283,382	24,400,851	16,395,315	25,009,211	608,360	2%
Other Income	769,927	702,421	411,451	893,573	191,152	21%
Sources Total	**30,765,020**	**30,387,369**	**20,224,139**	**31,227,335**	**839,966**	**3%**
USES BY TYPE						
Salaries	2,119,341	1,929,228	1,340,463	1,851,025	(78,203)	-4%
Benefits	1,313,218	868,386	612,952	1,023,772	155,386	15%
Professional Services	1,147,470	1,526,924	918,042	1,225,000	(301,924)	-25%
Other Operating Expenses	22,355,572	20,376,667	16,132,553	22,674,935	2,298,268	10%
Utilities	820,477	873,076	591,804	931,895	58,819	6%
Cost Pool	625,859	681,647	524,129	458,750	(222,897)	-49%
Debt Service	1,009,831	1,478,471	567,083	1,251,789	(226,682)	-18%
Asset/Capital Outlay	1,121,858	1,100,000	1,027,192	1,150,000	50,000	4%
Uses-Operating Expenditure Total	**30,513,626**	**28,834,399**	**21,714,218**	**30,567,166**	**1,732,767**	**6%**
USES BY ORG CODE						
Westridge-81111091	2,634,359	3,179,757	1,956,652	3,457,096	277,339	8%
Section 8 Housing-81112091	20,227,550	19,142,028	14,320,867	20,675,137	1,533,109	7%
Hope VI-81113091	678,944	770,214	456,295	755,613	(14,601)	-2%
Capital Fund Program-81114091	1,570,488	1,194,628	999,136	1,118,443	(76,185)	-7%
Conventional Low Rent-81115091	4,703,726	3,499,653	3,171,990	3,666,317	166,664	5%
Project Real Grant-81116091	654,375	932,119	788,687	729,560	(202,559)	-28%
RHA Local Fund-81117091	44,184	116,000	20,591	165,000	49,000	30%
TOTAL BUDGET	**30,513,626**	**28,834,399**	**21,714,218**	**30,567,166**	**1,732,767**	**6%**

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 is 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.

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.

2012-13 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 proactive approach that interfaces with industry-related activities to promote new revenue.

3.28.c Review monthly P&L with Port management.

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.28.a	Revenue generated	$6.68M	$3.47M	$8.4M	$8.4M
3.28.b	Potential new revenue	-	-	-	$450,000
3.28.c	Generate and review monthly P&L with Port management	12	9	12	12
	Effectiveness				
3.28.a	% increase in revenue	0%	0%	15%	20%
	Revenue generated per acre/per year	$48,480	$25,869	$60,869	$60,869
	Efficiency				
3.28.a	Total cost per acre	$15,850	$3,823	$25,000	$2,000

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).

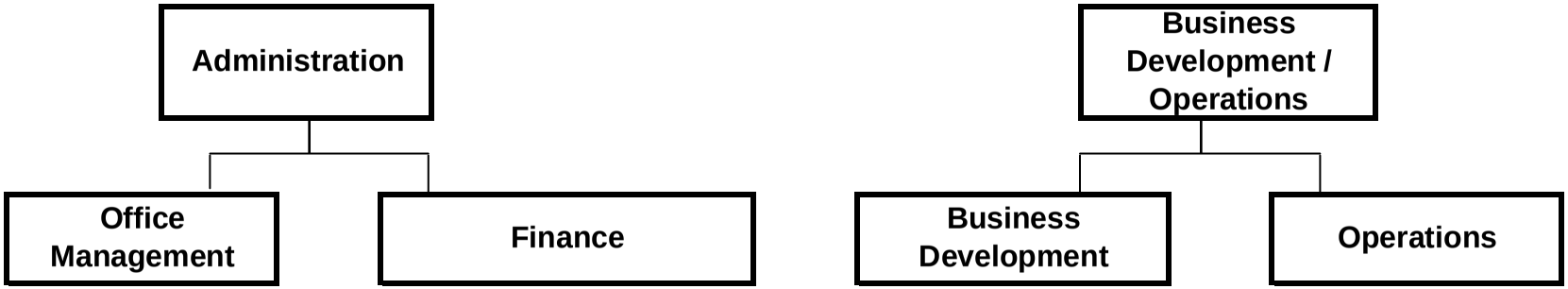
2012-13 Supporting Actions

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

Success Indicators

	Output	2010-11 Actual	2011-12 Mid-Year Actual	2011-12 Year End Goal	2012-13 Proposed
3.28.a	# of scheduled maintenance projects	1	1	5	5
3.28.b	% of state/fed security agency oversight compliance	100%	100%	100%	100%
3.28.c	% of state/fed environmental agency oversight compliance	100%	100%	100%	100%
3.28.d	# of existing leases (both short and long-term)	13	13	13	10
3.28.e	% of facilities inspected monthly	100%	100%	100%	100%
3.28.f	# of vehicles imported	71,849	48,913	145,000	200,000
3.28.g	# of jobs created	-	-	-	230
	Effectiveness				
3.28.a	% of scheduled maintenance projects performed on time	100%	100%	100%	100%
	# of unscheduled maintenance projects	1	1	1	0
3.28.b	# of security violations	0	0	2	0
3.28.d	# of leases reviewed	3	6	12	10
3.28.e	% of environmental standard compliance	100%	100%	100%	100%
	Efficiency				
3.28.a	Maintenance cost per acre	$869	N/A	N/A	$865
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



*Office Administration

*Insurance Compliance

*Procurement Compliance

*Property Management

*Record Retention

*Regulatory Compliance

*Tariff Compliance

*Tonnage Statistic

*Vessel A/D Data

*A/R Invoicing

*Account Payables

*Account Receivables

*Budget Preparation

*CIP Budget

*Financial Reporting

*Grant Financial Reporting

*Purchasing

*Revenue Collections

*Business Plan

*Contracting

*Lease Negotiations

*Marketing

*Permitting (CEQA)

*Project Planning

*Construction

*CIP Project Management

*Engineering

*Facility Security

*Maintenance

*Safety Compliance

*Special Projects

*Vessel Scheduling

*Grants Projects Management

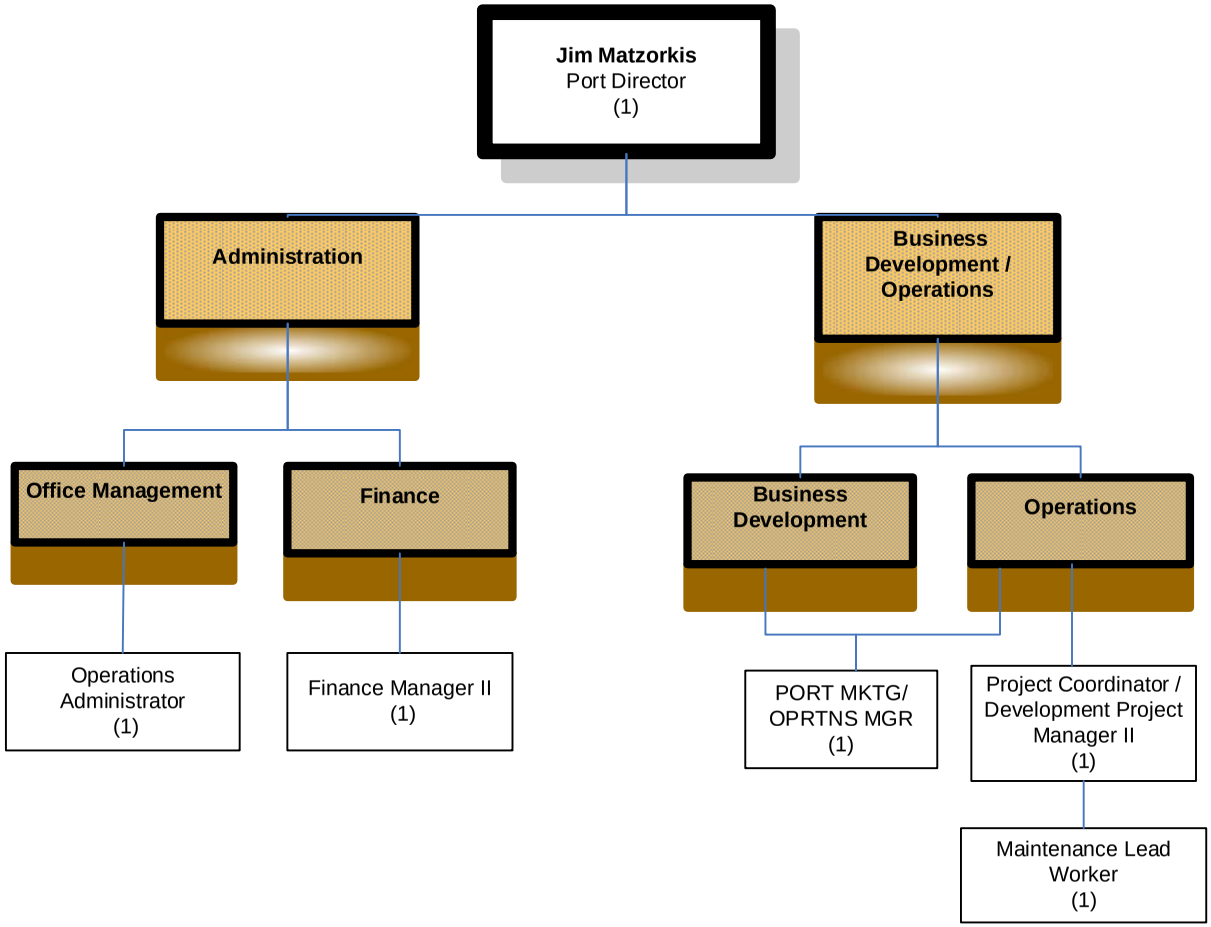
Port of Richmond

FY2012-13 Organizational Chart

Legend:

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

Existing FTE = 6 Proposed: 6



City of Richmond
Multi-Year Comparative Position Listing

Department	FY2008-2009	FY2009-2010	FY2010-2011	FY2011-2012	FY2012-2013
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
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	1.0	1.0	
Port Maintenance Manager	1.0	1.0			
Port Marketing/Operations Manager					1.0
Senior Accountant	1.0				
Total Full-Time Equivalents (FTEs)	7.0	7.0	6.0	6.0	6.0

Port-28
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
Port of Richmond Fund-4001	8,694,647	23,047,936	4,098,718	15,272,333	(7,775,603)	-93%
Rental and Other Income	6,493,779	8,083,784	3,549,112	8,322,333	238,549	3%
Grant Revenue Fund	428,164	13,907,831	52,535	6,950,000	(6,957,831)	-100%
Port Capitalized Interest	1,772,704	305,321	305,321		(305,321)	0%
Port Bond Proceeds		751,000	191,750		(751,000)	0%
Sources Total	**8,694,647**	**23,047,936**	**4,098,718**	**15,272,333**	**-7,775,603**	**-51%**
USES BY TYPE						
Salaries	610,775	637,808	440,629	662,074	24,266	4%
Benefits	255,231	247,867	194,881	295,008	47,141	16%
Professional Services	137,287	1,313,475	331,418	1,647,812	334,337	20%
Other Operating Expenses	-76,855	49,300	25,686	39,800	(9,500)	-24%
Utilities	129,041	222,100	70,256	188,100	(34,000)	-18%
Equipment & Contract Services	14,256	38,500	10,566	300,000	261,500	87%
Provisions for Ins Loss	23,173	30,000	21,007	30,000	-	0%
Cost Pool	942,802	883,269	662,454	865,660	(17,609)	-2%
Asset/Capital Outlay	1,151,123	16,531,256	2,195,794	8,253,000	(8,278,256)	-100%
Debt Service Expenditure	3,846,182	3,868,055	2,212,725	3,878,613	10,558	0%
Transfers In/Out		105,428	105,428	5,428	(100,000)	-1842%
Uses-Operating Expenditure Total	**7,033,014**	**23,927,058**	**6,270,844**	**16,165,495**	**(7,761,563)**	**-48%**
USES BY ORG CODE						
Administration-40181080	6,750,889	6,962,702	3,911,302	7,188,895	226,193	3%
Pt Potrero Marine Terminal Auto-40182380	3,989	33,500	9,293	50,000	16,500	33%
Terminal 1-40182480	252	1,500	404	16,000	14,500	91%
Terminal 2-40182580	(95,793)	17,200	3,479	4,200	(13,000)	-310%
Terminal 3-40182680		9,500	-	50,000	40,500	81%
Terminal 4-40182780	4,448	24,400	1,897	21,400	(3,000)	-14%
Pt. Potrero -40182880	89,130	347,000	150,151	345,000	(2,000)	-1%
Capital Improvements-40183080	280,099	16,531,256	2,194,319	8,490,000	(8,041,256)	-95%
TOTAL BUDGET	**7,033,014**	**23,927,058**	**6,270,844**	**16,165,495**	**(7,761,563)**	**-48%**

General Government-91
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
General Fund-0001	114,112,530	118,583,098	77,226,624	117,995,199	(587,899)	0%
Operating Transfers In	14,670,432	10,544,982	8,909,405	9,021,820		
Sources Total	**128,782,962**	**129,128,080**	**86,136,029**	**127,017,019**	**(587,899)**	**0%**
USES BY TYPE						
Salaries		(300,000)			300,000	0%
Benefits	-5,336,184	2,700,000	2,481,442	3,055,302	355,302	12%
Professional Services	1,164,182	603,080	2,446,077	361,000	(242,080)	-67%
Other Operating Expenses	1,418,452	127,917	105,920	1,048,950	921,033	88%
Utilities					-	0%
Equipment & Contract Services	2,075				-	
Cost Pool	-1,659,486	(1,507,645)	(1,256,370)	(956,989)	550,656	-58%
Debt Service	827,202	508,008	552,898	508,008	-	
Grant Expenditures						
Operating Transfers Out	9,798,764	8,390,289	8,640,289	7,973,331	(416,958)	-5%
Uses-Operating Expenditure Total	**6,215,004**	**10,521,649**	**12,970,257**	**11,989,602**	**1,467,953**	**12%**
USES BY ORG CODE						
City Festivals-01910090	69,893	75,000	70,000	55,000	(20,000)	-36%
Caltrans Home-01911190	47,702		31,771		-	0%
Viron Energy-01911290	508,008	508,008	423,340	508,008	-	0%
Solar Richmond-01915090	64,590	23,089	15,368	23,950	861	4%
Non-Departmental Activity-01917090	3,567,644	7,766,208	10,407,215	8,347,342	581,134	7%
Health Insurance Reimbursement-01918090	1,957,166	2,149,344	2,022,562	3,055,302	905,958	30%
TOTAL BUDGET	**6,215,004**	**10,521,649**	**12,970,257**	**11,989,602**	**1,467,953**	**12%**

Marina Operations-89
Summary

TOTAL BUDGET - HISTORICAL COMPARISON

	FY2010-11 Actual	FY2011-12 Adjusted	FY2011-12 Actual Thru March-2012	FY2012-13 Budget	$ Chg From FY2011-12	% Chg From FY2011-12
SOURCES BY FUND						
Marina Operations-4005	311,478	150,000	244,082	150,000	-	0%
Sources Total	**311,478**	**150,000**	**244,082**	**150,000**	**-**	**0%**
USES BY TYPE						
Salaries					-	0%
Benefits					-	0%
Professional Services					-	0%
Other Operating Expenses			14,260		-	0%
Utilities					-	0%
Equipment & Contract Services					-	0%
Cost Pool					-	0%
Asset/Capital Outlay	87,143	2,100,000	1,854,600	100,000	(2,000,000)	-2000%
Debt Service	141,591	293,744	77,239	146,872	(146,872)	-100%
Grant Expenditures	115,000				-	0%
Operating Transfers Out	170,448				-	0%
Uses-Operating Expenditure Total	**514,182**	**2,393,744**	**1,946,100**	**246,872**	**(2,146,872)**	**-870%**
USES BY ORG CODE						
Marina (Non-Departmental)-40517090	115,000				-	0%
Marina (Port)-40583080		2,100,000	1,864,831	100,000	(2,000,000)	-2000%
Marina (Operations)-40591082	399,182	293,744	81,268	146,872	(146,872)	-100%
TOTAL BUDGET	**514,182**	**2,393,744**	**1,946,100**	**246,872**	**(2,146,872)**	**-870%**

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.

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 2012-13 debt service is a conservative 3.11% of General Fund revenues.

Credit Rating and Debt Per Capita

- The City of Richmond's credit rating is A+ and the debt per capita at June 30, 2011 is 1.78%.

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2011	2012	2013	2014
		Loans Payable										
Fixed	Tax Increment	Wells Fargo Loan *RCRA Finance low and moderate income housing activities*		500,000.00	1.5%	2017	500,000.00	PRINCIPAL INTEREST			7,500	7,500
	Tax Increment	CHFA Help Loans *RCRA Finance low and moderate income housing activities*		1,000,000.00	3%	2015	1,000,000.00	PRINCIPAL INTEREST				1,000,000 300,000
	Tax Increment	HUD Section 108 Loans (Ford Bldg) *Fund capital improvements of Redevelopment Agency*		3,000,000.00	2.58% - Libor+70bps	2025	2,857,000.00	PRINCIPAL INTEREST	147,000 128,797	150,000 123,931	154,000 118,409	158,000 112,308
Fixed	Tax Increment	HUD Section 108 Loans (NRIT) *RCRA Finance low and moderate income housing activities*		3,500,000.00	2.58% - Libor+70bps	2025	3,340,000.00	PRINCIPAL INTEREST			170,000 176,919	180,000 168,098
Fixed	Wastewater Revenues	State Revolving Loan Contract *Finance Improvements at Wastewater Treatment Plant.*		6,737,658.00	3%	2013	440,232.00	PRINCIPAL INTEREST			440,232 13,205	
Fixed	Marina Revenues	California Department of Boating and Waterways *Finance Marina construction projects.*		9,427,000.00	4.50%	2042	3,075,777.06	PRINCIPAL INTEREST			68,405 138,410	71,483 135,332
		Capital Leases										
Fixed	General Fund	Municipal Finance Corp/Viron *Finance the purchase of the Viron mechanical retrofit and energy management equipment.*		4,069,623.00	4.58%	7/09/13	1,458,199.00	PRINCIPAL INTEREST	450,604 57,405	471,680 36,328	493,742 14,266	42,173 161
Fixed	IT ISF	Suntrust Leasing Corp *Finance the purchase of computer equipment and software*		2,660,000.00	4%	6/15/2011	578,982.00	PRINCIPAL INTEREST	578,982 19,045			
Fixed	Equipment ISF	Suntrust Leasing Corp *Finance the purchase of various vehicles*		6,027,628.00	3.90% - 4.35%	2018	4,499,129.00	PRINCIPAL INTEREST	812,189 180,478	842,806 146,521	877,827 111,500	535,403 78,679
Fixed	General Fund	Holman Capital Corporation *Finance the purchase of Police/Fire Radios*		2,711,751.28	2.47%	11/30/2015	2,165,027.65	PRINCIPAL INTEREST		324,586 33,490	661,247 54,905	677,681 38,471
		Bonds Payable										
Fixed	Gas Tax Revenues	JPFA Revenue Refg Bonds - 95A *Refund 1990A Revenue Bonds.*		17,320,000.00	4.0 - 5.25%	5/15/13	405,000.00	PRINCIPAL INTEREST			405,000 21,262	
Fixed	Tax Increment	Harbor Tax Allocation Refunding Bonds - 1998A *RCRA Refinance a portion of 91 TARBs/Refinance loans from City.*	CABs	21,862,779.00	3.5 - 5.2%	7/1/23	24,310,000.00	PRINCIPAL INTEREST			1,800,000 518,514	1,830,000 484,863
Fixed	PTORs	Pension Obligation Bonds 99A *Fund portion of unfunded accrued actuarial liability in Pension Fund.*		36,280,000.00	6.37 - 7.32%	8/01/29	15,035,000.00	PRINCIPAL INTEREST			1,360,000 1,084,523	1,280,000 987,315
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000A *Fund capital improvements of Redevelopment Agency*		25,720,000.00	4.0 - 5.5%	9/01/29	13,825,000.00	PRINCIPAL INTEREST			1,640,000 675,210	1,715,000 595,510
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000B *Fund capital improvements of Redevelopment Agency*		5,795,000.00	7.0 - 8.0%	9/01/29	3,155,000.00	PRINCIPAL INTEREST			345,000 229,983	370,000 202,455
Variable	Project Revenues	RHA Properties Affordable Housing Agency Bonds 2003 Series A *Finance purchase of Westridge Apartments complex.*		23,000,000.00	6% Rate Cap	9/15/23	20,025,000.00	PRINCIPAL INTEREST			500,000 856,319	500,000 836,169
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003A *Finance capital improvements of Redevelopment Agency.*		16,080,000.00	3.0 - 5.25%	9/01/25	15,215,000.00	PRINCIPAL INTEREST	455,000 746,413	470,000 721,088	490,000 701,888	510,000 681,250
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003B *Finance capital improvements of Redevelopment Agency.*		12,500,000.00	4.16 - 6.3%	9/01/25	11,775,000.00	PRINCIPAL INTEREST	385,000 711,001	400,000 692,598	425,000 661,239	445,000 638,003
Fixed	Tax Increment	JPFA TARB Series 2004A *RCRA Repay advances from City.*		15,000,000.00	2.45 - 4.85%	9/01/26	14,125,000.00	PRINCIPAL INTEREST	165,000 743,648	175,000 733,076	185,000 725,061	190,000 716,388

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2011	2012	2013	2014
Fixed	Tax Increment	JPFA TARB Series 2004B		2,000,000.00	2.0% - 3.75%	9/01/26	1,655,000.00	PRINCIPAL	70,000	75,000	75,000	80,000
		RCRA Finance working capital requirements/low and moderate income housing activities						INTEREST	69,075	65,756	63,225	60,413
Fixed	General Fund/ PTORs	2005 POBs	CABs	114,995,133.00	5.835% - 6.465%		107,845,133.00	PRINCIPAL	4,330,000	4,930,000	5,555,000	4,205,000
		Prepay the unfunded liability of the Miscellaneous and Safety pension plans provided through CalPERS.						INTEREST	983,489	713,329	407,429	1,951,199
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2006A		16,570,000.00	4.5% - 4.625%	8/1/22	16,570,000.00	PRINCIPAL	905,000	945,000	990,000	1,040,000
		Refund 1999 Wastewater Bonds/Fund Wastewater Capital Projects.						INTEREST	683,263	641,638	595,625	544,875
Variable	Wastewater Revenues	Wastewater Revenue Bonds Series 2008A		33,010,000.00		8/1/2039	33,015,000.00	PRINCIPAL	15,000	15,000	15,000	15,000
		Fund Wastewater Capital Projects.						INTEREST	1,367,992	1,367,992	1,367,370	1,366,747
Fixed	Project Revenues	JPFA Subordinate Multifamily Housing Revenue Bonds Series 2007		12,540,000.00	3.85% - 5.0%	6/15/37	12,540,000.00	PRINCIPAL	300,000	310,000	325,000	340,000
		Advance refund Subordinate Multifamily Housing Revenue Bonds 2003A-S.						INTEREST	585,508	573,218	560,170	546,310
Fixed	Tax Increment	2007B Capital Appreciation Bonds		9,772,621.50	5.57% - 6.4%	9/1/2036	9,335,759.00	PRINCIPAL	494,963	494,963	503,483	508,341
		RCRA Finance low and moderate income housing activities						INTEREST	130,038	130,038	171,518	216,659
Fixed	Net Port Revenues	Point Potrero Lease Revenue Bonds, Series 2009A and B		47,110,000.00	6.25% - 8.5%	7/1/2024	47,110,000.00	PRINCIPAL	-	-	-	2,405,000
		Finance Improvements needed for Honda Port of Entry						INTEREST	3,282,340	3,282,340	3,282,340	3,206,583
Fixed	General Fund/Port	JPFA Lease Revenue Bonds Series 2009 (Civic Center)		89,795,000.00	3.50% - 5.875%	8/1/2038	87,121,545.00	PRINCIPAL		505,000	525,000	550,000
		Refund JPFA Lease Revenue Bonds Series 2007.						INTEREST	5,396,298	5,001,875	4,982,538	4,961,038
Fixed	Tax Increment	2010 Subordinate Tax Allocation Refunding Bonds Series A		33,740,000.00	3.00% - 6.125%	9/1/2037	33,740,000.00	PRINCIPAL	1,175,000	890,000	930,000	980,000
		To refund RCRA 2007A						INTEREST	2,187,830	1,718,249	1,690,949	1,662,299
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010A		3,110,000.00	3.00% - 4.00%	8/1/2016	3,110,000.00	PRINCIPAL	-	-	-	-
		Fund Wastewater Capital Projects.						INTEREST	30,630	109,175	109,175	109,175
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010B	BABs	41,125,000.00	3.757% - 6.461%	8/1/2040	41,125,000.00	PRINCIPAL		-		
		Fund Wastewater Capital Projects.						INTEREST	449,255	1,354,950	1,354,950	1,354,950
Fixed	General Fund	Qualified Energy Conservation Bonds Series 2010	ARRA	1,052,526.16	2.43%	6/15/2026	1,052,526.16	PRINCIPAL	-	46,977	61,087	62,582
		Fund Energy Efficiency and Streetlight Upgrades						INTEREST	-	38,205	24,096	22,600
Fixed	General Fund	Recovery Zone Economic Development Bonds Series 2010	ARRA	1,316,000.00	3.58%	12/15/2025	1,052,526.16	PRINCIPAL	34,409	68,828	71,310	73,882
		Fund Improvements to Various City Facilities						INTEREST	22,609	45,207	42,725	40,153
		TOTAL ALL DEBT		**619,327,719.94**			**533,056,836.03**		**28,093,261.00**	**28,643,842.69**	**39,827,552.13**	**41,790,046.01**

CABs: Capital Appreciation Bonds. A bond on which interest is not payable until maturity (or earlier redemption), but compounds periodically to accumulate to a stated maturity amount.

Tax Increment	134,832,759.00
Pension Tax O	107,781,814.38
General Fund	104,324,915.94
Gas Tax Rever	405,000.00
Port	47,110,000.00
Wastewater	94,260,232.00
RHA Properties	32,565,000.00
Marina	3,075,777.06
Internal Service	5,078,111.00
	529,433,609.38

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2015	2016	2017	2018 2022	2023 2027
		Loans Payable											
Fixed	Tax Increment	Wells Fargo Loan		500,000.00	1.5%	2017	500,000.00	PRINCIPAL			500,000		
		RCRA Finance low and moderate income housing activities						INTEREST	7,500	7,500	7,500		
	Tax Increment	CHFA Help Loans		1,000,000.00	3%	2015	1,000,000.00	PRINCIPAL					
		RCRA Finance low and moderate income housing activities						INTEREST					
	Tax Increment	HUD Section 108 Loans (Ford Bldg)		3,000,000.00	2.58% - Libor+70bps	2025	2,857,000.00	PRINCIPAL	162,000	166,000	899,000	806,000	215,000
		Fund capital improvements of Redevelopment Agency						INTEREST	105,794	99,047	374,987	130,824	5,698
Fixed	Tax Increment	HUD Section 108 Loans (NRIT)		3,500,000.00	2.58% - Libor+70bps	2025	3,340,000.00	PRINCIPAL	190,000	200,000	210,000	1,200,000	1,190,000
		RCRA Finance low and moderate income housing activities						INTEREST	158,737	143,830	138,375	508,663	142,415
Fixed	Wastewater Revenues	State Revolving Loan Contract		6,737,658.00	3%	2013	440,232.00	PRINCIPAL					
		Finance Improvements at Wastewater Treatment Plant.						INTEREST					
Fixed	Marina Revenues	California Department of Boating and Waterways		9,427,000.00	4.50%	2042	3,075,777.06	PRINCIPAL	74,700	78,062	81,574	466,351	581,159
		Finance Marina construction projects.						INTEREST	132,115	128,753	125,241	567,724	452,916
		Capital Leases											
Fixed	General Fund	Municipal Finance Corp/Viron		4,069,623.00	4.58%	7/09/13	1,458,199.00	PRINCIPAL					
		Finance the purchase of the Viron mechanical retrofit and energy management equipment.						INTEREST					
Fixed	IT ISF	Suntrust Leasing Corp		2,660,000.00	4%	6/15/2011	578,982.00	PRINCIPAL					
		Finance the purchase of computer equipment and software						INTEREST					
Fixed	Equipment ISF	Suntrust Leasing Corp		6,027,628.00	3.90% - 4.35%	2018	4,499,129.00	PRINCIPAL	558,481	335,284	530,771		
		Finance the purchase of various vehicles						INTEREST	55,601	34,066	23,254		
Fixed	General Fund	Holman Capital Corporation		2,711,751.28	2.47%	11/30/2015	2,165,027.65	PRINCIPAL	694,523	353,707			
		Finance the purchase of Police/Fire Radios						INTEREST	21,629	4,368			
		Bonds Payable											
Fixed	Gas Tax Revenues	JPFA Revenue Refg Bonds - 95A		17,320,000.00	4.0 - 5.25%	5/15/13	405,000.00	PRINCIPAL					
		Refund 1990A Revenue Bonds.						INTEREST					
Fixed	Tax Increment	Harbor Tax Allocation Refunding Bonds - 1998A	CABs	21,862,779.00	3.5 - 5.2%	7/1/23	24,310,000.00	PRINCIPAL	1,870,000	1,910,000	1,950,000	10,440,000	4,510,000
		RCRA Refinance a portion of 91 TARBs/Refinance loans from City.						INTEREST	446,363	405,663	362,763	1,117,081	106,163
Fixed	PTORs	Pension Obligation Bonds 99A		36,280,000.00	6.37 - 7.32%	8/01/29	15,035,000.00	PRINCIPAL	1,190,000	1,625,000	1,570,000	5,285,000	2,285,000
		Fund portion of unfunded accrued actuarial liability in Pension Fund.						INTEREST	894,978	788,430	667,499	1,873,470	540,831
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000A		25,720,000.00	4.0 - 5.5%	9/01/29	13,825,000.00	PRINCIPAL	1,800,000	1,885,000	1,980,000	4,560,000	140,000
		Fund capital improvements of Redevelopment Agency						INTEREST	510,250	419,025	317,450	353,181	46,725
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000B		5,795,000.00	7.0 - 8.0%	9/01/29	3,155,000.00	PRINCIPAL	400,000	430,000	465,000	1,095,000	25,000
		Fund capital improvements of Redevelopment Agency						INTEREST	172,810	140,855	106,398	117,843	15,000
Variable	Project Revenues	RHA Properties Affordable Housing Agency Bonds 2003 Series A		23,000,000.00	6% Rate Cap	9/15/23	20,025,000.00	PRINCIPAL	500,000	600,000	500,000	3,600,000	5,000,000
		Finance purchase of Westridge Apartments complex.						INTEREST	814,136	791,154	856,319	3,387,262	2,468,345
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003A		16,080,000.00	3.0 - 5.25%	9/01/25	15,215,000.00	PRINCIPAL	530,000	555,000	3,860,000	8,345,000	
		Finance capital improvements of Redevelopment Agency.						INTEREST	659,150	635,400	2,723,681	1,284,438	
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003B		12,500,000.00	4.16 - 6.3%	9/01/25	11,775,000.00	PRINCIPAL	470,000	495,000	3,190,000	5,965,000	
		Finance capital improvements of Redevelopment Agency.						INTEREST	612,195	583,921	2,414,192	1,094,153	
Fixed	Tax Increment	JPFA TARB Series 2004A		15,000,000.00	2.45 - 4.85%	9/01/26	14,125,000.00	PRINCIPAL	200,000	210,000	4,275,000	3,505,000	5,220,000
		RCRA Repay advances from City.						INTEREST	707,173	697,330	3,095,089	1,909,576	141,984

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2015	2016	2017	2018 2022	2023 2027
Fixed	Tax Increment	JPFA TARB Series 2004B		2,000,000.00	2.0% - 3.75%	9/01/26	1,655,000.00	PRINCIPAL	80,000	85,000	470,000	585,000	135,000
		RCRA Finance working capital requirements/low and moderate income housing activities						INTEREST	57,413	54,319	217,913	101,866	3,122
Fixed	General Fund/ PTORs	2005 POBs	CABs	114,995,133.00	5.835% - 6.465%		107,845,133.00	PRINCIPAL	2,795,760	2,935,548	23,686,300	21,900,010	15,320,367
		Prepay the unfunded liability of the Miscellaneous and Safety pension plans provided through CalPERS.						INTEREST	5,231,100	5,423,497	25,697,273	36,961,768	55,728,793
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2006A		16,570,000.00	4.5% - 4.625%	8/1/22	16,570,000.00	PRINCIPAL	1,090,000	1,145,000	6,570,000	3,020,000	
		Refund 1999 Wastewater Bonds/Fund Wastewater Capital Projects.						INTEREST	491,625	435,750	1,345,600	137,363	
Variable	Wastewater Revenues	Wastewater Revenue Bonds Series 2008A		33,010,000.00		8/1/2039	33,015,000.00	PRINCIPAL	20,000	20,000	100,000	5,160,000	9,965,000
		Fund Wastewater Capital Projects.						INTEREST	1,366,022	1,365,192	6,813,521	6,483,005	4,732,245
Fixed	Project Revenues	JPFA Subordinate Multifamily Housing Revenue Bonds Series 2007		12,540,000.00	3.85% - 5.0%	6/15/37	12,540,000.00	PRINCIPAL	355,000	365,000	1,425,000	-	3,660,000
		Advance refund Subordinate Multifamily Housing Revenue Bonds 2003A-S.						INTEREST	531,925	516,775	1,593,709	2,206,250	1,851,336
Fixed	Tax Increment	2007B Capital Appreciation Bonds		9,772,621.50	5.57% - 6.4%	9/1/2036	9,335,759.00	PRINCIPAL	-	-	2,173,387	2,117,031	1,623,493
		RCRA Finance low and moderate income housing activities						INTEREST	-	-	2,206,613	3,547,969	4,176,507
Fixed	Net Port Revenues	Point Potrero Lease Revenue Bonds, Series 2009A and B		47,110,000.00	6.25% - 8.5%	7/1/2024	47,110,000.00	PRINCIPAL	2,450,000	2,610,000	16,720,000	22,925,000	
		Finance Improvements needed for Honda Port of Entry						INTEREST	3,051,200	2,862,031	10,521,050	3,393,281	
Fixed	General Fund/Port	JPFA Lease Revenue Bonds Series 2009 (Civic Center)		89,795,000.00	3.50% - 5.875%	8/1/2038	87,121,545.00	PRINCIPAL	575,000	1,800,000	10,435,000	13,780,000	19,130,000
		Refund JPFA Lease Revenue Bonds Series 2007.						INTEREST	4,938,538	4,891,038	23,101,763	19,959,169	15,322,306
Fixed	Tax Increment	2010 Subordinate Tax Allocation Refunding Bonds Series A		33,740,000.00	3.00% - 6.125%	9/1/2037	33,740,000.00	PRINCIPAL	1,030,000	1,095,000	6,015,000	6,980,000	9,610,000
		To refund RCRA 2007A						INTEREST	1,630,861	1,594,961	7,181,961	5,500,419	2,535,869
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010A		3,110,000.00	3.00% - 4.00%	8/1/2016	3,110,000.00	PRINCIPAL	1,005,000	1,035,000	1,070,000		
		Fund Wastewater Capital Projects.						INTEREST	94,100	60,913	21,400		
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010B	BABs	41,125,000.00	3.757% - 6.461%	8/1/2040	41,125,000.00	PRINCIPAL		-	4,645,000	6,665,000	8,005,000
		Fund Wastewater Capital Projects.						INTEREST	1,354,950	1,354,950	6,569,415	5,750,245	4,580,646
Fixed	General Fund	Qualified Energy Conservation Bonds Series 2010	ARRA	1,052,526.16	2.43%	6/15/2026	1,052,526.16	PRINCIPAL	64,114	65,683	353,335	398,749	
		Fund Energy Efficiency and Streetlight Upgrades						INTEREST	21,069	19,499	72,577	27,163	
Fixed	General Fund	Recovery Zone Economic Development Bonds Series 2010	ARRA	1,316,000.00	3.58%	12/15/2025	1,052,526.16	PRINCIPAL	76,547	79,308	441,571	470,145	
		Fund Improvements to Various City Facilities						INTEREST	37,488	34,727	128,603	43,011	
		TOTAL ALL DEBT		**619,327,719.94**			**533,056,836.03**		**42,285,844.46**	**43,571,586.07**	**190,800,081.70**	**225,724,007.35**	**179,465,919.42**

CABs: Capital Appreciation Bonds. A bond on which interest is not payable until maturity (or earlier redemption), but compounds periodically to accumulate to a stated maturity amount.

Tax Increment	134,832,759.00
Pension Tax O	107,781,814.38
General Fund	104,324,915.94
Gas Tax Rever	405,000.00
Port	47,110,000.00
Wastewater	94,260,232.00
RHA Properties	32,565,000.00
Marina	3,075,777.06
Internal Service	5,078,111.00
	529,433,609.38

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2028 2032	2033 2037	2038 2042	2043 2047	TOTAL
		Loans Payable											
Fixed	Tax Increment	Wells Fargo Loan		500,000.00	1.5%	2017	500,000.00	PRINCIPAL					500,000
		RCRA Finance low and moderate income housing activities						INTEREST					37,500
	Tax Increment	CHFA Help Loans		1,000,000.00	3%	2015	1,000,000.00	PRINCIPAL					1,000,000
		RCRA Finance low and moderate income housing activities						INTEREST					300,000
	Tax Increment	HUD Section 108 Loans (Ford Bldg)		3,000,000.00	2.58% - Libor+70bps	2025	2,857,000.00	PRINCIPAL					2,710,000
		Fund capital improvements of Redevelopment Agency						INTEREST					1,070,998
Fixed	Tax Increment	HUD Section 108 Loans (NRIT)		3,500,000.00	2.58% - Libor+70bps	2025	3,340,000.00	PRINCIPAL					3,340,000
		RCRA Finance low and moderate income housing activities						INTEREST					1,437,035
Fixed	Wastewater Revenues	State Revolving Loan Contract		6,737,658.00	3%	2013	440,232.00	PRINCIPAL					440,232
		Finance Improvements at Wastewater Treatment Plant.						INTEREST					13,205
Fixed	Marina Revenues	California Department of Boating and Waterways		9,427,000.00	4.50%	2042	3,075,777.06	PRINCIPAL	724,204	584,831	341,085	3,994	3,075,848
		Finance Marina construction projects.						INTEREST	309,846	153,273	32,893	180	2,176,683
		Capital Leases											
Fixed	General Fund	Municipal Finance Corp/Viron		4,069,623.00	4.58%	7/09/13	1,458,199.00	PRINCIPAL					1,007,595
		Finance the purchase of the Viron mechanical retrofit and energy management equipment.						INTEREST					50,755
Fixed	IT ISF	Suntrust Leasing Corp		2,660,000.00	4%	6/15/2011	578,982.00	PRINCIPAL					-
		Finance the purchase of computer equipment and software						INTEREST					-
Fixed	Equipment ISF	Suntrust Leasing Corp		6,027,628.00	3.90% - 4.35%	2018	4,499,129.00	PRINCIPAL					3,680,572
		Finance the purchase of various vehicles						INTEREST					449,621
Fixed	General Fund	Holman Capital Corporation		2,711,751.28	2.47%	11/30/2015	2,165,027.65	PRINCIPAL					2,711,743
		Finance the purchase of Police/Fire Radios						INTEREST					152,863
		Bonds Payable											
Fixed	Gas Tax Revenues	JPFA Revenue Refg Bonds - 95A		17,320,000.00	4.0 - 5.25%	5/15/13	405,000.00	PRINCIPAL					405,000
		Refund 1990A Revenue Bonds.						INTEREST					21,262
Fixed	Tax Increment	Harbor Tax Allocation Refunding Bonds - 1998A	CABs	21,862,779.00	3.5 - 5.2%	7/1/23	24,310,000.00	PRINCIPAL					24,310,000
		RCRA Refinance a portion of 91 TARBs/Refinance loans from City.						INTEREST					3,441,408
Fixed	PTORs	Pension Obligation Bonds 99A		36,280,000.00	6.37 - 7.32%	8/01/29	15,035,000.00	PRINCIPAL	440,000				15,035,000
		Fund portion of unfunded accrued actuarial liability in Pension Fund.						INTEREST	39,245				6,876,291
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000A		25,720,000.00	4.0 - 5.5%	9/01/29	13,825,000.00	PRINCIPAL	105,000				13,825,000
		Fund capital improvements of Redevelopment Agency						INTEREST	8,269				2,925,620
Fixed	Tax Increment	JPFA Tax Alloc Bonds 2000B		5,795,000.00	7.0 - 8.0%	9/01/29	3,155,000.00	PRINCIPAL	25,000				3,155,000
		Fund capital improvements of Redevelopment Agency						INTEREST	3,400				988,743
Variable	Project Revenues	RHA Properties Affordable Housing Agency Bonds 2003 Series A		23,000,000.00	6% Rate Cap	9/15/23	20,025,000.00	PRINCIPAL	6,700,000	2,000,000			19,900,000
		Finance purchase of Westridge Apartments complex.						INTEREST	1,219,000	59,268			11,287,971
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003A		16,080,000.00	3.0 - 5.25%	9/01/25	15,215,000.00	PRINCIPAL					14,760,000
		Finance capital improvements of Redevelopment Agency.						INTEREST					7,406,894
Fixed	Tax Increment	JPFA Tax Alloc Rev Bonds 2003B		12,500,000.00	4.16 - 6.3%	9/01/25	11,775,000.00	PRINCIPAL					11,390,000
		Finance capital improvements of Redevelopment Agency.						INTEREST					6,696,301
Fixed	Tax Increment	JPFA TARB Series 2004A		15,000,000.00	2.45 - 4.85%	9/01/26	14,125,000.00	PRINCIPAL					13,960,000
		RCRA Repay advances from City.						INTEREST					8,725,677

City of Richmond
Schedule of Long-Term Debts
For Fiscal Year Ending June 30, 2013

Mode	Revenue Pledge	Description	NOTES	Original Amount	Interest Rate	Date of Maturity	Balance as of 7/1/2012		2028 2032	2033 2037	2038 2042	2043 2047	TOTAL
Fixed	Tax Increment	JPFA TARB Series 2004B		2,000,000.00	2.0% - 3.75%	9/01/26	1,655,000.00	PRINCIPAL					1,585,000
		RCRA Finance working capital requirements/low and moderate income housing activities						INTEREST					624,025
Fixed	General Fund/ PTORs	2005 POBs	CABs	114,995,133.00	5.835% - 6.465%		107,845,133.00	PRINCIPAL	21,827,148				103,155,133
		Prepay the unfunded liability of the Miscellaneous and Safety pension plans provided through CalPERS.						INTEREST	52,488,803				184,603,191
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2006A		16,570,000.00	4.5% - 4.625%	8/1/22	16,570,000.00	PRINCIPAL					14,800,000
		Refund 1999 Wastewater Bonds/Fund Wastewater Capital Projects.						INTEREST					4,192,475
Variable	Wastewater Revenues	Wastewater Revenue Bonds Series 2008A		33,010,000.00		8/1/2039	33,015,000.00	PRINCIPAL	12,100,000	5,585,000			32,995,000
		Fund Wastewater Capital Projects.						INTEREST	2,451,706	236,275			27,550,075
Fixed	Project Revenues	JPFA Subordinate Multifamily Housing Revenue Bonds Series 2007		12,540,000.00	3.85% - 5.0%	6/15/37	12,540,000.00	PRINCIPAL	5,165,000				11,945,000
		Advance refund Subordinate Multifamily Housing Revenue Bonds 2003A-S.						INTEREST	645,625				9,025,318
Fixed	Tax Increment	2007B Capital Appreciation Bonds		9,772,621.50	5.57% - 6.4%	9/1/2036	9,335,759.00	PRINCIPAL	820,321	133,208			7,420,697
		RCRA Finance low and moderate income housing activities						INTEREST	3,354,679	701,792			10,449,304
Fixed	Net Port Revenues	Point Potrero Lease Revenue Bonds, Series 2009A and B		47,110,000.00	6.25% - 8.5%	7/1/2024	47,110,000.00	PRINCIPAL					47,110,000
		Finance Improvements needed for Honda Port of Entry						INTEREST					29,598,825
Fixed	General Fund/Port	JPFA Lease Revenue Bonds Series 2009 (Civic Center)		89,795,000.00	3.50% - 5.875%	8/1/2038	87,121,545.00	PRINCIPAL	28,135,000	13,955,000			89,390,000
		Refund JPFA Lease Revenue Bonds Series 2007.						INTEREST	8,437,234	832,634			92,428,131
Fixed	Tax Increment	2010 Subordinate Tax Allocation Refunding Bonds Series A		33,740,000.00	3.00% - 6.125%	9/1/2037	33,740,000.00	PRINCIPAL	4,020,000	1,015,000			32,565,000
		To refund RCRA 2007A						INTEREST	963,156	31,084			24,509,808
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010A		3,110,000.00	3.00% - 4.00%	8/1/2016	3,110,000.00	PRINCIPAL					3,110,000
		Fund Wastewater Capital Projects.						INTEREST					503,938
Fixed	Wastewater Revenues	Wastewater Revenue Bonds Series 2010B	BABs	41,125,000.00	3.757% - 6.461%	8/1/2040	41,125,000.00	PRINCIPAL	9,790,000	12,020,000			41,125,000
		Fund Wastewater Capital Projects.						INTEREST	3,034,199	1,102,844			27,812,100
Fixed	General Fund	Qualified Energy Conservation Bonds Series 2010	ARRA	1,052,526.16	2.43%	6/15/2026	1,052,526.16	PRINCIPAL					1,052,527
		Fund Energy Efficiency and Streetlight Upgrades						INTEREST					225,209
Fixed	General Fund	Recovery Zone Economic Development Bonds Series 2010	ARRA	1,316,000.00	3.58%	12/15/2025	1,052,526.16	PRINCIPAL					1,281,591
		Fund Improvements to Various City Facilities						INTEREST					371,913
		TOTAL ALL DEBT		**619,327,719.94**			**533,056,836.03**		**162,806,834.98**	**38,410,208.95**	**373,978.00**		**988,694,075.74**

CABs: Capital Appreciation Bonds. A bond on which interest is not payable until maturity (or earlier redemption), but compounds periodically to accumulate to a stated maturity amount.

Tax Increment	134,832,759.00
Pension Tax O	107,781,814.38
General Fund	104,324,915.94
Gas Tax Rever	405,000.00
Port	47,110,000.00
Wastewater	94,260,232.00
RHA Properties	32,565,000.00
Marina	3,075,777.06
Internal Service	5,078,111.00
	529,433,609.38

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 2012-13 to 2016-17. The CIP funding schedule for the next five years describes projects and programs to be undertaken by the City on an annual 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 annual operating budget each fiscal year.

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.

FINANCIAL OVERVIEW

For FY2012-13, Capital Project Funds revenue total $31,061,232 and expenditures total $30,678,738. The total of all revenue is $92,624,933 and the total of all expenditures is $92,242,239; this includes Capital Project Funds, and projects that are adopted with FY2012-13 Operating Budget Funds (Enterprise, Internal Service, and Redevelopment). On-going operations and maintenance costs of capital projects are budgeted in the annual operating budget. These expenditures include labor and materials necessary to maintaining projects, such as routine landscaping of a new park. The table below highlights the City's major priority projects for FY2012-13.

Project	*Funding Source*	*Amount*
Street Paving	General Capital Fund Measure C/J State Gas Tax	$3,603,387
Street Lights	General Capital Fund Measure C/J State Gas Tax	$2,042,658
Americans with Disabilities Act Compliance	General Capital Fund	$460,401
Via Verdi Sinkhole	General Capital Fund CalEma Grant	$2,712,500

The $344 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 proving 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. The State of California's Department of Transportation prepares and published

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 and bonds issued. For example, the Recovery Zone Economic Development Bond (RZEDB) to pay for fire station improvements and Qualified Energy Conservation Bond (QECB) to improve the energy efficiency of buildings and street lights. The other projects budgeted in this fund are considered priorities of the City but not covered by other restricted funds.

Bonds

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 City was awarded with a California Emergency Management Agency (Cal-EMA) for the repair of the Via Verdi Sinkhole. The total cost of the project is $12 million of which Cal-EMA will pay 75% ($9 million) and the City is responsible for 25% ($3 million).

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. Port of Richmond has been awarded several grants totaling $13.9 million from the following agencies: US Department of Homeland Security, CA Port and Maritime Security, California Emergency Management Agency (Cal-EMA), Association of Bay Area Governments (ABAG), CA State Coastal Conservancy, and Caltrans. The budget includes funding for additional perimeter camera surveillance system and upgrade security light to comply with Occupational Safety and Health Administration (OSHA) requirements; to remodel the Port Terminal 3 office building; to add an incident command center for emergency; to install an elevator for American Disabilities Act (ADA) compliance.

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 annual operating budget.

Internal Service Funds

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 annual operating budget.

Richmond Community Redevelopment Agency Funds

Currently redevelopment 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.

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	Bay Trail Gap Closure Garrard (Cutting to Ferry Point Tunnel)
1.22.c	Bay Trail (Kaiser Shipyard No. 3 to Ferry Point Tunnel)
1.22.d	Carlson Blvd. Street Improvements, Phase II (Tehama to City Limits)
1.22.e	Crosswalk Improvements
1.22.f	Cutting/Carlson Safety Improvements
1.22.g	Dornan Drive Tunnel Repair
1.22.h	Miscellaneous Street Paving
1.22.i	Pt. Molate Winehaven Historical Building Stabilization
1.22.j	Quiet Zones Railroad Crossing Improvements
1.22.k	Safe Route to School (Nystrom)
1.22.l	Safe Route to School (Student Safe Street)
1.22.m	Street Light Rehabilitation Program
1.22.n	Surface Drainage
1.22.o	Traffic Safety Improvements
1.22.p	Via Verdi Roadway and Culvert Repair
1.22.q	Wharf Street Quiet Zone

Engineering Wastewater Division

1.22.r	Digester Control Building No. 2

1.22.s Keller Beach Sanitary Sewer Line Replacement
1.22.t Manhole Replacement
1.22.u Sewer Line Repairs for Inspection Accessibility
1.22.v Wet Weather Infiltration/Inflow Elimination
1.22.w Wet Weather Peak Flow Storage

Public Works Operation and Maintenance Department

1.23.a Public Work Street Paving

Public Works Parks and Landscaping Division

1.23.b Bay Trail Gap Closure
1.23.c Booker T. Anderson (BTA) Bridge Replacement
1.23.d Burg Park
1.23.e Joint Powers Agreement (JPA) Sports Field Partnership
1.23.f North Richmond Ball Field and Sod Repairs
1.23.g Park Americans with Disabilities Act (ADA)
1.23.h Park Hardscape Rehabilitation
1.23.i Park Irrigation Rehabilitation
1.23.j Play Area Safety Equipment
1.23.k Shields-Reid Park Renovations
1.23.l Wendell Park Renovations

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	Automatic Vehicle Locator
2.19.b	Closed Circuit Television (CCTV) Cameras
2.19.c	License Plate Reader
2.19.d	Safety Equipment
2.19.e	Southside Substation
2.19.f	SWAT Equipment and Radio Gear
2.19.g	Traffic Laser Radio Equipment
2.19.h	Vehicle to Tow Police Boats

Fire Department

2.20.a	Fire Station 61 Roof Replacement
2.20.b	Fire Station 67 Gender Specific Dormitories
2.20.c	Fire Station 68 Gender Specific Restroom

Library and Cultural Services Department

2.24.a	Branch Libraries Public Computer Access
2.24.b	Back-up Generator to Main Library Computer Room

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	Bay Trails Shipyard No. 3
3.28.b	Berth Dredging
3.28.c	Fiber Optic Network
3.28.d	Integrated Video Surveillance System
3.28.e	Lighting Improvements Point Potrero Marine Terminal (PPMT)
3.28.f	Marina Dredging
3.28.g	Railroad Improvements Quiet Zones
3.28.h	Subaru Building 4 Rehabilitation Project
3.28.i	Terminal 3 Port Office Building Upgrade

Richmond Community Development Department

3.30.a	Bradley A. Moody Memorial
3.30.b	Facade Improvement Program
3.30.c	Marina Bay Parkway Grade Separation
3.30.d	Metro Walk (Transit Village) BART Parking Garage

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 Richmond Community Redevelopment Agency Housing Division.

CIP projects to achieve this goal include:

Redevelopment Agency Housing and Community Development Division

- **4.30.a** Infill Phase II
- **4.30.b** Lillie Mae Jones
- **4.30.c** Miraflores (S. 43rd & Wall)
- **4.30.d** Nevin Court (1st & Nevin)

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.b** City-wide Document Storage

Information Technology/KCRT

- **5.26.c** Council Chamber Video Production
- **5.26.d** Media Center Upgrade

5.26.e Production Truck and Equipment
5.26.f Studio Upgrade
5.26.g Upgrade Playback System

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:

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-13).
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-50).
   - 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 I-8).
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-34 and F-5).

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
   - 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-52).

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.

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 FY2012-13* lists current capital projects by fund and their corresponding estimated beginning fund balances, revenue, expenditures and estimated ending fund balances for FY2012-13. *Capital Expenditures by Type for FY2012/1313 to FY2016/17* condenses the five-year spending plan for capital projects by the major type. *Capital Expenditure by Project FY2012/13 to 2016/17* outlines the five-year spending plan for each project in progress. *Capital Revenue Sources by Fund for FY2012/13 to FY2016/17* summarizes the projected funding sources for projects over the five-year period. *Capital Expenditures by Fund for FY2012-13 to FY2016-17* summarizes the projected five-year spending plan by each fund and project. *Capital Projects Operation and Maintenance Cost FY2012/13 to FY2016/17* outlines estimated costs of on-going project expenditures that impact the operating budget. *Capital Expenditures Budget Funded by Debt Issuance FY2012/13* lists capital expenditures that are funded by debt, including bonds for the current budget year. *Capital Unfunded Requests for FY2012-13 to 2016-17* 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, type, 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.

City of Richmond
Capital Revenue Sources Budget by Fund for FY 2012/13-2016/17

Fund Group	Projected Revenue FY2011/12	Actual Revenue FY2011/12 as of 3/31/12	Estimated Beginning Balance, 7/1/12	Projected Revenue FY2012-13	Total Estimated Sources FY2012/13	Estimated FY2013/14	Estimated FY2014/15	Estimated FY2015/16	Estimated FY2016/17	Total
Capital Project Funds										
1002-State Gas Tax	$ 3,396,698	$ 2,013,706	$ 2,062,307	$ 2,959,290	$ 5,021,597	$ 3,024,394	$ 3,090,931	$ 3,158,932	$ 3,228,428	$ 17,524,282
1004-Asset Seizure	$ 96,959	$ 35,043	$ 228,919	$ 33,600	$ 262,519	$ 34,339	$ 9,619	$ 9,717	$ 9,931	$ 326,125
1006-Outside Grants	$ 1,718,646	$ 543,631	$ 1,838,801	$ 1,358,900	$ 3,197,701	$ -	$ -	$ -	$ -	$ 3,197,701
1054-Engineering Grants	$ 6,652,522	$ 1,367,628	$ (1,653,075)	$ 5,864,533	$ 4,211,458	$ -	$ -	$ -	$ -	$ 4,211,458
2001-Capital Outlay	$ 8,513,354	$ 277,603	$ 3,375,625	$ 9,255,194	$ 12,630,819	$ 2,549,922	$ 980,575	$ 955,243	$ 934,414	$ 18,050,973
2002-Measure C	$ 1,856,763	$ 994,472	$ 342,127	$ 1,241,685	$ 1,583,812	$ 1,269,002	$ 1,433,972	$ 1,620,389	$ 1,656,037	$ 7,563,212
2004-Civic Center	$ 1,029,846	$ (391)	$ 871,164	$ -	$ 871,164	$ -	$ -	$ -	$ -	$ 871,164
2007-Harbor	$ 1,077,194	$ 8,257	$ 1,087,002	$ 11,000	$ 1,098,002	$ 11,242	$ -	$ -	$ -	$ 1,109,244
2008-Transportation	$ -	$ 35,826	$ 44,459		$ 44,459	$ -	$ -	$ -	$ -	$ 44,459
2009-State Highway	$ 1,397,605	$ 15,064	$ (40,646)	$ 40,646	$ -	$ 41,540	$ -	$ -	$ -	$ 41,540
2110-Park Land Dedication Impact Fee	$ 1,795,524	$ 26,088	$ 1,557,921	$ 30,000	$ 1,587,921	$ 30,660	$ 9,619	$ 9,717	$ 9,931	$ 1,647,848
2113-Public Facility Impact Fee - Fire	$ 33,678	$ 830	$ 34,028	$ 5,200	$ 39,228	$ 5,314	$ 5,431	$ 5,551	$ 5,673	$ 61,197
2114-Public Facility Impact Fee -Police	$ 132,604	$ 1,731	$ 84,577	$ 2,170	$ 86,747	$ 2,218	$ 2,267	$ 2,316	$ 2,367	$ 95,915
2115-Recreation Impact Fee-Aquatics	$ 205,642	$ 3,047	$ 221,805	$ 4,000	$ 225,805	$ 4,088	$ 4,178	$ 4,270	$ 4,364	$ 242,705
2117-Library Impact Fee	$ 484,331	$ 4,962	$ 194,000	$ 6,000	$ 200,000	$ 6,132	$ 6,267	$ 6,405	$ 6,546	$ 225,350
Capital Project Funds - Total	**$ 28,391,366**	**$ 5,327,498**	**$ 10,249,014**	**$ 20,812,218**	**$ 31,061,232**	**$ 6,978,852**	**$ 5,542,859**	**$ 5,772,540**	**$ 5,857,691**	**$ 55,213,174**
Enterprise Funds - Total	$ 30,791,576	$ 23,448,195			$ 23,150,000					$ 23,150,000
Internal Service Funds - Total	$ 2,356,394	$ 2,153,744			$ 2,890,701					$ 2,890,701
Successor Agency Redevelopment Funds - Total	$ 46,095,000	$ 7,717,320			$ 33,464,000					$ 33,464,000
Successor Agency Housing Funds - Total	$ 4,012,000	$ 3,435,710			$ 2,059,000					$ 2,059,000
Total Funds Available	**$ 111,646,336**	**$ 42,082,467**	**$ 10,249,014**	**$ 20,812,218**	**$ 92,624,933**	**$ 6,978,852**	**$ 5,542,859**	**$ 5,772,540**	**$ 5,857,691**	**$ 116,776,875**

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 1002 - State Gas Tax										
01B04	(ADA) - Gap Closures	$ 120,000	$ 89,920						$ -	
01A04	(ADA) - Sidewalks	$ 377,850	$ 162,290						$ -	
01C04	(ADA), Sidewalks, and Gaps Closures				$ 470,000	$ 470,000	$ 470,000	$ 470,000	$ 1,880,000	
01C05	Barrett Avenue Paving	$ 109,291	$ 87,146						$ -	
01B05	Carlson Boulevard Street Improvements, Phase	$ 876,476	$ 445,474	$ 366,500					$ 366,500	
01C02	Crosswalk Improvement								$ -	
01D02	Cutting/Carlson Traffic Safety	$ 435,416	$ 9,724	$ 552,300					$ 552,300	
N/A	JPFA 1995A Debt Services Payment	$ 424,213	$ 340,666	$ 3,000					$ 3,000	
01B16	Miscellaneous Improvement Repairs								$ -	
01A04	Miscellaneous Sidewalk Improvement								$ -	
01A14	Point Molate Bay Trail (Castro to Bridge)	$ (200,000)							$ -	
01A02	Railroad Crossing Improvement Quiet Zones			$ 200,750					$ 200,750	
0CC02	Safe Route to Schools Cycle I			$ 38,100					$ 38,100	
01A06	Street Light Rehabilitation	$ 97,247	$ 70,404	$ 208,968					$ 208,968	
01A05	Street Paving - Engineering	$ 2,491,217	$ 1,107,933	$ 1,031,504	$ 354,394	$ 420,931	$ 488,932	$ 558,428	$ 2,854,189	
01A05	Street Paving - Public Works			$ 1,750,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 2,000,000	$ 9,750,000	
01C09	Surface Drainage	$ 247,298	$ 40,333	$ 185,835	$ 200,000	$ 200,000	$ 200,000	$ 200,000	$ 985,835	
01B02	Traffic Safety/Signal Interconnect	$ 175,000	$ 65,658	$ 400,000					$ 400,000	
01A16	Via Verdi Roadway and Culvert Repair			$ 284,640					$ 284,640	
	State Gas Tax - Total	**$ 5,034,008**	**$ 2,329,626**	**$ 5,021,597**	**$ 3,024,394**	**$ 3,090,931**	**$ 3,158,932**	**$ 3,228,428**	**$ 17,524,282**	
Fund 1004 - Asset Seizure										
04A02	Closed Circuit Television (CCTV) Cameras			$ 15,000					$ 15,000	
N/A	Computer Equipment			$ 228,596					$ 228,596	
N/A	Professional Services	$ 46,070	$ 2,565	$ 8,125					$ 8,125	
N/A	SWAT Equipment and Radio Gear	$ 18,000	$ 9,702	$ 8,298					$ 8,298	
N/A	Vehicle to Tow Police Boats	$ 35,000	$ -	$ 2,500					$ 2,500	
	Asset Seizure - Total	**$ 99,070**	**$ 12,267**	**$ 262,519**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 262,519**	
Fund 1006 - Outside Funded Grants										
23F01	Bay Trail Gap Closure	$ 268,000	$ 17,975	$ 237,080					$ 237,080	
03H02	Burg Park	$ 350,000		$ -					$ -	
25B01	Fire Boat			$ 1,358,900					$ 1,358,900	
N/A	Grant Expenses - Non CIP (Safe Cities, Family Services and Bay Area)			$ 274,847					$ 274,847	
24K01	JAG 2009 - Police Safety Equipment	$ 139,494	$ 64,830						$ -	
24H01	JAG 2010 - Police Safety Equipment	$ 30,677	$ 14,228	$ 10,196					$ 10,196	
24E01	JAG I Recovery Grant - Police Safety Equipment	$ 302,402	$ 24,556	$ 279,969					$ 279,969	
23O02	Marina Bay Park Restroom	$ 300,000							$ -	
03I02	Shields-Reid Park	$ 490,000		$ 490,000					$ 490,000	
	Outside Funded Grants - Total	**$ 1,880,573**	**$ 121,589**	**$ 2,650,992**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,650,992**	

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 1054 - Engineering Grants										
A1C05	Carlson Boulevard Street Improvements, Phase	$ 154,113	$ 154,113						$ -	
21B13	Dornan Tunnel	$ 469,800		$ 500,000					$ 500,000	
23D02	Martin Luther King (MLK) Jr. Park Improvements	$ 445							$ -	
0I114	Mathieu Court Alley Greening			$ 302,818					$ 302,818	
21G01	Richmond Greenway Ohlone Gap Closure			$ 1,390,167					$ 1,390,167	
21B02	Safe Route to School (Nystrom)	$ 477,000		$ 741,000					$ 741,000	
21A02	Safe Route to School (Student Safety Street)	$ 408,722		$ 408,722					$ 408,722	
01G14	SF Bay Trail Gap Closure (Castro St. to Richmon	$ 20,000	$ 35	$ 200,000					$ 200,000	
01D14	SF Bay Trail Gap Closure (Kaiser Shipyard #3 to	$ 150,000		$ 150,000					$ 150,000	
01H14	Signal Timing	$ 104,550							$ -	
01A16	Via Verdi Roadway and Culvert Repair	$ 5,660,149	$ 836,903	$ 2,136,826					$ 2,136,826	
01E14	Wharf Street	$ 130,000	$ 45,734						$ -	
	Engineering Grant - Total	**$ 7,574,779**	**$ 1,036,786**	**$ 5,829,533**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 5,829,533**	
Fund 2001 - General Capital										
01A04	(ADA), Sidewalks, and Gaps Closures	$ 103,500	$ 103,500							
N/A	ADA Compliance City Facilities priorities 1 & 2				$ 455,146				$ 455,146	
03A06	Auditorium Americans with Disabilities Act (ADA)	$ 460,401		$ 460,401					$ 460,401	
N/A	Auditorium Americans with Disabilities Act (ADA) ; priority 3				$ 343,452				$ 343,452	
N/A	Auditorium Americans with Disabilities Act (ADA) ; priority 3 & 4						$ 211,389	$ 293,215	$ 504,604	
09B01	Back-up Generator to Main Library Computer Ser	$ -		$ 50,000					$ 50,000	
01A14	Bay Trail Match	$ 25,000							$ -	
00D01	Booker T. Anderson (BTA) Damaged Roof	$ 95,000		$ 95,000					$ 95,000	
01B05	Carlson Boulevard Street Improvements, Phase	$ 429,802	$ 214,827							
N/A	CIP Administrative Cost	$ 107,355	$ 82,069	$ 109,720	$ 109,720	$ 113,742	$ 113,175	$ 115,664	$ 562,020	
03B05	City Facilities Energy Efficient	$ 371,475	$ 35,615	$ 357,703					$ 357,703	
01C01	Civic Center Security Improvements 440 Building	$ 15,000		$ 15,000					$ 15,000	
04A02	Closed Circuit Television (CCTV) Cameras	$ 30,000		$ 15,000					$ 15,000	
42022	Contract Compliance	$ 300,000							$ -	
06B03	Dcoument Storage		$ 152	$ 250,000					$ 250,000	
06C03	Desktop Computer Refresh	$ 1,000,000	$ 436,782						$ -	
01A13	Dornan Drive Tunnel Repair and Rehabilitation	$ 494,117	$ 6,041	$ 475,050					$ 475,050	
42070	Eleation System	$ 11,000							$ -	
03N02	Elm Park City Manager	$ 1,944,700	$ 140,796	$ 1,654,165					$ 1,654,165	
05A03	Fire Station 61 Roof Replacement	$ 189,724	$ 7,086	$ 59,444					$ 59,444	
05B03	Fire Station 67 Gender Specific Dormitories and I	$ 217,984		$ 139,034					$ 139,034	
05C03	Fire Station 68 Gender Specific Restroom Facilitie	$ 535,601	$ 390,487	$ 10,754					$ 10,754	
01C01	HVAC Employment and Training Building	$ 50,000								
09B01	Main Library ADA			$ 314,500					$ 314,500	
01015	Martin Luther King (MLK) Center Demolition	$ 128,708							$ -	
03L02	Martin Luther King (MLK) Park Improvements	$ 58,873	$ 105							
01I14	Mathieu Court Alley Greening			$ 76,000					$ 76,000	

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 2001 - General Capital - continued										
03M02	North Richmond Ballfield	$ 60,100							$ -	
21E01	Plunge	$ 119,776	$ 124,978							
01F14	Pt. Molate Building Stabilization	$ 136,671	$ 132,166						$ -	
0CC02	Safe Route to School (Student Safety Street)	$ 30,090	$ 5,298	$ 19,333					$ 19,333	
01C16	Santa Rita Sinkhole	$ 9,900	$ 4,950							
00D01	Senior Center ADA	$ 9,541	$ 9,541							
01A14	SF Bay Trail Gap Closure (Castro St. to Richmond San Rafael Bridge)			$ 50,000					$ 50,000	
03I02	Shields-Reid Park	$ 209,900	$ 1,564	$ 200,000					$ 200,000	
2AG01	Shuttle Service II	$ 293,750	$ 200,241	$ 313,036					$ 313,036	
04A01	Southside Substation - Police	$ 500,000		$ 500,000					$ 500,000	
02E01	Starlite Studio Employment and Training	$ 100,000	$ 7,209						$ -	
01A06	Street Light Rehabilitation	$ 400,000	$ 70,692	$ 334,634	$ 500,000	$ 481,736	$ 500,000	$ 500,000	$ 2,316,370	
03C05	Street Light Rehabilitation City Manager	$ 520,000		$ 1,141,558					$ 1,141,558	
01A05	Street Paving - Engineering	$ 254,304		$ 543,346	$ 1,141,604	$ 385,097	$ 130,679	$ 25,535	$ 2,226,261	
01A05	Street Paving - Public Works	$ 1,915,208	$ 1,634,819						$ -	
01B02	Traffic Safety Improvements	$ 17,505	$ 17,053							
03O02	Unity Park			$ 5,000,000					$ 5,000,000	
01D09	Valley Viiew Road Repairs	$ 300,000		$ 150,000					$ 150,000	
01A16	Via Verdi Roadway and Culvert Repair	$ 580,000	$ 64,405	$ 291,034					$ 291,034	
	General Capital - Total	**$ 12,024,985**	**$ 3,690,375**	**$ 12,624,712**	**$ 2,549,922**	**$ 980,575**	**$ 955,243**	**$ 934,414**	**$ 18,044,865**	
Fund 2002 - Measure J										
01C04	(ADA), Sidewalks, and Gaps Closures	$ 267,777	$ 99,674	$ 471,800					$ 471,800	
01C02	Crosswalk Improvement	$ 100,000	$ 21,316	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 100,000	$ 500,000	
N/A	Membership and Dues WCCTAC & CCTA	$ 140,000	$ 131,542	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 140,000	$ 700,000	
01A02	Railroad Crossing Improvement Quiet Zones	$ 120,000	$ 36,155		$ 200,000				$ 200,000	
0CC02	Safe Route to Schools	$ 278,000	$ 51,007	$ 185,977					$ 185,977	
01A06	Street Light Rehabilitation	$ 67,025	$ 52,063	$ 357,498					$ 357,498	
01A05	Street Paving - Engineering	$ 476,015	$ 40,175	$ 28,537	$ 504,002	$ 1,193,972	$ 1,380,389	$ 1,416,037	$ 4,522,937	
01A05	Street Paving - Public Works	$ 150,000	$ 35,061	$ 250,000					$ 250,000	
01B02	Traffic Safety Improvements	$ 325,000	$ 98,639	$ 50,000	$ 325,000				$ 375,000	
	Measure J - Total	**$ 1,923,817**	**$ 565,632**	**$ 1,583,812**	**$ 1,269,002**	**$ 1,433,972**	**$ 1,620,389**	**$ 1,656,037**	**$ 7,563,212**	

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 2003 - 2001A Lease Revenue Bond										
01A05	Street Paving - Engineering	$ 764,974	$ 197,288							
	2001A Lease Revenue Bond - Total	**$ 764,974**	**$ 197,288**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Fund 2004 Civic Center										
N/A	Transfer out to General Capital Fund - Auditorium	$ 460,401								
N/A	Transfer out to General Capital Fund - Back-up Generator Main Library			$ 50,000					$ 50,000	
N/A	Transfer out to General Capital Fund - Civic Cent	$ 15,000								
N/A	Transfer out to General Capital Fund - HVAC E &	$ 50,000	$ 50,000							
N/A	Transfer out to General Capital Fund - Restroom ADA			$ 314,500					$ 314,500	
	Civic Center - Total	**$ 525,401**	**$ 50,000**	**$ 364,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 364,500**	
Fund 2007 - Harbor										
08H01	Port Dredging	$ 1,058,844		$ 1,058,844					$ 1,058,844	
	2007 Harbor - Total	**$ 1,058,844**	**$ -**	**$ 1,058,844**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 1,058,844**	
Fund 2008 - Transportation										
01A05	Street Paving - Engineering	$ 1,337,601	$ 1,337,601						$ -	
N/A	Transfer out to State Highway Fund	**$ -**		$ 40,646					$ 40,646	
	2008 Transportation - Total	**$ 1,337,601**	**$ 1,337,601**	**$ 40,646**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 40,646**	
Fund 2009 - State Highway										
01A05	Street Paving - Engineering	$ 1,449,153	$ 541,084							
N/A	Transfer out to Transportation Fund	$ 26,211	$ 26,211						$ -	
	2009 State Highway - Total	**$ 1,475,364**	**$ 567,295**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	
Fund 2110 - Park Impact Fee										
03A02	Booker T. Anderson (BTA) Park Bridge/Bioswales	$ 135,000	$ 22,250	$ 165,000					$ 165,000	
03H02	Burg Park	$ 57,384		$ 57,384					$ 57,384	
03A01	Joint Powers Agreement (JPA) Sports Field Partn	$ 15,000		$ 15,000					$ 15,000	
03L02	Martin Luther King (MLK) Park Improvements	$ 342,979	$ 3,740						$ -	
03M02	North Richmond Ball Field	$ 75,900		$ 75,900					$ 75,900	
03J02	Park ADA Improvements	$ 177,103	$ 107,094						$ -	
03J02	Park Hardscape Rehabilitation	$ 228,427	$ 73,427	$ 36,098					$ 36,098	
03J02	Park Irrigation Rehabilitation	$ 60,000		$ 60,000					$ 60,000	
03J02	Park Lighting	$ 3,443	$ 1,710							
03J02	Play Area Safety Equipment	$ 99,666	$ 3,812	$ 95,854					$ 95,854	
03H01	Richmond Greenway	$ 25,000	$ 25,000							
03I02	Shields Reid Park Improvements	$ 300,000	$ 100,000	$ 200,000					$ 200,000	
03F02	Wendell Park	$ 149,601		$ 149,601					$ 149,601	
	2110 Park Impact Fee - Total	**$ 1,669,503**	**$ 337,033**	**$ 854,837**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 854,837**	

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 2114 - Police Impact Fee										
N/A	Computer Equipment			$ 66,747					$ 66,747	
N/A	License Plate Reader (LPR)	$ 50,000	$ 24,613						$ -	
04B02	Traffic Laser Radar Equipment	$ 20,000		$ 20,000					$ 20,000	
N/A	Vehicle Locator System	$ 50,000							$ -	
	2114 Police Imppact Fee - Total	**$ 120,000**	**$ 24,613**	**$ 86,747**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 86,747**	
Fund 2115 - Recreation Aquatics Impact Fee										
00A02	Kennedy Swim Center Improvements	$ 181,697	$ 61,983	$ 100,000					$ 100,000	
	2115 Recreation Aquatic Impact Fee - Total	**$ 181,697**	**$ 61,983**	**$ 100,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 100,000**	
Fund 2117 - Library Impact Fee										
N/A	Branch Library Public Access Computer Upgrade	$ 50,000		$ 50,000					$ 50,000	
N/A	Library Operation and Maintenance Cost	$ 304,900	$ 134,034	$ 150,000					$ 150,000	
	2117 Library Impact Fee - Total	**$ 354,900**	**$ 134,034**	**$ 200,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 200,000**	
Capital Improvements Funds - Total		**$ 36,025,519**	**$ 10,466,125**	**$ 30,678,738**	**$ 6,843,318**	**$ 5,505,478**	**$ 5,734,564**	**$ 5,818,879**	**$ 54,580,977**	[1]

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 4001 - Port of Richmond										
28A01	Bay Trail Shipyard No. 3 to Foot of Canal Blvd.	$ 692,000	$ 557,247						$ -	
N/A	Cafeteria Building Exterior Improvements			$ 65,000					$ 65,000	
08F01	Honda Port of Entry at the Point Potrero Marine T	$ 580,000	$ 53,597						$ -	
28G01	Integrated Video Surveillance System	$ 754,507							$ -	
28H01	Integrated Video Surveillance System	$ 2,263,520							$ -	
28I01	Lighting Improvements PPMT	$ 2,650,000	$ 720,608	$ 600,000					$ 600,000	
08G01	Port Rail Corridor Facilities	$ 171,000	$ 129,415						$ -	
28E01	PPMT- Fiber Optic Network	$ 4,310,504		$ 3,300,000					$ 3,300,000	
N/A	PPMT - Stromwater Improvements			$ 200,000					$ 200,000	
01A12	Railroad Improvements Quiet Zones	$ 1,050,000		$ 1,000,000					$ 1,000,000	
08M01	Subaru Building 4 Improvements	$ 700,000	$ 659,248						$ -	
08C01	Terminal 2 Timber Wharf Replacement	$ -		$ 275,000					$ 275,000	
28F01	Terminal 3 Electrical Improvements			$ 350,000					$ 350,000	
28F01	Terminal 3 Port Office Building Upgrade	$ 3,359,725	$ 74,204	$ 2,700,000					$ 2,700,000	
	4001 Port of Richmond - Total	**$ 16,531,256**	**$ 2,194,319**	**$ 8,490,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 8,490,000**	
Fund 4003 - Wastewater										
N/A	23rd Street Sanitary Sewer Replacement			$ 2,000,000					$ 2,000,000	
N/A	Capacity Improvements			$ 8,000,000					$ 8,000,000	
N/A	Cypress Point Sewer Line Replacement			$ 700,000					$ 700,000	
01B10	Digester Control Building No. 2	$ 78,865	$ 78,865						$ -	
01D10	Manhole Replacement	$ 158,063	$ 39,395	$ 300,000					$ 300,000	
N/A	McLaughlin Avenue Sewer Upsize			$ 3,500,000					$ 3,500,000	
01E10	Sewer Line Repair for Inspection Accesibility	$ 8,099,443	$ 2,827,311						$ -	
01A10	Treatment Plant Improvement	$ 296,168	$ 296,168						$ -	
01F10	Wet Weather Infiltration/Inflow Elimination	$ 2,535,527	$ 1,607,279						$ -	
01G10	Wet Weather Peak Flow Storage	$ 81,934	$ 61,515						$ -	
	4003 Wastewater - Total	**$ 11,250,000**	**$ 4,910,533**	**$ 14,500,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 14,500,000**	
Fund 4005 - Marina										
08H01	Marina Dredging	$ 2,100,000	$ 1,358,847	$ 100,000					$ 100,000	
	4005 Marina - Total	**$ 2,100,000**	**$ 1,358,847**	**$ 100,000**	**$ -**	**$ -**	**$ -**		**$ 100,000**	
Fund 4008 - KCRT										
06F03	Engineering (Microwave Transmission & Playbac	$ 22,000	$ 7,668	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 25,000	
06D03	Multi Media (Council Chamber & Media Center)	$ 74,000	$ 37,137	$ 30,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 70,000	
06E03	Production (Studio & Truck Upgrades)	$ 25,995	$ 16,428	$ 25,000	$ 10,000	$ 10,000	$ 10,000	$ 10,000	$ 65,000	
	4008 KCRT - Total	**$ 121,995**	**$ 61,233**	**$ 60,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 160,000**	
Enterprise Funds - Total		**$ 30,003,251**	**$ 8,524,932**	**$ 23,150,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 25,000**	**$ 23,250,000**	

City of Richmond
Capital Expenditures by Fund FY2012/13 to 2016/17

Project #	Project Title	Adopted FY2011/12	Actuals to 3/31/12 FY2011/12	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total	Notes
Fund 5003 - Equipment Services										
03A04	Fire Vehicles	$ 417,971	$ 60,472	$ 457,867	$ 975,000	$ 600,000	$ 1,239,000		$ 3,271,867	
03D04	Other City Equipment	$ 817,560	$ 386,852	$ 114,467	$ 1,330,000	$ 753,000	$ 1,175,000		$ 3,372,467	
03C04	Other City Vehicles	$ 1,154,410	$ 371,210	$ 1,209,055	$ 642,000	$ 1,401,000	$ 1,047,000		$ 4,299,055	
03B04	Police Vehicles	$ 453,000	$ 237,143	$ 1,109,612	$ 391,000	$ 548,000	$ 321,000		$ 2,369,612	
	5003 Equipment Services - Total	**$ 2,842,941**	**$ 1,055,677**	**$ 2,891,001**	**$ 3,338,000**	**$ 3,302,000**	**$ 3,782,000**	**$ -**	**$ 13,313,001**	
Internal Service Funds - Total		**$ 2,842,941**	**$ 1,055,677**	**$ 2,891,001**	**$ 3,338,000**	**$ 3,302,000**	**$ 3,782,000**	**$ -**	**$ 13,313,001**	
Fund 7201 - Successory Agency Redevelopment										
07035	Bradley A. Moody Memorial Underpass	$ 34,042,000	$ 276,967	$ 18,000,000					$ 18,000,000	
07019	Marina Bay Trails Landscape Areas	$ 1,858,459	$ 1,035,580						$ -	
07009	Meade Street			$ 950,000					$ 950,000	
07001	Metro Walk (Transit Village)	$ 37,892,566	$ 7,692,770	$ 14,358,000					$ 14,358,000	
07004	Project Areas Streetscape Garage	$ 203,297		$ 27,000					$ 27,000	
N/A	Railroad Crossing Design and Improvements	$ 782,000	$ 61,834						$ -	
07012	Streetscapes	$ 1,546,152	$ 51,332	$ 93,000					$ 93,000	
07003	Terminal One	$ 358,070	$ 100	$ 36,000					$ 36,000	
	7201 Successory Agency Redevelopment - T	**$ 76,682,544**	**$ 9,118,582**	**$ 33,464,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 33,464,000**	
Fund 7202 - Successory Agency Housing										
07558	Infill Phase 2	$ 2,113,000	$ 261,142	$ 16,000					$ 16,000	
07560	Lillie Mae Jones	$ 5,145,442	$ 310,637						$ -	
07563	Miraflores (S. 43rd & Wall)	$ 18,866,899	$ 2,987,094	$ 2,000,000					$ 2,000,000	
07564	Nevin Court (1st & Nevin)	$ 772,808	$ 7,975	$ 38,000					$ 38,000	
07566	Vernon Castro	$ 22,888		$ 5,000					$ 5,000	
	7202 Successory Agency Housing - Total	**$ 26,921,037**	**$ 3,566,848**	**$ 2,059,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,059,000**	
Successory Agency Redevelopment and Housing		**$ 103,603,581**	**$ 12,685,430**	**$ 35,523,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 35,523,000**	
Enterprise, Internal Services and Successor Agency (Re		**$ 136,449,773**	**$ 22,266,039**	**$ 61,564,001**	**$ 3,363,000**	**$ 3,327,000**	**$ 3,807,000**	**$ 25,000**	**$ 72,086,001**	[2]
ALL Project Expenditures - Total		**$ 172,475,292**	**$ 32,732,163**	**$ 92,242,739**	**$ 10,206,318**	**$ 8,832,478**	**$ 9,541,564**	**$ 5,843,879**	**$ 126,666,978**	[2]

*****NOTES:**

[1] FY2012-13 Capital Improvement Plan Resolution No. 82-12 total is $30,678,738. The total on the resolution is comprised from the Capital Project Funds identifed on the previous pages of this Expenditure by Fund Summary. These funds are to be used soley for projects.

[2] Expendituresof $61,564,001 are budgeted in FY2012-13 Operating Budget Funds (Enterprise, Internal Service and Successor Agency Redevelopment & Housing) per Resolution No. 81-12. The total $92,242,739 showing at the end of the Capital Expenditure by Fund Summary includes the total from the Capital Project Funds $30,678,738 Resolution No. 82-12.

City of Richmond
Capital Unfunded Request FY2012/13 to 2016/17

Project Title	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total
Engineering Department						
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
Street Light Rehabilitation				$ 146,722		$ 146,722
Street Paving		$ 3,200,000	$ 3,200,000	$ 3,200,000	$3,200,000	$ 12,800,000
Unfunded Engineering Department - Total		**$ 4,023,000**	**$ 3,350,000**	**$ 3,546,722**	**$3,400,000**	**$ 14,319,722**
Engineering Wastewater						
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
Unfunded Engineering Wastewater Department - Total		**$ 12,114,000**	**$ -**	**$ -**	**$ -**	**$ 12,114,000**
Engineering Stormwater						
24th 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**

City of Richmond
Capital Unfunded Request FY2012/13 to 2016/17

Project Title	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total
Public Works Operation and Maintenance						
Add Boiler to the Auditorium		$ 250,000	$ 250,000			$ 500,000
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		$ 500,000	$ 1,000,000			$ 1,500,000
33 Ft. Scissor Lift for Painters - Purchase		$ 25,000				$ 25,000
Unfunded Public Works Operation and Maintenance - Total		**$ 2,225,000**	**$ 1,715,620**	**$ 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
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**

City of Richmond
Capital Unfunded Request FY2012/13 to 2016/17

Project Title	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total
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		**$ 30,000**	**$26,290,000**	**$23,500,000**	**$ -**	**$ 49,820,000**
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

City of Richmond
Capital Unfunded Request FY2012/13 to 2016/17

Project Title	Adopted FY2012/13	Proposed FY2013/14	Proposed FY2014/15	Proposed FY2015/16	Proposed FY2016/17	Total
Recreation Department - continued						
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		$ 500,000				$ 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		**$ 89,405,000**	**$23,850,000**	**$20,500,000**	**$ -**	**$ 133,755,000**
Employment & Training Department						
Starlight Building Civic Center Employment and Training		$ 2,000,000				$ 2,000,000
Unfunded Employment & Training Department - Total		**$ 2,000,000**	**$ -**	**$ -**	**$ -**	**$ 2,000,000**
Information Technology Department						
Broadband Accessibility Project		$ 500,000				$ 500,000
Unfunded Information Technology Department - Total		**$ 500,000**	**$ -**	**$ -**	**$ -**	**$ 500,000**
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		**$ 222,215,844**	**$ 59,381,409**	**$ 58,104,518**	**$ 4,358,429**	**$ 344,060,201**

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: Amounts owing to private persons, firms, or corporation for goods and services received.

Accounts Receivable: 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: 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.

Americans with Disabilities Act of 1990 (ADA): A wide-ranging civil rights law that prohibits, under certain circumstances, discrimination based on disability.

Annexation: A change in existing community boundaries resulting from the incorporation of additional land.

Appropriated Expenditure: In the Fiscal Year Budget, an amount set aside for a specific acquisition or purpose.

Appropriation: Is the legal authority to expend up to a certain amount of funds during a budget period. For the City the adopted budget is the source of appropriations.

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.

Budget Glossary

Adjusted Budget: The status of appropriations as of a specific date between July 1, at the beginning of the fiscal period and June 30, 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 for the new fiscal period effective July 1.

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.

Agency Funds: Used to maintain records of assets and the respective funds' financial activities on behalf of a third party.

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.

Appropriation: An authorization made by the City Council that permits the officials to incur obligations against and to make expenditures of governmental resources.

Appropriation limit: Imposed by Proposition 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.

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 general accepted accounting principals. 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 and as well as recommending improvements to the City's financial management practices.

B

Budget Glossary

Balanced Budget: A balanced budget is one in which total expenditures equal total revenue. An entity has a budget surplus if expenditures are less than revenues. It has a budget deficit if expenditures are greater than revenues.

Baseline Schedule: This is the first schedule based on knowledge the project team gains from the Pre-Design Phase of the project – knowledge about project context and requirements as well as historical data from previous projects. The baseline schedule is typically developed after the completion of the CDR (or, in some cases the EIS). A detailed schedule will be created for the CDR effort, but the baseline schedule for the project will be created at the start of the Design Phase, after the preferred alternative in the CDR is approved.

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.

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).

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: 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. 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

CAG: Community Advisory Group

Capacity Enhancements: Are new facilities projects and operational improvements, which add through lanes.

California Department of Transportation (Caltrans): State agency that builds and maintains state highways and administers transportation programs within the state.

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, 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 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.

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.

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 Program (CIP).

Capital Expenditure: An outlay that results in or contributes to the acquisition or construction of a capital asset.

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 Improvement 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 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 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 Outlay: Expenditures relating to the purchase of equipment, facility modifications, land, and other fixed assets.

Capital Reinvestment Fund: General fund moneys expended on capital projects.

Carry forward: Appropriations brought forward from a previous fiscal year to continue or complete a specific project, program or activity.

Budget Glossary

Cash Basis: A basis of accounting in which transactions is recognized only when cash is increased of 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.

CIP: Capital Improvement Plan

Circulation Mitigation: Developer impact fees for traffic and street improvements.

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 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 DOT's Community Relations and Communications staff and DOT's Public Affairs staff that forms the basis of project-related external communications with the public.

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 Management System (CMS): Is required by ISTEA to be implemented by states to improve transportation planning.

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.
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.

Construction Phase: A specific phase of the project during which project design is implemented.

Construction Contract: A signed, written agreement between King County 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.

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.

Contractual Services: Expenditures for services the City received from an outside company. Professional and technical services perform by non COR staff are consider contractual services.

Contractor: The individual, partnership, firm, corporation, or joint venture, contracting with King County to do prescribed work as defined in the construction contract.

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.

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.

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.

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
Corridor: A major transportation route which can consist of one or more highways, arterial streets, transit lines, rail lines and/or bikeways.

CRE – County Road Engineer: 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.

CSMFO: California Society of Municipal Finance Officers. A professional association of state, county, and local government officers in California.

CTR: Commute Trip Reduction

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.

DEIS: Draft Environmental Impact Statement

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.

Depreciation: 1) Expiration in the service life of capital assets attributable to wear and tear, deterioration, 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.

Discretionary Funds: Federal, state and local funds which can be used for a variety of purposes is determined by local needs and priorities.

Demand Capacity Ratio (D/C): Is the relationship between the demand for vehicle trips on a facility, versus the number of vehicle trips that can be accommodated on that facility.

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 Inter modal Surface Transportation Efficiency Act (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 of Transportation (DOT): A federal agency that implements the nation's overall transportation policy.

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.

Disbursement: The expenditure of monies from an account.

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.

Division: A unit of the municipal organization which reports to a department or agency.

DNR: Department of Natural Resources

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.

DOE: Washington State Department of Ecology

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.

EEO/DB: Equal Employment Opportunity/Disadvantaged Business Enterprise

EIS – Environmental Impact Statement: An environmental review document prepared in accordance with SEPA and/or NEPA when the lead agency determines a proposal is likely to result in significant adverse environmental impacts.

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 King County crews, cost of work to be done by others, value of material furnished by King County, 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 Assessment (EA): An environmental analysis prepared pursuant to the National Environmental Policy Act (NEPA) to determine whether a federal action would significantly affect the environment and thus require a more detailed environmental impact statement.

Environmental Impact Report/Environmental Impact Statement (EIR/EIS): An analysis of the environmental impacts of proposed land development and transportation projects; it's an EIR when conducted in response to CEQA , and an EIS when conducted

for federally funded or approved projects per NEPA. A draft EIR or draft EIS (DEIR or DEIS -- often they're prepared simultaneously) is circulated to the public and agencies with approval authority for comment. Like a pollywog whose next stage in life is a frog, a DEIR or DEIS grows up to be a certified FEIR or FEIS that contains responses to public comments and ways to mitigate adverse impacts.

Environmental Review: An analysis of the environment around the project, the impacts the environment could have on the project, and the impacts the project could have on the environment. The process involves identification and evaluation of probable environmental impacts and the development of mitigation measures that will reduce adverse environmental impacts. This review is done in compliance with SEPA and/or NEPA, as applicable to the specific project.

ESA: Endangered Species Act

Expenditure: The outflow of funds paid or to be paid for an asset obtained or goods and services obtained regardless of when the expense is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Expenditure Category: A basis for distinguishing types of expenditures. The major expenditure categories used by the City of Richmond are personnel services; operations and maintenance; and capital outlay.

Expense: Charges incurred (whether paid immediately or unpaid) for operations, maintenance, interest, or other charges.

F

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 U.S. Department of Transportation.

Federal Transportation Improvement Program (FTIP): Also referred to as the TIP. This is a short-range action plan to the long range RTP. It identifies specifically what projects will be funded within the next 3 - 7 years.

FEMA: Federal Emergency Management Act

FHWA: Federal Highway Administration

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.

Final Inspection: An inspection of the construction site facilitated by the Resident Engineer and including the Contractor, Project Manager, Inspector, regulators and funding agency.

Budget Glossary

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 Environmental Impact Statement (EIS). An 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.

Five-Year Financial Plan: (the "Plan") is an annual five-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 adopted by the City Council in October, 2009. .

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.

Flood Control: The specific regulations and practices that reduce or prevent the damage caused by storm water runoff.

Fixed Charges: Are items of expenditures for services rendered by internal operations or the City. Rental of City equipment, computer services, building rental, indirect operating expenses, and depreciation are examples of fixed charges.

Franchise Fees: A .5% to 5% fee imposed on franchise revenue in accordance with franchise agreements with utility companies.

Fringe Benefits: These include employee retirement, social security, health, dental, life insurance, worker's compensation, uniforms, and deferred compensation plans.

FTE (Full-Time Equivalent): The ratio that represents the number of hours that an employee works in proportion to full-time hours. For example, two employees who work one-half time are considered one full-time equivalent.

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.

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

GAAP: Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted accounting principles.

GAN: A type of bond or similar financing method issued by a state or state infrastructure bank under the guidelines of the National Highway System Designation Act of 1995, eventually made permanent in section 122 of Title 23 of the United States Code. States must repay the bonds using federal funds expected to be received in the future.

GASB: Governmental Accounting Standards Board. The source of generally accepted accounting principles (GAAP) used by state and local governments.

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 Accounts: Accounting detailed list of accounts for revenue and expenditure where the departments/division earnings and expenditures are recorded.

GFOA: Government Finance Officers Association. A professional association of state, provincial, and local government finance officers in the United States and Canada.

Governmental Funds: Used to account for activities that are primarily tax-supported operations or other mandatory payments.

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

HALS: High Accident Locations

HARS: High Accident Road Segments

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.

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.

I

Impact Fees: Costs imposed on new development to fund public facility improvements required by new development and ease fiscal burdens on localities.

Initial Study: The preliminary analysis that the lead agency prepares in order to determine whether to prepare a negative declaration or an EIR and, if necessary, to identify the impacts to be analyzed in the EIR (CEQA) 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.

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.

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

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.

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

Major Fund: A fund that generally has significant activities or balances in a given year.

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%.

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.

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.

Mitigated Negative Declaration: Under the California Environmental Quality Act (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.

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.

MPS: Mitigation Payment System

MVET: Motor Vehicle Excise Tax

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

NAC: National Association of Counties

NAFA: National Association of Fleet Administrators

Natural Diversity Information: Identifies special status of habitats and species found within 300 meters of centerline of the existing highway facility.

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.

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 Pollutant Discharge Elimination System (NPDES): Two-phased surface water quality program authorized by Congress as part of the 1987 Clean Water Act.

Negative Declaration: Under the California Environmental Quality Act (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"

NEPA: National Environmental Policy Act

NMFS: National Marine Fisheries Service (now Fisheries)

Non-Attainment Area: An air basin that does not meet existing state or federal air quality standards.

Notice of Completion (NOC): The California Environmental Quality Act (CEQA)

requires a notice to the public that a Draft Environmental Impact Report (EIR) has been completed.

Notice of Determination (NOD): Under the California Environmental Quality Act (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 National Environmental Policy Act (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 California Environmental Quality Act (CEQA) requires this notice to the public that an Environmental Impact Report (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 to 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.

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 Project expenditures.

Operations and Maintenance (O&M): 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

Pension Trust Funds: Used to account for revenues and expenditures related to the City's retirees' pension plans.

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).

Permitting authority: The National Pollutant Discharge Elimination System (NPDES) - authorized state agency or Environmental Protection Agency (EPA) regional office that administers the NPDES program, issuing permits, providing compliance assistance, conducting inspections, and enforcing the NDPES program.

Permits/Approvals: Required permissions from regulatory agencies with jurisdiction over the work or location of the project.

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.

Pilot Programs: programs established to assist employees with healthy eating and dieting and to reduce health care costs.

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.

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 Council to view how much is being committed and/or spent to achieve their goals and objectives.

Programming: The designations of funds for transportation projects which when approved are included in the transportation improvement program (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 Close Out 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 (PR): Is a conceptual engineering report that describes the work in more detailed than the PSR.

Project Study Report (PSR): Is the pre-programming document required before a project may be included in the 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 percent 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.

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 are available for construction; it is signed by the Finance Manager of the Capital Improvement Program Unit and CRE and is required prior to advertisement of the project.

Record of Decision (ROD): Under the National Environmental Policy Act (NEPA) 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.

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.

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 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 percent. 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.

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 Capital Improvement Program 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 California Environmental Quality Act (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.

Storm water: Precipitation that accumulates in natural and/or constructed storage and storm water systems during and immediately following a storm event.

Storm water pollution prevention plan (SWPPP): A plan to describe a process though 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.

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 no personnel, and no 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.

SWAT: Special Weapons and Tactics

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.

T

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: The Transient Occupancy Tax 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 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 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: A 10% tax imposed on utility (telecommunication, gas, electricity, water and video) revenue.

V

VLF Backfill: In FY2004, the State dropped the Motor Vehicle License Fee (VLF) from 2% to .67%. In the FY 2004 the State backfilled the fee reduction with other State funds. In FY 2005, the backfill was replaced with an allocation of local property tax from County 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

Abbreviation Guide

A/P	Accounts Payable
A/R	Accounts Receivable
ARC	Annual Required Contribution
BART	Bay Area Rapid Transit
CAFR	Comprehensive Annual Financial Report
CalPERS	California Public Employees' Retirement System
CIP	Capital Improvement Plan
COR	City of Richmond
CSMFO	California Society of Municipal Finance Officers
EEO	Equal Employment Opportunity
FASB	Financial Accounting Standards Board
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principles
GASB	Governmental Accounting Standards Board
GFOA	Government Financial Officers Association
GL	General Ledger
MOU	Memorandum of Understanding
HR	Human Resources
HUD	Housing and Urban Development
IT	Information Technology
LTFP	Long-Term Financial Plan
OPEB	Other Post Employment Benefits
PAF	Personnel Action Form
PO	Purchase Order
PR	Purchase Requisition
RFP	Request for Proposal
RFQ	Request for Qualification
SEC	Security and Exchange Commission
5YSBP	Five-Year Strategic Business Plan