

DEPARTMENT SERVICES

The City Attorney Department Provides Service Through the Following Programs.

- City Attorney

MAJOR ACCOMPLISHMENTS

- Successful resolution of multiple high exposure lawsuits without payment of settlement monies.
- Initiation of receivership action against owner of "Greenhouse" and adjacent blighted properties, leading to agreement by owner to demolish all involved structures and facilitating new development.
- Obtained reimbursement from Contra Costa County of \$877,490 plus \$25,819 in interest, resolving City claim that County was inappropriately collecting Property Tax Administration Fees on certain taxes.
- Assisted Planning Division in Development Code update, Climate Action Plan, and Complete Streets Amendment to General Plan.
- Revised and improved standard Public Works bid specifications and contract template.
- Assisted in establishment of Concord Tourism Improvement District.
- Drafted ordinance banning aggressive panhandling.
- Drafted and Implemented Mandated Reporter Policy and Procedure.

INITIATIVES FOR 2014-15

- The City's Attorney's Office will collaborate with the Finance Office/Purchasing Division in following best practices; establishing refinements to purchasing policy, increasing efficiency and enhancing legal protections to City.
- Work with District Attorney's Office in establishing protocol for criminal prosecution of egregious or habitual violators of hazardous waste discharge requirements.
- Revise existing Storm Water Maintenance Agreement to reflect recent statutory changes and create standard conditions of approval for permits issued by Engineering Division.
- Work with PG&E during the course of their Pipeline Pathways project to ensure that PG&E and its contractors comply with the City's Protected Trees Ordinance, that they obtain all City-mandated permits, and that PG&E provides mitigation measures and adequate compensation for any City owned trees that are removed.
- Draft a policy and procedure to address DUI and other Driving- Related Offenses Affecting Employee's Ability to Drive at Work.
- Draft a policy ensures consistency between City's vacation cash-out and compensation time payment procedures and IRS Regulations.

The City Attorney Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,228,160	100%
Total Funding	<u>1,228,160</u>	

These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
City Attorney	1,228,160
Total Program Budget	<u>1,228,160</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$780,305	\$930,189	\$925,870
Operating Expenses	\$139,766	\$232,499	\$287,499
Internal Service Charges	\$18,365	\$15,863	\$14,791
Total Expenditures	<u>\$938,436</u>	<u>\$1,178,551</u>	<u>\$1,228,160</u>

The City Attorney Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
City Attorney	4.00	4.00	0.03		4.03	4.00
	<u>4.00</u>	<u>4.00</u>	<u>0.03</u>		<u>4.03</u>	<u>4.00</u>

Program Outcome

To protect the City of Concord from liability arising out of its activities by effectively and efficiently managing various complex legal issues. In addition, to provide legal advice and assistance supporting City programs and projects.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,228,160	100%
Total Funding	<u>1,228,160</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$780,305	\$930,189	\$925,870
Operating Expenses	\$139,766	\$232,499	\$287,499
Internal Service Charges	\$18,365	\$15,863	\$14,791
Total Expenditures	<u>\$938,436</u>	<u>\$1,178,551</u>	<u>\$1,228,160</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Assistant City Attorney		1.00			1.00	1.00
City Attorney	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.03		0.03	
Paralegal	1.00	1.00			1.00	1.00
Senior Assistant City Attorney	2.00	1.00			2.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>0.03</u>		<u>4.03</u>	<u>4.00</u>

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DEPARTMENT SERVICES

The Community and Economic Development Department Provides Service Through the Following Programs.

- Engineering Administration
- Administration
- Successor Agency Admin
- Engineering Current Development
- Planning
- Capital Improvement Program
- Economic Development
- Housing
- Transportation Planning & Administration
- Traffic Operations
- Central Contra Costa Sanitary District
- Storm Water Administration
- Building
- CIP/TIP Engineering Support
- Multi-Family Housing Inspection Program
- CPH Health Care District

MAJOR ACCOMPLISHMENTS

- Implemented a streamlined after-hours permitting process that allows a permit holder to obtain after-hours permits without having to come to the Permit Center.
- Created and implemented a Special Events application process utilizing Accela Automation that will help streamline and track special events.
- Modified the Building Division's website information to provide up-to-date information and provide how-to based documents.
- Facilitated formation and launch of Visit Concord, the Tourism Business Improvement District organization charged with implementing marketing programs to increase tourism and transient occupancy tax for the City.
- Facilitated the attraction of Concord Mazda, Fresenius Medical Care and the expansion of Concord Audi resulting in increased revenue and high skilled jobs for Concord.
- Completed the construction of bicycle and pedestrian improvement projects including the 1.6 mile Monument Corridor Pedestrian and Bikeway Project, Chalomar Road Sidewalk Gap Closure Project, and Monument Boulevard Accessibility Improvements.
- Completed the construction of almost 21,000 linear feet of sewer main replacements, including sewer lateral replacements, and almost 240,000 square feet of street resurfacing as part of the Monte Gardens/San Vicente Sanitary Sewer Rehabilitation and Downtown Sewer and Streetscape Improvements.
- Amended the Circulation Element of the Concord 2030 General Plan to incorporate and implement Complete Streets policies, providing compliance with the Complete Streets Act of 2008. As a result, Concord will be eligible to apply for future grants for transportation improvements.

MAJOR ACCOMPLISHMENTS Cont'd

- Adopted the Downtown Concord Specific Plan as Volume IV of the Concord 2030 General Plan bringing to a close 18 months of community involvement, which began in September 2012 with the Downtown Ideas Fair. The Specific Plan is primarily focused on strategies to enliven the Downtown and promote new development, while improving connections between the Concord BART Station and Todos Santos Plaza. (City Council adoption scheduled for 5/27/14)
- Obtained City Council approval to remove Farm Bureau Road from the City's Truck Route system to improve safety and quality of life for area residents, while maintaining mobility and ease of access for commercial trucks in the City.
- Worked closely with Public Works to remove overgrown vegetation within the landscaped island at the Port Chicago Highway/Sunset Avenue intersection in order to improve intersection visibility and reduce the rate of right-angle collisions.

INITIATIVES FOR 2014-15

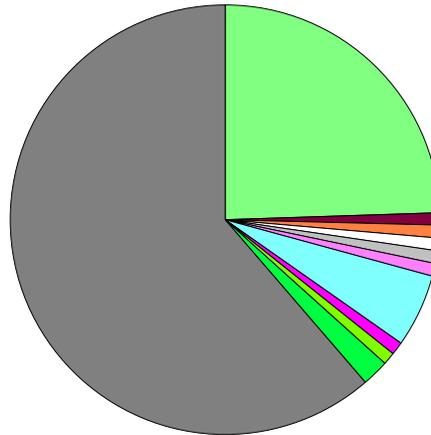
- Refine the City's procedures for reviewing Design and Site Development Review process.
- Conduct citywide Economic Development training to City employees on how they can support and promote the City's economic vitality and increase awareness of their role in economic development resulting in an increase in economic development lead generation, business attraction and retention, as well as higher levels of customer service.
- Develop and market disposition strategies for the former Redevelopment Properties to maximize the development opportunity for each of the four vacant sites in a manner consistent with City goals, Downtown Specific Plan Strategy and General Plan.
- Develop a Sanitary Sewer Rate Study with the assistance of a consultant that will evaluate Sewer Enterprise revenues and expenditure needs for sewer operations and capital needs.
- Initiate an online CIP Project Status document on the City's website to be updated on a monthly basis, which will include general project descriptions, design/construction updates and estimated completion dates for all current and future CIP projects.
- Prepare a new Citywide Bicycle and Pedestrian Master Plan with the assistance of a consultant that focuses on safer access to transit.
- Install Rectangular Rapid Flashing Beacon (RRFB) systems equipped with user-actuated amber LEDs to supplement warning signs and pavement markings at three critical pedestrian crossings with high volumes of pedestrians and cyclists, including children.
- Work cooperatively with the Contra Costa Transportation Authority (CCTA) on project development studies to increase traffic capacity on Hwy 4 through the Concord area, reduce traffic congestion during the commute hours, and support future transportation needs for the Concord Reuse Project.

SIGNIFICANT CHANGES FOR 2014-15

- Converted two part-time support positions into a full-time Permit Center Technician and a full-time Building Inspection Engineer.
- Redefined the role of the Principal Planner (Planning Division) position to focus on coordination of the planning permit process, including enhancements to the Permit Center.

The Community and Economic Development Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	5,810,269	25.62%
245-Concord Housing Fund	90,000	.40%
251-Housing Inclusionary Fees	57,132	.25%
252-Housing Conservation	90,000	.40%
254-Community Dev Block Grant	79,828	.35%
260-State Gas Tax	12,523	.06%
270-Storm Water Management	1,308,593	5.77%
280-Traffic Systems Management	49,529	.22%
475-Measure J Local	154,263	.68%
500-Rda Successor Agency	479,636	2.11%
710-Sewer Operating	14,548,893	64.14%
Total Funding	22,680,666	



These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Engineering Administration	185,417
Administration	606,153
Successor Agency Admin	78,532
Engineering Current Development	534,363
Planning	1,130,124
Capital Improvement Program	251,996
800308300	401,104
Economic Development	489,566
Housing	237,132
Transportation Planning & Administration	638,082

Traffic Operations

110,190

These Funds are Budgeted to the Following Programs cont'd

Central Contra Costa Sanitary District	14,548,893
Storm Water Administration	1,308,593
Building	1,969,860
CIP/TIP Engineering Support	-95,882
Multi-Family Housing Inspection Program	286,543
Total Program Budget	<u>22,680,666</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$4,413,756	\$4,555,217	\$4,717,075
Operating Expenses	\$13,282,852	\$16,345,922	\$17,277,899
Internal Service Charges	\$451,958	\$495,738	\$476,467
Other Financing Uses	\$35,133,191	\$209,225	\$209,225
Total Expenditures	<u>\$53,281,757</u>	<u>\$21,606,102</u>	<u>\$22,680,666</u>

The Community and Economic Development Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Engineering Administration	1.00	1.00			1.00	1.00
Administration	1.30	1.30	0.02	0.02	1.32	1.32
Engineering Current Development	3.82	3.62	0.02	0.02	3.84	3.64
Planning	6.51	6.51	0.09	0.09	6.60	6.60
Capital Improvement Program	1.00	1.15			1.00	1.15
Economic Development	2.05	2.05			2.05	2.05
Housing	0.75	0.25			0.75	0.25
Transportation Planning & Administration	1.50	1.50			1.50	1.50
Traffic Operations	0.50	0.50			0.50	0.50
Storm Water Administration	1.65	1.40			1.65	1.40
Building	8.70	9.90	0.98	0.02	9.68	9.92
CIP/TIP Engineering Support	1.05	0.95	0.96	0.96	2.01	1.91
Multi-Family Housing Inspection Program	0.30	1.10			0.30	1.10
	<u>30.13</u>	<u>31.23</u>	<u>2.07</u>	<u>1.11</u>	<u>32.20</u>	<u>32.34</u>

Program Outcome

To provide oversight to ensure the cost-effective and timely delivery of services related to the Capital Improvement Program (CIP), Current Development, Storm Water Operations and Sewer Enterprise.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	185,417	100%
Total Funding	185,417	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$109,754	\$134,044	\$144,075
Operating Expenses	\$149,268	\$129,900	\$29,100
Internal Service Charges	\$17,780	\$18,910	\$12,242
Total Expenditures	\$276,802	\$282,854	\$185,417

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II	0.35	0.35			0.35	0.35
City Engineer	0.30	0.30			0.30	0.30
Confidential Secretary	0.35	0.35			0.35	0.35
	1.00	1.00			1.00	1.00

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.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	606,153	100%
Total Funding	606,153	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$272,192	\$258,447	\$248,674
Operating Expenses	\$68,535	\$92,890	\$145,652
Internal Service Charges	\$210,137	\$239,594	\$211,827
Total Expenditures	\$550,864	\$590,931	\$606,153

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Assistant				0.02		0.02
Administrative Secretary	0.50	0.50	0.02		0.52	0.50
Dir. Of Community/Econ Dev Svc	0.80	0.80			0.80	0.80
	1.30	1.30	0.02	0.02	1.32	1.32

Program Outcome

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
500-Rda Successor Agency	78,532	100%
Total Funding	<u>78,532</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$121,073		
Operating Expenses	\$631,207		\$78,532
Total Expenditures	<u>\$752,280</u>		<u>\$78,532</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
No Staff Assigned						

Program Outcome

To review and inspect land developments for compliance with the State Subdivision Map Act, Floodplain requirements, the Federal Clean Water Act, applicable codes, policies, standards, and/or permit requirements.

Program Objectives

- 1A Ensure that review of initial application submittals for encroachment permit, grading permit, and building permit applications are completed on time , and that re-submittals are processed within 5 working days. Provide public works information to internal and external customers.
- 1B Provide accurate flood zone information; meet Floodplain requirements, and investigate drainage complaints.
- 1D Ensure that review of Planning applications are completed, and conditions of approval are prepared within the deadline. Process improvement plans, grading plans and map documents for subdivisions and large developments in accordance with conditions of approval and applicable codes and standards.
- 1H Inspection activities for all non-CIP Grading and Encroachment Permit activity and investigation of flooding and drainage issues.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	534,363	100%
Total Funding	<u>534,363</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$629,807	\$458,182	\$464,805
Operating Expenses	\$49,928	\$31,010	\$39,850
Internal Service Charges	\$30,032	\$29,607	\$29,708
Total Expenditures	\$709,767	\$518,799	\$534,363

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Assistant Engineer	0.40	0.65			0.40	0.65
Construction Inspection Sprvsr	0.80	0.80			0.80	0.80
Construction Inspector	1.52	1.52	0.02	0.02	1.54	1.54
Permit Center Technician III	0.60	0.60			0.60	0.60
Senior Civil Engineer	0.50	0.05			0.50	0.05
	<u>3.82</u>	<u>3.62</u>	<u>0.02</u>	<u>0.02</u>	<u>3.84</u>	<u>3.64</u>

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,130,124	100%
Total Funding	<u>1,130,124</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$865,587	\$983,917	\$1,015,237
Operating Expenses	\$83,994	\$51,725	\$96,005
Internal Service Charges	\$20,126	\$20,169	\$18,882
Total Expenditures	\$969,707	\$1,055,811	\$1,130,124

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Coordinator	1.00	1.00	0.01	0.01	1.01	1.01
Associate Planner	1.01	1.01			1.01	1.01
Ltd Ser-Admin Support			0.06		0.06	
Ltd Ser-Public Safety Asst				0.06		0.06
Planning Manager	1.00	1.00			1.00	1.00
Principal Planner	1.00	1.00			1.00	1.00
Senior Planner	2.50	2.50	0.02	0.02	2.52	2.52
	<u>6.51</u>	<u>6.51</u>	<u>0.09</u>	<u>0.09</u>	<u>6.60</u>	<u>6.60</u>

Program Outcome

To ensure that Capital projects are designed and constructed in conformance with applicable standards, codes and policies, on time and under budget.

Program Objectives

1Z Manage the Capital Improvement Program (CIP) projects within budget and on time.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	251,996	100%
Total Funding	<u>251,996</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits		\$164,005	\$195,320
Operating Expenses	\$17,886	\$21,362	\$25,800
Internal Service Charges	\$22,379	\$29,539	\$30,876
Total Expenditures	<u>\$40,265</u>	<u>\$214,906</u>	<u>\$251,996</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Associate Civil Engineer	0.75	0.50			0.75	0.50
Senior Civil Engineer	0.25	0.65			0.25	0.65
	<u>1.00</u>	<u>1.15</u>			<u>1.00</u>	<u>1.15</u>

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 assisted are satisfied with services provided by Economic Development staff.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	489,566	100%
Total Funding	<u>489,566</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$147,999	\$318,377	\$296,468
Operating Expenses	\$48,004	\$85,310	\$191,410
Internal Service Charges		\$1,583	\$1,688
Total Expenditures	<u>\$196,003</u>	<u>\$405,270</u>	<u>\$489,566</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Economic/Redevelopment Spec	1.00	1.00			1.00	1.00
Program Manager	1.00	1.00			1.00	1.00
Redevelopment/Housing Manager	0.05	0.05			0.05	0.05
	<u>2.05</u>	<u>2.05</u>			<u>2.05</u>	<u>2.05</u>

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), and emergency, accessibility, weatherization and lead based paint grants and rebates.
- 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.
- 1D Provide loans to qualified low and moderate income first time homebuyers. Assist first-time homebuyers by hosting monthly first time homebuyer classes.
- 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.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
245-Concord Housing Fund	90,000	37.95%
251-Housing Inclusionary Fees	57,132	24.09%
252-Housing Conservation	90,000	37.96%
Total Funding	<u>237,132</u>	

80-Community and Economic Development
8900-Housing

Performance Based
Budget Summary
For Council
2014-15

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$55,098	\$130,304	\$56,926
Operating Expenses	\$252,403	\$75,000	\$180,000
Internal Service Charges	\$418	\$579	\$206
Other Financing Uses	\$8,579,587		
Total Expenditures	\$8,887,506	\$205,883	\$237,132

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Redevelopment/Housing Manager	0.25	0.25			0.25	0.25
Senior Planner	0.50				0.50	
	<u>0.75</u>	<u>0.25</u>			<u>0.75</u>	<u>0.25</u>

Program Outcome

Coordinate effectively with neighboring jurisdictions on regional transportation planning issues and maintain a safe and efficient multi-modal transportation system within the City.

Program Objectives

- 1A Provide support for TRANSPAC and CCTA on regional transportation cooperation and conduct transportation review of all development projects with potential impacts to the City.
- 1B Respond promptly to traffic-related citizen requests.
- 1C Maintain traffic safety by reviewing high accident locations and updating traffic speed surveys.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	421,767	66.10%
260-State Gas Tax	12,523	1.96%
	49,529	7.76%
475-Measure J Local	154,263	24.18%
Total Funding	<u>638,082</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$296,036	\$316,446	\$338,076
Operating Expenses	\$143,937	\$133,840	\$216,240
Internal Service Charges		\$67,922	\$73,266
Other Financing Uses		\$10,500	\$10,500
Total Expenditures	<u>\$439,973</u>	<u>\$528,708</u>	<u>\$638,082</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Transportation Manager	1.00	1.00			1.00	1.00
Transportation Program Mgr. II	0.50	0.50			0.50	0.50
	<u>1.50</u>	<u>1.50</u>			<u>1.50</u>	<u>1.50</u>

Program Outcome

Provide efficient and effective traffic signal systems within the City.

Program Objectives

- 1A Minimize traffic delays on City streets and monitor safety for all system users.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	110,190	100%
Total Funding	110,190	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$104,970	\$99,683	\$103,573
Operating Expenses	\$8,274	\$6,205	\$6,205
Internal Service Charges	\$394	\$386	\$412
Total Expenditures	\$113,638	\$106,274	\$110,190

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Transportation Program Mgr. II	0.50	0.50			0.50	0.50
	0.50	0.50			0.50	0.50

Program Outcome

To reduce storm water pollution to the maximum extent practicable by implementing Concord's National Pollutant Discharge Elimination System (NPDES) permit, thereby enhancing the environment of local waterways and the San Francisco Bay.

Program Objectives

- 1A Maintain Performance Standards in Concord's Storm Water Management Plan, as required by the NPDES permit.
- 1C Conduct and participate in informational outreach to raise public awareness of the storm water pollution program.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	1,308,593	100%
Total Funding	<u>1,308,593</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$162,106	\$262,698	\$230,839
Operating Expenses	\$574,601	\$507,050	\$628,000
Internal Service Charges	\$1,286	\$1,081	\$1,029
Other Financing Uses	\$439,926	\$448,725	\$448,725
Total Expenditures	<u>\$1,177,919</u>	<u>\$1,219,554</u>	<u>\$1,308,593</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Assistant Engineer	0.40	0.20			0.40	0.20
City Engineer	0.35	0.35			0.35	0.35
Construction Inspection Sprvsr	0.10	0.10			0.10	0.10
Construction Inspector	0.20	0.20			0.20	0.20
Permit Center Technician III	0.15	0.15			0.15	0.15
Program Manager	0.05				0.05	
Senior Civil Engineer	0.40	0.40			0.40	0.40
	<u>1.65</u>	<u>1.40</u>			<u>1.65</u>	<u>1.40</u>

Program Outcome

To ensure that buildings are constructed and maintained in accordance with adopted codes, standards, and policies.

Program Objectives

- 1A Review all plans for compliance with applicable building and fire codes, provide advice, and issue permits. Ensure that plan submittals are checked by all reviewing divisions and agencies and corrections or permits are issued in accordance with the established time frames from date of submittal of a complete application, 90% of the time. Achieve a customer service rating of "Excellent" or "Good" in 90% of customer service surveys and random surveys of customers.
- 1B Make called construction inspections to review compliance with approved plans, applicable building and fire codes, and issue Certificates of Occupancy. Ensure that inspections are made within 24 hours of the request 90% of the time. Achieve a customer service rating of "Excellent" or "Good" in 90% of customer service surveys and random surveys of customers.
- 1H Accurately forecast building revenues so that the fees for building services meet or exceed the direct cost of the program. Actual revenue received should equal 100% to 110% of the amount projected.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,969,860	100%
Total Funding	<u>1,969,860</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$788,242	\$1,220,752	\$1,310,075
Operating Expenses	\$468,334	\$412,969	\$564,400
Internal Service Charges		\$85,480	\$95,385
Total Expenditures	<u>\$1,256,576</u>	<u>\$1,719,201</u>	<u>\$1,969,860</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Building Inspection Supervisor		1.00				1.00
Building Inspector	4.00	3.00	0.01	0.01	4.01	3.01
Chief Building Official	0.90	0.90			0.90	0.90
Ltd Ser-Admin Support			0.48		0.48	
Ltd Ser-Professional			0.48		0.48	
Permit Center Technician I	1.00	1.00			1.00	1.00
Permit Center Technician III	1.80	3.00	0.01	0.01	1.81	3.01
Plan Check Engineer	1.00	1.00			1.00	1.00
	<u>8.70</u>	<u>9.90</u>	<u>0.98</u>	<u>0.02</u>	<u>9.68</u>	<u>9.92</u>

Program Outcome

Engineering based technical and administrative support of the CIP/TIP program.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	-95,882	100%
Total Funding	<u>-95,882</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$194,261	\$162,379	\$152,254
Operating Expenses	\$8,636	\$1,144	\$1,000
Internal Service Charges	\$1,333	\$811	\$864
Other Financing Uses	\$-233,864	\$-250,000	\$-250,000
Total Expenditures	<u>\$-29,634</u>	<u>\$-85,666</u>	<u>\$-95,882</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II	0.35	0.35			0.35	0.35
Associate Civil Engineer	0.10				0.10	
Building Inspection Supervisor	1.00				1.00	
Confidential Secretary	0.60	0.60			0.60	0.60
Ltd Ser-Admin Support			0.48	0.48	0.48	0.48
Ltd Ser-Technician			0.48	0.48	0.48	0.48
	<u>2.05</u>	<u>0.95</u>	<u>0.96</u>	<u>0.96</u>	<u>3.01</u>	<u>1.91</u>

Program Outcome

To ensure that all multi-family housing units in the City are safe to occupy and meet the Building Code standards that were in effect at the time the units were constructed.

Program Objectives

- 1A Administer the Multi-Family Housing Inspection Program in order to rehabilitate deteriorated housing stock that does not meet minimum health and safety standards.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	206,715	72.14%
254-Community Dev Block Grant	79,828	27.86%
Total Funding	286,543	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$178,633	\$45,983	\$160,753
Operating Expenses	\$1,100	\$125,528	\$125,708
Internal Service Charges	\$986	\$77	\$82
Total Expenditures	\$180,719	\$171,588	\$286,543

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Building Inspector		1.00				1.00
Chief Building Official	0.10	0.10			0.10	0.10
Permit Center Technician III	0.20				0.20	
	0.30	1.10			0.30	1.10

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DEPARTMENT SERVICES

The Finance Department Provides Service Through the Following Programs.

- Finance Administration
- Financial Analysis & Reporting
- Disbursements
- Budget & Financial Planning
- Purchasing
- City Treasury
- Revenue Generation

MAJOR ACCOMPLISHMENTS

- Completed fiscal year 2012-13 financial audit and received an unqualified audit opinion; completed implementation of GASB 54 with the adoption of the related fund balance policy.
- Received the following: Government Financial Officer's Association (GFOA) Certificate of Achievement in Financial Reporting for fiscal year 2012-13, GFOA Distinguished Budget Award for fiscal year 2013-14, and National Procurement Institute's Achievement of Excellence in Procurement Award for 2013.
- Continued to provide outreach and training on the City's purchasing procedures; implemented on-line vendor registration to streamline the purchasing and bidding process.
- Led team to analyze and present the status of the City's unfunded liabilities and unmet infrastructure needs.
- Emphasized department focus on providing high quality customer service, problem solving, and collaboration. Received stellar feedback from all departments.
- Completed the Asset Transfer Review by the State Controller's Office, indicating that all transfers between the former Redevelopment Agency, the Successor Agency and the City were properly executed. No additional action was recommended.

INITIATIVES FOR 2014-15

- Develop a quarterly financial reporting model to provide the City Council will regular updates on the status of the City's revenues and expenditures.
- Modify budgeting system to improve efficiency of budget development process.
- Improve efficiency of cash management function including a comprehensive review of banking services.
- Complete cost allocation plan update to meet federal and state grant funding guidelines, as well as a review of the City's user fees to determine the current cost of services.
- Continue customer service focus by documenting customer service standards and practices, incorporating customer service measures into performance plans, and soliciting feedback through surveys.

The Finance Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,757,355	 100%
Total Funding	<u>2,757,355</u>	

These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Finance Administration	328,383
Financial Analysis & Reporting	1,180,708
Budget & Financial Planning	358,617
Purchasing	259,610
City Treasury	182,595
Revenue Generation	447,442
Total Program Budget	<u>2,757,355</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$1,951,217	\$2,371,817	\$2,348,463
Operating Expenses	\$356,259	\$154,877	\$294,900
Internal Service Charges	\$102,773	\$104,149	\$113,992
Debt Services	\$19,875		
Total Expenditures	<u>\$2,430,124</u>	<u>\$2,630,843</u>	<u>\$2,757,355</u>

The Finance Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Finance Administration	2.00	1.00			2.00	1.00
Financial Analysis & Reporting	3.60	9.00		0.19	3.60	9.19
Disbursements	5.40		0.43		5.83	
Budget & Financial Planning	2.00	2.00			2.00	2.00
Purchasing	1.00	2.00			1.00	2.00
City Treasury	1.50	0.51			1.50	0.51
Revenue Generation	3.50	3.50	0.60	0.60	4.10	4.10
	<u>19.00</u>	<u>18.01</u>	<u>1.03</u>	<u>0.79</u>	<u>20.03</u>	<u>18.80</u>

Program Outcome

To direct the City's financial activities by ensuring that funds are safe and available for use.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	328,383	100%
Total Funding	328,383	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$253,347	\$265,622	\$215,624
Operating Expenses	\$22,719	\$14,450	\$35,050
Internal Service Charges	\$64,295	\$65,112	\$77,709
Total Expenditures	\$340,361	\$345,184	\$328,383

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Central Storekeeper	1.00				1.00	
Director Of Finance	1.00	1.00			1.00	1.00
	2.00	1.00			2.00	1.00

Program Outcome

Monitor, record and audit the City's financial activities so that all transactions comply with the requirements of the Governmental Accounting Standards Board (GASB), the City Council and Federal and State regulations.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,180,708	100%
	1,180,708	
Total Funding	1,180,708	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$556,643	\$517,937	\$1,028,248
Operating Expenses	\$178,248	\$129,050	\$133,500
Internal Service Charges	\$8,658	\$8,784	\$18,960
	\$743,549	\$655,771	\$1,180,708
Total Expenditures	\$743,549	\$655,771	\$1,180,708

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Account Clerk III		2.00				2.00
Accountant II	2.80	3.00			2.80	3.00
Accounts Payable Team Leader		1.00				1.00
Financial Operations Manager	0.80	1.00			0.80	1.00
Ltd Ser-Admin Support				0.19		0.19
Payroll Specialist		1.00				1.00
Payroll Technician		1.00				1.00
	<u>3.60</u>	<u>9.00</u>	<u> </u>	<u>0.19</u>	<u>3.60</u>	<u>9.19</u>

Program Outcome

To provide payment for all the City bills.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
Total Funding	0	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$299,780	\$571,898	
Operating Expenses	\$60,441	\$8,200	
Internal Service Charges	\$10,579	\$10,732	
Total Expenditures	\$370,800	\$590,830	

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Account Clerk III	2.00				2.00	
Accountant II	0.20				0.20	
Accounts Payable Team Leader	1.00				1.00	
Financial Operations Manager	0.20				0.20	
Ltd Ser-Admin Support			0.43		0.43	
Payroll Specialist	1.00				1.00	
Payroll Technician	1.00				1.00	
	5.40		0.43		5.83	

Program Outcome

To provide and administer a City budget and a ten year financial planning document.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	358,617	100%
Total Funding	358,617	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$232,294	\$329,498	\$347,532
Operating Expenses	\$-44,775	\$-45,700	\$6,550
Internal Service Charges	\$4,810	\$4,880	\$4,535
Total Expenditures	\$192,329	\$288,678	\$358,617

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Accountant II	1.00	1.00			1.00	1.00
Budget Officer	1.00	1.00			1.00	1.00
	2.00	2.00			2.00	2.00

Program Outcome

To provide purchasing in a timely and efficient manner, ensuring that products and services are available at the most reasonable price.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	259,610	100%
Total Funding	<u>259,610</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$190,280	\$188,296	\$249,544
Operating Expenses	\$7,499	\$13,199	\$7,800
Internal Service Charges	\$2,405	\$2,438	\$2,266
Total Expenditures	<u>\$200,184</u>	<u>\$203,933</u>	<u>\$259,610</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Central Storekeeper		1.00				1.00
Purchasing Agent	1.00	1.00			1.00	1.00
	<u>1.00</u>	<u>2.00</u>			<u>1.00</u>	<u>2.00</u>

Program Outcome

To manage the cash flow of the city efficiently keeping the financial assets safe and available for use in accordance with the requirements of California Government code and the City's adopted investment policy.

Program Objectives

- 1A To invest the surplus cash to meet projected estimated expenditures, in accordance with the Investment Policy.
- 1B Expedient processing of all collections resulting in a higher percentage of funds collected.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	182,595	100%
Total Funding	182,595	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$211,920	\$116,828	\$116,067
Operating Expenses	\$47,657	\$16,500	\$62,500
Internal Service Charges	\$6,013	\$5,329	\$4,028
Total Expenditures	\$265,590	\$138,657	\$182,595

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
City Treasurer	1.00	0.01			1.00	0.01
Senior Financial Analyst	0.50	0.50			0.50	0.50
	<u>1.50</u>	<u>0.51</u>			<u>1.50</u>	<u>0.51</u>

Program Outcome

To provide revenue billing and collection services for the City of Concord.

Program Objectives

- 1A Administer the Business License Ordinance such that 95% of all eligible businesses have a current business license.
- 1C All revenue is processed correctly within 48 hours of receipt, 95% of the time. All customers inquiries and/or questions are responded to in a timely manner.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	447,442	100%
Total Funding	<u>447,442</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$206,953	\$381,738	\$391,448
Operating Expenses	\$84,470	\$19,178	\$49,500
Internal Service Charges	\$6,013	\$6,874	\$6,494
Total Expenditures	<u>\$297,436</u>	<u>\$407,790</u>	<u>\$447,442</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Account Clerk III	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.60	0.60	0.60	0.60
Revenue Generation Team Leader	1.00	1.00			1.00	1.00
Senior Financial Analyst	0.50	0.50			0.50	0.50
Treasury Technician	1.00	1.00			1.00	1.00
	<u>3.50</u>	<u>3.50</u>	<u>0.60</u>	<u>0.60</u>	<u>4.10</u>	<u>4.10</u>

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DEPARTMENT SERVICES

The Human Resources Department Provides Service Through the Following Programs.

- Human Resources Administration
- Labor Relations
- Recruitment and Selection
- Workers' Compensation
- Benefits Administration
- Organizational Training and Development
- Classification & Compensation

MAJOR ACCOMPLISHMENTS

- Successfully planned and continue to implement the Patient Protection and Affordable Care Act of 2010 into the City's current business guidelines and practices, and created an interdepartmental task force to guide future implementation.
- Transitioned OPEIU Local 29 members from the current algorithmic and cumbersome performance evaluation to the Results Based Performance Management system utilized by City managers and confidential employees.
- Facilitated a job analysis/specification review process that focuses on updating essential job functions, as well as physical and mental standards, that will result in updated job descriptions for all personnel and provide useful guidance for hiring criteria and accommodation issues.
- Successfully recruited and filled 60 full-time and part-time City positions, and completed 15 promotional recruitments for current employees.
- Coordinated multiple training sessions for employees to provide professional growth opportunities as well as maintain compliance with State-mandated training.
- Coordinated a very successful Employee Wellness Program that included wellness screenings, nutrition and weight loss workshops, wellness webinars, book club meetings, quarterly blood pressure and weigh-ins, and fitness activities.

INITIATIVES FOR 2014-15

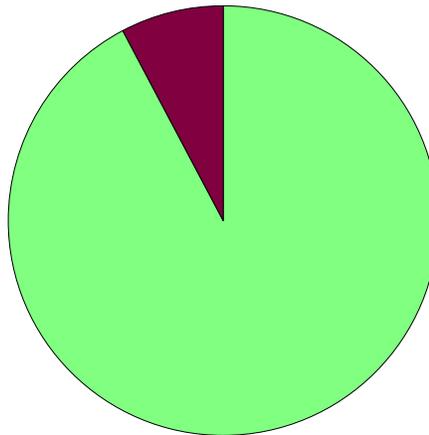
- The Human Resources Department is tasked with managing the labor negotiations process so that it results in achievement of the City Council's negotiation objectives within Council-set parameters.
- Review and update current Personnel Policies and Procedures/Administrative Directives to ensure they meet today's business needs and organizational practices.
- Continued Implementation of the Affordable Care Act. Now that the City has its system in place to comply with the requirements of the Affordable Care Act, we will train managers and monitor the reports required to assure the City's compliance with the Act.
- Complete Job Analysis Project which will result in updated job descriptions for all City classifications.
- Work collaboratively with labor groups to address the City's concerns and objectives over OPEB liabilities.

SIGNIFICANT CHANGES FOR 2014-15

- Proposed addition of one, new, full-time Human Resource Specialist position.

The Human Resources Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,388,031	92.27%
610-Workers' Compensation	116,330	7.73%
Total Funding	1,504,361	



These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Human Resources Administration	491,478
Labor Relations	135,971
Recruitment and Selection	263,927
Workers' Compensation	133,409
Benefits Administration	162,483
Organizational Training and Development	163,181
Classification & Compensation	153,912
Total Program Budget	1,504,361

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$831,769	\$904,580	\$1,037,600
Operating Expenses	\$580,645	\$513,225	\$444,225
Internal Service Charges	\$16,928	\$18,455	\$22,536
Total Expenditures	\$1,429,342	\$1,436,260	\$1,504,361

The Human Resources Department has the following Authorized Positions By Program

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Human Resources Administration	1.30	1.90	0.69		1.99	1.90
Labor Relations	0.41	0.45			0.41	0.45
Recruitment and Selection	1.35	1.20			1.35	1.20
Workers' Compensation	0.90	0.75			0.90	0.75
Benefits Administration	0.28	0.95			0.28	0.95
Organizational Training and Development	0.32	0.75			0.32	0.75
Classification & Compensation	1.44	1.00			1.44	1.00
	<u>6.00</u>	<u>7.00</u>	<u>0.69</u>		<u>6.69</u>	<u>7.00</u>

Program Outcome

To deliver exceptional services to the organization on a wide range of human resources issues in a responsive, cost effective and innovative manner.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	491,478	100%
Total Funding	<u>491,478</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$341,302	\$244,301	\$264,779
Operating Expenses	\$257,972	\$238,360	\$208,360
Internal Service Charges	\$13,229	\$14,826	\$18,339
Total Expenditures	<u>\$612,503</u>	<u>\$497,487</u>	<u>\$491,478</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.42	0.40			0.42	0.40
Human Resources Analyst I	0.15				0.15	
Human Resources Analyst II		0.10				0.10
Human Resources Specialist		0.30				0.30
Human Resources Technician I	0.25	0.80			0.25	0.80
Human Resources Technician II	0.20	0.10			0.20	0.10
Ltd Ser-Admin Support			0.50		0.50	
Ltd Ser-Professional			0.19		0.19	
Senior Human Resources Analyst	0.28	0.20			0.28	0.20
	<u>1.30</u>	<u>1.90</u>	<u>0.69</u>		<u>1.99</u>	<u>1.90</u>

Program Outcome

Establish and maintain positive, cooperative employer-employee relations to reduce conflicts, improve employee morale, and encourage employee involvement in achieving organizational effectiveness.

Program Objectives

- 1B Provide advice and support to management regarding discipline, disciplinary appeals, and grievance appeals arising under various MOUs and Personnel Rules to assure appropriate, equitable, and consistent treatment of the work force.
- 1Z Provide administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	135,971	100%
Total Funding	<u>135,971</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$31,513	\$99,059	\$105,601
Operating Expenses	\$92,819	\$60,000	\$30,000
Internal Service Charges	\$339	\$317	\$370
Total Expenditures	<u>\$124,671</u>	<u>\$159,376</u>	<u>\$135,971</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.31	0.30			0.31	0.30
Human Resources Analyst II		0.05				0.05
Senior Human Resources Analyst	0.10	0.10			0.10	0.10
	<u>0.41</u>	<u>0.45</u>			<u>0.41</u>	<u>0.45</u>

Program Outcome

To improve the organization's most valuable asset, its work force and promote the City's image as a premier organization by providing effective recruitment and selection programs designed to attract and employ qualified, service oriented, performance driven employees.

Program Objectives

- 1A Design, plan and conduct recruitment campaigns that provide a sufficient number of highly qualified applicants for the hiring department's needs. Ensure the selection process measures job-related knowledge, skills and abilities, as well as other pertinent characteristics supportive of the City's MVV that results in a highly qualified pool of candidates from which the hiring authority can choose. Provide employment lists to the hiring department within 85 days of approval to fill the position. Achieve a 90% or better rating in customer surveys.
- 1Z Provide administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	263,927	100%
Total Funding	<u>263,927</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$159,661	\$178,373	\$155,815
Operating Expenses	\$147,518	\$107,124	\$107,124
Internal Service Charges	\$1,041	\$1,042	\$988
Total Expenditures	<u>\$308,220</u>	<u>\$286,539</u>	<u>\$263,927</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Analyst I	0.80				0.80	
Human Resources Analyst II	0.05	0.60			0.05	0.60
Human Resources Specialist		0.50				0.50
Human Resources Technician I		0.05				0.05
Senior Human Resources Analyst	0.50				0.50	
	<u>1.40</u>	<u>1.20</u>			<u>1.40</u>	<u>1.20</u>

Program Outcome

To protect the Organization's resources by providing a workers' compensation insurance program to ensure compliance with established legal requirements and foster a safe and healthy work environment.

Program Objectives

- 1D To protect the City's resources by administering an effective Workers' Compensation Program so that legal compliance is ensured and lost hours for work-related injuries or illnesses are reduced.
- 1Z Provide administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	17,079	12.80%
610-Workers' Compensation	116,330	87.20%
Total Funding	133,409	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$60,946	\$135,842	\$132,792
Operating Expenses	\$3,605		
Internal Service Charges		\$695	\$617
Total Expenditures	\$64,551	\$136,537	\$133,409

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Technician I	0.05				0.05	
Senior Human Resources Analyst	0.80	0.70			0.80	0.70
	0.90	0.75			0.90	0.75

Program Outcome

To support the Organization's efforts to attract and retain qualified employees by effectively managing a comprehensive benefits program in compliance with labor union agreements, legal requirements and City policies.

Program Objectives

- 1A Provide benefits assistance and respond to benefit questions quickly and accurately by Human Resources staff members. Receive a 90% or better rating in customer surveys. Accurately process 95% of retirement health and benefit enrollment/changes.
- 1Z Provide administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	162,483	100%
Total Funding	162,483	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$67,930	\$35,940	\$128,237
Operating Expenses	\$30,907	\$33,464	\$33,464
Internal Service Charges	\$221	\$216	\$782
Total Expenditures	\$99,058	\$69,620	\$162,483

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Technician I	0.05	0.05			0.05	0.05
Human Resources Technician II	0.18	0.45			0.18	0.45
Senior Human Resources Analyst		0.40				0.40
	<u>0.28</u>	<u>0.95</u>			<u>0.28</u>	<u>0.95</u>

Program Outcome

To support the Organization's Mission, Vision, Values by providing training modules that develop the skills and competencies needed by City employees to increase the efficiency and effectiveness of service delivery.

Program Objectives

- 1A Administer an effective New Employee Orientation Program so that 90% of new hires indicate program participation helped them transition into the organization, understand our MVV and customer service philosophy.
- 1C Provide general and safety training so that organizational initiatives are supported and advanced.
- 1Z Provide administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	163,181	100%
Total Funding	163,181	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$23,252	\$47,483	\$108,324
Operating Expenses	\$44,608	\$63,240	\$54,240
Internal Service Charges	\$252	\$247	\$617
Total Expenditures	\$68,112	\$110,970	\$163,181

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Analyst I	0.05				0.05	
Human Resources Analyst II		0.25				0.25
Human Resources Specialist		0.20				0.20
Human Resources Technician I	0.05	0.05			0.05	0.05
Human Resources Technician II	0.05				0.05	
Senior Human Resources Analyst	0.12	0.20			0.12	0.20
	<u>0.32</u>	<u>0.75</u>			<u>0.32</u>	<u>0.75</u>

Program Outcome

Design and administer compensation and classification systems and pay and performance recognition programs that advance the organization's culture and enhance the contributions of employees toward achieving the City's MVV.

Program Objectives

- 1A Develop and implement compensation and performance recognition programs that promote job performance, performance feedback, and performance accountability and encourage desired organizational outcomes. Conduct and present compensation analysis in support of grade assignment, pay adjustment recommendations, labor negotiations, and staffing levels. Achieve a 90% or better rating in customer surveys. Accurately process 95% of compensation analysis and data report requests within established deadlines.
- 1B Develop classifications and conduct classification reviews. Complete 90% of classification reviews within 90 days of requests received, measured as completed.
- 1Z Provide administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	153,912	100%
Total Funding	<u>153,912</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$147,164	\$163,582	\$142,052
Operating Expenses	\$3,216	\$11,037	\$11,037
Internal Service Charges	\$1,136	\$1,112	\$823
Total Expenditures	<u>\$151,516</u>	<u>\$175,731</u>	<u>\$153,912</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Director Of Human Resources	0.07	0.10			0.07	0.10
Human Resources Technician I	0.60	0.05			0.60	0.05
Human Resources Technician II	0.57	0.45			0.57	0.45
Senior Human Resources Analyst	0.20	0.40			0.20	0.40
	<u>1.44</u>	<u>1.00</u>			<u>1.44</u>	<u>1.00</u>

DEPARTMENT SERVICES

The Information Technology Department Provides Service Through the Following Programs.

- Administration
- Project Management Office
- Operations
- Customer Service
- Geographic Information Services

MAJOR ACCOMPLISHMENTS

- Successfully transitioned the City's radios to the new East Bay Regional Communications System (EBRCS).
- Successfully bid and selected a vendor to replace Institutional Network, eliminated by State Cable Franchise.
- Collaborated with City departments to define document management requirements.
- Collaborated with Public Works Department to select an Asset Management System and implemented this system for the City's sewer system.
- Collaborated with the Police Department to define requirements, create request for proposal and select a vendor for a new Police Records Management System.
- Implemented redundant internet connections to support City business applications, connections to Police Cars and connections to city web servers.
- Implemented Card Key access at the Corporation Yard.
- Upgraded the Emergency Operations Center (EOC) to Voice over Internet Protocol (VoIP) phones.

INITIATIVES FOR 2014-15

- Establish a disaster site in a different earthquake zone for providing computer systems to the City if a disaster disrupts the City's computer locations.
- Publish a request for proposal (RFP) for contracting the City's IT Help Desk. Review and results and select a vendor for this service.
- Provide citizen reporting using smart phones to increase communications between the City and citizens.
- Replace Institutional Network eliminated by State Cable Franchise.
- Implement Cyber Security Measures to minimize financial risk to the City.
- Implement Police Records Management System.
- Implement Finance Budgeting System.
- Implement a new Website Redesign to increase communications between the City and citizens.
- Publish a request for proposal for Electronic Document Management System (ECMS), select a vendor and begin implementation of the ECMS.

The Information Technology Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	6,005,078	 100%
Total Funding	<u>6,005,078</u>	

These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Administration	894,245
Project Management Office	1,439,381
Operations	1,844,625
Customer Service	1,504,443
Geographic Information Services	322,384
Total Program Budget	<u>6,005,078</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,707,853	\$1,909,143	\$1,870,784
Operating Expenses	\$3,334,520	\$3,821,498	\$4,108,528
Internal Service Charges	\$26,454	\$26,839	\$25,766
Capital Outlay	\$1,103		
Other Financing Uses	\$11,950		
Total Expenditures	<u>\$5,081,880</u>	<u>\$5,757,480</u>	<u>\$6,005,078</u>

The Information Technology Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administration	2.00	2.00			2.00	2.00
Project Management Office	4.00	4.00	0.78	0.78	4.78	4.78
Operations	1.00	1.00			1.00	1.00
Customer Service	3.00	3.00	0.43	0.43	3.43	3.43
Geographic Information Services	2.00	2.00	0.01	0.01	2.01	2.01
	<u>12.00</u>	<u>12.00</u>	<u>1.22</u>	<u>1.22</u>	<u>13.22</u>	<u>13.22</u>

Program Outcome

To provide cost effective, accurate and compliant administrative support services to the Information Technology Department including contract administration, records management, financial analysis supporting projects and asset acquisition.

Program Objectives

- 1A Contract and vendor administration. On time contract renewals/terminations. Records management. Budget administration and invoice coding. Financial/cost analysis.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	894,245	100%
Total Funding	<u>894,245</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$310,231	\$371,893	\$311,891
Operating Expenses	\$107,184	\$564,821	\$564,821
Internal Service Charges	\$18,567	\$19,117	\$17,533
Total Expenditures	<u>\$435,982</u>	<u>\$955,831</u>	<u>\$894,245</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Analyst	1.00				1.00	
Director Of Info. Technology	1.00	1.00			1.00	1.00
Program Assistant		1.00				1.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	2.00	2.00			2.00	2.00

Program Outcome

To provide the City with a Project Management Office for delivery of technology enabled projects that meet stated requirements and benefits within predictable timeframes, budgets, and provide communications to project sponsors and stakeholders. To provide ongoing support for applications and database systems implemented by the City and used by the public and city departments 24 hours a day, 7 days and week.

Program Objectives

- 1A To provide predictable cost effective solutions for new project initiatives.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,439,381	100%
Total Funding	<u>1,439,381</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$568,851	\$665,372	\$641,991
Operating Expenses	\$672,781	\$770,385	\$794,097
Internal Service Charges	\$3,155	\$3,089	\$3,293
Other Financing Uses	\$11,950		
Total Expenditures	<u>\$1,256,737</u>	<u>\$1,438,846</u>	<u>\$1,439,381</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Information Technology Manager	1.00	1.00			1.00	1.00
Ltd Ser-Professional			0.78	0.78	0.78	0.78
Microcomputer Coordinator	1.00	1.00			1.00	1.00
Senior Programmer Analyst	1.00	1.00			1.00	1.00
Systems & Programming Manager	1.00	1.00			1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>0.78</u>	<u>0.78</u>	<u>4.78</u>	<u>4.78</u>

Program Outcome

To deliver high quality, cost effective and reliable network, desktop and telecommunications services 24 hours a day, 7 days a week by operating and monitoring hardware and software and by responding to user requests for services.

Program Objectives

1A Conduct systems operations to deliver continuously available business support systems.

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,844,625	100%
Total Funding	<u>1,844,625</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$240,371	\$184,012	\$194,630
Operating Expenses	\$1,507,125	\$1,557,807	\$1,649,172
Internal Service Charges	\$789	\$772	\$823
Capital Outlay	\$1,103		
Total Expenditures	<u>\$1,749,388</u>	<u>\$1,742,591</u>	<u>\$1,844,625</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Information Technology Manager	1.00	1.00			1.00	1.00
	<hr/> 1.00	<hr/> 1.00	<hr/>	<hr/>	<hr/> 1.00	<hr/> 1.00

Program Outcome

To provide high quality, cost effective customer communications, services and support to the City. Strategic goal is to increase the number of calls closed on first contact to 85%.

Program Objectives

- 1A Help Desk Services (Application, Telecom, Desktop Services).
- 1B Web services.
- 1C Business Systems Training.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,504,443	100%
Total Funding	<u>1,504,443</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$351,553	\$444,532	\$451,272
Operating Expenses	\$1,021,406	\$878,748	\$1,050,701
Internal Service Charges	\$2,366	\$2,317	\$2,470
Total Expenditures	<u>\$1,375,325</u>	<u>\$1,325,597</u>	<u>\$1,504,443</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Information Technology Manager	1.00	1.00			1.00	1.00
Ltd Ser-Professional			0.15	0.15	0.15	0.15
Microcomputer Coordinator			0.10	0.10	0.10	0.10
Programmer Analyst	1.00	1.00	0.12	0.12	1.12	1.12
Senior Programmer Analyst			0.02	0.02	0.02	0.02
Web Coordinator	1.00	1.00	0.04	0.04	1.04	1.04
	<u>3.00</u>	<u>3.00</u>	<u>0.43</u>	<u>0.43</u>	<u>3.43</u>	<u>3.43</u>

Program Outcome

Assure that city departments can provide services to citizens and use GIS data to make well informed decisions by providing cost effective and accurate geographic information.

Program Objectives

- 1A Assure that city departments can provide services to citizens and use GIS data to make well informed decisions by providing cost effective and accurate Geographic Information Services.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	322,384	100%
Total Funding	<u>322,384</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$236,847	\$243,334	\$271,000
Operating Expenses	\$26,024	\$49,737	\$49,737
Internal Service Charges	\$1,577	\$1,544	\$1,647
Total Expenditures	<u>\$264,448</u>	<u>\$294,615</u>	<u>\$322,384</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Gis Technician	1.00	1.00	0.01	0.01	1.01	1.01
Program Manager	1.00	1.00			1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>0.01</u>	<u>0.01</u>	<u>2.01</u>	<u>2.01</u>

DEPARTMENT SERVICES

The Office of the City Manager Department Provides Service Through the Following Programs.

- City Council Services
- City Management
- Community Relations
- Administrative Services & City Clerk
- Elections
- Printing Services
- Franchise Management

MAJOR ACCOMPLISHMENTS

- Managed the City's response to the PG&E Pipeline Pathways Project and led the countywide response.
- Continued focus on leadership teams working to improve our working environment and to provide effective community response and employee training. Specifically, continuation of the Concord Mentoring Leadership Team and the Community Oriented Government Leadership Team as well as reinvigoration of the Management Leadership team, which organized multiple opportunities for training and launched a new group to enhance morale and employee camaraderie through events.
- Successfully narrowed the Base Reuse Project RFQ response list to a limited number to invite to participate in the RFP process.
- Entered into a new, significantly more favorable, lease agreement with Live Nation for the operation of the Concord Pavilion.
- Completed negotiations and obtained an agreement with the Police Officer's Association and the Police Manager's Association that moved the Council's priorities of gaining full payment of the employee share of PERS from employees and making progress towards controlling benefit costs.
- Filled numerous key positions-Assistant City Manager, HR Director, IT Director, Purchasing Manager, City Engineer, and Deputy City Clerk.
- Approved a balanced budget for FY 2014-15.
- Amended Policy & Procedure 2 to change the Mayor's term of office from one year to two years.
- Amended the Municipal Code to expand the existing "No Smoking" boundary in the downtown and passed an ordinance to ban aggressive panhandling in Concord.
- Maintained communication with residents, businesses and employees by conducting the 2014 Citizen Priorities Survey and producing 3 issues of the City News & Activity Guide, 12 eNewsletters, 12 electronic versions of City Talk (employee newsletter) and 90 news releases.
- Successfully planned and held a dinner to honor the volunteers serving on our various Boards and Commissions.

INITIATIVES FOR 2014-15

- Selection of a Master Developer to work with the City for Phase 1 of the Base Redevelopment and agreement with the Navy on property transfer deal terms.

INITIATIVES FOR 2014-15 Cont'd

- Work with employee groups to define methods for reducing long-term retiree health benefit costs to the City.
- Bring forward programs that address the need for long-term budget stabilization.
- Transition to a new City Clerk, upon the retirement of the current Clerk.
- Initiate a leadership training program in partnership with other Contra Costa County cities.

SIGNIFICANT CHANGES FOR 2014-15

- Added one contract Program Coordinator position for 18-months (began in FY 2013-14).

The Office of the City Manager Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	3,095,796	 100%
Total Funding	<u>3,095,796</u>	

These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
City Council Services	341,987
City Management	1,006,127
Community Relations	293,750
Administrative Services & City Clerk	662,998
Elections	270,000
Printing Services	400,482
Franchise Management	120,452
Total Program Budget	<u>3,095,796</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$1,699,829	\$1,975,029	\$2,035,426
Operating Expenses	\$545,081	\$549,995	\$837,365
Internal Service Charges	\$205,073	\$210,647	\$223,005
Total Expenditures	<u>\$2,449,983</u>	<u>\$2,735,671</u>	<u>\$3,095,796</u>

The Office of the City Manager Department has the following Authorized Positions By Program

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
City Council Services	5.71	0.76			5.71	0.76
City Management	3.13	3.13	0.07	0.07	3.20	3.20
Community Relations	1.06	1.06	0.54	0.54	1.60	1.60
Administrative Services & City Clerk	4.00	5.00	0.55	0.55	4.55	5.55
Printing Services	2.00	2.00	0.13	0.13	2.13	2.13
Franchise Management	0.10	0.20			0.10	0.20
	<u>16.00</u>	<u>12.15</u>	<u>1.29</u>	<u>1.29</u>	<u>17.29</u>	<u>13.44</u>

Program Outcome

Establish policies and ensure the City's long term financial stability for provision of effective and efficient public services so that Concord is recognized as a city of the highest quality in which to live and do business.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	341,987	100%
Total Funding	341,987	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$251,715	\$255,408	\$242,510
Operating Expenses	\$80,931	\$67,493	\$73,120
Internal Service Charges	\$33,322	\$34,143	\$26,357
Total Expenditures	\$365,968	\$357,044	\$341,987

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Confidential Secretary	0.15	0.15			0.15	0.15
Council Member	3.00	0.04			3.00	0.04
Exec.assistant - Council/Mgr.	0.56	0.56			0.56	0.56
Mayor	1.00	0.01			1.00	0.01
Vice Mayor	1.00				1.00	
	5.71	0.76			5.71	0.76

Program Outcome

To support and implement City Council polices to make Concord a City of the highest quality.

Program Objectives

1Z Administrative support for the program to provide responsive follow-up to citizen contacts and accountability of City services.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,006,127	100%
Total Funding	<u>1,006,127</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$568,073	\$781,812	\$783,041
Operating Expenses	\$71,113	\$107,900	\$110,195
Internal Service Charges	\$95,506	\$95,739	\$112,891
Total Expenditures	<u>\$734,692</u>	<u>\$985,451</u>	<u>\$1,006,127</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Assistant City Manager	1.00	1.00			1.00	1.00
City Manager	1.00	1.00			1.00	1.00
Confidential Secretary	0.69	0.69			0.69	0.69
Exec.assistant - Council/Mgr.	0.44	0.44			0.44	0.44
Ltd Ser-Admin Support			0.07	0.07	0.07	0.07
	<u>3.13</u>	<u>3.13</u>	<u>0.07</u>	<u>0.07</u>	<u>3.20</u>	<u>3.20</u>

Program Outcome

To provide information to internal and external communities about City programs and policies in order to encourage two-way communication and participation in making Concord a city of the highest quality.

Program Objectives

1Z Administrative support for the program.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	293,750	100%
Total Funding	<u>293,750</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$190,938	\$215,718	\$214,677
Operating Expenses	\$22,506	\$78,200	\$78,200
Internal Service Charges	\$836	\$819	\$873
Total Expenditures	<u>\$214,280</u>	<u>\$294,737</u>	<u>\$293,750</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Relations Manager	1.00	1.00			1.00	1.00
Confidential Secretary	0.06	0.06			0.06	0.06
Ltd Ser-Technician			0.54	0.54	0.54	0.54
	<u>1.06</u>	<u>1.06</u>	<u>0.54</u>	<u>0.54</u>	<u>1.60</u>	<u>1.60</u>

Program Outcome

To provide public information, conduct municipal elections, and maintain the public record as required by the City Clerk to comply with Municipal, State, and Federal laws; to provide effective administrative and support services to City operating departments by delivering, mail services, records management, forms management, flow process analysis; and to administer the boards, committees, and commissions process for the City Council.

Program Objectives

1Z Administrative support for the program.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	662,998	100%
Total Funding	<u>662,998</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$459,700	\$483,133	\$533,452
Operating Expenses	\$72,986	\$107,000	\$107,000
Internal Service Charges	\$18,278	\$22,419	\$22,546
Total Expenditures	<u>\$550,964</u>	<u>\$612,552</u>	<u>\$662,998</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Assistant	1.00				1.00	
Administrative Clerk II	1.00	1.00			1.00	1.00
Administrative Secretary	1.00	1.00			1.00	1.00
City Clerk	1.00	1.00			1.00	1.00
Deputy City Clerk		1.00				1.00
Ltd Ser-Admin Support			0.55	0.55	0.55	0.55
Program Coordinator		1.00				1.00
	<u>4.00</u>	<u>5.00</u>	<u>0.55</u>	<u>0.55</u>	<u>4.55</u>	<u>5.55</u>

Program Outcome

To effectively conduct municipal elections and ensure processes are completed according to schedule and as prescribed by State and local laws.

Program Objectives

1Z Administrative support for the program.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	270,000	100%
Total Funding	270,000	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Operating Expenses	\$88,935		\$270,000
Total Expenditures	\$88,935		\$270,000

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
No Staff Assigned						

Program Outcome

To provide graphic design, printing and bindery services, user consultation for composition and materials, and brokering services for outsourced printing.

Program Objectives

1Z Administrative support for the program.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	400,482	100%
Total Funding	<u>400,482</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$211,740	\$228,213	\$234,926
Operating Expenses	\$155,200	\$103,852	\$105,300
Internal Service Charges	\$56,973	\$57,450	\$60,256
Total Expenditures	<u>\$423,913</u>	<u>\$389,515</u>	<u>\$400,482</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Graphic Designer	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.13	0.13	0.13	0.13
Printing Services Supervisor	1.00	1.00			1.00	1.00
	<u>2.00</u>	<u>2.00</u>	<u>0.13</u>	<u>0.13</u>	<u>2.13</u>	<u>2.13</u>

Program Outcome

To negotiate and manage franchises so that services to Concord's 38,000 cable television and 28,000 solid waste/recycling franchise customers are delivered at the lowest cost with an appropriate range of service type and quality in compliance with local, State and federal laws and regulations. As electricity deregulation is implemented by the California Public Utilities Commission, Franchise Management shall facilitate the lowest possible electrical and natural gas rates to residences, businesses, and industries located in Concord.

Program Objectives

1Z Administrative support for the program.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	120,452	100%
Total Funding	120,452	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$17,663	\$10,745	\$26,820
Operating Expenses	\$53,411	\$85,550	\$93,550
Internal Service Charges	\$158	\$77	\$82
Total Expenditures	\$71,232	\$96,372	\$120,452

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Confidential Secretary	0.10	0.10			0.10	0.10
Senior Planner		0.10				0.10
	0.10	0.20			0.10	0.20

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DEPARTMENT SERVICES

The Parks and Recreation Department Provides Service Through the Following Programs.

- Administration
- Camp Concord
- Facility Operations Program
- Sports & Events
- Youth and Family Services
- Senior & Special Recreation Services
- Community Services
- Concord/Pleasant Hill Health Care Dist.
- Diablo Creek - Administration

MAJOR ACCOMPLISHMENTS

- Entered into a new, significantly more favorable, lease agreement with Live Nation for the operation of the Concord Pavilion.
- Completed a Request for Interest process to solicit interested third-party proposals for the operation and management of Camp Concord.
- Implemented the first cycle of Concord/Pleasant Hill Health Care District grant awards. Eighteen grant applicants were awarded \$204,000 of Health Care District funds. As a customer service enhancement, an on-line application process was developed through City Data Services to automate the application, reporting, and monitoring of the program.
- Launched a Facebook page for the Parks & Recreation Department and partnered with Factivity-Family Activity Network to promote recreation classes, camps and programs.
- Held a new Summer Programs Expo Event at Centre Concord with informational booths, on-site registration, program demonstrations and hands-on activities.
- Created a new Summer Camps Brochure in order to promote through direct, target market outreach, additional customers earlier in the camp promotion season.
- Partnered with Contra Costa Health Services, MCP/Chavez Center, Central County Regional Group, and Healthy and Active Before 5 to conduct a Monument Community Parks Assessment.
- Partnered with Gurnick Academy of Medical Arts to provide blood pressure screenings, and presentations on health and wellness to seniors at the Concord Senior Center. The partnership also provided an opportunity for the nursing students to gain valuable geriatric client experience.

INITIATIVES FOR 2014-15

- Staffs at community facilities have developed an inventory of FF&E (Furniture, Fixtures & Equipment) noting condition, descriptions, value and life expectancy. This project will take the collected data and develop a spreadsheet for each facility and a cumulative spreadsheet for the department in order to address future repair and replacement needs.
- Concord Community Pool has the capacity to increase small and medium size rental events which could include water polo tournaments, additional swim meets, diving competitions, synchronized swimming competitions, biathlons, cross fit events and more.

INITIATIVES FOR 2014-15 Cont'd

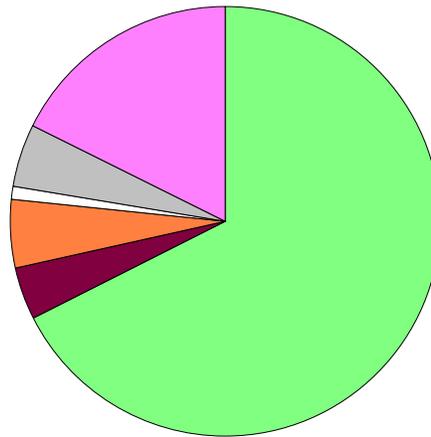
- Pickleball is now one of the fastest growing sports among adults of all ages and is especially popular with adults nearing or in their retirement years. Partnering with the USA Pickleball Association, staff will research and develop a Pickleball program to bring this growing sport to Concord.
- The Commission on Aging will expand the Be a Santa to a Senior program by increasing their outreach and serving three hundred (300) seniors during the 2014 holiday season.
- The new Management Agreement with Live Nation includes a provision to develop a Community Advisory Committee. Staff and Live Nation will work together to develop and implement this new Advisory Committee process.

SIGNIFICANT CHANGES FOR 2014-15

- As of July 1, 2014, the City will no longer serve as an operational partner in the CARES After School Program with Mt. Diablo Unified School District and Bay Area Community Resources.

The Parks and Recreation Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	4,257,089	67.81%
252-Housing Conservation	248,833	3.96%
254-Community Dev Block Grant	322,988	5.14%
460-Childcare	40,000	.64%
530-Cph Health Care District	296,576	4.72%
700-Golf Course	1,112,254	17.73%
Total Funding	6,277,740	



These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Administration	421,919
Camp Concord	550,826
Facility Operations Program	2,238,071
Sports & Events	357,416
Senior & Special Recreation Services	688,857
Community Services	832,475
Concord/Pleasant Hill Health Care Dist.	75,922
Diablo Creek - Administration	1,112,254
Total Program Budget	6,277,740

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$3,058,185	\$3,455,265	\$2,638,375
Operating Expenses	\$2,622,178	\$2,919,939	\$3,037,845
Internal Service Charges		\$671,979	\$601,520
Total Expenditures	\$5,680,363	\$7,047,183	\$6,277,740

The Parks and Recreation Department has the following Authorized Positions By Program

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administration	0.75	0.75			0.75	0.75
Camp Concord	2.25	2.25	4.77	4.76	7.02	7.01
Facility Operations Program	6.00	6.00	21.31	20.94	27.31	26.94
Sports & Events	0.75	0.75	0.68	0.68	1.43	1.43
Youth and Family Services	1.00		27.23		28.23	
Senior & Special Recreation Services	3.00	3.00	2.60	2.56	5.60	5.56
Community Services	0.80	1.00	0.29	0.29	1.09	1.29
Concord/Pleasant Hill Health Care Dist.	0.20		1.08	1.20	1.28	1.20
Diablo Creek - Administration	0.25	0.25			0.25	0.25
	15.00	14.00	57.96	30.43	72.96	44.43

Program Outcome

To facilitate and direct the effective delivery of programs and services by supporting Departmental operations.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	421,919	100%
Total Funding	421,919	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$236,509	\$133,631	\$166,393
Operating Expenses	\$89,385	\$100,603	\$100,603
Internal Service Charges	\$126,530	\$151,067	\$154,923
Total Expenditures	\$452,424	\$385,301	\$421,919

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Dir Community/Recreation Svcs	0.75	0.75			0.75	0.75
	0.75	0.75			0.75	0.75

Program Outcome

To contribute to the mental and physical well being of children and adults by providing safe, organized camping programs and rental facilities in a well maintained environment while meeting or exceeding cost recovery goals.

Program Objectives

- 1A Facilitate and conduct a residential camping program in accordance with American Camp Association standards to achieve a 90% good or excellent customer satisfaction rating.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	550,826	100%
Total Funding	<u>550,826</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$192,611	\$267,447	\$292,591
Operating Expenses	\$188,210	\$170,324	\$183,824
Internal Service Charges	\$80,669	\$82,230	\$74,411
Total Expenditures	<u>\$461,490</u>	<u>\$520,001</u>	<u>\$550,826</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Camp Director	1.00	1.00			1.00	1.00
Camp Facility Specialist	1.00	1.00			1.00	1.00
Ltd Ser-Camp Specialist			4.77	4.76	4.77	4.76
Program Manager	0.25	0.25			0.25	0.25
	<u>2.25</u>	<u>2.25</u>	<u>4.77</u>	<u>4.76</u>	<u>7.02</u>	<u>7.01</u>

Program Outcome

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,238,071	100%
Total Funding	<u>2,238,071</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,150,662	\$1,382,192	\$1,354,629
Operating Expenses	\$507,946	\$590,270	\$590,270
Internal Service Charges	\$327,352	\$337,473	\$293,172
Other Financing Uses	\$568		
Total Expenditures	<u>\$1,986,528</u>	<u>\$2,309,935</u>	<u>\$2,238,071</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Recreation Specialist			21.31	20.94	21.31	20.94
Program Manager	2.25	2.25			2.25	2.25
Recreation Program Coordinator	3.75	3.75			3.75	3.75
	<u>6.00</u>	<u>6.00</u>	<u>21.31</u>	<u>20.94</u>	<u>27.31</u>	<u>26.94</u>

Program Outcome

To provide and facilitate adult sports and events by offering multi-sport leagues while meeting or exceeding cost recovery goals.

Program Objectives

1Z put something more here and enter correct manager

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	357,416	100%
Total Funding	<u>357,416</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$87,100	\$128,388	\$118,648
Operating Expenses	\$205,416	\$206,173	\$227,651
Internal Service Charges	\$12,963	\$10,616	\$11,117
Total Expenditures	<u>\$305,479</u>	<u>\$345,177</u>	<u>\$357,416</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Recreation Specialist			0.68	0.68	0.68	0.68
Program Manager	0.50	0.50			0.50	0.50
Recreation Program Coordinator	0.25	0.25			0.25	0.25
	<u>0.75</u>	<u>0.75</u>	<u>0.68</u>	<u>0.68</u>	<u>1.43</u>	<u>1.43</u>

Program Outcome

Program Objectives

- 1A Provide supervised program activities for elementary and middle school age youth in targeted neighborhoods and achieve measurable improvement in skills which promote positive behavior in 50% of participants.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
Total Funding	0	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$812,022	\$800,800	
Operating Expenses	\$24,175	\$39,681	
Internal Service Charges		\$13,898	
Total Expenditures	\$836,197	\$854,379	

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Recreation Specialist			27.23		27.23	
Program Coordinator	1.00				1.00	
	<u>1.00</u>		<u>27.23</u>		<u>28.23</u>	

Program Outcome

To promote the health, wellness and independence of older adults and persons with disabilities through the collaborative delivery of programs, services, events and activities.

Program Objectives

- 1A Facilitate human services so that customers will obtain critical services.
- 1B Facilitate inclusive activities to achieve a 90% customer satisfaction rating.
- 1C Facilitate activities and events in collaboration with the Senior Club to achieve an 80% good to excellent rating from participating Club members.
- 1D Provide supervised activities for the developmentally disabled participants.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	688,857	100%
Total Funding	688,857	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$377,032	\$443,557	\$444,126
Operating Expenses	\$169,366	\$178,047	\$178,017
Internal Service Charges	\$73,477	\$75,730	\$66,714
Total Expenditures	\$619,875	\$697,334	\$688,857

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Recreation Specialist			2.60	2.56	2.60	2.56
Program Manager	1.00	1.00			1.00	1.00
Recreation Program Aide	1.00	1.00			1.00	1.00
Recreation Program Coordinator	1.00	1.00			1.00	1.00
	<u>3.00</u>	<u>3.00</u>	<u>2.60</u>	<u>2.56</u>	<u>5.60</u>	<u>5.56</u>

Program Outcome

To provide community services assistance to low-and-moderate income Concord residents, provide program funding to aid in the prevention of slums and blight, and address urgent community needs such as disaster relief through the administration of the City of Concord's Community Development Block Grant (CDBG) and General Fund Grant Programs.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
252-Housing Conservation	248,833	29.89%
254-Community Dev Block Grant	322,988	38.80%
460-Childcare	40,000	4.80%
530-Cph Health Care District	220,654	26.51%
Total Funding	<u>832,475</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$145,501	\$152,676	\$184,943
Operating Expenses	\$320,089	\$586,227	\$646,555
Internal Service Charges	\$789	\$618	\$977
Total Expenditures	<u>\$466,379</u>	<u>\$739,521</u>	<u>\$832,475</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Admin Support			0.29	0.29	0.29	0.29
Program Manager	0.80	1.00			0.80	1.00
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	0.80	1.00	0.29	0.29	1.09	1.29

Program Outcome

To provide administration and funding through a grant application process to community organizations for needed health programs that serve residents in the Mt. Diablo Health Care District.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
530-Cph Health Care District	75,922	100%
Total Funding	75,922	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$56,246	\$80,143	\$10,529
Operating Expenses	\$40,310	\$18,134	\$65,393
Internal Service Charges		\$154	
Other Financing Uses	\$35,970		
Total Expenditures	\$132,526	\$98,431	\$75,922

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Admin Support			1.08	1.20	1.08	1.20
Program Manager	0.20				0.20	
	0.20		1.08	1.20	1.28	1.20

Program Outcome

To manage the Diablo Creek Golf Course in order to maximize revenues while providing an affordable, high quality golf experience.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
700-Golf Course	1,112,254	100%
Total Funding	<u>1,112,254</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$502	\$66,431	\$66,516
Operating Expenses	\$999,610	\$1,030,480	\$1,045,532
Internal Service Charges	\$17,233	\$193	\$206
Total Expenditures	<u>\$1,017,345</u>	<u>\$1,097,104</u>	<u>\$1,112,254</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Dir Community/Recreation Svcs	0.25	0.25			0.25	0.25
	<u>0.25</u>	<u>0.25</u>			<u>0.25</u>	<u>0.25</u>

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DEPARTMENT SERVICES

The Police Department Provides Service Through the Following Programs.

- Police IA
- Police Parking
- Police Abatement
- PD Emergency Prepared
- Police Volunteer
- Police Administration
- Administrative Support
- Field Ops Patrol
- Field Ops K-9
- Field Ops SWAT
- Field Ops Detentions
- Field Ops Reserves
- Field Ops Traffic
- Field Ops Special Events
- Field Ops SET
- Field Ops Comm Serv Desk
- Field Ops Dispatch
- Field Ops Community Policing
- Field Ops Code Enforcement
- Field Ops Administration
- Violence Suppression Unit
- Support Special Victim Unit
- Support CSI
- Support Property
- Support Financial Crimes
- Support SIB
- Support Major Crimes
- Support Training
- Support Records
- Support Recruiting
- Support Administration

MAJOR ACCOMPLISHMENTS

- Recycling officer position- In April of 2013 the City of Concord in partnership with the Contra Costa County Disposal district contracted for a Recycling Theft Prevention Specialist to provide education and enforcement of recycling and related theft laws for the City of Concord. This position supplements the Concord Police Department's Code Enforcement. The totals include over 12,000 pounds of recovered recyclables, over 560 contacts, nearly 100 investigations, and 50 administrative citations issued in the past year.

MAJOR ACCOMPLISHMENTS Cont'd

- Community Court- This program was established in June 2013. The Community Court program has a fulltime lawyer that represents the city of Concord Police Department and the District Attorney's office on lower level criminal cases, such as theft, possession of alcohol by minors and other local municipal violations. The program has a 46% participation rate and provides alternative responses to nuisance crimes and juvenile crimes. Revenue generated for 2013 was \$17,426 with half going to the District Attorney's Office.
- Community Impact Team- This team is a two officer team and works with the Downtown officer. The team is a uniformed assignment that concentrates on education, resource referral and enforcement to public nuisance crimes. The main focus is the city's homeless strategy. The team has placed 23 homeless individuals with shelter/services that will reduce calls for service.
- The Police Department, through a partnership with the Leap Pad company, was able to distribute over 2,000 Leap Frog devices to local elementary schools and community based organizations. Monument Crisis Center, Michael Chavez Center, and 10 elementary schools were presented with the devices from the Mayor and police command staff.
- The Special Investigations Bureau successfully established collaborative relationships with the Drug Enforcement Agency and Department of Homeland Security to focus on upper-level, illegal, drug sales negatively impacting crime in Concord. This has resulted in the seizure of large quantities of illegal street drugs, firearms and asset-seized monies. Restructured the Special Enforcement Team (SET) into the Investigations Division to focus enforcement efforts on AB109, habitual/career criminals, and violent offenders; rebranded SET as the Violence Suppression Unit. Supported investigative bureaus and fused with CAU for all intelligence-led enforcement operations.
- Shopping cart recovery and enforcement program- The Code Enforcement unit has supplemented the current program and now actively works with businesses that are not a part of the retrieval program. For those businesses not in the program, the outside vendor picks up the carts and stores them at the Corp Yard. The business is then notified and requested to pick up the cart(s). The goal is to get them to join the program. The Code Enforcement unit is exploring the possibility of a cost retrieval fee. From July 1-Dec 31, 2012, cost was \$2,296. Under the old system the cost was \$18,200.
- Creation of an "Administrative Citation" for use by Code Enforcement officers including the recycling officer position. An administrative citation is a non-criminal violation under the municipal code (local laws). Due to the reduction of services by the court system, this type of citation was created to address violations of local law. Violation of an administrative violation is punishable only by a fine. Community Court also has jurisdiction of these violations.
- Crime Analysis Unit- A comprehensive crime analysis support system is being implemented department-wide. Twice a week, intelligence reports are distributed to all police employees via the intranet. In addition, the Investigations Unit prepares and distributes bi-weekly intelligence reports from the Special Victims Unit, Financial Crime Unit, Major Crime Unit, and the Violent Suppression Unit.
- Volunteer in Policing (VIPS) continues to grow in numbers and activities. There are now over 115 volunteers. They now support efforts in investigations with crime analysis support, a blight patrol component, and recently assisted Public Works with reviewing all of the street lights in Concord. It is estimated they saved over \$500,000 in services and also helped recover over \$100,000 in unpaid business permit fees.
- Safety Assessment and Training program for Concord schools. This program is overseen by the Patrol Division and utilizes VIPS's. The program was established to provide Crime Prevention Through Environmental Design strategies and safety training to administrative school staff. The goal is the reduction of crime and enhanced safety for school staff and students.

INITIATIVES FOR 2014-15

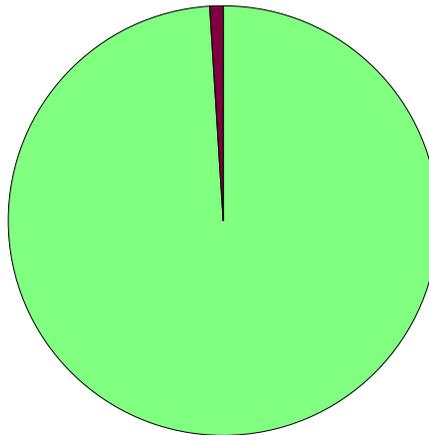
- A new Records Management System will position the Police Department to better respond statistically to outside inquiries on crime and crime trends, as well as automate our obligatory reporting on Uniform Crime Reports.
- There are two major initiatives involving License Plate Recognition (LPR). One involves full implantation of the LPR system into parking enforcement. This will improve efficiency, reduce injuries, and allow permit parking to be streamlined through on-line purchase. The second involves LPR placement at key crime locations to improve arrest and conviction rates. As auto thefts rise, the ability to determine time of theft and suspect information becomes paramount.
- Develop strategic plan to address false alarm service and increase revenue.
- Continuance of Family Justice Center (FJC) strategic planning and sub-groups' recommendation for a temporary FJC site to implement wrap-around victim services, pending the formal construction and operation of the Concord East-County Regional FJC. In tandem, increase Police Department victim advocacy services to a Police Department level commensurate with transition needed for a temporary or permanent regional FJC position.
- During FY 2014-15, the Community Service Desk will be on a campaign to increase the Merchant Reporting system, through outreach and a series of in-house training courses available to participating merchants and loss prevention officers in the greater Concord area. Merchant Reporting is a system utilized for handling low-level and first time shoplifting offenses without the need for a police response, thereby allowing Police Department staff to focus on more pressing issues. Many of these cases are adjudicated through the Community Court.
- Creation of a city policy on Bedbugs for the Code Enforcement unit. This is an educational and enforcement program in partnership with Contra Costa County Health Services. A recent surge in problems in our community required the Police Department Code Enforcement unit to partner with Contra Costa County Health Services to develop a bed bug strategy and policy for the residents of Concord. The program provides an educational component to assist residents and landlords with the infestation of bed bugs. It is a new model program for other Contra Costa law enforcement agencies.

SIGNIFICANT CHANGES FOR 2014-15

- Added three full-time dispatcher positions.
- The Field Operations SET program was reclassified to the Violence Suppression program.

The Police Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	45,980,865	99.57%
405-Federal Asset Forfeiture	200,000	.43%
Total Funding	46,180,865	

**These Funds are Budgeted to the Following Programs**

<u>Program</u>	<u>Total Budget</u>
Police IA	247,402
Police Parking	218,808
Police Abatement	97,399
PD Emergency Prepared	100,026
Police Volunteer	103,843
Police Administration	1,890,023
Administrative Support	200,000
Field Ops Patrol	15,313,372
Field Ops K-9	1,140,846
Field Ops Detentions	606,519
Field Ops Reserves	17,000
Field Ops Traffic	2,280,239
Field Ops Special Events	121,849
Field Ops Comm Serv Desk	355,335
Field Ops Dispatch	2,408,240
Field Ops Community Policing	1,027,367
Field Ops Code Enforcement	1,068,010
Field Ops Administration	6,152,208
Support Special Victim Unit	1,477,856
Support CSI	1,516,532

These Funds are Budgeted to the Following Programs cont'd

Support Property	182,920
Support Financial Crimes	1,410,061
700407445	1,060,357
Support SIB	1,493,304
Support Major Crimes	1,313,563
Support Training	515,447
700407465	174,057
Support Records	926,988
Support Recruiting	74,942
Support Administration	2,686,352
Total Program Budget	<u>46,180,865</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$36,002,217	\$36,089,130	\$39,292,313
Operating Expenses	\$2,487,770	\$2,684,794	\$2,986,638
Internal Service Charges	\$3,585,434	\$3,755,837	\$3,901,914
Capital Outlay	\$151,936		
Total Expenditures	<u>\$42,227,357</u>	<u>\$42,529,761</u>	<u>\$46,180,865</u>

The Police Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police IA	1.00	1.00	0.08	0.05	1.08	1.05
Police Parking	3.00	2.00	1.06	1.50	4.06	3.50
Police Abatement		1.00	3.09	0.50	3.09	1.50
PD Emergency Prepared	0.50	0.50			0.50	0.50
Police Volunteer	0.50	0.50		0.48	0.50	0.98
Police Administration	6.00	7.00	0.77	0.49	6.77	7.49
Field Ops Patrol	85.00	78.00	1.29	3.97	86.29	81.97
Field Ops K-9		6.00				6.00
Field Ops SWAT			0.70		0.70	
Field Ops Detentions	4.20	6.00	1.24	1.75	5.44	7.75
Field Ops Traffic	11.00	11.00	0.28	0.28	11.28	11.28
Field Ops Special Events			0.72	0.72	0.72	0.72
Field Ops SET	7.00		0.30		7.30	
Field Ops Comm Serv Desk	2.80	2.00	1.31	1.55	4.11	3.55
Field Ops Dispatch	15.00	18.00	3.09	3.09	18.09	21.09
Field Ops Community Policing	5.00	5.00			5.00	5.00
Field Ops Code Enforcement	6.00	7.00	0.49	0.01	6.49	7.01
Field Ops Administration	7.00	7.00	1.07	1.07	8.07	8.07
Support Special Victim Unit	7.00	7.00	0.31	1.81	7.31	8.81
Support CSI	4.00	5.00	0.90	1.11	4.90	6.11
Support Property	2.00	2.00	0.02	0.02	2.02	2.02
Support Financial Crimes	7.00	8.00	0.31	0.22	7.31	8.22
700407445		5.00		0.47		5.47
Support SIB	7.00	7.00	0.45	0.58	7.45	7.58
Support Major Crimes	6.00	6.00	0.61	0.46	6.61	6.46
Support Training	1.00	1.00	1.61	0.97	2.61	1.97
700407465				0.70		0.70
Support Records	10.00	10.00	1.10	0.14	11.10	10.14
Support Recruiting			0.06	0.06	0.06	0.06
Support Administration	7.00	6.00			7.00	6.00
	<u>205.00</u>	<u>209.00</u>	<u>20.86</u>	<u>22.00</u>	<u>225.86</u>	<u>231.00</u>

Program Outcome

Provide quality control of Police Services by assuring the department is responsive to all expressions of public concern.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	247,402	100%
Total Funding	<u>247,402</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$138,451	\$232,569	\$244,079
Operating Expenses	\$1,433	\$2,500	\$2,500
Internal Service Charges	\$789	\$772	\$823
Total Expenditures	<u>\$140,673</u>	<u>\$235,841</u>	<u>\$247,402</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Sergeant	1.00	1.00	0.08	0.05	1.08	1.05
	<u>1.00</u>	<u>1.00</u>	<u>0.08</u>	<u>0.05</u>	<u>1.08</u>	<u>1.05</u>

Program Outcome

Enforcement of parking violations.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	218,808	100%
Total Funding	<u>218,808</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$108,734	\$283,067	\$209,661
Operating Expenses	\$532	\$7,500	\$7,500
Internal Service Charges	\$2,366	\$2,317	\$1,647
Total Expenditures	<u>\$111,632</u>	<u>\$292,884</u>	<u>\$218,808</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer			0.04	0.04	0.04	0.04
Ltd Ser-Public Safety Asst			1.02	1.46	1.02	1.46
Parking Services Officer	2.00	2.00			2.00	2.00
Program Assistant	1.00				1.00	
	<u>3.00</u>	<u>2.00</u>	<u>1.06</u>	<u>1.50</u>	<u>4.06</u>	<u>3.50</u>

Program Outcome

Abate inoperable and unregistered vehicles.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	97,399	100%
Total Funding	97,399	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$27,514	\$113,214	\$94,076
Operating Expenses	\$1,911	\$2,500	\$2,500
Internal Service Charges			\$823
Total Expenditures	\$29,425	\$115,714	\$97,399

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer			0.01	0.01	0.01	0.01
Ltd Ser-Public Safety Asst			3.08	0.49	3.08	0.49
Vehicle Abatement Officer		1.00				1.00
		1.00	3.09	0.50	3.09	1.50

Program Outcome

Provide emergency preparedness training for city employees and the community.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	100,026	100%
Total Funding	100,026	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$29,627	\$67,639	\$71,904
Operating Expenses	\$25,040	\$27,710	\$27,710
Internal Service Charges	\$394	\$386	\$412
Total Expenditures	\$55,061	\$95,735	\$100,026

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Program Manager	0.50	0.50			0.50	0.50
	0.50	0.50			0.50	0.50

Program Outcome

Provide citizen volunteer support to successfully augment police programs.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	103,843	100%
Total Funding	<u>103,843</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$44,352	\$67,639	\$90,179
Operating Expenses	\$24,255	\$13,252	\$13,252
Internal Service Charges	\$394	\$386	\$412
Total Expenditures	<u>\$69,001</u>	<u>\$81,277</u>	<u>\$103,843</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Public Safety Asst				0.48		0.48
Program Manager	0.50	0.50			0.50	0.50
	<u>0.50</u>	<u>0.50</u>		<u>0.48</u>	<u>0.50</u>	<u>0.98</u>

Program Outcome

Support and maintain the effectiveness of the Police Department by maintaining a qualified work force, responding to requests for materials and deficiencies in the department facility and vehicle fleet, developing and monitoring the department budget and providing the exchange of meaningful information to individuals inside and outside the department.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,890,023	100%
Total Funding	<u>1,890,023</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$312,977	\$965,876	\$1,031,134
Operating Expenses	\$497,697	\$662,913	\$672,913
Internal Service Charges		\$173,291	\$185,976
Total Expenditures	<u>\$810,674</u>	<u>\$1,802,080</u>	<u>\$1,890,023</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Secretary	2.00	2.00			2.00	2.00
Administrative Svcs Manager	1.00	1.00			1.00	1.00
Chief Of Police	1.00	1.00			1.00	1.00
Community Service Officer	1.00	1.00			1.00	1.00
Exec Secretary - Confidential	1.00	1.00	0.01	0.01	1.01	1.01
Ltd Ser-Public Safety Asst				0.48		0.48
Police Officer			0.64		0.64	
Police Sergeant			0.12		0.12	
Program Assistant		1.00				1.00
	<u>6.00</u>	<u>7.00</u>	<u>0.77</u>	<u>0.49</u>	<u>6.77</u>	<u>7.49</u>

Program Outcome

Provide effective and efficient police services to the City of Concord, 24 hours a day including: protection of life and property, maintenance of order, and a myriad of assigned municipal services.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	15,313,372	100%
Total Funding	<u>15,313,372</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$10,237,718	\$14,659,220	\$15,195,069
Operating Expenses	\$58,712	\$42,500	\$47,500
Internal Service Charges	\$64,676	\$65,639	\$70,803
Total Expenditures	<u>\$10,361,106</u>	<u>\$14,767,359</u>	<u>\$15,313,372</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Lieutenant		1.00			1.00	
Police Officer	77.00	71.00	0.93	3.53	77.93	74.53
Police Sergeant	8.00	6.00	0.36	0.44	8.36	6.44
	<u>85.00</u>	<u>78.00</u>	<u>1.29</u>	<u>3.97</u>	<u>86.29</u>	<u>81.97</u>

Program Outcome

Respond to and handle SWAT/Tactical incidents.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
Total Funding	0	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits		\$124,057	
Operating Expenses	\$83,581	\$50,000	
Total Expenditures	\$83,581	\$174,057	

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer			0.55		0.55	
Police Sergeant			0.15		0.15	
			0.70		0.70	

Program Outcome

Provide detention services.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	606,519	100%
Total Funding	<u>606,519</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$295,866	\$448,122	\$548,479
Operating Expenses	\$43,847	\$52,100	\$53,100
Internal Service Charges	\$3,155	\$3,243	\$4,940
Total Expenditures	<u>\$342,868</u>	<u>\$503,465</u>	<u>\$606,519</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer	4.20	6.00			4.20	6.00
Community Service Officer-Det			0.76	0.76	0.76	0.76
Ltd Ser-Public Safety Asst			0.48	0.99	0.48	0.99
	<u>4.20</u>	<u>6.00</u>	<u>1.24</u>	<u>1.75</u>	<u>5.44</u>	<u>7.75</u>

Program Outcome

Volunteer program of sworn officers used to augment police services.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	17,000	100%
Total Funding	17,000	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Operating Expenses	\$9,325	\$17,000	\$17,000
Total Expenditures	\$9,325	\$17,000	\$17,000

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
No Staff Assigned						

Program Outcome

Ensure safety of pedestrians, bicycle and vehicular traffic by providing patrol and radar enforcement to achieve a 0% increase per year in accidents.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,280,239	100%
Total Funding	<u>2,280,239</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$1,284,297	\$2,128,418	\$2,122,259
Operating Expenses	\$148,608	\$20,000	\$84,272
Internal Service Charges	\$8,676	\$8,494	\$73,708
Total Expenditures	<u>\$1,441,581</u>	<u>\$2,156,912</u>	<u>\$2,280,239</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer	10.00	10.00	0.23	0.23	10.23	10.23
Police Sergeant	1.00	1.00	0.05	0.05	1.05	1.05
	<u>11.00</u>	<u>11.00</u>	<u>0.28</u>	<u>0.28</u>	<u>11.28</u>	<u>11.28</u>

Program Outcome

Sworn officers providing police services for community/ private events.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	121,849	100%
Total Funding	<u>121,849</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$86,561	\$120,350	\$120,349
Operating Expenses		\$1,000	\$1,500
Internal Service Charges	\$789		
Total Expenditures	<u>\$87,350</u>	<u>\$121,350</u>	<u>\$121,849</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer			0.05	0.05	0.05	0.05
Police Officer			0.56	0.56	0.56	0.56
Police Sergeant			0.11	0.11	0.11	0.11
			<u>0.72</u>	<u>0.72</u>	<u>0.72</u>	<u>0.72</u>

Program Outcome

Provide flexible teams of officers that are a resource to other work units to address community problems.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
Total Funding	0	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$718,949	\$1,309,970	
Operating Expenses	\$10,235	\$8,000	
Internal Service Charges	\$5,521	\$5,406	
Total Expenditures	\$734,705	\$1,323,376	

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer	6.00		0.24		6.24	
Police Sergeant	1.00		0.06		1.06	
	7.00		0.30		7.30	

Program Outcome

Provide public assistance at the Community Service Desk.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	355,335	100%
Total Funding	355,335	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$210,351	\$414,041	\$347,688
Operating Expenses		\$6,000	\$6,000
Internal Service Charges	\$3,155	\$2,162	\$1,647
Total Expenditures	\$213,506	\$422,203	\$355,335

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer	1.80	1.00	0.11	0.11	1.91	1.11
Ltd Ser-Public Safety Asst			1.20	1.44	1.20	1.44
Police Officer	1.00	1.00			1.00	1.00
	2.80	2.00	1.31	1.55	4.11	3.55

Program Outcome

Answer emergency telephone lines and dispatch police officers to incidents within the City.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,408,240	100%
Total Funding	<u>2,408,240</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,979,038	\$1,948,592	\$2,365,921
Operating Expenses	\$6,149	\$37,500	\$27,500
Internal Service Charges	\$11,042	\$11,583	\$14,819
Total Expenditures	<u>\$1,996,229</u>	<u>\$1,997,675</u>	<u>\$2,408,240</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Lead Dispatcher	2.00	2.00	0.96	0.96	2.96	2.96
Ltd Ser-Public Safety Asst			2.13	2.13	2.13	2.13
Police Dispatcher I	3.00	2.00			3.00	2.00
Police Dispatcher II	9.00	13.00			9.00	13.00
Police Sergeant	1.00	1.00			1.00	1.00
	<u>15.00</u>	<u>18.00</u>	<u>3.09</u>	<u>3.09</u>	<u>18.09</u>	<u>21.09</u>

Program Outcome

Promote crime prevention, community awareness and community partnerships.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,027,367	100%
Total Funding	1,027,367	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$298,018	\$995,098	\$1,021,251
Operating Expenses	\$9,430	\$5,000	\$2,000
Internal Service Charges	\$2,366	\$3,861	\$4,116
Total Expenditures	\$309,814	\$1,003,959	\$1,027,367

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer	3.00	3.00			3.00	3.00
Police Sergeant	2.00	2.00			2.00	2.00
	5.00	5.00			5.00	5.00

Program Outcome

Preserve and enhance the quality and appearance of the City's neighborhoods.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,068,010	100%
Total Funding	1,068,010	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$533,421	\$775,194	\$982,162
Operating Expenses	\$28,312	\$31,895	\$23,675
Internal Service Charges	\$5,666	\$62,701	\$62,173
Total Expenditures	\$567,399	\$869,790	\$1,068,010

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk III	1.00	1.00			1.00	1.00
Code Enforcement Officer	4.00	4.00	0.01	0.01	4.01	4.01
Ltd Ser-Public Safety Asst			0.48		0.48	
Police Officer	1.00	1.00			1.00	1.00
Police Sergeant		1.00				1.00
	6.00	7.00	0.49	0.01	6.49	7.01

Program Outcome

Administrative support of Field Operations program's objectives and resources.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	6,152,208	100%
Total Funding	<u>6,152,208</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,229,386	\$2,792,983	\$3,293,330
Operating Expenses	\$263,018	\$353,357	\$336,669
Internal Service Charges	\$2,415,081	\$2,464,593	\$2,522,209
Total Expenditures	<u>\$3,907,485</u>	<u>\$5,610,933</u>	<u>\$6,152,208</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Secretary	1.00	1.00			1.00	1.00
Police Captain	1.00	1.00			1.00	1.00
Police Lieutenant	5.00	5.00			5.00	5.00
Police Officer			0.98	0.98	0.98	0.98
Police Sergeant			0.09	0.09	0.09	0.09
	<u>7.00</u>	<u>7.00</u>	<u>1.07</u>	<u>1.07</u>	<u>8.07</u>	<u>8.07</u>

Program Outcome

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
Total Funding	0	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Total Expenditures			

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
No Staff Assigned						

Program Outcome

Conduct thorough investigation of abuse cases so that criminal charges are filed by the District Attorney's.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,477,856	100%
Total Funding	1,477,856	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,186,737	\$1,319,855	\$1,459,343
Operating Expenses	\$13,315	\$7,000	\$12,750
Internal Service Charges	\$6,310	\$5,406	\$5,763
Total Expenditures	\$1,206,362	\$1,332,261	\$1,477,856

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Public Safety Asst				1.56		1.56
Police Officer	6.00	6.00	0.24	0.19	6.24	6.19
Police Sergeant	1.00	1.00	0.07	0.06	1.07	1.06
	7.00	7.00	0.31	1.81	7.31	8.81

Program Outcome

Respond to crime scenes for the collection and preservation of physical evidence.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,516,532	100%
Total Funding	<u>1,516,532</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$414,403	\$548,992	\$794,424
Operating Expenses	\$535,968	\$715,300	\$717,992
Internal Service Charges	\$3,155	\$3,089	\$4,116
Total Expenditures	<u>\$953,526</u>	<u>\$1,267,381</u>	<u>\$1,516,532</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Forensic Specialist I	2.00	2.00	0.19	0.19	2.19	2.19
Forensic Specialist II	1.00	1.00			1.00	1.00
Ltd Ser-Public Safety Asst			0.71	0.92	0.71	0.92
Police Officer	1.00	2.00			1.00	2.00
	<u>4.00</u>	<u>5.00</u>	<u>0.90</u>	<u>1.11</u>	<u>4.90</u>	<u>6.11</u>

Program Outcome

Receiving, storing, controlling and disposing of physical evidence and property collected and seized.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	182,920	100%
Total Funding	182,920	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$37,170	\$164,054	\$167,273
Operating Expenses	\$4,073	\$19,500	\$14,000
Internal Service Charges	\$789	\$1,544	\$1,647
Total Expenditures	\$42,032	\$185,098	\$182,920

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Community Service Officer	2.00	2.00	0.02	0.02	2.02	2.02
	2.00	2.00	0.02	0.02	2.02	2.02

Program Outcome

Conduct burglary, auto theft and felony financial/fraud crimes investigations.

Program Objectives

1Z01 Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,410,061	100%
Total Funding	1,410,061	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$691,850	\$1,324,903	\$1,384,975
Operating Expenses	\$11,267	\$16,250	\$18,500
Internal Service Charges	\$5,521	\$5,406	\$6,586
Total Expenditures	\$708,638	\$1,346,559	\$1,410,061

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II		1.00				1.00
Police Officer	6.00	5.00	0.24	0.17	6.24	5.17
Police Sergeant	1.00	1.00	0.07	0.05	1.07	1.05
Senior Crimes Analyst		1.00				1.00
	7.00	8.00	0.31	0.22	7.31	8.22

Program Outcome

Initiate and conduct drug and vice investigations.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,493,304	100%
Total Funding	<u>1,493,304</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$814,489	\$1,354,309	\$1,413,824
Operating Expenses	\$91,267	\$88,150	\$73,717
Internal Service Charges	\$5,521	\$5,406	\$5,763
Total Expenditures	<u>\$911,277</u>	<u>\$1,447,865</u>	<u>\$1,493,304</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer	6.00	6.00	0.34	0.44	6.34	6.44
Police Sergeant	1.00	1.00	0.11	0.14	1.11	1.14
	<u>7.00</u>	<u>7.00</u>	<u>0.45</u>	<u>0.58</u>	<u>7.45</u>	<u>7.58</u>

Program Outcome

Conduct murder, robbery, domestic violence and felony assault investigations.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,313,563	100%
Total Funding	<u>1,313,563</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$668,960	\$1,293,008	\$1,304,673
Operating Expenses	\$4,693	\$5,250	\$3,950
Internal Service Charges	\$4,732	\$4,633	\$4,940
Total Expenditures	<u>\$678,385</u>	<u>\$1,302,891</u>	<u>\$1,313,563</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer	5.00	5.00	0.47	0.35	5.47	5.35
Police Sergeant	1.00	1.00	0.14	0.11	1.14	1.11
	<u>6.00</u>	<u>6.00</u>	<u>0.61</u>	<u>0.46</u>	<u>6.61</u>	<u>6.46</u>

Program Outcome

Provide In-service training and professional development to sworn and non-sworn personnel so that mandatory training requirements are accomplished.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	515,447	100%
Total Funding	<u>515,447</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$398,136	\$304,016	\$342,124
Operating Expenses	\$159,699	\$162,500	\$172,500
Internal Service Charges	\$789	\$772	\$823
Total Expenditures	<u>\$558,624</u>	<u>\$467,288</u>	<u>\$515,447</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Public Safety Asst			1.24	0.48	1.24	0.48
Police Officer			0.32	0.42	0.32	0.42
Police Sergeant	1.00	1.00	0.05	0.07	1.05	1.07
	<u>1.00</u>	<u>1.00</u>	<u>1.61</u>	<u>0.97</u>	<u>2.61</u>	<u>1.97</u>

Program Outcome

Provide police record management, including processing State and Federally mandated report submissions.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	926,988	100%
Total Funding	926,988	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$70,896	\$899,365	\$895,255
Operating Expenses	\$10,705	\$23,500	\$23,500
Internal Service Charges	\$7,887	\$7,722	\$8,233
Total Expenditures	\$89,488	\$930,587	\$926,988

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II	6.00	6.00	0.14	0.14	6.14	6.14
Administrative Clerk III	3.00	3.00			3.00	3.00
Ltd Ser-Public Safety Asst			0.96		0.96	
Police Records Manager	1.00	1.00			1.00	1.00
	10.00	10.00	1.10	0.14	11.10	10.14

Program Outcome

Recruit and select new department employees.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	74,942	100%
Total Funding	<u>74,942</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits		\$9,442	\$9,442
Operating Expenses	\$59,719	\$71,900	\$65,500
Total Expenditures	<u>\$59,719</u>	<u>\$81,342</u>	<u>\$74,942</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Police Officer			0.06	0.06	0.06	0.06
			<u>0.06</u>	<u>0.06</u>	<u>0.06</u>	<u>0.06</u>

Program Outcome

Administrative support for Investigations Bureau.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,686,352	100%
Total Funding	<u>2,686,352</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$242,468	\$1,425,137	\$1,500,095
Operating Expenses	\$254,638	\$234,717	\$270,838
Internal Service Charges	\$860,486	\$917,025	\$915,419
Total Expenditures	<u>\$1,357,592</u>	<u>\$2,576,879</u>	<u>\$2,686,352</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II	2.00	1.00			2.00	1.00
Administrative Secretary	1.00	1.00			1.00	1.00
Police Captain	1.00	1.00			1.00	1.00
Police Lieutenant	3.00	3.00			3.00	3.00
	<u>7.00</u>	<u>6.00</u>			<u>7.00</u>	<u>6.00</u>

DEPARTMENT SERVICES

The Public Works Department Provides Service Through the Following Programs.

- Administration
- Traffic Signals Maintenance
- City-wide Street Light District
- Sewer Operations
- Signs & Markings
- Drainage Management
- Street Cleaning
- Street Maintenance
- Curbs, Gutters, and Sidewalk Maintenance
- Fleet Management
- Parks Maintenance Services
- City Maintained Medians, Trees, Open Space
- Landscape Maintenance
- Building Maintenance
- Custodial Services
- Graffiti Removal

MAJOR ACCOMPLISHMENTS

- Fifteen Public Works staff became certified as Grade 1 or Grade 2 wastewater collection system operators and one certified as Grade 4 (16 total). Employing certified wastewater collection system operators demonstrates to regulatory bodies that the City has the most qualified individuals operating its wastewater collection system and highlights the City's commitment to protecting the community's health and environment.
- Implementation of an asset management and work order system for the City's 14,800 road signs. The system contains sign location (GPS coordinate), type, photo, condition, retro-reflectivity reading, and sign post type/condition. The program allows Public Works to forecast sign replacement needs and costs over a specific time period and ensures the ability to perform long term planning related to signage.
- Continuation of a cross-departmental Copper Theft Task Force to address the high frequency of copper theft from public spaces. The team devised a plan to use decoys and GPS tracking technology to track copper wire thefts, which led to multiple arrests.
- Implementation of an asset management and work order system for the Sewer Division which allows for data collection, integration with the City GIS system, and the production of operational reports. The system will significantly change how Public Works operates through better work management, analysis and reporting.
- Provided community outreach and education to increase awareness and use of the City's existing and future bicycle racks and pursued grant funding for additional locations.

INITIATIVES FOR 2014-15

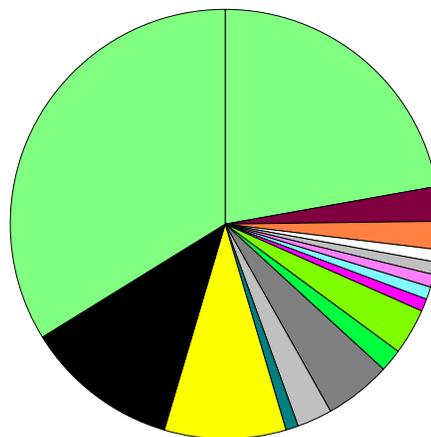
- Continue working with the Central Contra Costa Sanitary District (CCCSD) to expand CCCSD's recycled water distribution system to provide tertiary-treated recycled water for irrigation in landscape medians in the Downtown Landscape Maintenance District Collector Median Zone.

INITIATIVES FOR 2014-15 Cont'd

- Utilize updated national standards for playground inspections to develop and implement new procedures for completing low and high frequency inspections at the 19 parks sites containing playground equipment throughout the City of Concord.
- Prioritize replacement of regulatory, warning, and guide signs that do not meet the minimum California Manual on Uniform Traffic Control Devices standards for retro-reflectivity.
- Collaborate with the City Attorney's Office to create a new Sidewalk Inspection and Repair Policy.
- Complete a Parks System Infrastructure Condition Assessment. The project will include a comprehensive inventory and conditional assessment of park assets, including: playgrounds, irrigation systems, pathway/hardscapes, sports facilities (courts/ball fields/athletic fields), ornamental landscapes, natural areas, landscaped medians, and other special amenities.

The Public Works Department Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	6,256,296	23.41%
200-Street Lighting Maintenc	728,508	2.73%
210-Downtown Maintenance Distr	595,488	2.23%
211-Pinehollow Landscape Maint	77,947	.29%
212-Kirkwood Landscape Mainten	66,252	.25%
213-Ygnacio Woods Landscape Ma	7,564	.03%
214-Balhan Terrace Landscape M	719	.00%
215-Valley Terrace Landscape M	727	.00%
260-State Gas Tax	977,554	3.66%
261-State Gas Tax - Prop. 111	474,642	1.78%
262-State Gas Tax-Section 2103	1,414,980	5.29%
270-Storm Water Management	741,611	2.77%
475-Measure J Local	13,492	.05%
630-Building Maintenance Fund	2,583,460	9.67%
633-Fleet Maintenance Fund	3,259,922	12.20%
710-Sewer Operating	9,528,362	35.64%
Total Funding	26,727,524	



These Funds are Budgeted to the Following Programs

<u>Program</u>	<u>Total Budget</u>
Administration	559,159
Traffic Signals Maintenance	594,434
City-wide Street Light District	728,508
Sewer Operations	9,528,362

Signs & Markings	679,228
Drainage Management	200,553

These Funds are Budgeted to the Following Programs cont'd

Street Cleaning	541,058
Street Maintenance	983,306
Curbs, Gutters, and Sidewalk Maintenance	116,006
Fleet Management	3,259,922
Parks Maintenance Services	3,815,325
City Maintained Medians, Trees, Open Space	1,992,766
Landscape Maintenance	748,697
Building Maintenance	1,936,906
Custodial Services	646,554
Graffiti Removal	396,740
Total Program Budget	<u>26,727,524</u>

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$8,492,640	\$9,501,402	\$9,085,954
Operating Expenses	\$11,233,578	\$11,533,235	\$12,336,200
Internal Service Charges	\$2,149,804	\$2,255,684	\$2,608,122
Capital Outlay	\$1,288,527	\$2,185,720	\$2,353,864
Other Financing Uses	\$80,000	\$336,495	\$343,384
Total Expenditures	<u>\$23,244,549</u>	<u>\$25,812,536</u>	<u>\$26,727,524</u>

The Public Works Department has the following Authorized Positions By Program

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administration	3.05	3.05	0.05	0.05	3.10	3.10
Traffic Signals Maintenance	1.50	1.50	0.29	0.29	1.79	1.79
City-wide Street Light District	1.60	1.60			1.60	1.60
Sewer Operations	16.60	17.40	1.14	0.41	17.74	17.81
Signs & Markings	4.00	4.00	0.86	0.18	4.86	4.18
Drainage Management	1.70	1.70	0.06	0.06	1.76	1.76
Street Cleaning	2.40	2.40	0.05	0.05	2.45	2.45
Street Maintenance	5.00	4.00	3.26	3.26	8.26	7.26
Curbs, Gutters, and Sidewalk Maintenance	0.90	0.90			0.90	0.90
Fleet Management	4.90	4.95			4.90	4.95
Parks Maintenance Services	14.10	14.80	14.19	2.75	28.29	17.55
City Maintained Medians, Trees, Open Space	11.10	9.40	9.01	0.69	20.11	10.09
Landscape Maintenance	0.80	0.80	3.28	0.14	4.08	0.94
Building Maintenance	5.90	5.90	0.96	0.96	6.86	6.86
Custodial Services	3.30	3.30	0.06	0.06	3.36	3.36
Graffiti Removal	1.80	2.80	0.77	0.77	2.57	3.57
	<u>78.65</u>	<u>78.50</u>	<u>33.98</u>	<u>9.67</u>	<u>112.63</u>	<u>88.17</u>

Program Outcome

Develop and provide a variety of customer driven maintenance services and programs. Protect the City's investment of infrastructure and public facilities. Ensure the health and safety of Concord's community in the most efficient and cost effective manner.

Program Objectives

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

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	559,159	100%
Total Funding	<u>559,159</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$445,164	\$362,662	\$422,427
Operating Expenses	\$33,171	\$47,741	\$47,741
Internal Service Charges	\$64,317	\$83,420	\$88,991
Total Expenditures	<u>\$542,652</u>	<u>\$493,823</u>	<u>\$559,159</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk III	1.20	1.20			1.20	1.20
Administrative Secretary	0.65	0.65	0.05	0.05	0.70	0.70
Dir. Of Public Works	1.00	1.00			1.00	1.00
Senior Administrative Analyst	0.20	0.20			0.20	0.20
	<u>3.05</u>	<u>3.05</u>	<u>0.05</u>	<u>0.05</u>	<u>3.10</u>	<u>3.10</u>

Program Outcome

Program Objectives

- 1A Provide preventative maintenance of all traffic signals on a regular basis and perform timely troubleshooting of reported signal malfunctions.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	378,292	63.64%
261-State Gas Tax - Prop. 111	216,142	36.36%
Total Funding	594,434	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$149,493	\$223,409	\$228,972
Operating Expenses	\$225,451	\$348,419	\$348,419
Internal Service Charges	\$28,382	\$30,425	\$17,043
Total Expenditures	\$403,326	\$602,253	\$594,434

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Senior Traffic Signal Tech	0.90	0.90	0.12	0.12	1.02	1.02
Traffic Signal Technician	0.60	0.60	0.17	0.17	0.77	0.77
	1.50	1.50	0.29	0.29	1.79	1.79

Program Outcome

Provide efficient and cost-effective maintenance and repair of City-owned streetlights.

Program Objectives

- 1A Administer the City-wide Street Lighting Assessment District so that the District meets legal requirements of the 1972 Lighting and Landscaping Act and Proposition 218.
- 1B Provide regular monitoring and maintenance of City-owned streetlights, and perform timely troubleshooting of reported streetlight malfunctions.
- 1C Coordinate closely with PG&E on proposed changes to street lighting design.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
200-Street Lighting Maintenan	728,508	100%
Total Funding	<u>728,508</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$130,520	\$175,793	\$162,618
Operating Expenses	\$615,855	\$518,591	\$521,891
Internal Service Charges	\$34,240	\$40,475	\$43,999
Total Expenditures	<u>\$780,615</u>	<u>\$734,859</u>	<u>\$728,508</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Senior Administrative Analyst	0.10	0.10			0.10	0.10
Senior Traffic Signal Tech	0.10	0.10			0.10	0.10
Traffic Signal Technician	1.40	0.40			1.40	0.40
Traffic Signal Trainee		1.00				1.00
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1.60	1.60			1.60	1.60

Program Outcome

Perform preventive maintenance and make routine repairs to the sewer system to provide a safe and healthy environment in the cities of Clayton and Concord in an efficient cost effective manner.

Program Objectives

- 1A Maintain sewer collection system to minimize overflows of greater than 1,000 gallons to a maximum of 3 per year. Minimize overflows of under 1,000 gallons to a maximum of 50 per year.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
710-Sewer Operating	9,528,362	100%
Total Funding	<u>9,528,362</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,394,971	\$1,877,098	\$1,924,182
Operating Expenses	\$6,700,998	\$6,559,305	\$6,612,578
Internal Service Charges	\$520,965	\$465,095	\$722,127
Capital Outlay		\$269,475	\$269,475
Other Financing Uses	\$80,000		
Total Expenditures	<u>\$8,696,934</u>	<u>\$9,170,973</u>	<u>\$9,528,362</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Administrative Clerk II	0.30	0.30			0.30	0.30
Administrative Clerk III	0.80	0.80			0.80	0.80
Administrative Secretary	0.35	0.35			0.35	0.35
Assistant Engineer	0.20	0.15			0.20	0.15
City Engineer	0.35	0.35			0.35	0.35
Confidential Secretary	0.05	0.05			0.05	0.05
Construction Inspection Sprvsr	0.10	0.10			0.10	0.10
Construction Inspector	1.30	1.30			1.30	1.30
Heavy Equipment Operator I	0.05	0.05			0.05	0.05
Heavy Equipment Operator II	0.35	0.35			0.35	0.35
Infrastructure Maint. Manager	1.00	1.00			1.00	1.00
Ltd Ser-Maint. Laborer			0.73		0.73	
Maintenance Worker I	2.00	3.00			2.00	3.00
Maintenance Worker II	6.65	6.65	0.32	0.32	6.97	6.97
Permit Center Technician III	0.25	0.25			0.25	0.25
Pw Lead Worker-Infra Maint.	1.00	1.00	0.05	0.05	1.05	1.05
Senior Administrative Analyst	0.70	0.70			0.70	0.70
Senior Civil Engineer	0.15				0.15	
Senior Maintenance Team Leader	1.00	1.00	0.04	0.04	1.04	1.04
	<u>16.60</u>	<u>17.40</u>	<u>1.14</u>	<u>0.41</u>	<u>17.74</u>	<u>17.81</u>

Program Outcome

Install and maintain all roadway signs and markings so that regulatory, warning and guide messages are conveyed efficiently and effectively to drivers, pedestrians and bicyclists.

Program Objectives

- 1A Provide timely replacement of missing or damaged signs, and install new signs to enhance traffic safety.
- 1B Provide timely maintenance and improvement of pavement markings, and implement a gradual transition to thermoplastic markings for enhanced traffic safety.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	218,379	32.15%
262-State Gas Tax-Section 2103	460,849	67.85%
Total Funding	<u>679,228</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$423,920	\$440,281	\$430,273
Operating Expenses	\$79,451	\$150,808	\$150,808
Internal Service Charges	\$82,447	\$81,986	\$98,147
Total Expenditures	<u>\$585,818</u>	<u>\$673,075</u>	<u>\$679,228</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Ltd Ser-Maint. Laborer			0.77	0.09	0.77	0.09
Maintenance Worker II	2.00	2.00			2.00	2.00
Public Works Lead Worker	1.00	1.00	0.09	0.09	1.09	1.09
Senior Maintenance Team Leader	1.00	1.00			1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>0.86</u>	<u>0.18</u>	<u>4.86</u>	<u>4.18</u>

Program Outcome

Provide storm drainage maintenance operations to reduce pollutants from entering into the storm drain system and major waterways in compliance with the Federal Clean Water Act.

Program Objectives

- 1A Operate and maintain the City's storm drains to carry required flows on the City's 150 miles of storm drain pipe, 11 miles of drainage channels and open roadside ditches, and 2.5 miles of concrete lined swales.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	200,553	100%
Total Funding	<u>200,553</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$77,312	\$167,174	\$179,644
Operating Expenses	\$32,302	\$19,509	\$19,509
Internal Service Charges	\$1,506	\$1,313	\$1,400
Total Expenditures	<u>\$111,120</u>	<u>\$187,996</u>	<u>\$200,553</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Heavy Equipment Operator I	0.60	0.60	0.02	0.02	0.62	0.62
Heavy Equipment Operator II	0.25	0.25			0.25	0.25
Maintenance Worker II	0.65	0.65	0.03	0.03	0.68	0.68
Senior Maintenance Team Leader	0.20	0.20	0.01	0.01	0.21	0.21
	<u>1.70</u>	<u>1.70</u>	<u>0.06</u>	<u>0.06</u>	<u>1.76</u>	<u>1.76</u>

Program Outcome

Provide Street Sweeping Operations that enhance the community environment and reduce pollutants from entering into the storm drain system in compliance with the Federal Clean Water Act.

Program Objectives

- 1A Maintain a regular sweeping program to provide clean streets to minimize debris from entering the City's storm drain system. This program ensures that the City's 689 curb miles are swept, utilizing a standard of 3 sweeping miles per hour.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	541,058	100%
Total Funding	<u>541,058</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits		\$249,454	\$259,548
Operating Expenses	\$29,025	\$22,645	\$22,645
Internal Service Charges	\$247,271	\$237,418	\$258,865
Total Expenditures	<u>\$276,296</u>	<u>\$509,517</u>	<u>\$541,058</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Maintenance Worker II	0.30	0.30			0.30	0.30
Program Manager	0.05	0.05			0.05	0.05
Senior Maintenance Team Leader	0.05	0.05			0.05	0.05
Sweeper Operator	2.00	2.00	0.05	0.05	2.05	2.05
	<u>2.40</u>	<u>2.40</u>	<u>0.05</u>	<u>0.05</u>	<u>2.45</u>	<u>2.45</u>

Program Outcome

Provide preventative maintenance programs to ensure rehabilitation/reconstructs are at the optimal program level on the City's 305 street miles per year.

Program Objectives

- 1A Provide preventive maintenance programs to ensure City streets are kept at an optimum level.
- 1Z Administrative support for the program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
260-State Gas Tax	131,689	13.39%
262-State Gas Tax-Section 2103	838,125	85.24%
475-Measure J Local	13,492	1.37%
Total Funding	<u>983,306</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$623,410	\$558,485	\$514,665
Operating Expenses	\$90,053	\$70,530	\$70,530
Internal Service Charges	\$259,717	\$365,790	\$398,111
Total Expenditures	<u>\$973,180</u>	<u>\$994,805</u>	<u>\$983,306</u>

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Heavy Equipment Operator I	1.25	1.25			1.25	1.25
Heavy Equipment Operator II	0.35	0.35	0.05	0.05	0.40	0.40
Ltd Ser-Maint. Laborer			3.04	3.04	3.04	3.04
Maintenance Worker I	1.00		0.03	0.03	1.03	0.03
Maintenance Worker II	1.75	1.75	0.11	0.11	1.86	1.86
Senior Maintenance Team Leader	0.65	0.65	0.03	0.03	0.68	0.68
	<u>5.00</u>	<u>4.00</u>	<u>3.26</u>	<u>3.26</u>	<u>8.26</u>	<u>7.26</u>

60-Public Works
 5610-Curbs, Gutters, and Sidewalk Maintenance
 Manager: Joe Tagliaboschi

Performance Based
 Budget Summary
 For Council
 2014-15

Program Outcome

Maintain curbs, gutters, and sidewalks to ensure safe walking surfaces and efficient surface runoff on the 875 curb miles of City frontage improvements.

Program Objectives

- 1A Provide an annual Preventative Maintenance Program that identifies and corrects defective curb, gutter, and sidewalk.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
262-State Gas Tax-Section 2103	116,006	100%
Total Funding	116,006	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$50,456	\$79,169	\$86,977
Operating Expenses	\$17,534	\$28,288	\$28,288
Internal Service Charges	\$899	\$695	\$741
Total Expenditures	\$68,889	\$108,152	\$116,006

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Heavy Equipment Operator I	0.10	0.10			0.10	0.10
Heavy Equipment Operator II	0.05	0.05			0.05	0.05
Maintenance Worker II	0.65	0.65			0.65	0.65
Senior Maintenance Team Leader	0.10	0.10			0.10	0.10
	0.90	0.90			0.90	0.90

Program Outcome

To provide efficient and timely maintenance of City vehicles to ensure staff has vehicles available when necessary.

Program Objectives

- 1A Provide maintenance and repair services for 163 standard City fleet, 22 heavy duty fleet and 135 emergency vehicles and assure overall availability.
- 1D Provide maintenance, repair and build-up services for outside agency vehicles.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
633-Fleet Maintenance Fund	3,259,922	100%
Total Funding	3,259,922	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$554,705	\$537,507	\$559,534
Operating Expenses	\$1,111,496	\$1,045,634	\$975,634
Internal Service Charges	\$56,884	\$118,668	\$67,635
Capital Outlay	\$821,207	\$1,688,298	\$1,657,119
Total Expenditures	\$2,544,292	\$3,390,107	\$3,259,922

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Automotive Parts Worker	1.00	1.00			1.00	1.00
Equipment Mechanic	3.00	3.00			3.00	3.00
Program Manager	0.90	0.95			0.90	0.95
	4.90	4.95			4.90	4.95

Program Outcome

Provide safe, aesthetically pleasing parks designed and maintained to meet the diverse needs for active and passive recreation and leisure activities.

Program Objectives

- 1A Maintain approximately 379 acres of developed parkland to meet criteria contained in standard operating procedures.
- 1C Playground equipment, group picnic areas, and other park furnishings such as benches, drinking fountains, wells, and pumps are safe, well maintained and operational.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	3,815,325	100%
Total Funding	<u>3,815,325</u>	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	2012-13 <u>Actual</u>	2013-14 <u>Budgeted</u>	2014-15 <u>Proposed</u>
Salaries and Benefits	\$1,906,743	\$1,951,094	\$1,758,013
Operating Expenses	\$789,653	\$824,128	\$1,577,175
Internal Service Charges	\$436,961	\$437,292	\$480,137
Total Expenditures	<u>\$3,133,357</u>	<u>\$3,212,514</u>	<u>\$3,815,325</u>

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Environmental Maintenance Tech	0.85	0.85	0.03	0.03	0.88	0.88
General Laborer	2.00	2.00	0.10	0.10	2.10	2.10
Heavy Equipment Operator I	0.95	0.95	0.04	0.04	0.99	0.99
Horticultural Advisor	0.50	0.50			0.50	0.50
Landscape Gardener	2.30	3.30	0.01	0.01	2.31	3.31
Ltd Ser-Maint. Laborer			13.25	1.81	13.25	1.81
Ltd Ser-Recreation Specialist			0.46	0.46	0.46	0.46
Maintenance Gardener	2.30	2.00	0.02	0.02	2.32	2.02
Maintenance Team Leader	2.50	2.50	0.08	0.08	2.58	2.58
Maintenance Worker I			0.02	0.02	0.02	0.02
Maintenance Worker II			0.02	0.02	0.02	0.02
Parks Lead Worker	1.00	1.00	0.01	0.01	1.01	1.01
Parks Program Manager	0.50	0.50			0.50	0.50
Senior Maintenance Team Leader	1.05	1.05	0.14	0.14	1.19	1.19
Tree Lead Worker	0.15	0.15	0.01	0.01	0.16	0.16
	<u>14.10</u>	<u>14.80</u>	<u>14.19</u>	<u>2.75</u>	<u>28.29</u>	<u>17.55</u>

Program Outcome

Provide a variety of programs to maintain streetscapes; including street trees and traffic medians, open space areas and public right-of-way in an aesthetically pleasing condition and achieve mandated requirements for public safety in the most cost effective and efficient manner.

Program Objectives

- 1A To maintain City maintained trees on major arterials and collector streets by providing an annual maintenance program.
- 1H Provide a pest and weed abatement program to 1080 acres of open space, 306 miles of public right-of-way and all City maintained landscaped areas (436 acres) so that mandated Fire District requirements, public safety standards, and plant disease control objectives are met.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	888,401	44.58%
260-State Gas Tax	845,865	42.45%
261-State Gas Tax - Prop. 111	258,500	12.97%
Total Funding	1,992,766	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$1,149,051	\$1,420,311	\$1,061,052
Operating Expenses	\$530,529	\$719,754	\$703,497
Internal Service Charges	\$226,709	\$211,519	\$228,217
Total Expenditures	\$1,906,289	\$2,351,584	\$1,992,766

60-Public Works
5710-City Maintained Medians, Trees, Open Space

Performance Based
Budget Summary
For Council
2014-15

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Environmental Maintenance Tech	1.15	1.15	0.24	0.24	1.39	1.39
General Laborer	3.00	2.00	0.01	0.01	3.01	2.01
Heavy Equipment Operator I	0.05	0.05	0.01	0.01	0.06	0.06
Horticultural Advisor	0.50	0.50			0.50	0.50
Landscape Gardener	3.00	3.00	0.01	0.01	3.01	3.01
Ltd Ser-Maint. Laborer			8.66	0.34	8.66	0.34
Maintenance Gardener	0.70		0.02	0.02	0.72	0.02
Maintenance Team Leader	0.50	0.50	0.05	0.05	0.55	0.55
Parks Program Manager	0.50	0.50			0.50	0.50
Senior Maintenance Team Leader	0.85	0.85			0.85	0.85
Tree Lead Worker	0.85	0.85	0.01	0.01	0.86	0.86
	11.10	9.40	9.01	0.69	20.11	10.09

Program Outcome

Concord Landscape Maintenance Districts provide the highest quality service level to landscaped areas as specified in maintenance contract specifications and annual budget documents.

Program Objectives

- 1A Concord's Landscape Maintenance Districts achieve the highest quality service levels by accomplishing established maintenance programs.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
210-Downtown Maintenance Distr	595,488	79.54%
211-Pinehollow Landscape Maint	77,947	10.41%
212-Kirkwood Landscape Mainten	66,252	8.85%
213-Ygnacio Woods Landscape Ma	7,564	1.01%
214-Balhan Terrace Landscape M	719	.10%
215-Valley Terrace Landscape M	727	.09%
Total Funding	748,697	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$88,126	\$173,180	\$84,150
Operating Expenses	\$157,681	\$223,632	\$303,234
Internal Service Charges	\$32,675	\$618	\$659
Capital Outlay		\$17,270	\$17,270
Other Financing Uses		\$336,495	\$343,384
Total Expenditures	\$278,482	\$751,195	\$748,697

Position Authorization By Classification

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Landscape Gardener	0.70	0.70			0.70	0.70
Ltd Ser-Maint. Laborer			3.28	0.14	3.28	0.14
Senior Maintenance Team Leader	0.10	0.10			0.10	0.10
	<u>0.80</u>	<u>0.80</u>	<u>3.28</u>	<u>0.14</u>	<u>4.08</u>	<u>0.94</u>

Program Outcome

Deliver building maintenance services to 156 buildings and structures with 738,210 square feet of building area, which preserve and protect the City's investment in public facilities and meet the needs of internal and external customers for safe, functional, and presentable public facilities.

Program Objectives

- 1A Provide building maintenance on City-owned/leased facilities to ensure that they are operational.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
630-Building Maintenance Fund	1,936,906	100%
Total Funding	1,936,906	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$887,292	\$788,991	\$817,995
Operating Expenses	\$478,343	\$589,908	\$589,908
Internal Service Charges	\$109,052	\$109,504	\$119,003
Capital Outlay	\$467,320	\$210,677	\$410,000
Total Expenditures	\$1,942,007	\$1,699,080	\$1,936,906

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Facilities Maintenance Manager	0.80	0.80			0.80	0.80
Facilities Maintenance Tech	1.00	1.00			1.00	1.00
Ltd Ser-Maint. Laborer			0.67	0.67	0.67	0.67
Maintenance Electrician	1.00	1.00	0.02	0.02	1.02	1.02
Maintenance Painter	0.50	0.50	0.09	0.09	0.59	0.59
Maintenance Utility Mechanic	2.00	2.00	0.09	0.09	2.09	2.09
Maintenance Worker I	0.10	0.10	0.09	0.09	0.19	0.19
Senior Maintenance Team Leader	0.50	0.50			0.50	0.50
	<u>5.90</u>	<u>5.90</u>	<u>0.96</u>	<u>0.96</u>	<u>6.86</u>	<u>6.86</u>

Program Outcome

Provide custodial services for a healthy and safe environment to our diverse customer base in the most cost effective and efficient manner.

Program Objectives

- 1A Provide custodial services on all City-owned/leased facilities so that buildings are cleaned per standard operating procedures by visual inspection.
- 1Z Administrative support for objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
630-Building Maintenance Fund	646,554	100%
Total Funding	646,554	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$255,703	\$292,177	\$316,019
Operating Expenses	\$289,613	\$304,053	\$304,053
Internal Service Charges	\$20,877	\$24,398	\$26,482
Total Expenditures	\$566,193	\$620,628	\$646,554

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Custodian	1.00	1.00	0.02	0.02	1.02	1.02
Facilities Maintenance Manager	0.10	0.10			0.10	0.10
Lead Custodian	2.00	2.00	0.04	0.04	2.04	2.04
Senior Maintenance Team Leader	0.20	0.20			0.20	0.20
	3.30	3.30	0.06	0.06	3.36	3.36

Program Outcome

Provide an environment of zero tolerance for graffiti by removing an annual average of 450,000 SF of tags to illustrate Concord's uniqueness and define Concord as California's premier community.

Program Objectives

- 1A Remove graffiti within a 24 hour period.
- 1Z Administrative support for program's objectives and resources.

The Program Is Funded As Follows

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	396,740	100%
Total Funding	396,740	

These Funds are Distributed to the Following Expenditure Categories

<u>Expenditure Category</u>	<u>2012-13 Actual</u>	<u>2013-14 Budgeted</u>	<u>2014-15 Proposed</u>
Salaries and Benefits	\$144,418	\$204,617	\$279,885
Operating Expenses	\$60,346	\$60,290	\$60,290
Internal Service Charges	\$26,903	\$47,068	\$56,565
Total Expenditures	\$231,667	\$311,975	\$396,740

Position Authorization By Classification

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time & Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>	<u>2013-14</u>	<u>2014-15</u>
Facilities Maintenance Manager	0.10	0.10			0.10	0.10
Ltd Ser-Maint. Laborer			0.77	0.77	0.77	0.77
Maintenance Painter	0.50	0.50			0.50	0.50
Maintenance Worker I	0.90	1.90			0.90	1.90
Senior Maintenance Team Leader	0.30	0.30			0.30	0.30
	<u>1.80</u>	<u>2.80</u>	<u>0.77</u>	<u>0.77</u>	<u>2.57</u>	<u>3.57</u>