

Planning & Economic Development

Program Outcome

To organize, direct, and coordinate the efficient delivery of Planning, Economic Development, Redevelopment, and Housing services.

Program Objectives

1Z Administrative support for program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	832.00	78,357	832.00	124,618	1.000	149.78

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	62.40	2,963	62.40	2,963	1.000	47.48

Unit of Work: Hours

8100-Administration**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$275,954	\$206,403	\$281,762	\$127,581
Total Expenditures:	\$275,954	\$206,403	\$281,762	\$127,581

Expenditure Category BreakdownSalaries and Benefits

61000 Full Time	\$150,765	\$105,036	\$149,082	\$55,093
61200 Part Time	\$143			
61300 Over Time			\$183	
61500 Health Insurance Medical	\$6,236	\$10,659	\$6,244	\$2,527
61510 Health Ins Med Waiver	\$9,067		\$16,351	
61530 Health Insurance Dental	\$843	\$1,194	\$1,226	\$430
61540 Health Post Retirement	\$6,062	\$4,202	\$6,322	\$2,204
61650 Life Insurance	\$637	\$441	\$589	\$231
61660 Disability Insurance	\$1,053	\$786	\$992	\$329
61670 Retirement Contribution	\$36,086	\$27,751	\$38,545	\$15,176
61680 Deferred Comp Matching	\$4,054		\$4,782	
61700 Fica	\$10,445	\$6,330	\$9,028	\$3,141
61720 Workers Comp	\$1,295	\$3,037	\$1,288	\$1,689
61740 Flex Management	\$5,856	\$780	\$6,104	\$500
<u>Total Salaries and Benefits</u>	\$232,549	\$160,216	\$240,742	\$81,320

Operating Expenses

63000 Supplies	\$214	\$4,155	\$75	\$4,238
70000 Meeting And Conferences	\$295	\$643		\$656
70420 Telephone	\$413	\$758	\$313	\$781
<u>Total Operating Expenses</u>	\$922	\$5,556	\$389	\$5,675

Fixed Charges

72150 Computer/Phones-Replacement	\$2,444	\$4,657	\$4,656	\$4,797
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80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**8100-Administration**

72200	Computer/Phones-Operations	\$11,016	\$19,348	\$19,347	\$19,928
72350	Building-Replacement	\$537	\$2,207	\$2,207	\$1,823
72500	Building-Operations	\$4,206	\$13,075	\$13,074	\$12,765
72650	Liability Service Fees	\$24,279	\$1,344	\$1,344	\$1,273
<u>Total Fixed Charges</u>		\$42,483	\$40,631	\$40,630	\$40,586
Total Expenditures:		\$275,954	\$206,403	\$281,762	\$127,581

8100-Administration**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Professional	7			
City Manager	72		15	
Dir. Planning & Economic Dev.	1,043	811	1,031	520
Senior Planner	11		59	
Assistant Planner	140		76	
Administrative Assistant	23	1,248		374
Administrative Secretary			31	
Concord Reuse Project Director	283		292	
Concord Reuse Project Manager	264		238	
Reuse Project Exec Assistant	80		385	
Reuse Project Planner			145	
Total Personnel Hours	1,922	2,059	2,271	894

8200-Planning
Manager: Deborah Raines**Program Outcome**

To provide planning services in accordance with the General Plan which enhance and preserve the physical, social, and economic quality of the City.

Program Objectives

- 1A Provide professional planning review of applications so the City Council, the Planning Commission, the Design Review Board, and the Zoning Administrator are provided high quality information and advice upon which they can make decisions for the betterment of the community within established time frames. Achieve a customer service rating of excellent or good in 90% of customer service surveys.

Performance Indicator

- 1Aa Number and percent of applications (City Council, Planning Commission, Design Review Board, Zoning Administrator, Administrative) processed within State mandated time frame standards.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	141.00	141.00	100%
2007-08 Budgeted	150.00	135.00	90%
2007-08 Year to Date	156.00	156.00	100%
2008-09 Proposed	150.00	135.00	90%

- 1Ab Complete at least 90% of major building permits within 10 working days from receipt of permit applications from the Building Division.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	318.00	234.00	74%
2007-08 Budgeted	175.00	157.00	90%
2007-08 Year to Date	199.00	174.00	87%
2008-09 Proposed	200.00	180.00	90%

8200-Planning

1Ac Complete at least 90% of over-the-counter building permit reviews on the same day of the request from Building.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	895.00	888.00	99%
2007-08 Budgeted	900.00	810.00	90%
2007-08 Year to Date	1,034.00	1,028.00	99%
2008-09 Proposed	900.00	810.00	90%

1Ae Customers rating Planning services excellent or good (annual phone survey).

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	48.00	41.00	85%
2007-08 Budgeted	50.00	45.00	90%
2007-08 Year to Date	23.00	20.00	87%
2008-09 Proposed	50.00	45.00	90%

Tasks

1A01 Review major Planning applications, including Environmental Impact Reports, General Plan Amendments, Rezones, Preliminary Development Plans, Vesting Tentative Maps, Use Permits, and Variances, and perform condition compliance.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	30.00	245,526	3,448.00	245,526	0.009	8,184.20

Unit of Work: Major Applications

8200-Planning

1A02 Perform reviews of plans submitted for building permits.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	1,213.00	21,245	431.75	21,245	2.809	17.52
2007-08 Budgeted	1,075.00	31,220	540.80	31,220	1.988	29.04
2007-08 Year to Date	1,232.00	32,143	666.75	32,143	1.848	26.09
2008-09 Proposed	1,100.00	38,127	686.40	38,127	1.603	34.66

Unit of Work: Building permit reviews

1A04 Review minor Planning applications, including Zoning Administrator Permits, Design Reviews, Parcel Maps and Administrative Applications, and perform condition compliance.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	150.00	149,992	2,537.60	149,992	0.059	999.95

Unit of Work: Minor applications

1B Provide public information, education and technical assistance within the established time frames 90% of the time. Achieve a customer service rating of excellent or good in 90% of customer service surveys.

Performance Indicator

1Ba Total number of phone and email contacts and percent of contacts responded to within 24 hours of the day received or receipt of files from storage.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	14,188.00	13,930.00	98%
2007-08 Budgeted	15,000.00	13,500.00	90%
2007-08 Year to Date	12,037.00	11,842.00	98%
2008-09 Proposed	15,000.00	13,500.00	90%

8200-Planning

1Bb Total number of counter inquiries and percent responded to within 48 hours of the day received or within 24 hours of receipt of files from storage.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	2,523.00	2,513.00	100%
2007-08 Budgeted	3,000.00	2,700.00	90%
2007-08 Year to Date	2,305.00	2,299.00	100%
2008-09 Proposed	3,000.00	2,700.00	90%

1Bd Number of internal and external customers assisted within two weeks at least 90% of the time.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	280.00	252.00	90%

Tasks

1B01 Provide public information.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	16,711.00	143,376	2,690.00	143,376	6.212	8.58
2007-08 Budgeted	18,000.00	211,026	3,390.40	211,026	5.309	11.72
2007-08 Year to Date	14,342.00	137,656	2,612.00	137,656	5.491	9.60
2008-09 Proposed	18,000.00	146,674	2,433.60	146,674	7.396	8.15

Unit of Work: Information request response

1B02 Respond to inquiries and provide assistance to both internal and external customers.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	280.00	36,875	478.40	36,875	0.585	131.70

Unit of Work: Number of inquiries and code enforcements tasks

8200-Planning

- 1C Maintain consistency with the General Plan, both internally and with other planning documents, to ensure that all plans and policies that are developed by the City of Concord as well as by other responsible agencies, preserve and enhance the built environment, open space amenities, improve the residential and economic vitality of the community, and comply with State mandated General Plan policies and objectives, 100% of the time.

Performance Indicator

- 1Ca Number of City-sponsored general plan amendments, zoning text amendments, and policy documents that comply with the above standard.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	3.00	3.00	100%
2007-08 Budgeted	7.00	7.00	100%
2007-08 Year to Date	5.00	5.00	100%
2008-09 Proposed	7.00	7.00	100%

- 1Cb City participation in external agency planning processes and policy document reviews that comply with the above standard.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	27.00	27.00	100%
2007-08 Budgeted	25.00	25.00	100%
2007-08 Year to Date	14.00	14.00	100%
2008-09 Proposed	25.00	25.00	100%

8200-Planning

Tasks

1C01 Research and development of plans and policies, analysis and production of data and statistics; preparation of planning amendments, including general plan elements and ordinances.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	1,825.00	134,235	1,825.00	134,235	1.000	73.55
2007-08 Budgeted	2,142.40	167,863	2,142.40	167,863	1.000	78.35
2007-08 Year to Date	2,160.25	166,354	2,160.25	166,354	1.000	77.01
2008-09 Proposed	1,747.20	150,199	1,747.20	150,199	1.000	85.97

Unit of Work: Hours

1C02 Review and comment on external agency documents.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	27.00	25,674	343.50	25,674	0.079	950.91
2007-08 Budgeted	25.00	36,735	457.60	36,735	0.055	1,469.40
2007-08 Year to Date	14.00	16,974	218.50	16,974	0.064	1,212.48
2008-09 Proposed	25.00	28,101	332.80	28,101	0.075	1,124.04

Unit of Work: Documents

1Z Administrative support for program's objectives and resources.

Performance Indicator

1Za Comparison of actual costs of program to actual revenues received for services provided by the program.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	1,763,683.00	309,524.00	18%

8200-Planning

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	9,015.68	527,093	9,015.68	893,450	1.000	99.10

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	374.40	25,148	374.40	42,361	1.000	113.14

Unit of Work: Hours

8200-Planning**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
100 100-General Fund	\$1,445,822	\$1,834,068	\$1,635,483	\$1,731,305
Total Expenditures:	\$1,445,822	\$1,834,068	\$1,635,483	\$1,731,305

Expenditure Category Breakdown**Salaries and Benefits**

61000 Full Time	\$823,773	\$942,258	\$791,254	\$867,420
61150 Full Time - Attrition				\$-21,063
61200 Part Time	\$7,587		\$4,208	
61300 Over Time	\$9,201	\$19,201	\$13,991	\$11,905
61500 Health Insurance Medical	\$89,266	\$115,073	\$87,749	\$121,370
61510 Health Ins Med Waiver	\$7,162		\$5,450	
61530 Health Insurance Dental	\$10,887	\$13,538	\$10,635	\$12,550
61540 Health Post Retirement	\$32,716	\$37,691	\$30,978	\$34,697
61650 Life Insurance	\$3,435	\$3,958	\$3,108	\$3,643
61660 Disability Insurance	\$7,757	\$9,248	\$7,016	\$7,249
61670 Retirement Contribution	\$199,612	\$241,661	\$194,235	\$229,263
61680 Deferred Comp Matching	\$9,737		\$10,100	
61700 Fica	\$62,439	\$70,252	\$59,371	\$64,332
61720 Workers Comp	\$10,827	\$11,989	\$10,797	\$10,369
61740 Flex Management	\$8,000	\$6,000	\$7,341	\$6,000
<u>Total Salaries and Benefits</u>	\$1,282,406	\$1,470,869	\$1,236,240	\$1,347,735

Operating Expenses

63000 Supplies	\$13,992	\$14,649	\$5,880	\$14,942
63062 Machiner/Equip/Maint	\$139	\$4,575		\$4,652
63158 Consultant/Contract Services	\$85,166	\$11,741	\$64,320	\$26,000
70000 Meeting And Conferences	\$3,371	\$7,085	\$7,565	\$7,227
70015 Staff Development	\$3,050	\$9,790	\$6,117	\$9,986
<u>Total Operating Expenses</u>	\$105,719	\$47,840	\$83,885	\$62,807

8200-PlanningFixed Charges

72150	Computer/Phones-Replacement	\$7,068	\$50,881	\$50,880	\$52,407
72200	Computer/Phones-Operations	\$36,701	\$211,373	\$211,373	\$217,714
72250	Office Equipment-Replacement	\$2,280			
72350	Building-Replacement	\$2,523	\$6,620	\$6,620	\$5,469
72500	Building-Operations	\$9,123	\$39,225	\$39,225	\$38,296
72650	Liability Service Fees		\$7,260	\$7,260	\$6,877
<u>Total Fixed Charges</u>		\$57,696	\$315,359	\$315,359	\$320,763
Total Expenditures:		\$1,445,822	\$1,834,068	\$1,635,483	\$1,731,305

8200-Planning**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	362		265	
Ltd Ser-Recreation Specialist	4			
Ltd Ser-Technician	27		23	
Planning Manager	2,080	2,080	2,080	2,080
Principal Planner	4,160	4,160	4,160	4,160
Senior Planner	8,538	8,605	6,692	6,390
Assistant Planner	1,950	2,110	2,078	2,100
Planning Technician	880	2,080	2,087	2,080
Permit Center Technician III	1			
Administrative Coordinator			160	2,110
Video Services Coordinator	63	54	56	54
Administrative Secretary	2,383	2,080	2,080	
Administrative Clerk III	1,120	2,080		2,080
Total Personnel Hours	21,566	23,249	19,679	21,054

8300-Econ. Dev., Redev. & Housing Admin.
Manager: James Forsberg

Program Outcome

To administer the Economic Development, Redevelopment and Housing Programs efficiently and effectively so as to promote the Economic Vitality of the City of Concord.

Program Objectives

1Z To administer the Economic Development, Redevelopment and Housing programs.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	5,076.80	367,888	5,076.80	13,908,267	1.000	2,739.57

Unit of Work: Hours

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	374.40	32,023	374.40	54,058	1.000	144.39

Unit of Work: Hours

8300-Econ. Dev., Redev. & Housing Admin.**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
500 500-Rda Operating & Capital	\$13,624,816	\$13,633,848	\$13,051,468	\$13,962,325
Total Expenditures:	\$13,624,816	\$13,633,848	\$13,051,468	\$13,962,325

Expenditure Category Breakdown**Salaries and Benefits**

61000 Full Time	\$324,279	\$381,172	\$271,406	\$260,263
61200 Part Time	\$27			
61300 Over Time	\$156		\$12,913	\$2,935
61500 Health Insurance Medical	\$33,289	\$46,255	\$22,557	\$25,552
61520 Health Insurance Vision			\$25	
61530 Health Insurance Dental	\$4,236	\$5,162	\$2,583	\$2,992
61540 Health Post Retirement	\$12,805	\$15,247	\$10,115	\$10,410
61650 Life Insurance	\$1,252	\$1,601	\$958	\$1,093
61660 Disability Insurance	\$2,488	\$3,101	\$1,876	\$1,887
61670 Retirement Contribution	\$78,404	\$101,641	\$64,391	\$70,520
61680 Deferred Comp Matching	\$6,696		\$5,783	
61700 Fica	\$21,031	\$24,702	\$18,536	\$17,479
61720 Workers Comp	\$3,131	\$6,397	\$3,797	\$4,420
61740 Flex Management	\$3,292	\$4,020	\$3,646	\$2,360
<u>Total Salaries and Benefits</u>	\$491,093	\$589,298	\$418,594	\$399,911

Operating Expenses

63000 Supplies	\$10,377	\$9,651	\$4,723	\$9,844
63158 Consultant/Contract Services	\$595	\$43,790	\$10,963	\$55,808
63204 Special Services Meetings	\$4,110	\$5,427	\$4,052	\$5,536
63206 Special Services Other	\$46,226	\$50,986	\$36,852	\$52,006
63208 RDA Property Management	\$95,929	\$54,320	\$60,725	\$55,406
63210 Property Tax Admin Fee	\$118,606	\$203,317	\$168,427	\$207,383
63212 Promotional Materials	\$6,307	\$27,768	\$16,627	\$28,323
63214 Fiscal Charges		\$7,140		\$7,283

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**8300-Econ. Dev., Redev. & Housing Admin.**

63218	Property Rental	\$1,200	\$6,959		\$7,098
63221	RDA Plan Amendment	\$90,906		\$35,455	
63226	Strategic Plan Study Implement	\$291,618	\$216,518	\$224,970	\$220,848
63228	Garage Security	\$10,141	\$24,430	\$24,364	\$25,163
63235	Fry's Agreement Payment	\$190,364		\$170,649	
70000	Meeting And Conferences	\$19,039	\$8,307	\$10,149	\$8,473
70015	Staff Development	\$8,500	\$13,296	\$11,991	\$13,562
70106	Fire And Earthquake Insurance	\$113,844	\$166,250	\$120,100	\$223,147
70410	Gas/Electricity	\$4,334	\$7,035	\$4,616	\$7,246
70420	Telephone	\$1,072	\$1,833	\$1,593	\$1,888
<u>Total Operating Expenses</u>		\$1,013,174	\$847,027	\$906,262	\$929,014
<u>Fixed Charges</u>					
72000	Fleet-Replacement	\$4,710			
72100	Fleet Maintenance	\$1,257			
72150	Computer/Phones-Replacement	\$16,752	\$21,424	\$21,423	\$22,066
72200	Computer/Phones-Operations	\$81,241	\$88,999	\$88,998	\$91,669
72250	Office Equipment-Replacement	\$1,419			
72650	Liability Service Fees		\$3,899	\$3,899	\$3,693
<u>Total Fixed Charges</u>		\$105,380	\$114,322	\$114,322	\$117,428
<u>Other Financing Uses</u>					
90100	Inter Fund Transfers Out	\$501,495	\$338,016	\$135,240	\$495,876
90110	RDA Low And Mod Transfer	\$2,998,627	\$2,917,583	\$2,917,583	\$3,121,768
90120	Transfer For Debt Service	\$7,532,399	\$7,849,162	\$7,581,027	\$7,900,319
90140	Trans For General Fund Serv	\$982,647	\$978,440	\$978,440	\$998,009
<u>Total Other Financing Uses</u>		\$12,015,169	\$12,083,201	\$11,612,291	\$12,515,972
Total Expenditures:		\$13,624,816	\$13,633,848	\$13,051,468	\$13,962,325

8300-Econ. Dev., Redev. & Housing Admin.**Position Authorization for Program**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
City Manager	301		114	
Dir. Planning & Economic Dev.	1,037	1,269	1,023	1,040
Economic Development Manager	887	1,040	159	790
Redevelopment/Housing Manager	1,899	1,872	1,178	624
Program Manager			96	
Assistant Engineer			24	
Economic/Redevelopment Spec	13	1,040	187	562
Construction Inspector			39	
Administrative Assistant	708	832	1,323	1,028
Administrative Secretary	1,290	1,040	1,225	1,054
Police Officer			203	
Community Service Officer	8		302	
Downtown Coordinator	545	458	293	354
Total Personnel Hours	6,687	7,550	6,165	5,451

8310-Economic Development
Manager: John Montag**Program Outcome**

Implement Concord's Economic Vitality Strategy by coordinating activities that encourage a healthy, stable business environment and a strong City revenue base. Coordinate economic development services and activities at a level that promotes business activity in the City and its downtown and retains and creates jobs and revenue.

Program Objectives

- 1A Implement the attraction, retention and expansion element of the Economic Development Strategy such that 80% of the businesses contacted or surveyed rate City services as satisfactory or better.

Performance Indicator

- 1Aa Percentage of businesses surveyed who were satisfied with how the Economic Development program addressed their needs.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	33.00	32.00	97%
2007-08 Budgeted	40.00	36.00	90%
2007-08 Year to Date	209.00	198.00	95%
2008-09 Proposed	40.00	36.00	90%

- 1Ab Jobs brought to Concord through implementing the business attraction element of the Economic Vitality Strategy.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	100.00	100.00	100%

- 1Ac Occupancy rate for leaseable Class A commercial space as a percentage of leaseable square feet. This statistic tracks ten Class A buildings.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	2.20	1.86	85%

8310-Economic Development

1Ad Percentage of all businesses surveyed in April through direct mail who were satisfied with services received from the City.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	675.00	636.00	94%
2007-08 Budgeted	300.00	285.00	95%
2007-08 Year to Date	627.00	603.00	96%
2008-09 Proposed	300.00	285.00	95%

1Af Number of businesses assisted that expanded in Concord.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	40.00	5.00	13%
2007-08 Budgeted	40.00	5.00	13%
2007-08 Year to Date	40.00	6.00	15%
2008-09 Proposed	40.00	5.00	13%

Tasks

1A01 Organize, facilitate, and implement the business attraction, retention and expansion program.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	2,338.00	163,147	2,338.00	323,546	1.000	138.39

Unit of Work: Hours

8310-Economic Development

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	1.00	0	0.00	29,051	1.000	29,051.00

Unit of Work: Internal Service Fund Support

8310-Economic Development**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
500 500-Rda Operating & Capital	\$182,277	\$324,144	\$343,648	\$352,597
Total Expenditures:	\$182,277	\$324,144	\$343,648	\$352,597

Expenditure Category Breakdown**Salaries and Benefits**

61000 Full Time	\$48,336	\$88,769	\$96,529	\$104,942
61300 Over Time				\$2,991
61500 Health Insurance Medical	\$5,706	\$13,501	\$8,366	\$10,884
61530 Health Insurance Dental	\$705	\$1,567	\$691	\$1,110
61540 Health Post Retirement	\$1,907	\$3,551	\$3,847	\$4,198
61650 Life Insurance	\$198	\$373	\$398	\$441
61660 Disability Insurance	\$472	\$853	\$933	\$876
61670 Retirement Contribution	\$11,652	\$23,383	\$24,124	\$28,016
61680 Deferred Comp Matching	\$1,280		\$1,023	
61700 Fica	\$3,502	\$6,541	\$7,235	\$8,015
61720 Workers Comp	\$368	\$674	\$734	\$734
61740 Flex Management	\$1,210	\$1,000		\$940
<u>Total Salaries and Benefits</u>	\$75,341	\$140,212	\$143,884	\$163,147

Operating Expenses

63000 Supplies	\$2		\$1,651	
63158 Consultant/Contract Services	\$106,935	\$155,727	\$169,908	\$160,399
<u>Total Operating Expenses</u>	\$106,937	\$155,727	\$171,560	\$160,399

Fixed Charges

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**8310-Economic Development**

72150	Computer/Phones-Replacement	\$5,472	\$5,472	\$5,636
72200	Computer/Phones-Operations	\$22,733	\$22,733	\$23,415
<u>Total Fixed Charges</u>		\$28,205	\$28,205	\$29,051
Total Expenditures:		\$182,277	\$324,144	\$343,648
			\$343,648	\$352,597

8310-Economic Development**Position Authorization for Program**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
Economic Development Manager	935	1,040	195	770
Redevelopment/Housing Manager			508	208
Economic/Redevelopment Spec	147	936	1,813	1,360
Total Personnel Hours	1,082	1,976	2,515	2,338

8320-Redevelopment
Manager: John Montagh**Program Outcome**

To revitalize Concord's downtown and central business district.

Program Objectives

- 1A Improve the quality and mix of uses in the downtown and encourage business growth, development, and investment so that property values increase by the growth rate projected in the 10-Year Plan, sales revenues meet City projections and new business and property investment exceeds a baseline rate of investment over a five year period. (The baseline rate would be established in the first year of measurement.)

Performance Indicator

1Aa Annual growth in assessed valuations (in millions) in Redevelopment area.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	13,472.00	14,901.00	111%
2007-08 Budgeted	13,472.00	14,145.00	105%
2007-08 Year to Date	13,472.00	14,799.00	110%
2008-09 Proposed	13,472.00	14,145.00	105%

1Ac Value of new improvements (in millions) in Redevelopment area.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	8.59	16.67	194%
2007-08 Budgeted	8.59	8.59	100%
2007-08 Year to Date	8.59	17.90	208%
2008-09 Proposed	8.59	8.59	100%

8320-Redevelopment

Tasks

1A03 Pursue the development of catalyst site uses.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	439.50	33,839	439.50	33,839	1.000	76.99
2007-08 Budgeted	312.00	25,714	312.00	25,714	1.000	82.42
2007-08 Year to Date	481.50	38,006	481.50	38,006	1.000	78.93
2008-09 Proposed	832.00	70,575	832.00	70,575	1.000	84.83

Unit of Work: Hours

- 1B Promote the downtown as the social, cultural, and entertainment center of the community so that the annual number of visitors to the downtown meets or exceeds projected attendance goals, so that sales growth in the downtown main street area exceeds the previous year's growth rate, and promote customer satisfaction with the downtown so that 75% of downtown customers surveyed through the annual City-wide survey are satisfied with the mix of businesses and services in the downtown and feel the downtown is safe, clean, and accessible.

Performance Indicator

1Ba Annual attendance at events in the Plaza: Music at Noon, MomDay, Winter Concerts, Farmers' Markets, Halloween Parade, Kid Fest, Fourth of July Parade, and Holiday Events.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	125,000.00	203,280.00	163%
2007-08 Budgeted	125,000.00	125,000.00	100%
2007-08 Year to Date	125,000.00	163,925.00	131%
2008-09 Proposed	125,000.00	125,000.00	100%

8320-Redevelopment

1Bb Customer satisfaction with event programming as determined by an annual survey of event attendees.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	299.00	282.00	94%
2007-08 Budgeted	300.00	270.00	90%
2007-08 Year to Date	365.00	360.00	99%
2008-09 Proposed	300.00	270.00	90%

1Bd Percent of downtown customers surveyed that feel the area is safe.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	600.00	490.00	82%
2007-08 Budgeted	300.00	240.00	80%
2007-08 Year to Date	604.00	501.00	83%
2008-09 Proposed	300.00	240.00	80%

1Be Percent of downtown customers surveyed that feel the area is clean.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	600.00	488.00	81%
2007-08 Budgeted	300.00	240.00	80%
2007-08 Year to Date	604.00	521.00	86%
2008-09 Proposed	300.00	240.00	80%

1Bf Percent of downtown customers surveyed that are satisfied with downtown parking availability.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	600.00	430.00	72%
2007-08 Budgeted	300.00	225.00	75%
2007-08 Year to Date	604.00	507.00	84%
2008-09 Proposed	300.00	225.00	75%

8320-Redevelopment

1Bg Percent of downtown customers surveyed that are satisfied with the mix of businesses and services.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	600.00	483.00	81%
2007-08 Budgeted	300.00	225.00	75%
2007-08 Year to Date	604.00	489.00	81%
2008-09 Proposed	300.00	225.00	75%

1Bh Number of events produced for City of Concord to include Music at Noon, Thursday Night Market & Music, KidFest, Halloween and Holiday activities.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	39.00	46.00	118%
2007-08 Budgeted	39.00	37.00	95%
2007-08 Year to Date	39.00	45.00	115%
2008-09 Proposed	39.00	37.00	95%

Tasks

1B02 Support and assist downtown programs and coordinate attention to issues in the Downtown Business District.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	3,880.40	152,666	3,880.40	341,299	1.000	87.95

Unit of Work: Hours

8320-Redevelopment

1Z Administrative support for the program's objectives and resources.

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	1.00	43,149	520.00	172,345	0.002	172,345.00

Unit of Work: Internal Service Fund Support

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	1,976.00	72,176	1,976.00	72,176	1.000	36.53

Unit of Work: Hours

8320-Redevelopment**Program Summary**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>				
500 500-Rda Operating & Capital	\$338,584	\$564,678	\$598,163	\$656,395
Total Expenditures:	\$338,584	\$564,678	\$598,163	\$656,395

Expenditure Category BreakdownSalaries and Benefits

61000 Full Time	\$84,394	\$78,143	\$151,242	\$188,228
61200 Part Time	\$22,861	\$31,462	\$16,184	\$37,711
61300 Over Time	\$11,232	\$8,382	\$19,765	\$2,912
61500 Health Insurance Medical	\$11,244	\$13,217	\$15,507	\$24,624
61510 Health Ins Med Waiver	\$1,293		\$5,450	
61520 Health Insurance Vision	\$10		\$17	
61530 Health Insurance Dental	\$1,150	\$1,041	\$3,116	\$3,461
61540 Health Post Retirement	\$3,427	\$3,126	\$6,273	\$7,529
61650 Life Insurance	\$329	\$329	\$645	\$791
61660 Disability Insurance	\$794	\$784	\$1,537	\$1,561
61670 Retirement Contribution	\$20,431	\$19,549	\$39,174	\$49,354
61680 Deferred Comp Matching	\$657		\$1,165	
61700 Fica	\$8,902	\$8,855	\$14,534	\$17,037
61720 Workers Comp	\$3,977	\$2,243	\$6,566	\$4,258
61740 Flex Management		\$200		\$1,100
61800 Allowance Payments			\$650	
<u>Total Salaries and Benefits</u>	\$170,709	\$167,331	\$281,831	\$338,566

Operating Expenses

63000 Supplies	\$118		\$2	
63158 Consultant/Contract Services	\$167,697	\$265,419	\$184,402	\$188,633
63216 Special Services Library	\$59			
<u>Total Operating Expenses</u>	\$167,876	\$265,419	\$184,404	\$188,633

8320-RedevelopmentFixed Charges

72150	Computer/Phones-Replacement	\$8,383	\$8,382	\$8,635
72200	Computer/Phones-Operations	\$34,826	\$34,826	\$35,870
72350	Building-Replacement	\$12,811	\$12,810	\$10,582
72500	Building-Operations	\$75,908	\$75,908	\$74,109
<u>Total Fixed Charges</u>		\$131,928	\$131,928	\$129,196
Total Expenditures:		\$338,584	\$564,678	\$598,163
				\$656,395

8320-Redevelopment**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	989	1,000	1,156	1,500
Ltd Ser-Maint. Laborer			11	
Ltd Ser-Professional	275	500	34	500
Ltd Ser-Public Safety Asst	7		3	
Economic Development Manager	259		47	520
Redevelopment/Housing Manager	181	208	435	624
Program Manager			384	
Economic/Redevelopment Spec		104		208
Administrative Assistant			787	
Public Works Lead Worker	3		6	
Senior Maintenance Team Leader			13	
Heavy Equipment Operator I			25	
Maintenance Utility Mechanic			7	
Maintenance Painter			19	
Maintenance Worker II	1		329	
Maintenance Worker I			8	
General Laborer			19	
Police Sergeant			2	
Police Officer	141		91	
Community Service Officer	240		1,886	2,080
Downtown Coordinator	1,747	1,772	1,465	1,776
Total Personnel Hours	3,842	3,584	6,723	7,208

8900-Housing
Manager: Francis Mcvey**Program Outcome**

To provide financial and technical assistance to improve housing stock and provide opportunities for safe and affordable housing in accordance with the Housing Element of the City's General Plan, CDBG Program guidelines, and Redevelopment Agency Housing Set-Aside requirements.

Program Objectives

- 1A Provide loans and grants so that the supply of safe and affordable housing in the City is improved, increased and/or enhanced by annually approving single family loans (single family and mobile home), grants, down payment assistance to first time homebuyers.

Performance Indicator

- 1Ab Number of existing single family loans approved for construction.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	30.00	30.00	100%
2007-08 Budgeted	25.00	23.00	92%
2007-08 Year to Date	26.00	26.00	100%
2008-09 Proposed	25.00	23.00	92%

- 1Ad Number of mobilehome rehabilitation loans approved.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	6.00	6.00	100%
2007-08 Budgeted	8.00	7.00	88%
2007-08 Year to Date	8.00	4.00	50%
2008-09 Proposed	8.00	7.00	88%

- 1Ae The number of customers that received loans or grants who rated as excellent or good.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	17.00	17.00	100%
2007-08 Budgeted	20.00	18.00	90%
2007-08 Year to Date	8.00	8.00	100%
2008-09 Proposed	20.00	18.00	90%

8900-Housing

Tasks

1A01 Process applications resulting in loan approval.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	33.00	0	0.00	8,830	33.000	267.58

Unit of Work: Approved Loans

1A02 Manage construction of single-family & mobile home rehabilitation loan projects.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	33.00	71,024	977.60	71,024	0.034	2,152.24

Unit of Work: Construction Projects

1B Provide grants and rebates so that the supply of safe and affordable housing in the City is improved, increased and enhanced by approving emergency, accessibility, weatherization and lead based paint grants.

Performance Indicator

1Bb Number of single-family and mobile home grants approved.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	90.00	81.00	90%

1Bc Number of grants for emergency repairs approved within two working days.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	10.00	8.00	80%

8900-Housing

Tasks

1B01 Process applications resulting in grant approval.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	90.00	19,313	270.40	19,313	0.333	214.59

Unit of Work: Grants

1B02 Manage construction of single-family & mobile home rehabilitation grant projects.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	90.00	43,081	603.20	43,081	0.149	478.68

Unit of Work: Grant projects

1D Provide loans to qualified first time homebuyers.

Performance Indicator

1Da Number of First Time Homebuyer potential applicants who attended the class.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	150.00	135.00	90%

1Db Number of new first time buyer households placed on the eligibility list.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	40.00	40.00	100%

1Dc Number of homes purchased by first time homebuyers with City financial assistance.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	10.00	10.00	100%

8900-Housing

Tasks

1D02 Make loans to qualified First Time Homebuyers.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	15.00	14,607	230.25	18,836	0.065	1,255.77
2007-08 Budgeted	10.00	49,095	1,213.12	49,095	0.008	4,909.50
2007-08 Year to Date	2.00	27,704	276.75	35,148	0.007	17,574.28
2008-09 Proposed	10.00	20,785	312.00	20,785	0.032	2,078.50

Unit of Work: Loans

1H Provide loans for multi-family acquisition/rehabilitation, and new multi-family construction so that the supply of safe and affordable housing in the City is increased and enhanced by approving multi-family rehabilitation loans.

Performance Indicator

1Hb Number of multi-family acquisition/rehabilitation loans approved.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2006-07 Actual	2.00	1.00	50%
2007-08 Budgeted	5.00	4.00	80%
2007-08 Year to Date	0.00	0.00	0%
2008-09 Proposed	2.00	2.00	100%

1Hc Number of multi-family dwelling units added to the affordable housing inventory.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	100.00	90.00	90%

8900-Housing

Tasks

1H01 Determine financial feasibility of Multi-family new construction or rehabilitation projects.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2006-07 Actual	2.00	5,943	136.00	12,026	0.015	6,013.41
2007-08 Budgeted	6.00	45,390	748.80	45,390	0.008	7,565.00
2007-08 Year to Date	0.00	12,669	136.50	14,308	0.000	14,308.90
2008-09 Proposed	6.00	16,059	208.00	16,059	0.029	2,676.50

Unit of Work: Applications

1H02 Manage construction of multi-family rehabilitation projects.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	124.00	0	0.00	624,173	124.000	5,033.65

Unit of Work: Dwelling Units Rehabilitated.

1Z Administrative support for program's objectives and resources.

Performance Indicator

1Za Number of proposed rent increase disputes resolved.

	<u>Number Measured</u>	<u>Number Achieved</u>	<u>Percent Achieved</u>
2008-09 Proposed	2.00	2.00	100%

Tasks

1Z01 Provide service delivery in support of program objectives and resources.

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	5,241.60	356,076	5,241.60	1,472,113	1.000	280.85

Unit of Work: Hours

8900-Housing

1Z03 Training (Sessions of 4 or more hours and safety training of any duration).

	<u>Units</u>	<u>Personnel Cost</u>	<u>Hours</u>	<u>Total Cost</u>	<u>Unit/Hour</u>	<u>Unit Cost</u>
2008-09 Proposed	499.20	33,855	499.20	37,295	1.000	74.71

Unit of Work: Hours

8900-Housing**Program Summary**

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
240	240-Rda Set-Aside	\$1,839,743	\$1,718,324	\$1,414,243	\$2,101,166
250	250-Housing Assistance	\$8,492	\$61,920	\$45,715	\$46,712
252	252-Housing Conservation	\$149,146	\$148,076	\$92,133	\$164,795
256	256-Cal Hfa Heip Program	\$443,166			
Total Expenditures:		\$2,440,547	\$1,928,320	\$1,552,092	\$2,312,673

Expenditure Category Breakdown**Salaries and Benefits**

61000	Full Time	\$419,203	\$505,608	\$223,598	\$348,971
61200	Part Time	\$30,911	\$29,452	\$112,510	
61300	Over Time	\$1,362	\$5,464	\$8,634	
61500	Health Insurance Medical	\$47,348	\$75,435	\$16,354	\$53,949
61510	Health Ins Med Waiver	\$4,965		\$4,979	
61530	Health Insurance Dental	\$6,611	\$9,160	\$2,275	\$6,163
61540	Health Post Retirement	\$15,977	\$20,224	\$8,650	\$13,959
61650	Life Insurance	\$1,926	\$2,124	\$539	\$1,466
61660	Disability Insurance	\$3,902	\$5,061	\$1,305	\$2,943
61670	Retirement Contribution	\$99,565	\$127,503	\$52,524	\$96,007
61680	Deferred Comp Matching	\$3,167		\$55	
61700	Fica	\$33,528	\$40,311	\$26,376	\$25,227
61720	Workers Comp	\$7,624	\$8,554	\$8,228	\$6,408
61740	Flex Management	\$2,461	\$2,000		\$5,100
Total Salaries and Benefits		\$678,555	\$830,896	\$466,033	\$560,193

Operating Expenses

63000	Supplies	\$10,677	\$7,670	\$8,049	\$7,823
63078	Unemployment Expenses	\$718		\$3,726	
63158	Consultant/Contract Services	\$703,337	\$489,061	\$499,146	\$933,358
63218	Property Rental	\$45,884	\$44,032	\$11,656	\$53,144
64920	Housing Contract Adm Fees			\$8,827	

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**8900-Housing**

70000	Meeting And Conferences	\$3,473	\$1,686	\$3,582	\$1,720
70015	Staff Development	\$568	\$1,686	\$50	\$1,720
70420	Telephone	\$2,435	\$3,871	\$1,602	\$3,987
<u>Total Operating Expenses</u>		\$767,095	\$548,006	\$536,642	\$1,001,752
<u>Fixed Charges</u>					
72000	Fleet-Replacement	\$3,704	\$3,208	\$3,207	
72050	Fleet Operation	\$920	\$7,513	\$7,512	
72100	Fleet Maintenance	\$504			
72150	Computer/Phones-Replacement	\$5,866	\$32,252	\$32,252	\$33,219
72200	Computer/Phones-Operations	\$35,840	\$133,982	\$133,981	\$138,002
72350	Building-Replacement	\$1,599	\$1,103	\$1,103	\$911
72500	Building-Operations	\$11,990	\$6,538	\$6,537	\$6,383
72650	Liability Service Fees	\$7,224	\$7,529	\$7,529	\$7,132
<u>Total Fixed Charges</u>		\$67,648	\$192,125	\$192,125	\$185,647
<u>Other Financing Uses</u>					
90100	Inter Fund Transfers Out	\$582,671	\$43,790	\$43,790	\$45,308
90140	Trans For General Fund Serv	\$344,578	\$313,503	\$313,503	\$519,773
<u>Total Other Financing Uses</u>		\$927,249	\$357,293	\$357,293	\$565,081
Total Expenditures:		\$2,440,547	\$1,928,320	\$1,552,092	\$2,312,673

8900-Housing**Position Authorization for Program**

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	738	1,040	5	
Ltd Ser-Professional	457		1,918	
Ltd Ser-Recreation Specialist	2			
Ltd Ser-Technician			6	
Dir. Planning & Economic Dev.			26	520
Redevelopment/Housing Manager				624
Administrative Analyst				2,080
Senior Administrative Analyst				2,080
Housing Manager	2,048	2,080		
Permit Center Technician I			477	
Neighborhood Services Spec			32	
Administrative Assistant				728
Sr. Housing Rehab Specialist	962	2,095		
Housing Rehab. Specialist	2,073	2,085	1,349	
Housing Program Analyst	2,083	2,120	1,052	
Housing Rehab. Coordinator	1,731	2,120	421	
Administrative Secretary	1,881	2,080	330	2,080
Administrative Clerk III	1,038	2,080	165	
Housing Manager - Contract			960	
Grant Project Coordinator			640	
Total Personnel Hours	13,012	15,700	7,378	8,112

80-030-Econ. Dev., Redev. & Housing
Manager: John Montagh**Division Summary**

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
240	240-Rda Set-Aside	\$1,839,743	\$1,718,324	\$1,414,243	\$2,101,166
250	250-Housing Assistance	\$8,492	\$61,920	\$45,715	\$46,712
252	252-Housing Conservation	\$149,146	\$148,076	\$92,133	\$164,795
256	256-Cal Hfa Heip Program	\$443,166			
500	500-Rda Operating & Capital	\$14,145,678	\$14,522,670	\$13,993,281	\$14,971,317
Total Expenditures:		\$16,586,226	\$16,450,990	\$15,545,373	\$17,283,990

Expenditure Category BreakdownSalaries and Benefits

61000	Full Time	\$876,213	\$1,053,692	\$742,776	\$902,404
61200	Part Time	\$53,799	\$60,914	\$128,694	\$37,711
61300	Over Time	\$12,752	\$13,846	\$41,312	\$8,838
61500	Health Insurance Medical	\$97,588	\$148,408	\$62,785	\$115,009
61510	Health Ins Med Waiver	\$6,258		\$10,430	
61520	Health Insurance Vision	\$10		\$43	
61530	Health Insurance Dental	\$12,703	\$16,930	\$8,666	\$13,726
61540	Health Post Retirement	\$34,118	\$42,148	\$28,887	\$36,096
61650	Life Insurance	\$3,707	\$4,427	\$2,541	\$3,791
61660	Disability Insurance	\$7,657	\$9,799	\$5,652	\$7,267
61670	Retirement Contribution	\$210,053	\$272,076	\$180,215	\$243,897
61680	Deferred Comp Matching	\$11,802		\$8,026	
61700	Fica	\$66,965	\$80,409	\$66,683	\$67,758
61720	Workers Comp	\$15,102	\$17,868	\$19,327	\$15,820
61740	Flex Management	\$6,964	\$7,220	\$3,646	\$9,500
61800	Allowance Payments			\$650	
Total Salaries and Benefits		\$1,415,698	\$1,727,737	\$1,310,341	\$1,461,817

Operating Expenses

63000	Supplies	\$21,176	\$17,321	\$14,427	\$17,667
63078	Unemployment Expenses	\$718		\$3,726	

Year-To-Date Thru 6/30/2008

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**80-030-Econ. Dev., Redev. & Housing**

Manager: John Montagh

63158	Consultant/Contract Services	\$978,565	\$953,997	\$864,421	\$1,338,198
63204	Special Services Meetings	\$4,110	\$5,427	\$4,052	\$5,536
63206	Special Servces Other	\$46,226	\$50,986	\$36,852	\$52,006
63208	RDA Property Management	\$95,929	\$54,320	\$60,725	\$55,406
63210	Property Tax Admin Fee	\$118,606	\$203,317	\$168,427	\$207,383
63212	Promotional Materials	\$6,307	\$27,768	\$16,627	\$28,323
63214	Fiscal Charges		\$7,140		\$7,283
63216	Special Services Library	\$59			
63218	Property Rental	\$47,084	\$50,991	\$11,656	\$60,242
63221	RDA Plan Amendment	\$90,906		\$35,455	
63226	Strategic Plan Study Implement	\$291,618	\$216,518	\$224,970	\$220,848
63228	Garage Security	\$10,141	\$24,430	\$24,364	\$25,163
63235	Fry's Agreement Payment	\$190,364		\$170,649	
64920	Housing Contract Adm Fees			\$8,827	
70000	Meeting And Conferences	\$22,513	\$9,993	\$13,731	\$10,193
70015	Staff Development	\$9,068	\$14,982	\$12,041	\$15,282
70106	Fire And Earthquake Insurance	\$113,844	\$166,250	\$120,100	\$223,147
70410	Gas/Electricity	\$4,334	\$7,035	\$4,616	\$7,246
70420	Telephone	\$3,507	\$5,704	\$3,196	\$5,875
Total Operating Expenses		\$2,055,082	\$1,816,179	\$1,798,869	\$2,279,798
Fixed Charges					
72000	Fleet-Replacement	\$8,414	\$3,208	\$3,207	
72050	Fleet Operation	\$920	\$7,513	\$7,512	
72100	Fleet Maintenance	\$1,761			
72150	Computer/Phones-Replacement	\$22,618	\$67,531	\$67,530	\$69,556
72200	Computer/Phones-Operations	\$117,081	\$280,540	\$280,539	\$288,956
72250	Office Equipment-Replacement	\$1,419			
72350	Building-Replacement	\$1,599	\$13,914	\$13,914	\$11,493
72500	Building-Operations	\$11,990	\$82,446	\$82,446	\$80,492
72650	Liability Service Fees	\$7,224	\$11,428	\$11,428	\$10,825
Total Fixed Charges		\$173,028	\$466,580	\$466,580	\$461,322
Other Financing Uses					
90100	Inter Fund Transfers Out	\$1,084,166	\$381,806	\$179,030	\$541,184
90110	RDA Low And Mod Transfer	\$2,998,627	\$2,917,583	\$2,917,583	\$3,121,768

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09**80-030-Econ. Dev., Redev. & Housing**
Manager: John Montagh

90120	Transfer For Debt Service	\$7,532,399	\$7,849,162	\$7,581,027	\$7,900,319
90140	Trans For General Fund Serv	\$1,327,225	\$1,291,943	\$1,291,943	\$1,517,782
<u>Total Other Financing Uses</u>		\$12,942,418	\$12,440,494	\$11,969,584	\$13,081,053
Total Expenditures:		\$16,586,226	\$16,450,990	\$15,545,373	\$17,283,990

80-030-Econ. Dev., Redev. & Housing
Manager: John Montagh**Position Authorization for Division**

	2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
Ltd Ser-Admin Support	1,727	2,040	1,161	1,500
Ltd Ser-Maint. Laborer			11	
Ltd Ser-Professional	732	500	1,952	500
Ltd Ser-Public Safety Asst	7		3	
Ltd Ser-Recreation Specialist	2			
Ltd Ser-Technician			6	
City Manager	301		114	
Dir. Planning & Economic Dev.	1,037	1,269	1,049	1,560
Economic Development Manager	2,080	2,080	400	2,080
Redevelopment/Housing Manager	2,080	2,080	2,120	2,080
Administrative Analyst				2,080
Senior Administrative Analyst				2,080
Housing Manager	2,048	2,080		
Program Manager			480	
Assistant Engineer			24	
Economic/Redevelopment Spec	160	2,080	1,999	2,130
Permit Center Technician I			477	
Construction Inspector			39	
Neighborhood Services Spec			32	
Administrative Assistant	708	832	2,110	1,756
Sr. Housing Rehab Specialist	962	2,095		
Housing Rehab. Specialist	2,073	2,085	1,349	
Housing Program Analyst	2,083	2,120	1,052	
Housing Rehab. Coordinator	1,731	2,120	421	
Administrative Secretary	3,171	3,120	1,555	3,134
Administrative Clerk III	1,038	2,080	165	
Public Works Lead Worker	3		6	
Senior Maintenance Team Leader			13	
Heavy Equipment Operator I			25	
Maintenance Utility Mechanic			7	
Maintenance Painter			19	
Maintenance Worker II	1		329	

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09

80-030-Econ. Dev., Redev. & Housing
Manager: John Montagh

Maintenance Worker I			8	
General Laborer			19	
Police Sergeant			2	
Police Officer	141		294	
Community Service Officer	248		2,188	2,080
Downtown Coordinator	2,292	2,230	1,758	2,130
Housing Manager - Contract			960	
Grant Project Coordinator			640	
Total Personnel Hours	24,624	28,811	22,780	23,110

Department Summary**80 Planning & Economic Development**

Manager: James Forsberg

		2006-07 <u>Actual</u>	2007-08 <u>Budgeted</u>	2007-08 <u>Year to Date</u>	2008-09 <u>Proposed</u>
<u>Expenditure Fund Breakdown</u>					
100	100-General Fund	\$1,721,776	\$2,040,471	\$1,917,246	\$1,858,886
240	240-Rda Set-Aside	\$1,839,743	\$1,718,324	\$1,414,243	\$2,101,166
250	250-Housing Assistance	\$8,492	\$61,920	\$45,715	\$46,712
252	252-Housing Conservation	\$149,146	\$148,076	\$92,133	\$164,795
256	256-Cal Hfa Heip Program	\$443,166			
500	500-Rda Operating & Capital	\$14,145,678	\$14,522,670	\$13,993,281	\$14,971,317
Total Expenditures:		\$18,308,003	\$18,491,461	\$17,462,620	\$19,142,876

Expenditure Category Breakdown**Salaries and Benefits**

61000	Full Time	\$1,850,753	\$2,100,986	\$1,683,114	\$1,824,917
61150	Full Time - Attrition				\$-21,063
61200	Part Time	\$61,530	\$60,914	\$132,903	\$37,711
61300	Over Time	\$21,953	\$33,047	\$55,486	\$20,743
61500	Health Insurance Medical	\$193,091	\$274,140	\$156,779	\$238,906
61510	Health Ins Med Waiver	\$22,489		\$32,232	
61520	Health Insurance Vision	\$10		\$43	
61530	Health Insurance Dental	\$24,435	\$31,662	\$20,528	\$26,706
61540	Health Post Retirement	\$72,897	\$84,041	\$66,188	\$72,997
61650	Life Insurance	\$7,779	\$8,826	\$6,239	\$7,665
61660	Disability Insurance	\$16,468	\$19,833	\$13,661	\$14,845
61670	Retirement Contribution	\$445,752	\$541,488	\$412,996	\$488,336
61680	Deferred Comp Matching	\$25,593		\$22,909	
61700	Fica	\$139,850	\$156,991	\$135,083	\$135,231
61720	Workers Comp	\$27,224	\$32,894	\$31,413	\$27,878
61740	Flex Management	\$20,821	\$14,000	\$17,093	\$16,000
61800	Allowance Payments			\$650	
Total Salaries and Benefits		\$2,930,653	\$3,358,822	\$2,787,324	\$2,890,872

Operating Expenses

Year-To-Date Thru 6/30/2008

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09

63000	Supplies	\$35,382	\$36,125	\$20,383	\$36,847
63062	Machiner/Equip/Maint	\$139	\$4,575		\$4,652
63078	Unemployment Expenses	\$718		\$3,726	
63158	Consultant/Contract Services	\$1,063,732	\$965,738	\$928,741	\$1,364,198
63204	Special Services Meetings	\$4,110	\$5,427	\$4,052	\$5,536
63206	Special Servces Other	\$46,226	\$50,986	\$36,852	\$52,006
63208	RDA Property Management	\$95,929	\$54,320	\$60,725	\$55,406
63210	Property Tax Admin Fee	\$118,606	\$203,317	\$168,427	\$207,383
63212	Promotional Materials	\$6,307	\$27,768	\$16,627	\$28,323
63214	Fiscal Charges		\$7,140		\$7,283
63216	Special Services Library	\$59			
63218	Property Rental	\$47,084	\$50,991	\$11,656	\$60,242
63221	RDA Plan Amendment	\$90,906		\$35,455	
63226	Strategic Plan Study Implement	\$291,618	\$216,518	\$224,970	\$220,848
63228	Garage Security	\$10,141	\$24,430	\$24,364	\$25,163
63235	Fry's Agreement Payment	\$190,364		\$170,649	
64920	Housing Contract Adm Fees			\$8,827	
70000	Meeting And Conferences	\$26,179	\$17,721	\$21,297	\$18,076
70015	Staff Development	\$12,118	\$24,772	\$18,158	\$25,268
70106	Fire And Earthquake Insurance	\$113,844	\$166,250	\$120,100	\$223,147
70410	Gas/Electricity	\$4,334	\$7,035	\$4,616	\$7,246
70420	Telephone	\$3,920	\$6,462	\$3,509	\$6,656
<u>Total Operating Expenses</u>		\$2,161,724	\$1,869,575	\$1,883,143	\$2,348,280
<u>Fixed Charges</u>					
72000	Fleet-Replacement	\$8,414	\$3,208	\$3,207	
72050	Fleet Operation	\$920	\$7,513	\$7,512	
72100	Fleet Maintenance	\$1,761			
72150	Computer/Phones-Replacement	\$32,131	\$123,069	\$123,068	\$126,760
72200	Computer/Phones-Operations	\$164,798	\$511,261	\$511,260	\$526,598
72250	Office Equipment-Replacement	\$3,699			
72350	Building-Replacement	\$4,659	\$22,741	\$22,741	\$18,785
72500	Building-Operations	\$25,320	\$134,746	\$134,745	\$131,553
72650	Liability Service Fees	\$31,503	\$20,032	\$20,032	\$18,975
<u>Total Fixed Charges</u>		\$273,208	\$822,570	\$822,570	\$822,671
<u>Other Financing Uses</u>					
90100	Inter Fund Transfers Out	\$1,084,166	\$381,806	\$179,030	\$541,184
90110	RDA Low And Mod Transfer	\$2,998,627	\$2,917,583	\$2,917,583	\$3,121,768

Year-To-Date Thru 6/30/2008

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09

90120	Transfer For Debt Service	\$7,532,399	\$7,849,162	\$7,581,027	\$7,900,319
90140	Trans For General Fund Serv	\$1,327,225	\$1,291,943	\$1,291,943	\$1,517,782
<u>Total Other Financing Uses</u>		\$12,942,418	\$12,440,494	\$11,969,584	\$13,081,053
Total Expenditures:		\$18,308,003	\$18,491,461	\$17,462,620	\$19,142,876

Position Authorization for Department

	2006-07	2007-08	2007-08	2008-09
	<u>Actual</u>	<u>Budgeted</u>	<u>Year to Date</u>	<u>Proposed</u>
Ltd Ser-Admin Support	2,089	2,040	1,425	1,500
Ltd Ser-Maint. Laborer			11	
Ltd Ser-Professional	739	500	1,952	500
Ltd Ser-Public Safety Asst	7		3	
Ltd Ser-Recreation Specialist	6			
Ltd Ser-Technician	27		29	
City Manager	373		129	
Dir. Planning & Economic Dev.	2,080	2,080	2,080	2,080
Planning Manager	2,080	2,080	2,080	2,080
Principal Planner	4,160	4,160	4,160	4,160
Economic Development Manager	2,080	2,080	400	2,080
Redevelopment/Housing Manager	2,080	2,080	2,120	2,080
Administrative Analyst				2,080
Senior Administrative Analyst				2,080
Housing Manager	2,048	2,080		
Program Manager			480	
Assistant Engineer			24	
Senior Planner	8,549	8,605	6,750	6,390
Assistant Planner	2,090	2,110	2,154	2,100
Economic/Redevelopment Spec	160	2,080	1,999	2,130
Planning Technician	880	2,080	2,087	2,080
Permit Center Technician I			477	
Permit Center Technician III	1			
Construction Inspector			39	
Neighborhood Services Spec			32	
Administrative Assistant	731	2,080	2,110	2,130
Administrative Coordinator			160	2,110
Video Services Coordinator	63	54	56	54
Sr. Housing Rehab Specialist	962	2,095		
Housing Rehab. Specialist	2,073	2,085	1,349	
Housing Program Analyst	2,083	2,120	1,052	
Housing Rehab. Coordinator	1,731	2,120	421	

80-Planning & Economic Development

Performance Based
Budget Detail
For Council
2008-09

Administrative Secretary	5,554	5,200	3,665	3,134
Administrative Clerk III	2,158	4,160	165	2,080
Public Works Lead Worker	3		6	
Senior Maintenance Team Leader			13	
Heavy Equipment Operator I			25	
Maintenance Utility Mechanic			7	
Maintenance Painter			19	
Maintenance Worker II	1		329	
Maintenance Worker I			8	
General Laborer			19	
Police Sergeant			2	
Police Officer	141		294	
Community Service Officer	248		2,188	2,080
Downtown Coordinator	2,292	2,230	1,758	2,130
Concord Reuse Project Director	283		292	
Concord Reuse Project Manager	264		238	
Reuse Project Exec Assistant	80		385	
Reuse Project Planner			145	
Housing Manager - Contract			960	
Grant Project Coordinator			640	
Total Personnel Hours	48,112	54,119	44,730	45,058

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