

City Attorney

This page intentionally left blank

CITY ATTORNEY'S OFFICE

Director: Mark Coon

Department Summary

The **City Attorney's Office** provides services through the following program:

- City Attorney Administration - 1700

Major Accomplishments in FY 2014-15

- ✓ Worked with the District Attorney's Office in establishing protocol for criminal prosecution of egregious or habitual violators of hazardous waste discharge requirements.
- ✓ Collaborated with the Finance Department and the Purchasing Division in following best practices; establishing refinements to purchasing policy, increasing efficiency and enhancing legal protections to the City.
- ✓ Assisted the Purchasing Division by providing advice regarding the development of protocols for the authorization of contracts which do not require City Council approval.
- ✓ Revised the existing Storm Water Maintenance Agreement to reflect recent statutory changes and create standard conditions of approval for permits issued by the Engineering Division.
- ✓ Drafted a policy and procedure to address DUI and other driving- related offenses affecting employee's ability to drive.
- ✓ Drafted a policy which ensures consistency between the City's vacation cash-out and compensation time payment procedures and IRS regulations.

Initiatives for FY 2015-16 & FY 2016-17

- Actively pursue cost-effective resolution of pending priority litigation matters and continue to process and resolve claims and litigation arising under City's liability defense program.
- Prosecute general code enforcement and drug-house abatement actions as needed.
- Provide legal advice and assistance relating to Concord Naval Weapons Station Reuse Project.
- Work with PG&E during the course of its 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.

Significant Changes for FY 2015-16 & FY 2016-17

- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

CITY ATTORNEY'S OFFICE

Department Summary

The City Attorney's Office is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	82	-	-	-
General Sources	1,170,824	1,252,560	1,341,166	1,388,894
TOTAL SOURCES	1,170,906	1,252,560	1,341,166	1,388,894

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1700 - City Attorney Administration	1,170,906	1,252,560	1,341,166	1,388,894
TOTAL EXPENDITURES	1,170,906	1,252,560	1,341,166	1,388,894

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	945,355	925,870	964,226	1,009,523
Operating Expenses	208,413	208,413	208,413	208,413
Internal Service Charges	17,138	14,791	87,240	89,671
TOTAL EXPENDITURES	1,170,906	1,252,560	1,341,166	1,388,894

The City Attorney's Office has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1700 - City Attorney Administration	4.00	4.00	4.00
FULL-TIME FTEs	4.00	4.00	4.00
TOTAL DEPARTMENTAL FTEs	4.00	4.00	4.00

CITY ATTORNEY'S OFFICE
City Attorney Administration - 1700

Manager: Mark Coon

Program Summary

Program Outcome Statement

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.

The City Attorney Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	82	-	-	-
General Sources	1,170,824	1,252,560	1,341,166	1,388,894
TOTAL SOURCES	1,170,906	1,252,560	1,341,166	1,388,894

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	945,355	925,870	964,226	1,009,523
Operating Expenses	208,413	208,413	208,413	208,413
Internal Service Charges	17,138	14,791	87,240	89,671
TOTAL EXPENDITURES	1,170,906	1,252,560	1,341,166	1,388,894

The City Attorney Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Assistant City Attorney	1.00	1.00	1.00
City Attorney	1.00	1.00	1.00
Paralegal	1.00	-	-
Senior Assistant City Attorney	1.00	1.00	1.00
Executive Legal Secretary	-	1.00	1.00
FULL-TIME FTEs	4.00	4.00	4.00
TOTAL PROGRAM FTEs	4.00	4.00	4.00

This page intentionally left blank

Community Development

This page intentionally left blank

COMMUNITY AND ECONOMIC DEVELOPMENT

Director: Victoria Walker

Department Summary

The **Community and Economic Development Department** provides services through the following programs:

- Transportation Planning & Administration - 5310
- Traffic Operations - 5330
- Storm Water Administration - 5400
- Engineering Administration - 6100
- Engineering Current Development - 6200
- Capital Improvement Program - 6300
- CIP/TIP Engineering Support - 6900
- Community & Economic Development Administration - 8100
- Successor Agency Admin - 8150
- Planning - 8200
- Economic Development - 8310
- Downtown Events - 8320
- Building - 8600
- Multi-Family Housing Inspection Program - 8710
- Community Services - 8800
- Concord/Pleasant Hill Health Care Dist. - 8850
- Housing - 8900

Major Accomplishments in FY 2014-15

- ✓ Facilitated the attraction of many new businesses to Concord including: Eureka! Restaurant, Ike's Sandwich Shop, Ultra, and Rick's Ice Cream to the Willows; Buffalo Wild Wings to the former Marie Calendar's and Habit Burger to the former Tachi/Peppermill location.
- ✓ Facilitated the production of the Concord Junior Giants World Series Trophy Tour Stop at Todos Santos Plaza. attracting more than 1,500 fans to downtown Concord.
- ✓ Produced and held the first East Bay Biomedical Meet-up Event in Contra Costa County at John Muir Medical Center Concord Campus.
- ✓ Facilitated the Monument Business Network's first annual "A Taste of Monument" on Erickson Street off of Monument Boulevard. The event showcased the wide diversity of merchants in the Monument community and attracted new visitors to the area.
- ✓ Established the Property Assessed Clean Energy (PACE) program in Concord allowing commercial and residential property owners to access an alternative financing program for energy efficient improvements and upgrades.
- ✓ Placed 12 grant and loans through the City's Housing Rehabilitation Loan & Grant program totaling approximately \$221,000 to income-qualified residential property owners to address life, safety and accessibility issues.
- ✓ Secured grant funding to install the City's first public Electric Vehicle Charging Station at Todos Santos Parking Garage, fortifying the City's commitment to sustainability and energy efficiency.

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

- ✓ Completed the construction of Americans with Disabilities (ADA) improvement projects at several City parks and other locations including Baldwin Park, Concord Community Park and the Boatwright Sports Complex, as well as multiple intersections along Port Chicago Highway.
- ✓ Installed state-of-the-art Rectangular Rapid Flashing Beacons (RRFBs) equipped with push buttons and amber LEDs at the Contra Costa Canal Trail crossings on Concord Boulevard and on Cowell Road to increase driver yielding behavior and trail user safety.
- ✓ Secured a significant new source of revenue (Measure J 28a) for local street maintenance and improvements to supplement the 18% return-to-source funds. The City will receive an estimated \$8 million in Measure J 28a funds over the next 20 years, including \$891,427 that was paid to the City in November 2014, followed by an average \$355,000 per year through 2034.
- ✓ Worked closely with MTC, CCTA and County Connection and secured full funding for the Monument Neighborhood Shuttle for a total of \$471,841 in Regional Measure J funds to replace lapsed federal funds previously obtained for this project.
- ✓ Completed the construction of infrastructure improvement projects including the annual pavement maintenance program which repaired approximately 2 million square feet of asphalt pavement on 47 City streets, as well as the installation of a new traffic signal at the busy intersection of Arnold Industrial Hwy and State Highway 4 On/Off ramps.
- ✓ Completed pavement preventive maintenance improvements on approximately 2 million square feet of asphalt pavement on 47 City streets that suffered from poor ride quality, pot holes, rutting and inappropriate surface friction. Additionally, striping improvements were implemented on intersection approaches along the Kirker Pass/Ygnacio Valley Road corridor where traffic lines were due for replacement.
- ✓ Completed the Willow Pass trunk sewer upgrade project and the Clayton/Schenone intersection improvements. Awarded construction contract for the Clayton/Treat intersection improvement project.
- ✓ Completed the Concord Downtown Specific Plan (DSP) and associated environmental review for the Downtown BART Priority Development Area, achieving City Council adoption in June 2014.
- ✓ Prepared and achieved City Council adoption of the State-mandated 2015-2022 Housing Element of the General Plan. The Housing Element was certified by the State Housing and Community Development Department (HCD) in January 2015.
- ✓ Secured \$550,000 in regional grant funds for long range planning projects, including \$250,000 from the Metropolitan Transportation Commission (MTC) toward the Bicycle and Pedestrian Master Plan, and \$250,000 from the Contra Costa Transit Authority for the Downtown Corridor Plan, as well as \$50,000 for the Salvio Streetscape Project design phase from MTC.
- ✓ Initiated the Bicycle and Pedestrian and Safe Routes to Transit Master Plan development process, including significant outreach to the community.
- ✓ Managed over 477 land use applications through permitting and entitlement processes, and/or condition compliance during construction and on pace to average 40 new applications per month in 2015.
- ✓ Issued 400 business licenses and 154 home-based business permits.
- ✓ Completed Development Code amendments, correcting or revising use regulations, including micro-breweries/micro-distilleries, mobile food truck group sites, banning roosters, temporary signage, zoning for transitional housing, video games and smoking prohibitions.

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

- ✓ Managed the City's franchise agreement with Concord Disposal Service and began management and implementation of the City's Climate Action Plan.

Initiatives for FY 2015-16 & FY 2016-17

- Finalize the Local California Environmental Quality Act (CEQA) Guidelines.
- Coordinate with the LRA for the CNWS Reuse Plan development through the Specific Plan process.
- Prepare a Corridor Study to implement the Downtown Specific Plan.
- Market the former Redevelopment Agency 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.
- Refine the City's procedures for reviewing Design and Site Development permits.
- Update and gain adoption of the Subdivision Ordinance.
- Manage the Bicycle, Pedestrian and Safe Routes to Transit Master Plan to adoption.
- Market the Concord Reuse Project to attract large anchor tenants in partnership with the Master Developer.
- Work in collaboration with the U.S. Coast Guard to facilitate the sales and transfer of the 58-acre site to the City and prepare a Specific Plan for development.
- Develop Phase 2 of a Traffic Sign System Master Plan.
- Design and begin development of significant roadway improvements from funding achieved through Measure Q.
- Implement Traffic Signal System Master Plan.
- Create a revised Inspection/Building Code Enforcement Program for Affordable Multi-Family Housing Units.
- Initiate the Monument Neighborhood Shuttle program in partnership with Monument Impact.
- Facilitate State Route 4 Operational Improvements.
- Continue to design and implement Development Review process technologies and related improvements.
- Study methods to improve and meet new and existing Storm Water/Clean Water Program requirements.

Significant Changes for FY 2015-16 & FY 2016-17

- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

- Incorporate seamlessly the CDBG Program, Concord/Pleasant Hill Health Care District and associated Program Manager into the Community and Economic Development Department to ensure funds are allocated to meet the priority needs of the community, respective Boards and HUD.
- Surge the Economic Development Program by adding additional staff and funding resources to significantly increase business attraction and expansion opportunities and related economic development programs.
- Adopted addition of one new, full-time Economic Development Manager position and one new, full-time Administrative Secretary position.

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

The Community and Economic Development Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	4,060,236	4,246,313	4,184,738	4,204,738
Other Revenues	58,176	5,000	7,000	7,000
General Sources	1,748,800	1,881,026	3,178,698	3,432,482
SUB-TOTAL	5,867,212	6,132,339	7,370,436	7,644,220
125 - Measure Q Fund				
General Sources	-	-	250,000	250,000
SUB-TOTAL	-	-	250,000	250,000
240 – RDA Set-Aside				
Other Revenues	412	-	-	-
General Sources	5,269	15,892	-	-
SUB-TOTAL	5,681	15,892	-	-
245 - Concord Housing Admin				
Charges for Services	225	-	-	-
Other Revenues	2,159,637	140,000	10,998	10,998
Transfers In	-	119,478	119,478	119,478
General Sources	(1,994,284)	(122,860)	76,524	21,524
SUB-TOTAL	165,578	136,618	207,000	152,000
251 – Housing Inclusionary Fees				
Charges for Services	20,494	-	-	-
Other Revenues	16,570	20,000	14,160	14,160
General Sources	(7,803)	37,132	48,785	50,927
SUB-TOTAL	29,261	57,132	62,946	65,087
252 - Housing Conservation				
Other Revenues	48,788	299,351	313,622	290,630
General Sources	26,519	76,196	(6,193)	(4,863)
SUB-TOTAL	75,308	375,547	307,429	285,767
254 - Comm. Develop. Block Grant				
Other Revenues	741,777	871,573	895,384	605,838
General Sources	(430,149)	(468,757)	77,133	113,061
SUB-TOTAL	311,627	402,816	972,517	718,899

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

256 - CAL HFA HEIP Program					
Other Revenues	655,654	-	-	-	-
General Sources	244,346	-	-	-	-
SUB-TOTAL	900,000	-	-	-	-
260 - State Gas Tax					
General Sources	12,523	12,523	12,523	12,523	12,523
SUB-TOTAL	12,523	12,523	12,523	12,523	12,523
270 - Storm Water Management					
Charges for Services	-	-	35,000	35,000	35,000
Other Revenues	33,117	30,000	26,993	26,993	26,993
Property Taxes	2,038,440	1,983,000	2,000,000	2,000,000	2,000,000
General Sources	(845,716)	(681,626)	(386,339)	(302,814)	(302,814)
SUB-TOTAL	1,225,841	1,331,374	1,675,654	1,759,178	1,759,178
280 - Traffic Systems Management					
General Sources	51,200	49,529	49,529	49,529	49,529
SUB-TOTAL	51,200	49,529	49,529	49,529	49,529
460 - Childcare					
Other Revenues	88,084	43,000	41,094	41,094	41,094
General Sources	(61,692)	(3,000)	(1,094)	(1,094)	(1,094)
SUB-TOTAL	26,393	40,000	40,000	40,000	40,000
475 - Measure J Local					
General Sources	89,957	154,263	154,263	154,263	154,263
SUB-TOTAL	89,957	154,263	154,263	154,263	154,263
500 - RDA Successor Agency					
Other Revenues	47,849	-	-	-	-
Transfers In	2,447,205	-	794,195	796,000	796,000
General Sources	(1,343,770)	1,279,750	7,355	14,779	14,779
SUB-TOTAL	1,151,284	1,279,750	801,550	810,779	810,779
530 - Concord/Pleasant Hill Health Care Dist.					
Other Revenues	4,777	25,200	25,522	25,522	25,522
Property Taxes	222,791	262,650	300,000	300,000	300,000
General Sources	44,584	23,512	(26,386)	(61,736)	(61,736)
SUB-TOTAL	272,152	311,362	299,136	263,787	263,787
710 - Sewer Operating					
General Sources	11,807,909	14,548,893	19,398,363	21,274,755	21,274,755

City of Concord
 Adopted Bi-Annual Budget
 FY 2015-16 & FY 2016-17

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

SUB-TOTAL	11,807,909	14,548,893	19,398,359	21,274,755
TOTAL SOURCES	21,991,926	24,848,038	31,601,345	33,480,786

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
5220 - CCCSD	11,807,909	14,548,893	19,398,363	21,274,755
5310 - Transportation Planning & Administration	560,012	638,082	663,232	673,959
5330 - Traffic Operations	119,701	110,190	128,516	131,953
5400 - Storm Water Administration	1,225,841	1,331,374	1,675,654	1,759,178
6100 - Engineering Administration	216,292	198,750	169,323	174,564
6200 - Engineering Current Development	485,429	544,363	715,656	747,493
6300 - Capital Improvement Program	321,811	261,996	294,734	307,394
6400 - Construction	-	-	23,898	24,310
6900 - CIP/TIP Engineering Support	(111,516)	(95,882)	(63,413)	(66,559)
8100 - Community & Economic Development Administration	611,816	631,103	1,256,262	1,291,809
8150 - Successor Agency Admin	291,274	308,658	257,355	264,779
8200 - Planning	1,109,151	1,139,492	1,322,201	1,376,367
8300 - RDA	1,012,519	971,092	546,445	548,250
8310 - Economic Development	304,507	515,953	937,695	962,709
8320 - Downtown Events	10,182	-	277,476	283,558
8600 - Building	1,828,010	2,097,105	1,850,999	1,941,535
8710 - Multi-Family Housing Inspection Program	417,196	387,331	247,731	248,721
8800 - Community Services	601,616	934,368	1,576,946	1,264,665
8850 - Concord/Pleasant Hill Health Care Dist.	68,152	10,529	42,136	43,787
8900 - Housing	1,107,530	314,642	280,135	227,560
TOTAL EXPENDITURES	21,991,926	24,848,038	31,601,345	33,480,786

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
-----------------------------------	------------------------------	---	--	--

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

Salaries & Benefits	4,759,033	5,136,150	5,851,512	6,124,608
Operating Expenses	15,530,928	18,438,862	24,199,960	25,777,972
Debt Service Payments	900,000	-	-	-
Internal Service Charges	510,407	493,813	1,339,648	1,373,481
Other Financing Uses	285,877	779,213	210,225	204,725
TOTAL EXPENDITURES	21,086,245	24,848,038	31,601,345	33,480,786

The Community and Economic Development Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
5310 - Transportation Planning & Administration	1.50	1.50	1.50
5330 - Traffic Operations	0.50	0.50	0.50
5400 - Storm Water Administration	1.40	1.90	1.90
6100 - Engineering Administration	1.00	0.90	0.90
6200 - Engineering Current Development	3.60	4.20	4.20
6300 - Capital Improvement Program	1.15	1.25	1.25
6900 - CIP/TIP Engineering Support	0.95	1.25	1.25
8100 - Community & Economic Development Administration	1.30	1.30	1.30
8150 - Successor Agency Admin	1.20	1.20	1.20
8200 - Planning	6.50	6.50	6.50
8310 - Economic Development	2.05	2.05	2.05
8320 - Downtown Events	-	1.00	1.00
8600 - Building	9.90	9.75	9.75
8710 - Multi-Family Housing Inspection Program	1.10	1.25	1.25

COMMUNITY AND ECONOMIC DEVELOPMENT

Department Summary

8800 - Community Services	1.00	0.90	0.90
8850 - Concord/Pleasant Hill Health Care Dist.	-	0.10	0.10
8900 - Housing	0.25	0.25	0.25
FULL-TIME FTEs	33.40	35.80	35.80

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
6100-Engineering Administration	0.01	0.01	0.01
6200-Eng. Current Development	0.02	0.02	0.02
6900-CIP/TIP Engineering Support	0.96	0.96	0.96
8100-CED Administration	0.02	0.02	0.02
8200-Planning	0.09	0.97	0.97
8600-Building	0.01	0.01	0.01
8800-Community Services	0.29	0.29	0.29
8850-MDHCD Administration	1.19	0.19	0.19
PART-TIME AND OVER-TIME FTEs	2.61	2.47	2.47

TOTAL DEPARTMENTAL FTEs	36.01	38.27	38.27
--------------------------------	--------------	--------------	--------------

COMMUNITY AND ECONOMIC DEVELOPMENT

Building - 8600

Manager: Robert Woods

Program Summary

Program Outcome Statement

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

The Building Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	2,388,022	2,504,738	2,516,238	2,516,238
Other Revenues	51,068	-	-	-
General Sources	(611,080)	(407,633)	(665,239)	(574,703)
SUB-TOTAL:	1,828,010	2,097,105	1,850,999	1,941,535
TOTAL SOURCES	1,828,010	2,097,105	1,850,999	1,941,535

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	846,826	1,310,075	1,324,123	1,395,403
Operating Expenses	895,704	691,645	398,680	415,480
Internal Service Charges	85,480	95,385	128,196	130,651
TOTAL EXPENDITURES	1,828,010	2,097,105	1,850,999	1,941,535

The Building Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Building Inspection Supervisor	1.00	1.00	1.00
Building Inspector	3.00	3.00	3.00
Building Plans Engineer	1.00	-	-
Chief Building Official	0.90	0.90	0.90
Permit Center Technician I	1.00	1.00	1.00
Permit Center Technician III	3.00	2.85	2.85

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

COMMUNITY AND ECONOMIC DEVELOPMENT

Building – 8600

Program Summary

Plan Check Engineer	-	1.00	1.00
FULL-TIME FTEs	9.90	9.75	9.75
PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Building Inspector	0.01	0.01	0.01
Permit Center Technician III	0.01	0.01	0.01
PART-TIME AND OVER-TIME FTEs	0.02	0.02	0.02
TOTAL PROGRAM FTEs	9.92	9.77	9.77

COMMUNITY AND ECONOMIC DEVELOPMENT

Capital Improvement Program - 6300

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

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

The Capital Improvement Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	321,811	261,996	294,734	307,394
SUB-TOTAL:	321,811	261,996	294,734	307,394
TOTAL SOURCES	321,811	261,996	294,734	307,394

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	271,782	205,320	228,022	238,837
Operating Expenses	20,490	25,800	31,000	32,000
Internal Service Charges	29,539	30,876	35,712	36,557
TOTAL EXPENDITURES	321,811	261,996	294,734	307,394

The Capital Improvement Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Public Works Engineer III	0.50	-	-
Senior Civil Engineer	0.65	0.50	0.50
Associate Civil Engineer	-	0.75	0.75
FULL-TIME FTEs	1.15	1.25	1.25
TOTAL PROGRAM FTEs	1.15	1.25	1.25

COMMUNITY AND ECONOMIC DEVELOPMENT

CCCSD - 5220

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

Manage yearly payments to Central Contra Costa Sanitary District for treatment Capital Improvement and plan operations and maintenance to ensure Concord ratepayers pay the appropriate amount of expense.

The CCCSD Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
710 - Sewer Operating				
General Sources	11,807,909	14,548,893	19,398,359	21,274,755
SUB-TOTAL	11,807,909	14,548,893	19,398,359	21,274,755
TOTAL SOURCES	11,807,909	14,548,893	19,398,359	21,274,755

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Operating Expenses	11,807,909	14,548,893	19,398,359	21,274,755
TOTAL EXPENDITURES	11,807,909	14,548,893	19,398,359	21,274,755

COMMUNITY AND ECONOMIC DEVELOPMENT

Administration - 8100

Manager: Victoria Walker

Program Summary

Program Outcome Statement

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

The Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	611,816	631,103	1,256,262	1,291,809
SUB-TOTAL:	611,816	631,103	1,256,262	1,291,809
TOTAL SOURCES	611,816	631,103	1,256,262	1,291,809

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	276,709	248,674	264,037	273,653
Operating Expenses	95,513	170,602	93,900	93,900
Internal Service Charges	239,594	211,827	898,324	924,256
TOTAL EXPENDITURES	611,816	631,103	1,256,262	1,291,809

The Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	0.50	0.50	0.50
Dir. Planning & Economic Dev.	0.80	-	-
Dir. of Community/Econ Dev Svc	-	0.80	0.80
FULL-TIME FTEs	1.30	1.30	1.30

COMMUNITY AND ECONOMIC DEVELOPMENT

Administration – 8100

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Assistant	0.02	0.02	0.02
PART-TIME AND OVER-TIME FTEs	0.02	0.02	0.02
TOTAL PROGRAM FTEs	1.32	1.32	1.32

COMMUNITY AND ECONOMIC DEVELOPMENT

CIP/TIP Engineering Support - 6900

Manager: Robert Ovardia

Program Summary

Program Outcome Statement

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

The CIP/TIP Engineering Support Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	(111,516)	(95,882)	(63,413)	(66,559)
SUB-TOTAL:	(111,516)	(95,882)	(63,413)	(66,559)
TOTAL SOURCES	(111,516)	(95,882)	(63,413)	(66,559)

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	170,630	152,254	179,104	180,801
Operating Expenses	3,341	1,000	1,000	1,000
Internal Service Charges	811	864	6,483	6,639
Other Financing Uses	(286,298)	(250,000)	(250,000)	(255,000)
TOTAL EXPENDITURES	(111,516)	(95,882)	(63,413)	(66,559)

The CIP/TIP Engineering Support Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	0.35	0.50	0.50
Administrative Secretary	-	0.25	0.25
Confidential Secretary	0.60	0.50	0.50
FULL-TIME FTEs	0.95	1.25	1.25

COMMUNITY AND ECONOMIC DEVELOPMENT

CIP/TIP Engineering Support - 6900

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Admin Support	0.48	0.48	0.48
Ltd Ser-Technician	0.48	0.48	0.48
PART-TIME AND OVER-TIME FTEs	0.96	0.96	0.96
TOTAL PROGRAM FTEs	1.91	2.21	2.21

COMMUNITY AND ECONOMIC DEVELOPMENT

Community Services Program - 8800

Manager: Brenda Kain

Program Summary

Program Outcome Statement

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.

The Community Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
252 - Housing Conservation				
Other Revenues	-	-	312,038	289,046
General Sources	74,506	270,547	(4,609)	(3,279)
SUB-TOTAL:	74,506	270,547	307,429	285,767
254 - Comm. Develop. Block Grant				
Other Revenues	741,777	871,573	583,346	605,838
General Sources	(445,059)	(548,585)	389,171	113,061
SUB-TOTAL:	296,717	322,988	972,517	718,899
460 - Childcare				
Other Revenues	88,084	43,000	41,094	41,094
General Sources	(61,692)	(3,000)	(1,094)	(1,094)
SUB-TOTAL:	26,393	40,000	40,000	40,000
530 - Concord/Pleasant Hill Health Care Dist.				
Other Revenues	4,777	25,200	25,522	25,522
Property Taxes	222,791	262,650	250,000	250,000
General Sources	(23,568)	12,983	(18,522)	(55,522)
SUB-TOTAL:	204,000	300,833	257,000	220,000
TOTAL SOURCES	601,616	934,368	1,576,946	1,264,665

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	142,316	184,943	158,615	170,334
Operating Expenses	458,682	748,602	1,416,508	1,093,008
Internal Service Charges	618	823	823	823

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

COMMUNITY AND ECONOMIC DEVELOPMENT

Community Services Program – 8800

Program Summary

Other Financing Uses	-	-	1,000	500
TOTAL EXPENDITURES	601,616	934,368	1,576,946	1,264,665

The Community Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Manager	1.00	-	-
Program Manager	-	0.90	0.90
FULL-TIME FTEs	1.00	0.90	0.90

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Admin Support	0.29	0.29	0.29
PART-TIME AND OVER-TIME FTEs	0.29	0.29	0.29

TOTAL PROGRAM FTEs	1.29	1.19	1.19
---------------------------	-------------	-------------	-------------

COMMUNITY AND ECONOMIC DEVELOPMENT

Construction Program - 6400

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

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

The Construction Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	-	-	23,898	24,310
SUB-TOTAL:	-	-	23,898	24,310
TOTAL SOURCES	-	-	23,898	24,310

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Internal Service Charges	-	-	23,898	24,310
TOTAL EXPENDITURES	-	-	23,898	24,310

COMMUNITY AND ECONOMIC DEVELOPMENT
Concord/Pleasant Hill Health Care District - 8850

Manager: Brenda Kain

Program Summary

Program Outcome Statement

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.

The Concord/Pleasant Hill Health Care District Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
530 - Concord/Pleasant Hill Health Care Dist.				
Property Taxes	-	-	50,000	50,000
General Sources	68,152	10,529	(7,864)	(6,213)
SUB-TOTAL:	68,152	10,529	42,136	43,787
TOTAL SOURCES	68,152	10,529	42,136	43,787

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	52,936	10,529	24,636	26,287
Operating Expenses	15,062	-	17,500	17,500
Internal Service Charges	154	-	-	-
TOTAL EXPENDITURES	68,152	10,529	42,136	43,787

The Concord/Pleasant Hill Health Care District Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Program Manager	-	0.10	0.10
FULL-TIME FTEs	0.00	0.10	0.10

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Admin Support	1.19	0.19	0.19
PART-TIME AND OVER-TIME FTEs	1.19	0.19	0.19

COMMUNITY AND ECONOMIC DEVELOPMENT
Concord/Pleasant Hill Health Care District – 8850

Program Summary

TOTAL PROGRAM FTEs	1.19	0.29	0.29
---------------------------	-------------	-------------	-------------

COMMUNITY AND ECONOMIC DEVELOPMENT

Downtown Events - 8320

Manager: Florence Weiss

Program Summary

Program Outcome Statement

Promote the downtown as the social, cultural, and entertainment center of the community.

The Downtown Events Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	250	-	-	-
General Sources	9,341	-	277,476	283,558
SUB-TOTAL:	9,591	-	277,476	283,558
500 - RDA Successor Agency				
General Sources	591	-	-	-
SUB-TOTAL:	591	-	-	-
TOTAL SOURCES	10,182	-	277,476	283,558

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	7,665	-	186,276	192,358
Operating Expenses	2,518	-	91,200	91,200
TOTAL EXPENDITURES	10,182	-	277,476	283,558

The Downtown Events Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Program Manager	-	1.00	1.00
FULL-TIME FTEs	-	1.00	1.00
TOTAL PROGRAM FTEs	-	1.00	1.00

COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development - 8310

Manager: John Montag

Program Summary

Program Outcome Statement

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.

The Economic Development Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	11,020	-	-	-
General Sources	293,487	515,953	687,695	712,709
SUB-TOTAL:	304,507	515,953	687,695	712,709
125 - Measure Q Fund				
General Sources	-	-	250,000	250,000
SUB-TOTAL:	-	-	250,000	250,000
TOTAL SOURCES	304,507	515,953	937,695	962,709

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	198,339	296,468	338,869	363,516
Operating Expenses	104,585	217,797	583,950	583,950
Internal Service Charges	1,583	1,688	14,876	15,243
TOTAL EXPENDITURES	304,507	515,953	937,695	962,709

The Economic Development Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Manager	1.00	-	-
Economic Development & Housing Manager	0.05	0.05	0.05
Economic Development Manager	-	1.00	1.00

COMMUNITY AND ECONOMIC DEVELOPMENT

Economic Development – 8310

Program Summary

Economic Development Specialist	1.00	1.00	1.00
FULL-TIME FTEs	2.05	2.05	2.05
<hr/>			
TOTAL PROGRAM FTEs	2.05	2.05	2.05

COMMUNITY AND ECONOMIC DEVELOPMENT

Engineering Administration - 6100

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

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.

The Engineering Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	216,292	198,750	169,323	174,564
SUB-TOTAL:	216,292	198,750	169,323	174,564
TOTAL SOURCES	216,292	198,750	169,323	174,564

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	143,728	144,075	137,661	142,553
Operating Expenses	53,654	42,433	25,493	25,693
Internal Service Charges	18,910	12,242	6,170	6,318
TOTAL EXPENDITURES	216,292	198,750	169,323	174,564

The Engineering Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	0.35	0.30	0.30
City Engineer	0.30	0.30	0.30
Confidential Secretary	0.35	0.30	0.30
FULL-TIME FTEs	1.00	0.90	0.90

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	0.005	0.005	0.005

COMMUNITY AND ECONOMIC DEVELOPMENT

Engineering Administration - 6100

Program Summary

Confidential Secretary	0.005	0.005	0.005
PART-TIME AND OVER-TIME FTEs	0.01	0.01	0.01
TOTAL PROGRAM FTEs	1.01	0.91	0.91

COMMUNITY AND ECONOMIC DEVELOPMENT

Engineering Current Development - 6200

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

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.

The Engineering Current Development Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	889,367	1,044,000	893,000	913,000
General Sources	(403,938)	(499,637)	(177,344)	(165,507)
SUB-TOTAL	485,429	544,363	715,656	747,493
TOTAL SOURCES	485,429	544,363	715,656	747,493

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	402,811	464,805	595,397	626,305
Operating Expenses	53,012	49,850	77,100	77,100
Internal Service Charges	29,607	29,708	43,159	44,088
TOTAL EXPENDITURES	485,429	544,363	715,656	747,493

The Engineering Current Development Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Construction Inspection Sprvsr	0.80	0.60	0.60
Construction Inspector	1.50	1.80	1.80
Permit Center Technician III	0.60	0.60	0.60
Public Works Engineer II	0.65	-	-
Senior Civil Engineer	0.05	0.55	0.55
Junior Engineer	-	0.65	0.65
FULL-TIME FTEs	3.60	4.20	4.20

COMMUNITY AND ECONOMIC DEVELOPMENT

Engineering Current Development - 6200

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Construction Inspector	0.02	0.02	0.02
PART-TIME AND OVER-TIME FTEs	0.02	0.02	0.02
TOTAL PROGRAM FTEs	3.62	4.22	4.22

COMMUNITY AND ECONOMIC DEVELOPMENT

Housing - 8900

Manager: John Montagh

Program Summary

Program Outcome Statement

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.

The Housing Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	10,701	-	10,190	10,473
SUB-TOTAL:	10,701	-	10,190	10,473
240 – RDA Set-Aside				
Other Revenues	412	-	-	-
General Sources	5,269	15,892	-	-
SUB-TOTAL:	5,681	15,892	-	-
245 - Concord Housing Admin				
Charges for Services	225	-	-	-
Other Revenues	2,159,637	140,000	10,998	10,998
Transfers In	-	119,478	119,478	119,478
General Sources	(1,994,284)	(122,860)	76,524	21,524
SUB-TOTAL:	165,578	136,618	207,000	152,000
251 - Housing Inclusionary Fees				
Charges for Services	20,494	-	-	-
Other Revenues	16,570	20,000	14,160	14,160
General Sources	(7,803)	37,132	48,785	50,927
SUB-TOTAL:	29,261	57,132	62,946	65,087
252 - Housing Conservation				
Property Taxes	48,789	299,351	1,584	1,584
General Sources	(47,987)	(194,351)	(1,584)	(1,584)
SUB-TOTAL:	802	105,000	-	-
256 – CAL HFA HEIP Program				
Other Revenues	655,654	-	-	-
General Sources	244,346	-	-	-
SUB-TOTAL:	900,000	-	-	-

COMMUNITY AND ECONOMIC DEVELOPMENT

Housing – 8900

Program Summary

TOTAL SOURCES	1,107,530	314,642	280,135	227,560
----------------------	------------------	----------------	----------------	----------------

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	47,185	56,926	62,740	64,881
Operating Expenses	158,578	241,618	207,000	152,000
Debt Service Payments	900,000	-	-	-
Internal Service Charges	579	206	10,396	10,679
TOTAL EXPENDITURES	1,107,530	314,642	280,135	227,560

The Housing Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Economic Development & Housing Manager	0.25	0.25	0.25
FULL-TIME FTEs	0.25	0.25	0.25
TOTAL PROGRAM FTEs	0.25	0.25	0.25

COMMUNITY AND ECONOMIC DEVELOPMENT
Multi-Family Housing Inspection Program - 8710

Manager: Robert Woods

Program Summary

Program Outcome Statement

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.

The Multi-Family Housing Inspection Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	292,535	195,975	223,000	223,000
General Sources	109,751	111,528	24,731	25,721
SUB-TOTAL:	402,286	307,503	247,731	248,721
254 - Comm. Develop. Block Grant				
General Sources	14,910	79,828	-	-
SUB-TOTAL:	14,910	79,828	-	-
TOTAL SOURCES	417,196	387,331	247,731	248,721

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	187,065	160,753	189,663	195,139
Operating Expenses	230,054	226,496	57,440	52,940
Internal Service Charges	77	82	627	642
TOTAL EXPENDITURES	417,196	387,331	247,731	248,721

The Multi-Family Housing Inspection Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Building Inspector	1.00	1.00	1.00
Chief Building Official	0.10	0.10	0.10
Permit Center Technician III	-	0.15	0.15
FULL-TIME FTEs	1.10	1.25	1.25

COMMUNITY AND ECONOMIC DEVELOPMENT
Multi-Family Housing Inspection Program – 8710

Program Summary

TOTAL PROGRAM FTEs	1.10	1.25	1.25
---------------------------	-------------	-------------	-------------

COMMUNITY AND ECONOMIC DEVELOPMENT

Planning - 8200

Manager: Laura Simpson

Program Summary

Program Outcome Statement

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

The Planning Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	479,293	501,600	552,500	552,500
Other Revenues	6,733	5,000	7,000	7,000
General Sources	623,126	632,892	762,701	816,867
SUB-TOTAL:	1,109,151	1,139,492	1,322,201	1,376,367
TOTAL SOURCES	1,109,151	1,139,492	1,322,201	1,376,367

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	954,094	1,015,237	1,135,525	1,187,868
Operating Expenses	134,888	105,373	115,385	115,385
Internal Service Charges	20,169	18,882	71,291	73,114
TOTAL EXPENDITURES	1,109,151	1,139,492	1,322,201	1,376,367

The Planning Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Coordinator	1.00	1.00	1.00
Associate Planner	1.00	1.00	1.00
Planning Manager	1.00	1.00	1.00
Principal Planner	1.00	1.00	1.00
Senior Planner	2.50	2.50	2.50
FULL-TIME FTEs	6.50	6.50	6.50

COMMUNITY AND ECONOMIC DEVELOPMENT

Planning – 8200

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Coordinator	0.01	0.01	0.01
Ltd Ser-Admin Support	0.06	0.19	0.19
Ltd Ser-Professional	-	0.75	0.75
Senior Planner	0.02	0.02	0.02
PART-TIME AND OVER-TIME FTEs	0.09	0.97	0.97
TOTAL PROGRAM FTEs	6.59	7.47	7.47

COMMUNITY AND ECONOMIC DEVELOPMENT

RDA - 8300

Manager: John Montag

Program Summary

Program Outcome Statement

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

The RDA Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	125	-	-	-
General Sources	152,976	-	2,250	2,250
SUB-TOTAL:	153,101	-	2,250	2,250
500 - RDA Successor Agency				
Other Revenues	(56,746)	-	-	-
Transfers In	2,447,205	-	544,195	546,000
General Sources	(1,531,040)	971,092	-	-
SUB-TOTAL:	859,419	971,092	544,195	546,000
TOTAL SOURCES	1,012,519	971,092	546,445	548,250

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	195,464	-	-	-
Operating Expenses	704,105	401,104	546,445	548,250
Other Financing Uses	112,950	569,988	-	-
TOTAL EXPENDITURES	1,012,519	971,092	546,445	548,250

COMMUNITY AND ECONOMIC DEVELOPMENT

Successor Agency Administration - 8150

Manager: John Montagh

Program Summary

Program Outcome Statement

The Successor Agency Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
500 - RDA Successor Agency				
Other Revenues	104,595	-	-	-
Transfers In	-	-	250,000	250,000
General Sources	186,679	308,658	7,355	14,779
SUB-TOTAL:	291,274	308,658	257,355	264,779
TOTAL SOURCES	291,274	308,658	257,355	264,779

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	187,594	213,603	235,960	245,769
Operating Expenses	89,782	78,532	20,407	18,022
Internal Service Charges	13,898	16,523	988	988
TOTAL EXPENDITURES	291,274	308,658	257,355	264,779

The Successor Agency Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	0.50	0.50	0.50
Dir. Planning & Economic Dev.	0.20	-	-
Economic/Redevelopment Manager	0.50	-	-
Dir. of Community/Econ Dev Svc	-	0.20	0.20
Economic Development & Housing Manager	-	0.50	0.50
Administrative Secretary	0.50	0.50	0.50

COMMUNITY AND ECONOMIC DEVELOPMENT

Successor Agency Administration – 8150

Program Summary

FULL-TIME FTEs	1.20	1.20	1.20
TOTAL PROGRAM FTEs	1.32	1.32	1.32

COMMUNITY AND ECONOMIC DEVELOPMENT

Storm Water Administration - 5400

Manager: Robert Ovadia

Program Summary

Program Outcome Statement

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.

The Storm Water Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
270 - Storm Water Management				
Charges for Services	-	-	35,000	35,000
Other Revenues	33,117	30,000	26,993	26,993
Property Taxes	2,038,440	1,983,000	2,000,000	2,000,000
General Sources	(845,716)	(681,626)	(386,339)	(302,814)
SUB-TOTAL:	1,225,841	1,331,374	1,675,654	1,759,178
TOTAL SOURCES	1,225,841	1,331,374	1,675,654	1,759,178

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	230,740	230,839	323,420	339,745
Operating Expenses	545,295	650,781	900,200	967,400
Internal Service Charges	1,081	1,029	3,309	3,309
Other Financing Uses	448,725	448,725	448,725	448,725
TOTAL EXPENDITURES	1,225,841	1,331,374	1,675,654	1,759,178

The Storm Water Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
City Engineer	0.35	0.35	0.35
Construction Inspection Sprvsr	0.10	0.20	0.20
Construction Inspector	0.20	0.60	0.60
Permit Center Technician III	0.15	0.15	0.15

COMMUNITY AND ECONOMIC DEVELOPMENT

Storm Water Administration - 5400

Program Summary

Public Works Engineer II	0.20	-	-
Senior Civil Engineer	0.40	0.40	0.40
Junior Engineer	-	0.20	0.20
City Engineer	0.35	0.35	0.35
FULL-TIME FTEs	1.40	1.90	1.90

TOTAL PROGRAM FTEs	1.40	1.90	1.90
---------------------------	-------------	-------------	-------------

COMMUNITY AND ECONOMIC DEVELOPMENT

Transportation Operations - 5330

Manager: Abul Hossain

Program Summary

Program Outcome Statement

Provide efficient and effective traffic signal systems within the City.

The Transportation Operations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	119,701	110,190	128,516	131,953
SUB-TOTAL:	119,701	110,190	128,516	131,953
TOTAL SOURCES	119,701	110,190	128,516	131,953

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	110,265	103,573	108,583	111,785
Operating Expenses	9,051	6,205	6,205	6,205
Internal Service Charges	386	412	13,729	13,963
TOTAL EXPENDITURES	119,701	110,190	128,516	131,953

The Transportation Operations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Transportation Program Mgr. II	0.50	0.5	0.5
FULL-TIME FTEs	0.50	0.50	0.50
TOTAL PROGRAM FTEs	0.50	0.50	0.50

COMMUNITY AND ECONOMIC DEVELOPMENT
Transportation Planning & Administration - 5310

Manager: Ray Kuzbari

Program Summary

Program Outcome Statement

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

The Transportation Planning & Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	406,332	421,767	446,917	457,644
SUB-TOTAL:	406,332	421,767	446,917	457,644
260 - State Gas Tax				
General Sources	12,523	12,523	12,523	12,523
SUB-TOTAL:	12,523	12,523	12,523	12,523
280 - Traffic Systems Management				
General Sources	51,200	49,529	49,529	49,529
SUB-TOTAL:	51,200	49,529	49,529	49,529
475 - Measure J Local				
General Sources	89,957	154,263	154,263	154,263
SUB-TOTAL:	89,957	154,263	154,263	154,263
TOTAL SOURCES	560,012	638,082	663,232	673,959

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	332,884	338,076	358,882	369,375
Operating Expenses	148,706	216,240	212,184	212,184
Internal Service Charges	67,922	73,266	81,667	81,900
Other Financing Uses	10,500	10,500	10,500	10,500
TOTAL EXPENDITURES	560,012	638,082	663,232	673,959

The Transportation Planning & Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted	FY 2015-16 Adopted	FY 2016-17 Adopted

COMMUNITY AND ECONOMIC DEVELOPMENT
Transportation Planning and Administration - 5310

Program Summary

	Budget	Budget	Budget
Transportation Manager	1.00	1.00	1.00
Transportation Program Mgr. II	0.50	0.5	0.5
FULL-TIME FTEs	1.50	1.50	1.50
TOTAL PROGRAM FTEs	1.50	1.50	1.50

This page intentionally left blank

Finance

This page intentionally left blank

FINANCE DEPARTMENT

Director: Karan Reid

Department Summary

The **Finance Department** provides services through the following programs:

- Finance Administration - 3100
- Financial Analysis & Reporting - 3200
- Budget & Financial Planning - 3300
- Purchasing - 3400
- City Treasury - 3600
- Revenue Generation - 3610

Major Accomplishments in FY 2014-15

- ✓ Completed fiscal year 2013-14 financial audit and received an unqualified audit opinion.
- ✓ 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 2014.
- ✓ Continued to provide outreach and training on the City's purchasing procedures.
- ✓ Completed banking services request for proposal process. Established an ongoing process of monitoring banking services including evaluation of new technologies to improve efficiencies in banking services.
- ✓ Completed an update to the City's Cost Allocation Plan.
- ✓ Implemented new budget software; modified budgeting system to improve efficiency of budget development process.
- ✓ Continued department focus on providing high quality customer service, problem solving and collaboration; received stellar feedback from all departments.
- ✓ Completed two debt financings: \$38.4 million in redevelopment refunding bonds that will save Contra Costa taxing entities \$1.0 million on average through 2025, with the City's General Fund receiving annual savings of about \$100,000 a year; \$22.6 million private placement lease financing to fund street and road improvements at an extremely favorable interest rate of 1.91%.

Initiatives for FY 2015-16 & FY 2016-17

- Develop a quarterly financial reporting model to provide the City Council will regular updates on the status of the City's revenues and expenditures.
- Complete review of the City's user fees to determine the current cost of services and present policy options on setting user fees to City Council.
- Develop, maintain and monitor a database for all City franchise agreements to ensure compliance with all annual required covenants, contract dates, and payment requirements.
- Develop a systematic schedule of City-wide public outreach and business license compliance site audits
- Implement a comprehensive and efficient system to manage all leases in collaboration with internal Lease Management Team.

FINANCE DEPARTMENT

Department Summary

- Implement State-mandated sick leave benefit for part-time employees into the payroll system
- Continue customer service focus by documenting customer service standards and practices, incorporating customer service measures into performance plans, and soliciting feedback through surveys.

Significant Changes for FY 2015-16 & FY 2016-17

- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

FINANCE DEPARTMENT

Department Summary

The Finance Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Business License Fees	3,324,299	3,057,971	3,145,000	3,145,000
Charges for Services	25,755	25,500	21,000	21,500
Other Revenues	16,454	20,000	12,000	12,000
General Sources	(573,776)	(236,399)	39,346	186,098
TOTAL SOURCES	2,792,732	2,867,072	3,217,346	3,364,598

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
3100 - Finance Administration	488,267	329,383	658,710	674,776
3200 - Financial Analysis & Reporting	1,336,043	1,287,452	1,228,181	1,314,267
3300 - Budget & Financial Planning	249,397	358,617	399,402	408,457
3400 - Purchasing	183,618	259,610	282,869	299,428
3600 - City Treasury	255,374	184,569	174,156	177,275
3610 - Revenue Generation	280,034	447,442	474,029	490,395
TOTAL EXPENDITURES	2,792,732	2,867,072	3,217,346	3,364,598

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	2,046,171	2,348,463	2,483,593	2,634,739
Operating Expenses	642,413	404,617	327,035	312,065
Internal Service Charges	104,148	113,992	406,718	417,794
TOTAL EXPENDITURES	2,792,732	2,867,072	3,217,346	3,364,598

The Finance Department has the following authorized positions by program:

FINANCE DEPARTMENT

Department Summary

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
3100 - Finance Administration	1.00	1.00	1.00
3200 - Financial Analysis & Reporting	9.00	9.00	9.00
3210 - Disbursements	-	-	-
3300 - Budget & Financial Planning	2.00	2.00	2.00
3400 - Purchasing	2.00	2.00	2.00
3600 - City Treasury	1.50	1.50	1.50
3610 - Revenue Generation	3.50	3.50	3.50
FULL-TIME FTEs	19.00	19.00	19.00

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
3200-Financial Analysis & Report	0.19	0.19	0.19
3610-Revenue Generation	0.60	0.60	0.60
PART-TIME AND OVER-TIME FTEs	0.79	0.79	0.79

TOTAL DEPARTMENTAL FTEs	19.79	19.79	19.79
--------------------------------	--------------	--------------	--------------

FINANCE DEPARTMENT
Budget & Financial Planning - 3300

Manager: Karan Reid

Program Summary

Program Outcome Statement

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

The Budget & Financial Planning Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	249,397	358,617	399,402	408,457
TOTAL SOURCES	249,397	358,617	399,402	408,457

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	290,133	347,532	365,330	389,385
Operating Expenses	(45,616)	6,550	32,425	17,425
Internal Service Charges	4,880	4,535	1,647	1,647
TOTAL EXPENDITURES	249,397	358,617	399,402	408,457

The Budget & Financial Planning Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Accountant II	1.00	1.00	1.00
Budget Officer	1.00	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00
TOTAL PROGRAM FTEs	2.00	2.00	2.00

FINANCE DEPARTMENT

City Treasury - 3600

Manager: Deborah Yamamoto

Program Summary

Program Outcome Statement

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.

The City Treasury Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	7,980	8,000	3,500	4,000
Other Revenues	16,454	20,000	12,000	12,000
General Sources	230,940	156,569	158,656	161,275
TOTAL SOURCES	255,374	184,569	174,156	177,275

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	188,286	116,067	111,240	114,359
Operating Expenses	61,758	64,474	62,500	62,500
Internal Service Charges	5,329	4,028	416	416
TOTAL EXPENDITURES	255,374	184,569	174,156	177,275

The City Treasury Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
City Treasurer	1.00	1.00	1.00
Senior Financial Analyst	1.00	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00
TOTAL PROGRAM FTEs	2.00	2.00	2.00

FINANCE DEPARTMENT
Finance Administration - 3100

Manager: Karan Reid

Program Summary

Program Outcome Statement

To direct the City's financial activities by ensuring that funds are safe and available for use; to ensure that customers, both internal and external, have the financial information they need in a timely manner to use in their decision-making.

The Finance Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	488,267	329,383	658,710	674,776
TOTAL SOURCES	488,267	329,383	658,710	674,776

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	389,114	215,624	230,320	235,310
Operating Expenses	34,041	36,050	34,850	34,850
Internal Service Charges	65,112	77,709	393,540	404,616
TOTAL EXPENDITURES	488,267	329,383	658,710	674,776

The Finance Administration has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Finance	1.00	1.00	1.00
FULL-TIME FTEs	1.00	1.00	1.00
TOTAL PROGRAM FTEs	1.00	1.00	1.00

FINANCE DEPARTMENT

Financial Analysis & Reporting - 3200

Manager: Suzanne McDonald

Program Summary

Program Outcome Statement

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.

The Financial Analysis & Reporting Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	1,336,043	1,287,452	1,228,181	1,314,267
TOTAL SOURCES	1,336,043	1,287,452	1,228,181	1,314,267

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	818,563	1,028,248	1,081,311	1,167,367
Operating Expenses	497,964	240,244	139,460	139,490
Internal Service Charges	19,516	18,960	7,410	7,410
TOTAL EXPENDITURES	1,336,043	1,287,452	1,228,181	1,314,267

The Financial Analysis & Reporting Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Account Clerk III	2.00	2.00	2.00
Accountant II	3.00	3.00	3.00
Accounts Payable Team Leader	1.00	1.00	1.00
Financial Operations Manager	1.00	1.00	1.00
Payroll Specialist	1.00	1.00	1.00
Payroll Technician	1.00	1.00	1.00
FULL-TIME FTEs	9.00	9.00	9.00

FINANCE DEPARTMENT
Financial Analysis & Reporting - 3200

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Administrative Support	0.19	0.19	0.19
PART-TIME AND OVER-TIME FTEs	0.19	0.19	0.19
TOTAL PROGRAM FTEs	9.19	9.19	9.19

FINANCE DEPARTMENT

Purchasing - 3400

Manager: Debbie Wellnitz

Program Summary

Program Outcome Statement

To provide high quality procurement standards and practices; to process procurements in a timely and efficient manner and ensure that products and services are delivered when required at the most reasonable price; and to obtain the best value for the City, attain the maximum value for each tax dollar while meeting the needs of City departments, and giving all qualified vendors a fair opportunity.

The Purchasing Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	183,618	259,610	282,869	299,428
TOTAL SOURCES	183,618	259,610	282,869	299,428

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	173,283	249,544	273,746	290,305
Operating Expenses	7,897	7,800	8,300	8,300
Internal Service Charges	2,438	2,266	823	823
TOTAL EXPENDITURES	183,618	259,610	282,869	299,428

The Purchasing Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Central Storekeeper	1.00	1.00	1.00
Purchasing Agent	1.00	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00
TOTAL PROGRAM FTEs	2.00	2.00	2.00

FINANCE DEPARTMENT
Revenue Generation - 3610

Manager: Deborah Yamamoto

Program Summary

Program Outcome Statement

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

The Revenue Generation Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Business License Fees	3,324,299	3,057,971	3,145,000	3,145,000
Charges for Services	17,775	17,500	17,500	17,500
General Sources	(3,062,041)	(2,628,029)	(2,688,471)	(2,672,105)
TOTAL SOURCES	280,034	447,442	474,029	490,395

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	186,791	391,448	421,647	438,013
Operating Expenses	86,369	49,500	49,500	49,500
Internal Service Charges	6,874	6,494	2,882	2,882
TOTAL EXPENDITURES	280,034	447,442	474,029	490,395

The Revenue Generation Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Account Clerk III	1.00	1.00	1.00
Revenue Generation Team Leader	1.00	1.00	1.00
Treasury Manager	0.50	-	-
Treasury Technician	1.00	1.00	1.00
Senior Financial Analyst	-	0.50	0.50
FULL-TIME FTEs	3.50	3.50	3.50

FINANCE DEPARTMENT
Revenue Generation - 3610

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Administrative Support	0.60	0.60	0.60
PART-TIME AND OVER-TIME FTEs	0.60	0.60	0.60
<hr/>			
TOTAL PROGRAM FTEs	4.10	4.10	4.10

Human Resources

This page intentionally left blank

HUMAN RESOURCES DEPARTMENT

Director: Laura Brunson

Department Summary

The **Human Resources Department** provides services through the following programs:

- Human Resources Administration - 2000
- Labor Relations - 2010
- Recruitment and Selection - 2020
- Workers' Compensation - 2030
- Benefits Administration - 2040
- Organizational Training and Development - 2050
- Classification & Compensation - 2060

Major Accomplishments in FY 2014-15

- ✓ Achieved a one-year rollover agreement with Teamsters Local 856, and a 10-month rollover agreement with OPEIU Local 29.
- ✓ Implemented change to PERS and PEMCHA contracts for newly elected officials (no retirement pension benefits, and stringent vesting policy for retiree health benefits).
- ✓ Revised compensation policies for Executives, Managers and Confidential employees.
- ✓ Created Leave Task Force between HR and Payroll to track and administer the City's leave policies.
- ✓ Created new classifications of "Public Works Supervisor" and "Deputy City Manager."
- ✓ 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. Drafted changes to 125 job descriptions based upon job analyses performed by DMG and other updates.
- ✓ Facilitated the review of all independent contractors working for the City to assure the City's compliance with State and Federal regulations.
- ✓ Successfully recruited and filled 51 full-time and part-time City positions, and completed 7 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, quarterly blood pressure and weigh-ins, and fitness activities.

Initiatives for FY 2015-16 & FY 2016-17

- Conduct labor negotiations so that results achieve 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.
- Coordinate Sit Safe/Back Safe Safety Training for all employees that results in employees being educated in ways to prevent low back and repetitive motion injuries.

HUMAN RESOURCES DEPARTMENT

Department Summary

- Coordinate a workers' compensation claims audit to assure the City's third party administrator (York) is complying with the terms of its contract with the City, and is providing excellent services to the City's employees.
- Perform a recruitment process audit to identify bottlenecks in the process; implement changes to the process that will expedite the time from which an employment requisition is received in HR to date of hire.
- 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 FY 2015-16 & FY 2016-17

- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

HUMAN RESOURCES DEPARTMENT

Department Summary

The Human Resources Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	32,779	-	-	-
General Sources	1,223,836	1,393,737	1,555,425	1,611,144
SUB-TOTAL	1,256,615	1,393,737	1,555,425	1,611,144
600 – Post Retire. Health Ben. Fund				
Other Revenues	1,833,216	2,422,501	2,611,342	2,742,629
General Sources	(338,936)	(2,422,501)	(2,611,342)	(2,724,629)
SUB-TOTAL	1,494,280	-	-	-
610 - Workers' Compensation Internal Service Fund				
Charges for Services	3,002,545	2,378,834	2,308,779	2,436,558
Other Revenues	101,103	45,000	60,833	60,833
Transfers In	-	76,923	76,923	76,923
General Sources	(1,245,696)	50,573	124,009	(95,400)
SUB-TOTAL	1,857,951	2,551,330	2,570,544	2,478,915
TOTAL SOURCES	4,608,846	3,945,067	4,125,969	4,090,058

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
2000 - HR Administration	547,489	494,478	555,014	572,709
2010 - Labor Relations	29,572	135,971	240,333	244,957
2020 - Recruitment and Selection	294,949	266,633	270,005	282,055
2030 - Workers' Compensation	1,907,529	2,568,409	2,587,347	2,497,024
2040 - Benefits Administration	1,623,861	162,483	162,243	168,194
2050 - Organizational Training and Dev.	58,930	163,181	163,738	171,347
2060 - Classification & Compensation	146,515	153,912	147,290	153,773
TOTAL EXPENDITURES	4,608,846	3,945,067	4,125,969	4,090,058

HUMAN RESOURCES DEPARTMENT

Department Summary

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,004,056	1,037,600	1,020,045	1,080,479
Operating Expenses	3,486,336	2,784,931	2,822,612	2,821,112
Internal Service Charges	18,454	22,536	183,312	188,467
Other Financing Uses	100,000	100,000	100,000	-
TOTAL EXPENDITURES	4,608,846	3,945,067	4,125,969	4,090,058

The Human Resources Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
2000 - Human Resources Administration	1.90	1.90	1.90
2010 - Labor Relations	0.45	0.45	0.45
2020 - Recruitment and Selection	1.20	1.20	1.20
2030 - Workers' Compensation	0.75	0.75	0.75
2040 - Benefits Administration	0.95	0.95	0.95
2050 - Organizational Training and Development	0.75	0.75	0.75
2060 - Classification & Compensation	1.00	1.00	1.00
FULL-TIME FTEs	7.00	7.00	7.00
TOTAL DEPARTMENTAL FTEs	7.00	7.00	7.00

HUMAN RESOURCES DEPARTMENT

Benefits Administration - 2040

Manager: Joanna Malberty

Program Summary

Program Outcome Statement

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.

The Benefits Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	129,581	162,483	162,243	168,194
SUB-TOTAL	129,581	162,483	162,243	168,194
600 - Post Retire. Health Ben. Fund				
Other Revenues	1,833,216	2,422,501	2,611,342	2,742,629
General Sources	(338,936)	(2,422,501)	(2,611,342)	(2,724,629)
SUB-TOTAL	1,494,280	-	-	-
TOTAL SOURCES	1,623,861	162,483	162,243	168,194

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	98,548	128,237	120,797	126,748
Operating Expenses	1,525,097	33,464	40,664	40,664
Internal Service Charges	216	782	782	782
TOTAL EXPENDITURES	1,623,861	162,483	162,243	168,194

The Benefits Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.05	0.05	0.05
Human Resources Technician I	0.05	0.05	0.05
Human Resources Technician II	0.45	0.45	0.45

HUMAN RESOURCES DEPARTMENT

Benefits Administration - 2040

Program Summary

Senior Human Resources Analyst	0.40	-	-
Human Resources Analyst I	-	0.40	0.40
FULL-TIME FTEs	0.95	0.95	0.95
<hr/>			
TOTAL PROGRAM FTEs	0.95	0.95	0.95

HUMAN RESOURCES DEPARTMENT
Classification and Compensation - 2060

Manager: Teresa Fairbanks

Program Summary

Program Outcome Statement

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 Mission Vision and Values.

The Classification and Compensation Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	146,515	153,912	147,290	153,773
TOTAL SOURCES	146,515	153,912	147,290	153,773

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	144,093	142,052	135,430	141,913
Operating Expenses	1,310	11,037	11,037	11,037
Internal Service Charges	1,112	823	823	823
TOTAL EXPENDITURES	146,515	153,912	147,290	153,773

The Classification and Compensation Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.10	0.10	0.10
Human Resources Technician I	0.05	0.05	0.05
Human Resources Technician II	0.45	0.45	0.45
Senior Human Resources Analyst	0.40	-	-
Human Resources Analyst I	-	0.40	0.40
FULL-TIME FTEs	1.00	1.00	1.00
TOTAL PROGRAM FTEs	1.00	1.00	1.00

HUMAN RESOURCES DEPARTMENT

HR Administration - 2000

Manager: Laura Brunson

Program Summary

Program Outcome Statement

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

The HR Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	32,779	-	-	-
General Sources	514,710	494,478	555,014	572,709
TOTAL SOURCES	547,489	494,478	555,014	572,709

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	374,411	264,779	253,676	267,716
Operating Expenses	158,252	211,360	122,222	120,722
Internal Service Charges	14,826	18,339	179,115	184,270
TOTAL EXPENDITURES	547,489	494,478	555,014	572,709

The HR Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.40	0.4	0.4
Human Resources Analyst II	0.10	0.1	0.1
Human Resources Specialist	0.30	0.3	0.3
Human Resources Technician I	0.80	0.8	0.8
Human Resources Technician II	0.10	0.1	0.1
Senior Human Resources Analyst	0.20	0.1	0.1
Human Resources Analyst I	0.00	0.1	0.1
FULL-TIME FTEs	1.90	1.90	1.90

HUMAN RESOURCES DEPARTMENT

HR Administration - 2000

Program Summary

TOTAL PROGRAM FTEs	1.90	1.90	1.90
---------------------------	-------------	-------------	-------------

HUMAN RESOURCES DEPARTMENT

Labor Relations - 2010

Manager: Laura Brunson

Program Summary

Program Outcome Statement

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

The Labor Relations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	29,572	135,971	240,333	244,957
TOTAL SOURCES	29,572	135,971	240,333	244,957

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	19,936	105,601	109,963	114,587
Operating Expenses	9,320	30,000	130,000	130,000
Internal Service Charges	317	370	370	370
TOTAL EXPENDITURES	29,572	135,971	240,333	244,957

The Labor Relations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.30	0.30	0.30
Human Resources Analyst II	0.05	0.05	0.05
Senior Human Resources Analyst	0.10	0.05	0.05
Human Resources Analyst I	0.00	0.05	0.05
FULL-TIME FTEs	0.45	0.45	0.45
TOTAL PROGRAM FTEs	0.45	0.45	0.45

HUMAN RESOURCES DEPARTMENT
Organizational Training & Development - 2050

Manager: Laura Brunson

Program Summary

Program Outcome Statement

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.

The Organizational Training and Development Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	58,930	163,181	163,738	171,347
TOTAL SOURCES	58,930	163,181	163,738	171,347

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	22,720	108,324	108,881	116,490
Operating Expenses	35,963	54,240	54,240	54,240
Internal Service Charges	247	617	617	617
TOTAL EXPENDITURES	58,930	163,181	163,738	171,347

The Organizational Training and Development Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.05	0.05	0.05
Human Resources Analyst II	0.25	0.25	0.25
Human Resources Specialist	0.20	0.20	0.20
Human Resources Technician I	0.05	0.05	0.05
Senior Human Resources Analyst	0.20	0.15	0.15
Human Resources Analyst I	-	0.05	0.05
FULL-TIME FTEs	0.75	0.75	0.75
TOTAL PROGRAM FTEs	0.75	0.75	0.75

HUMAN RESOURCES DEPARTMENT

Recruitment & Selection - 2020

Manager: Laura Brunson

Program Summary

Program Outcome Statement

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.

The Recruitment and Selection Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	294,949	266,633	270,005	282,055
TOTAL SOURCES	294,949	266,633	270,005	282,055

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	198,706	155,815	161,893	173,943
Operating Expenses	95,200	109,830	107,124	107,124
Internal Service Charges	1,042	988	988	988
TOTAL EXPENDITURES	294,949	266,633	270,005	282,055

The Recruitment and Selection Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Human Resources	0.05	0.05	0.05
Human Resources Analyst II	0.60	0.60	0.60
Human Resources Specialist	0.50	0.50	0.50
Human Resources Technician I	0.05	0.05	0.05
FULL-TIME FTEs	1.20	1.20	1.20
TOTAL PROGRAM FTEs	1.20	1.20	1.20

HUMAN RESOURCES DEPARTMENT

Workers' Compensation - 2030

Manager: Joanna Malberty

Program Summary

Program Outcome Statement

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.

The Workers' Compensation Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	49,578	17,079	16,803	18,109
SUB-TOTAL	49,578	17,079	16,803	18,109
610 - Workers' Comp. Int. Srv. Fund				
Charges for Services	3,002,545	2,378,834	2,308,779	2,436,558
Other Revenues	101,103	45,000	60,833	60,833
Transfers In	0	76,923	76,923	76,923
General Sources	(1,245,696)	50,573	124,009	(95,400)
SUB-TOTAL	1,857,951	2,551,330	2,570,544	2,478,915
TOTAL SOURCES	1,907,529	2,568,409	2,587,347	2,497,024

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	145,641	132,792	129,405	139,082
Operating Expenses	1,661,193	2,335,000	2,357,325	2,357,325
Other Financing Uses	100,000	100,000	100,000	0
Internal Service Charges	695	617	617	617
TOTAL EXPENDITURES	1,907,529	2,568,409	2,587,347	2,497,024

The Workers' Compensation Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget

HUMAN RESOURCES DEPARTMENT

Workers' Compensation - 2030

Program Summary

Director of Human Resources	0.05	0.05	0.05
Senior Human Resources Analyst	0.70	0.7	0.7
FULL-TIME FTEs	0.75	0.75	0.75
TOTAL PROGRAM FTEs	0.75	0.75	0.75

Information Technology

This page intentionally left blank

INFORMATION TECHNOLOGY DEPARTMENT

Director: Jeff Lewis

Department Summary

The **Information Technology Department** provides services through the following programs:

- Information Technology Administration - 2500
- Project Management Office - 2605
- Operations - 2615
- Customer Service - 2625
- Geographic Information Services - 2710

Major Accomplishments in FY 2014-15

- ✓ Successfully transitioned the City's radios to the new East Bay Regional Communications System (EBRCS).
- ✓ Successfully executed a third amendment to the Astound Institutional Network agreement through July of 2019 with five-year- optional extension.
- ✓ Collaborated with City departments to procure and begin implementation of an Enterprise Content Management System (ECMS).
- ✓ 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 procure and begin implementation of a new Police Records Management System.
- ✓ Replaced and upgraded the City's redundant Internet network security system.
- ✓ Established a co-location facility with data backup capabilities in Rocklin to be developed into the City's disaster recovery site.
- ✓ Replaced and upgraded end of life server systems at the Astound Data Center.
- ✓ Replaced leased Institutional Network fiber at Baldwin Park and Police Headquarters campuses with City-owned fiber resulting in reduced operating costs.
- ✓ Collaborated with Finance to procure and implement a Finance Budget System.
- ✓ Successfully completed a full redesign of the City of Concord's main website that increases communication between the City of Concord and its citizens.
- ✓ Successfully completed selection of the new vendor for Desktop Managed Services.

Initiatives for FY 2015-16 & FY 2016-17

- Collaborate with City Departments, schools and county agencies to develop a City-wide fiber communications plan.
- Replace City's core network equipment that has reached end-of-life.
- Publish a Request for Proposals for contracting the City's Managed Print Services. Review the results and select a vendor for this service.
- Implement Cyber Security Measures to minimize financial risk to the City.
- Implement Police Records Management System.

INFORMATION TECHNOLOGY DEPARTMENT

Department Summary

- Implement Phase I of Electronic Content Management System (ECMS).
- Publish a Request for Proposals for Parks and Recreation scheduling software as the current software has reached its end-of-life. Select a vendor and begin implementation of a new Parks and Recreation software replacement.
- Upgrade Lawson Financial and HR Enterprise Resource Planning software.
- Collaborate with Finance and other City departments on Time Card replacement. Select a vendor and begin implementation of Time Card software replacement.
- Complete the transition to the new Desktop Managed Services vendor, Axiom Technologies, LLC including automation of desktop software, standardizing desktop software versions and improving the City's security.

Significant Changes for FY 2015-16 & FY 2016-17

- Addition of a Systems and Programming Manager position in the PMO Division, reducing the need for reliance on outside expertise and providing for cross training of City staff.
- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

INFORMATION TECHNOLOGY DEPARTMENT

Department Summary

The Information Technology Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
Charges for Services	6,382,595	6,847,563	6,567,471	6,912,963
Other Revenues	1,323,714	45,000	38,717	38,717
Transfers In	442,103	170,000	-	-
General Sources	(3,561,362)	(899,261)	(47,537)	(65,104)
SUB-TOTAL	4,587,049	6,163,302	6,558,651	6,886,576
635 – IT Improvement Projects Fund				
Charges for Services	1,863,811	722,353	88,000	-
General Sources	(1,862,304)	(722,353)	(88,000)	-
SUB-TOTAL	1,507	-	-	-
636 – IT Replacement Reserve Fund				
Charges for Services	-	-	872,552	872,552
General Sources	-	-	(336,581)	3,153
SUB-TOTAL	-	-	535,971	875,705
225 - PEG Fees Fund				
Franchise Fees	-	-	575,000	575,000
Other Revenues	-	-	7,642	7,642
General Sources	-	-	(442,067)	(442,067)
SUB-TOTAL	-	-	140,575	140,575
TOTAL SOURCES	4,588,557	6,163,302	7,235,197	7,902,856

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
2500 - IT Administration	(58,311)	954,796	1,777,582	2,155,446
2605 - Project Management Office	1,613,638	1,520,583	1,552,363	1,725,334
2615 - Operations	1,726,376	1,857,524	2,050,282	2,089,679
2625 - Customer Service	1,023,940	1,508,015	1,538,000	1,579,079
2710 - Geographic Information Services	282,914	322,384	316,970	353,318
TOTAL EXPENDITURES	4,588,557	6,163,302	7,235,197	7,902,586

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

INFORMATION TECHNOLOGY DEPARTMENT

Department Summary

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,577,544	1,870,784	2,142,179	2,297,736
Operating Expenses	3,524,948	4,266,752	4,625,796	5,124,884
Internal Service Charges	26,839	25,766	467,222	480,236
Debt Service Payments	(540,774)	-	-	-
TOTAL EXPENDITURES	4,588,557	6,163,302	7,235,197	7,902,856

The Information Technology Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
2500 - Information Technology Administration	2.00	2.00	2.00
2605 - Project Management Office	4.00	5.00	5.00
2615 - Operations	1.00	1.00	1.00
2625 - Customer Service	3.00	3.00	3.00
2710 - Geographic Information Services	2.00	2.00	2.00
FULL-TIME FTEs	12.00	13.00	13.00

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
2605-Project Management Office	0.78	0.78	0.78
2625-Customer Service	0.43	0.76	0.76
2710-Geographic Info Services	0.01	0.01	0.01
PART-TIME AND OVER-TIME FTEs	1.22	1.55	1.55

TOTAL DEPARTMENTAL FTEs	13.22	14.55	14.55
--------------------------------	--------------	--------------	--------------

INFORMATION TECHNOLOGY DEPARTMENT

Customer Service - 2625

Manager: Kathie Amoroso

Program Summary

Program Outcome Statement

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

The Customer Service Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
General Sources	1,023,940	1,508,015	1,538,000	1,579,079
TOTAL SOURCES	1,023,940	1,508,015	1,538,000	1,579,079

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	359,802	451,272	494,270	520,926
Operating Expenses	661,821	1,054,273	1,041,260	1,055,683
Internal Service Charges	2,317	2,470	2,470	2,470
TOTAL EXPENDITURES	1,023,940	1,508,015	1,538,000	1,579,079

The Customer Service Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Information Technology Manager	1.00	1.00	1.00
Programmer	1.00	-	-
Web Coordinator	1.00	1.00	1.00
Programmer Analyst	-	1.00	1.00
FULL-TIME FTEs	3.00	3.00	3.00

INFORMATION TECHNOLOGY DEPARTMENT

Customer Service - 2625

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Professional	0.16	0.48	0.48
Microcomputer Coordinator	0.10	0.10	0.10
Programmer	0.12	0.12	0.12
Senior Programmer Analyst	0.02	0.02	0.02
Web Coordinator	0.04	0.04	0.04
PART-TIME AND OVER-TIME FTEs	0.43	0.76	0.67
TOTAL PROGRAM FTEs	3.43	3.76	3.76

INFORMATION TECHNOLOGY DEPARTMENT

Geographic Information Services - 2710

Manager: Gerald Bowles

Program Summary

Program Outcome Statement

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.

The Geographic Information Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
General Sources	282,914	322,384	316,970	353,318
TOTAL SOURCES	282,914	322,384	316,970	353,318

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	218,183	271,000	265,063	301,028
Operating Expenses	63,187	49,737	50,260	50,643
Internal Service Charges	1,544	1,647	1,647	1,647
TOTAL EXPENDITURES	282,914	322,384	316,970	353,318

The Geographic Information Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
GIS Technician	1.00	-	-
Program Manager	1.00	1.00	1.00
GIS Program Analyst	-	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00

INFORMATION TECHNOLOGY DEPARTMENT

Geographic Information Services - 2710

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
GIS Technician	0.01	-	-
GIS Program Analyst	-	0.01	0.01
PART-TIME AND OVER-TIME FTEs	0.01	0.01	0.01
TOTAL PROGRAM FTEs	2.01	2.01	2.01

INFORMATION TECHNOLOGY DEPARTMENT
Information Technology Administration - 2500

Manager: Jeff Lewis

Program Summary

Program Outcome Statement

To provide the City with technological support to enhance its mission and to support the City’s strategic goals and Council priorities. To improve City services through the use of technology to bring as many governmental services to the community as possible while making internal staff more effective and productive. To serve our community by exploring, implementing and supporting effective and innovative use of technology through teamwork, collaboration, innovation, and accountability to our departmental partners to improve the quality of life for the citizens of Concord.

The IT Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
Charges for Services	6,382,595	6,847,563	6,567,471	6,912,963
Other Revenues	1,323,714	45,000	38,717	38,717
Transfers In	442,103	170,000	-	-
General Sources	(8,208,230)	(6,107,767)	(5,364,577)	(5,671,939)
SUB-TOTAL	(59,818)	954,796	1,241,611	1,279,741
635 - IT Improvements Projects Fund				
Transfers In	1,863,811	722,353	88,000	-
General Sources	(1,862,304)	(722,353)	(88,000)	-
SUB-TOTAL	1,507	-	-	-
636 - IT Replacement Reserve Fund				
Charges for Services	-	-	872,552	872,552
General Sources	-	-	(336,581)	3,153
SUB-TOTAL	-	-	535,971	875,705
225 - PEG Fees Fund				
Franchise Fees	-	-	575,000	575,000
Other Revenues	-	-	7,642	7,642
General Sources	-	-	(582,642)	(582,642)
SUB-TOTAL	-	-	-	-
TOTAL SOURCES	(58,311)	954,796	1,777,582	2,155,446

These funds are distributed to the following expenditure categories:

INFORMATION TECHNOLOGY DEPARTMENT

IT Administration - 2500

Program Summary

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	187,710	311,891	345,345	370,461
Operating Expenses	275,636	625,372	973,248	1,312,982
Internal Service Charges	19,117	17,533	458,989	472,003
Debt Service Payments	(540,774)	-	-	-
TOTAL EXPENDITURES	(58,311)	954,796	1,777,582	2,155,446

The IT Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Information Technology	1.00	1.00	1.00
Program Assistant	1.00	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00
TOTAL PROGRAM FTEs	2.00	2.00	2.00

INFORMATION TECHNOLOGY DEPARTMENT

IT Operations - 2615

Manager: Doug Elloway

Program Summary

Program Outcome Statement

To deliver high quality, cost effective, secure 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.

The IT Operations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
General Sources	1,726,376	1,857,524	1,909,707	1,949,104
SUB-TOTAL	1,726,376	1,857,524	1,909,707	1,949,104
225 - PEG Fees Fund				
	-	-	140,575	140,575
SUB-TOTAL	-	-	140,575	140,575
TOTAL SOURCES	1,726,376	1,857,524	2,050,282	2,089,679

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	204,077	194,630	214,815	230,705
Operating Expenses	1,521,527	1,662,071	1,834,644	1,858,151
Internal Service Charges	772	823	823	823
TOTAL EXPENDITURES	1,726,376	1,857,524	2,050,282	2,089,679

The IT Operations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Information Technology Manager	1.00	1.00	1.00
FULL-TIME FTEs	1.00	1.00	1.00
TOTAL PROGRAM FTEs	1.00	1.00	1.00

INFORMATION TECHNOLOGY DEPARTMENT

Project Management Office - 2605

Manager: Tim Stuart

Program Summary

Program Outcome Statement

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.

The Project Management Office Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
634 - IT Operating Fund				
General Sources	1,613,638	1,520,583	1,552,363	1,725,334
TOTAL SOURCES	1,613,638	1,520,583	1,552,363	1,725,334

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	607,773	641,991	822,686	874,616
Operating Expenses	1,002,777	875,299	726,384	847,425
Internal Service Charges	3,089	3,293	3,293	3,293
TOTAL EXPENDITURES	1,613,638	1,520,583	1,552,363	1,725,334

The Project Management Office Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Information Technology Manager	1.00	1.00	1.00
Microcomputer Coordinator	1.00	1.00	1.00
Senior Programmer Analyst	1.00	1.00	1.00
Systems & Programming Manager	1.00	2.00	2.00
FULL-TIME FTEs	4.00	5.00	5.00

INFORMATION TECHNOLOGY DEPARTMENT

Project Management Office - 2605

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Professional	0.78	0.79	0.78
PART-TIME AND OVER-TIME FTEs	0.78	0.78	0.78
TOTAL PROGRAM FTEs	4.78	4.78	4.78

This page intentionally left blank

Local Reuse Authority

This page intentionally left blank

LOCAL REUSE AUTHORITY

Director: Michael Wright

Department Summary

The **Local Reuse Authority** provides services through the following programs:

- Reuse Project - 1800

Major Accomplishments in FY 2014-15

- ✓ Short listed two Master Developer candidates to commence initial negotiations.
- ✓ Submitted draft Economic Development Conveyance application to U.S. Navy.
- ✓ Advanced transfer land parcels to finding of suitability for transfer by State and Federal regulators.

Initiatives for FY 2015-16 & FY 2016-17

- Select a Master Developer and complete value negotiations with U.S. Navy.
- Complete Section 7 Consultation with the U.S. Fish and Wildlife Service and receive biologic opinion.
- Select financial advisor to the Local Reuse Authority.
- Select insurance broker for environmental risk management.
- Finalize Economic Development Conveyance application/commence land transfer in the third quarter of 2016.

Significant Changes for FY 2015-16 & FY 2016-17

- Addition of a Concord Reuse Project Director position.
- Conversion of a full-time contract Reuse Project Executive Assistant to a permanent full-time position.
- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

LOCAL REUSE AUTHORITY

Department Summary

The Local Reuse Authority is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
403 - Concord Reuse Project				
Loan from the General Fund	1,100,000	2,113,983	2,219,575	1,798,587
General Sources	(128,975)	-	15,352	31,551
TOTAL SOURCES	971,025	2,113,983	2,234,927	1,830,138

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1800 - Reuse Project	971,025	2,113,983	2,234,927	1,830,138
TOTAL EXPENDITURES	971,025	2,113,983	2,234,927	1,830,138

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	213,864	601,983	860,327	890,538
Operating Expenses	757,161	1,512,000	1,374,600	939,600
TOTAL EXPENDITURES	971,025	2,113,983	2,234,927	1,830,138

The Local Reuse Authority has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1800 – Reuse Project Administration	2.70	3.60	3.60
FULL-TIME FTEs	2.70	3.60	3.60
TOTAL DEPARTMENTAL FTEs	2.70	3.60	3.60

LOCAL REUSE AUTHORITY

Reuse Project - 1800

Manager: Michael Wright

Program Summary

Program Outcome Statement

To obtain land transfer from the U.S. Navy in the third quarter of 2016 and oversee development on the former Concord Naval Weapons Station.

The Reuse Project Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
403 - Concord Reuse Project				
Loan from the General Fund	1,100,000	2,113,983	2,219,575	1,798,587
General Sources	(128,975)	-	15,352	31,551
TOTAL SOURCES	971,025	2,113,983	2,234,927	1,830,138

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	213,864	601,983	860,327	890,538
Operating Expenses	757,161	1,512,000	1,374,600	939,600
TOTAL EXPENDITURES	971,025	2,113,983	2,234,927	1,830,138

The Reuse Project Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Concord Reuse Project Director	1.00	1.00	1.00
Reuse Project Exec. Assistant	1.00	0.95	0.95
Economic Development & Housing Manager	0.20	0.20	0.20
LRA Project Manager	0.30	1.00	1.00
Associate Civil Engineer	0.20	-	-
Deputy City Manager	-	0.20	0.20
Parks Manager	-	0.25	0.25
FULL-TIME FTEs	2.70	3.60	3.60
TOTAL PROGRAM FTEs	2.70	3.60	3.60

This page intentionally left blank

Office of the City Manager

This page intentionally left blank

CITY MANAGER'S OFFICE

Director: Valerie Barone

Department Summary

The **City Manager's Office** provides services through the following programs:

- City Council Services - 1000
- City Management - 1200
- Community Relations - 1300
- Administrative Services & City Clerk - 1400
- Elections - 1410
- Printing Services - 1500
- Franchise Management - 1600

Major Accomplishments in FY 2014-15

- ✓ Completed an internal recruitment for a Deputy City Manager to replace the Assistant City Manager position.
- ✓ Led a Central County response to PG&E's Pipeline Pathways Project that resulted in the saving of hundreds of trees in Concord and in neighboring cities
- ✓ Led a County initiative to establish and implement at County Leadership Academy
- ✓ Facilitates a successful visit by a 51-member contingent from Concord's Sister City of Kitakami, Japan.
- ✓ Developed and launched the City's re-designed Web site.

- ✓ Completed fiscal year 2013-14 financial audit and received an unqualified audit opinion.
- ✓ Maintained communication with residents, businesses and employees by conducting the 2014 Citizen Priorities Survey and producing three issues of the City News & Activity Guide, 12 eNewsletters, 12 electronic versions of City Talk (employee newsletter) and nearly 100 news releases.
- ✓ Supported educational outreach efforts for the Measure Q ballot extension.
- ✓ Successfully planned and held a dinner to honor the volunteers serving on our various Boards and Commissions.
- ✓ Approved a balanced budget for FY 2014-15.

Initiatives for FY 2015-16 & FY 2016-17

- Work with the Information Technology Department to assess and recommend improvements to the audio/visual and communications equipment in the City Council Chambers.
- Review and update current Policies and Procedures/Administrative Directives to ensure they meet today's business needs and organizational practices.
- Streamline the City Council agenda packet development and posting processes.
- Improve and increase the efficiency of the boards and commissions recruitment process.

Significant Changes for FY 2015-16 & FY 2016-17

- Reduction of a contract Program Aide position in the City Clerk's program (1400).
- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

CITY MANAGER'S OFFICE

Department Summary

The City Manager's Office is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	141,086	145,000	147,500	150,000
General Sources	2,697,859	3,003,795	3,200,567	3,432,853
TOTAL SOURCES	2,838,945	3,148,795	3,348,067	3,582,853

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1000 - City Council Services	351,076	366,987	545,354	554,398
1200 - City Management	1,037,120	1,019,127	1,300,246	1,337,373
1300 - Community Relations	271,324	293,750	274,737	310,354
1400 - Administrative Serv. & City Clerk	608,976	697,998	721,222	752,272
1410 - Elections	-	240,000	-	110,000
1500 - Printing Services	449,419	400,482	367,915	378,528
1600 - Franchise Management	121,033	130,451	138,593	139,928
TOTAL EXPENDITURES	2,838,945	3,148,795	3,348,067	3,582,853

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	2,019,290	2,040,426	2,009,966	2,082,733
Operating Expenses	609,008	885,364	589,015	731,436
Internal Service Charges	210,646	223,005	749,085	768,683
TOTAL EXPENDITURES	2,838,945	3,148,795	3,348,067	3,582,853

CITY MANAGER'S OFFICE

Department Summary

The City Manager's Office has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1000 - City Council Services	5.71	5.71	5.71
1200 - City Management	3.13	2.98	2.98
1300 - Community Relations	1.06	1.06	1.06
1400 - Administrative Serv. & City Clerk	5.00	4.00	4.00
1410 - Elections	-	-	-
1500 - Printing Services	2.00	2.00	2.00
1600 - Franchise Management	0.20	0.30	0.30
FULL-TIME FTEs	17.10	16.05	16.05

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
1200-City Management	0.07	0.07	0.00
1300-Community Relations	0.54	0.54	0.54
1400-Admin Services & City Clerk	0.55	0.55	0.55
1500-Printing Services	0.13	0.13	0.13
PART-TIME AND OVER-TIME FTEs	1.29	1.29	1.22

TOTAL DEPARTMENTAL FTEs	18.39	17.34	17.27
--------------------------------	--------------	--------------	--------------

CITY MANAGER'S OFFICE

Administrative Services & City Clerk - 1400

Manager: Joelle Fockler

Program Summary

Program Outcome Statement

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.

The Administrative Services and City Clerk Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	608,976	697,998	721,222	752,272
TOTAL SOURCES	608,976	697,998	721,222	752,272

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	493,391	538,452	519,908	548,732
Operating Expenses	93,166	137,000	112,160	112,160
Internal Service Charges	22,419	22,546	89,154	91,380
TOTAL EXPENDITURES	608,976	697,998	721,222	752,272

The Administrative Services and City Clerk Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00
City Clerk	1.00	1.00	1.00
Deputy City Clerk	1.00	1.00	1.00
Program Aide	1.00	-	-
FULL-TIME FTEs	5.00	4.00	4.00

CITY MANAGER'S OFFICE
Administrative Services & City Clerk - 1400

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Administrative Support	0.55	0.55	0.55
PART-TIME AND OVER-TIME FTEs	0.55	0.55	0.55
<hr/>			
TOTAL PROGRAM FTEs	5.55	4.55	4.55

CITY MANAGER'S OFFICE

City Management - 1200

Manager: Valerie Barone

Program Summary

Program Outcome Statement

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

The City Management Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,037,120	1,019,127	1,300,246	1,337,373
TOTAL SOURCES	1,037,120	1,019,127	1,300,246	1,337,373

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	838,772	783,041	706,693	731,721
Operating Expenses	102,610	123,195	115,495	115,495
Internal Service Charges	95,739	112,891	478,058	490,157
TOTAL EXPENDITURES	1,037,120	1,019,127	1,300,246	1,337,373

The City Management Services has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Assistant City Manager	1.00	-	-
City Manager	1.00	1.00	1.00
Confidential Secretary	0.69	0.69	0.69
Deputy City Manager	-	0.80	0.80
Executive Assistant	0.44	0.44	0.44
Reuse Project Exec. Assistant	-	0.05	0.05
FULL-TIME FTEs	3.13	2.98	2.98

CITY MANAGER'S OFFICE

City Management - 1200

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Administrative Support	0.07	0.07	0.00
PART-TIME AND OVER-TIME FTEs	0.07	0.07	0.00
TOTAL PROGRAM FTEs	3.20	3.05	2.98

CITY MANAGER'S OFFICE
Community Relations - 1300

Manager: Leslye Asera

Program Summary

Program Outcome Statement

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.

The Community Relations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	271,324	293,750	274,737	310,354
TOTAL SOURCES	271,324	293,750	274,737	310,354

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	197,525	214,677	223,664	229,281
Operating Expenses	72,981	78,200	50,200	80,200
Internal Service Charges	819	873	873	873
TOTAL EXPENDITURES	271,324	293,750	274,737	310,354

The Community Relations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Relations Manager	1.00	1.00	1.00
Confidential Secretary	0.06	0.06	0.06
FULL-TIME FTEs	1.06	1.06	1.06

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Technician	0.54	0.54	0.54
PART-TIME AND OVER-TIME FTEs	0.54	0.54	0.54
TOTAL PROGRAM FTEs	1.60	1.60	1.60

CITY MANAGER'S OFFICE
City Council Services - 1000

Manager: Valerie Barone

Program Summary

Program Outcome Statement

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.

The City Council Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	351,076	366,987	545,354	554,398
TOTAL SOURCES	351,076	366,987	545,354	554,398

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	239,678	242,510	268,486	273,339
Operating Expenses	77,255	98,120	109,220	108,460
Internal Service Charges	34,143	26,357	167,648	172,599
TOTAL EXPENDITURES	351,076	366,987	545,354	554,398

The City Council Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Confidential Secretary	0.15	0.15	0.15
Councilmember	4.00	3.00	3.00
Executive Assistant	0.56	0.56	0.56
Mayor	1.00	1.00	1.00
Vice Mayor	-	1.00	1.00
FULL-TIME FTEs	5.71	5.71	5.71
TOTAL PROGRAM FTEs	5.71	5.71	5.71

CITY MANAGER'S OFFICE

Elections - 1410

Manager: Joelle Fockler

Program Summary

Program Outcome Statement

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

The Elections Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	870	-	-	-
General Sources	(870)	240,000	-	110,000
TOTAL SOURCES	-	240,000	-	110,000

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Operating Expenses	-	240,000	-	110,000
TOTAL EXPENDITURES	-	240,000	-	110,000

CITY MANAGER'S OFFICE
Franchise Management - 1600

Manager: Valerie Barone

Program Summary

Program Outcome Statement

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.

The Franchise Management Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	121,033	130,451	138,593	139,928
TOTAL SOURCES	121,033	130,451	138,593	139,928

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	21,213	26,820	44,961	46,296
Operating Expenses	99,742	103,549	93,550	93,550
Internal Service Charges	77	82	82	82
TOTAL EXPENDITURES	121,033	130,451	138,593	139,928

The Franchise Management Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Confidential Secretary	0.10	0.10	0.10
Senior Planner	0.10	0.20	0.20
FULL-TIME FTEs	0.20	0.30	0.30
TOTAL PROGRAM FTEs	0.20	0.30	0.30

CITY MANAGER'S OFFICE

Printing Services - 1500

Manager: Craig Tanner

Program Summary

Program Outcome Statement

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

The Printing Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	140,215	145,000	147,500	150,000
General Sources	309,201	255,482	220,415	228,528
TOTAL SOURCES	449,416	400,482	367,915	378,528

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	228,712	234,926	246,255	253,364
Operating Expenses	163,255	105,300	108,390	111,571
Internal Service Charges	57,450	60,256	13,270	13,593
TOTAL EXPENDITURES	449,416	400,482	367,915	378,528

The Printing Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Desktop Publishing Specialist	1.00	-	-
Printing Services Supervisor	1.00	1.00	1.00
Graphic Designer	-	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00

CITY MANAGER'S OFFICE

Printing Services - 1500

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Administrative Support	0.13	0.13	0.13
PART-TIME AND OVER-TIME FTEs	0.13	0.13	0.13
TOTAL PROGRAM FTEs	2.13	2.13	2.13

Parks and Recreation

This page intentionally left blank

PARKS & RECREATION DEPARTMENT

Director: Joan Carrico

Department Summary

The **Parks & Recreation Department** provides services through the following programs:

- Parks & Recreation Administration – 4100
- Camp Concord – 4200
- Recreation Services Administration – 4210
- Willow Pass Center – 4211
- Centre Concord – 4212
- Aquatics – 4213
- Recreational Classes – 4214
- Teen Programs – 4215
- Youth Programs – 4216
- Preschool – 4217
- Sports & Events – 4220
- Youth and Family Services – 4230
- Senior & Special Recreation Services – 4240
- Diablo Creek - Administration – 4900
- Golf Course Operations – 4910

Major Accomplishments in FY 2014-15

- ✓ Provided Elder Abuse Workshop for Senior Center staff, volunteers and independent contractors in collaboration with the Concord Police Department Special Victims Unit.
- ✓ Added new special event Mid-Summer Tea at the Senior Center with over 160 in attendance.
- ✓ Implemented Facebook “Like Your Instructor Contest” to increase awareness of the department’s Facebook page.
- ✓ Implemented the taxi scrip program for seniors 65+ to help seniors remain independent and socially connected with the community.
- ✓ Secured five Silver Sponsors to enhance and support the Senior Center Special Events.
- ✓ Successfully brought the new and growing sport of Pickleball to Concord by transforming four tennis courts at Willow Pass Park into multi-use courts and through the addition of clinics, classes, and an equipment rental program. It is anticipated an Adult Pickleball league will be introduced in the fall of 2015.
- ✓ In partnership with Public Works and the City Attorney’s office, successfully negotiated a new Lease Agreement with Pixieland Amusement Park, Inc. with new terms that are beneficial to both the City and Pixieland.
- ✓ Entered into a new Lease Agreement with MJL Enterprises, Inc. for the operation of the Payless Batting Cages in Willow Pass Park.
- ✓ Hired a Community Services Program Manager to manage Community Development Block Grant (CDBG) and Concord-Pleasant Hill Health Care District (CPHHCD) grant funds.
- ✓ Transferred the oversight of the CDBG and CPHHCD grant programs to the Community & Economic Development Department in an effort to create better coordination and collaboration with the CED housing programs and Engineering project management.

PARKS & RECREATION DEPARTMENT

Department Summary

- ✓ Developed an inventory of FF&E (Furniture, Fixtures & Equipment) noting condition, descriptions, value and life expectancy. This project collected data and developed a spreadsheet for each facility and a cumulative spreadsheet for the department in order to identify future repair and replacement needs.
- ✓ In collaboration with Fleet Management, Parks & Recreation worked together to purchase a new 30 passenger bus with a wheel chair lift that will accommodate up to two wheel chair passengers at one time. This vehicle replaces two 15-passenger vans that were due for replacement.
- ✓ The Aquatics program successfully transitioned to the American Red Cross Examiner program to take on risk management audits.
- ✓ Two Parks & Recreation Coordinators completed a certified instructor course through the American Red Cross, allowing them to teach and train staff to be certified in First Aid/CPR/AED.
- ✓ Secured grant funding to replace the playground equipment at Baldwin Park.
- ✓ Purchased two aquatic inflatables for Concord Community Pool that will be featured attractions during Rec Swim and ultimately boost attendance, producing additional revenue.
- ✓ Aquatics Coordinator completed the Lifeguarding module for “Aquatic Attractions” in preparation for the new inflatables at Concord Community Pool.
- ✓ In compliance with Title 22, the Aquatics Coordinator completed First Aid for Public Safety Personnel.
- ✓ The Aquatics program secured two new medium-sized swim meets.
- ✓ Developed roles and criteria for the recruitment of members to the newly formed Concord Pavilion Community Outreach Committee and successfully filled the committee positions.
- ✓ Received a grant to purchase six new Automated External Defibrillators (AED) along with a donation of two refurbished AED’s to be placed at additional Parks & Recreation facilities and programs.
- ✓ In partnership with Public Works, completed a major ball field refurbishment project at Willow Pass Park and organized a community volunteer work project day to repair, replace and paint wooden ballfield backstops.

Initiatives for FY 2015-16 & FY 2016-17

- Provide Senior Citizens Produce Market where seniors will have easy access to fresh fruits and vegetables at wholesale prices.
- Replace moveable walls at Centre Concord and upgrade bathrooms for ADA compliance.
- Analyze options and feasibility of entering into an Operations Agreement with an outside entity to operate Camp Concord on the City’s behalf to reduce the General Fund subsidy.
- Establish a Small Equipment Replacement Fund.
- Complete analysis of Golf Course infrastructure, deferred maintenance conditions.
- Create a Preschool Teacher Succession Plan.
- Implement a software replacement program for Parks & Recreation program registrations, facility reservations, memberships, point of sale and league registrations.
- Identify and implement a new golf course point of sale/tee time software system.

Significant Changes for FY 2015-16 & FY 2016-17

- For the FY 2015-16 Budget, the Recreation Services Administration Program (4210) has been divided into several individual programs to allow for improved fiscal management and monitoring of recreation specific programs and facilities. As such, this budget includes the following new programs that were previously part of the Recreation Services Administration Program (4210):
 - Willow Pass Center – 4211
 - Centre Concord – 4212
 - Aquatics – 4213
 - Recreational Classes – 4214
 - Teen Programs – 4215
 - Youth Programs – 4216
 - Preschool – 4217

- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

PARKS & RECREATION DEPARTMENT

Department Summary

The Parks & Recreation Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	2,866,340	2,668,350	2,641,295	2,682,970
Other Revenues	4,020	-	-	-
General Sources	1,457,810	1,773,460	2,450,687	2,568,251
SUB-TOTAL	4,328,170	4,441,810	5,091,982	5,251,221
402 - Capital Projects- Reimbursable				
Other Revenues	803,811	-	-	-
General Sources	(44,398)	-	-	-
SUB-TOTAL	759,413	-	-	-
700 - Golf Course				
Charges for Services	1,409,768	1,375,000	1,254,537	1,177,000
Other Revenues	131,852	82,605	87,816	38,191
General Sources	(193,653)	(118,626)	23,270	153,258
SUB-TOTAL	1,347,968	1,338,979	1,365,623	1,368,449
TOTAL SOURCES	6,435,550	5,780,789	6,457,605	6,619,670

PARKS & RECREATION DEPARTMENT

Department Summary

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
4100 – P & R Administration	499,488	421,919	774,990	791,619
4200 - Camp Concord	498,490	550,826	517,132	526,605
4210 - Recreation Services Admin	2,359,127	2,407,226	38,955	39,848
4211 - Willow Pass Center	-	-	360,324	376,598
4212 - Centre Concord	-	-	644,765	689,890
4213 - Aquatics	-	-	655,567	669,770
4214 - Recreational Classes	-	-	416,817	426,082
4215 - Teen Programs	-	-	73,957	76,072
4216 - Youth Programs	-	-	125,329	129,257
4217 - Preschool	-	-	283,137	290,570
4220 - Sports & Events	294,977	367,382	360,294	373,331
4230 - Youth and Family Services	764,054	-	-	-
4240 - Senior & Special Recreation Serv.	671,448	694,457	840,715	861,579
4900 - Diablo Creek - Administration	1,114,123	1,112,254	1,142,840	1,145,074
4910 - Golf Course Operations	233,845	226,725	222,783	223,375
TOTAL EXPENDITURES	6,435,550	5,780,789	6,457,605	6,619,670

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	3,110,958	2,442,903	2,627,147	2,738,229
Operating Expenses	2,616,733	2,512,618	2,462,194	2,480,794
Internal Service Charges	657,308	600,543	1,147,481	1,179,272
Debt Service Payments	49,815	224,725	220,783	221,375
Other Financing Uses	736	-	-	-
TOTAL EXPENDITURES	6,435,550	5,780,789	6,457,605	6,619,670

PARKS & RECREATION DEPARTMENT

Department Summary

The Parks & Recreation Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
4100 - Parks & Recreation Administration	0.75	0.75	0.75
4200 - Camp Concord	2.25	2.25	2.25
4210 - Recreation Services Admin	6.00	-	-
4211 - Willow Pass Center	-	1.00	1.00
4212 - Centre Concord	-	2.00	2.00
4213 - Aquatics	-	1.30	1.30
4214 - Recreational Classes	-	0.45	0.45
4215 - Teen Programs	-	0.25	0.25
4216 - Youth Programs	-	0.25	0.25
4217 - Preschool	-	0.75	0.75
4220 - Sports & Events	0.75	0.75	0.75
4240 - Senior & Special Recreation Services	3.00	3.00	3.00
4900 - Diablo Creek - Administration	0.25	0.25	0.25
FULL-TIME FTEs	13.00	13.00	13.00

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
4200-Camp Concord	4.77	4.47	4.47
4210-Facility Operations Programs	20.93	-	-
4211-Williow Pass Center	-	1.90	1.90
4212-Centre Concord	-	2.48	2.73
4213-Aquatics	-	7.86	7.86
4214-Recreation Classes	-	1.62	1.62
4215-Teen Programs	-	2.11	2.11
4217-Preschool	-	4.65	4.65
4220-Sports & Events	0.68	1.56	1.56
4240 - Senior & Special Recreation Services	2.55	2.66	2.66
PART-TIME AND OVER-TIME FTEs	28.93	29.32	29.57

TOTAL DEPARTMENTAL FTEs	41.93	42.32	42.57
--------------------------------	--------------	--------------	--------------

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

PARKS & RECREATION DEPARTMENT

Aquatics - 4213

Manager: Christopher Roke

Program Summary

Program Outcome Statement

To promote health and wellness through water safety instruction, lap and recreational swimming, aquatics programming and group rentals while meeting or exceeding cost recovery goals.

The Aquatics Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	345,000	350,000
General Sources	-	-	310,567	319,770
TOTAL SOURCES	-	-	655,567	669,770

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	391,412	405,615
Operating Expenses	-	-	264,155	264,155
TOTAL EXPENDITURES	-	-	655,567	669,770

The Aquatics Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	0.95	0.95
Recreation Program Manager	-	0.35	0.35
FULL-TIME FTEs	-	1.30	1.30

PARKS & RECREATION DEPARTMENT

Aquatics - 4213

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	-	7.86	7.86
PART-TIME AND OVER-TIME FTEs	-	7.86	7.86
TOTAL PROGRAM FTEs	-	9.16	9.16

PARKS & RECREATION DEPARTMENT

Camp Concord - 4200

Manager: Kathie Leavitt

Program Summary

Program Outcome Statement

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.

The Camp Concord Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	248,642	261,820	238,500	238,500
General Sources	249,848	289,006	278,632	288,105
TOTAL SOURCES	498,490	550,826	517,132	526,605

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	218,653	292,591	313,223	321,972
Operating Expenses	197,607	183,824	165,783	165,783
Internal Service Charges	82,230	74,411	38,126	38,851
TOTAL EXPENDITURES	498,490	550,826	517,132	526,605

The Camp Concord Administration has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Camp Director	1.00	1.00	1.00
Camp Facility Specialist	1.00	1.00	1.00
Recreation Program Manager	0.25	0.25	0.25
FULL-TIME FTEs	2.25	2.25	2.25

PARKS & RECREATION DEPARTMENT

Camp Concord - 4200

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Camp Specialist	4.77	4.47	4.47
PART-TIME AND OVER-TIME FTEs	4.77	4.47	4.47
TOTAL PROGRAM FTEs	7.02	6.72	6.72

PARKS & RECREATION DEPARTMENT

Centre Concord - 4212

Manager: Marla Parada

Program Summary

Program Outcome Statement

To provide a high quality, well maintained facility for use by the community for a variety of rental activities and events, preschool classes, and recreational programs and classes.

The Centre Concord Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	265,000	280,000
General Sources	-	-	379,765	409,890
TOTAL SOURCES	-	-	644,765	689,890

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	384,214	411,457
Operating Expenses	-	-	117,250	130,850
Internal Service Charges	-	-	143,301	147,583
TOTAL EXPENDITURES	-	-	644,765	689,890

The Centre Concord Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	1.00	1.00
Recreation Program Manager	-	1.00	1.00
FULL-TIME FTEs	-	2.00	2.00

PARKS & RECREATION DEPARTMENT

Centre Concord - 4212

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	-	2.48	2.73
PART-TIME AND OVER-TIME FTEs	-	2.48	2.73
TOTAL PROGRAM FTEs	-	4.48	4.73

PARKS & RECREATION DEPARTMENT

Diablo Creek Administration - 4900

Manager: Joan Carrico

Program Summary

Program Outcome Statement

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

The Diablo Creek Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
700 – Golf Course				
Charges for Services	33,068	30,000	33,972	33,972
General Sources	1,081,055	1,082,254	1,108,868	1,111,102
TOTAL SOURCES	1,114,123	1,112,254	1,142,840	1,145,074

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	59,719	66,516	70,121	72,324
Operating Expenses	1,054,212	1,045,532	1,071,402	1,071,402
Internal Service Charges	193	206	1,317	1,348
TOTAL EXPENDITURES	1,114,123	1,112,254	1,142,840	1,145,074

The Diablo Creek Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Parks & Recreation	0.25	0.25	0.25
FULL-TIME FTEs	0.25	0.25	0.25
TOTAL PROGRAM FTEs	0.25	0.25	0.25

PARKS & RECREATION DEPARTMENT

Golf Course Operations - 4910

Manager: Joan Carrico

Program Summary

Program Outcome Statement

To manage the revenue and debt service payments related to the Diablo Creek Golf Course.

The Golf Course Operations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
700 – Golf Course				
Charges for Services	1,409,768	1,375,000	1,254,537	1,177,000
Other Revenue	98,784	52,605	53,844	4,219
General Sources	(1,274,708)	(1,200,880)	(1,085,598)	(957,844)
TOTAL SOURCES	233,845	226,725	222,783	223,375

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Debt Service Payments	49,815	224,725	220,783	221,375
Operating Expenses	184,030	2,000	2,000	2,000
TOTAL EXPENDITURES	233,845	226,725	222,783	223,375

PARKS & RECREATION DEPARTMENT
Parks & Recreation Administration - 4100

Manager: Joan Carrico

Program Summary

Program Outcome Statement

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

The Parks & Recreation Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	160,422	111,187	130,000	135,000
General Sources	339,066	310,732	644,990	656,619
TOTAL SOURCES	499,488	421,919	774,990	791,619

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	247,813	166,393	157,773	161,169
Operating Expenses	100,608	100,603	121,524	121,524
Internal Service Charges	151,066	154,923	495,693	508,927
TOTAL EXPENDITURES	499,488	421,919	774,990	791,619

The Parks & Recreation Administration has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Director of Parks and Recreation	0.75	0.75	0.75
FULL-TIME FTEs	0.75	0.75	0.75
TOTAL PROGRAM FTEs	0.75	0.75	0.75

PARKS & RECREATION DEPARTMENT

Preschool - 4217

Manager: Christopher Roke

Program Summary

Program Outcome Statement

To provide supervised preschool programs that offer a safe and fun learning environment in which children gain self-esteem and confidence, develop listening, language and social skills, and prepare for kindergarten through activities both structured and unstructured, while meeting or exceeding cost recovery goals.

The Preschool Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Proposed Budget	FY 2016-17 Proposed Budget
100 – General Fund				
Charges for Services	-	-	392,000	395,000
General Sources	-	-	(108,863)	(104,430)
TOTAL SOURCES	-	-	283,137	290,570

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Proposed Budget	FY 2016-17 Proposed Budget
Salaries & Benefits	-	-	255,074	262,507
Operating Expenses	-	-	28,063	28,063
TOTAL EXPENDITURES	-	-	283,137	290,570

The Preschool Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Proposed Budget	FY 2016-17 Proposed Budget
Recreation Program Coordinator	-	0.65	0.65
Recreation Program Manager	-	0.10	0.10
FULL-TIME FTEs	-	0.75	0.75

PARKS & RECREATION DEPARTMENT

Preschool - 4217

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Proposed Budget	FY 2016-17 Proposed Budget
Limited Service - Recreation Specialist	-	4.65	4.65
PART-TIME AND OVER-TIME FTEs	-	4.65	4.65
TOTAL PROGRAM FTEs	-	5.40	5.40

PARKS & RECREATION DEPARTMENT
Recreation Services Administration - 4210

Manager: Joan Carrico

Program Summary

Program Outcome Statement

For the FY 2015-16 Budget, the Recreation Services Administration Program (4210) has been divided into several individual programs to allow for improved fiscal management and monitoring of recreation specific programs and facilities. As such, this budget includes the following new programs that were previously apart of the Recreation Services Administration Program (4210):

- Willow Pass Center – 4211
- Centre Concord – 4212
- Aquatics – 4213
- Recreational Classes – 4214
- Teen Programs – 4215
- Youth Programs – 4216
- Preschool – 4217

The Recreation Services Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	1,775,724	1,624,650	37,575	37,575
Other Revenues	20	-	-	-
General Sources	583,383	782,576	1,380	2,273
TOTAL SOURCES	2,359,127	2,407,226	38,955	39,848

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,332,590	1,354,629	-	-
Operating Expenses	688,327	759,425	1,915	1,915
Internal Service Charges	337,473	293,172	37,040	37,933
Other Financing Uses	736	-	-	-
TOTAL EXPENDITURES	2,359,127	2,407,226	38,955	39,848

PARKS & RECREATION DEPARTMENT
Recreation Services Administration - 4210

Program Summary

The Recreation Services Administration has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	3.75	-	-
Recreation Program Manager	2.25	-	-
FULL-TIME FTEs	6.00	-	-

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	20.93	-	-
PART-TIME AND OVER-TIME FTEs	20.93	-	-

TOTAL PROGRAM FTEs	26.93	-	-
---------------------------	--------------	---	---

PARKS & RECREATION DEPARTMENT

Recreational Classes - 4214

Manager: Christopher Roke

Program Summary

Program Outcome Statement

To provide a wide variety of high quality, affordable recreational classes that appeal to the community while maximizing the use of facilities and meeting projected revenue goals.

The Recreational Classes Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	324,500	327,500
General Sources	-	-	92,317	98,582
TOTAL SOURCES	-	-	416,817	426,082

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	110,830	116,395
Operating Expenses	-	-	182,600	182,600
Internal Service Charges	-	-	123,387	127,086
TOTAL EXPENDITURES	-	-	416,817	426,082

The Recreational Classes Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	0.10	0.10
Recreation Program Manager	-	0.35	0.35
FULL-TIME FTEs	-	0.45	0.45

PARKS & RECREATION DEPARTMENT

Recreational Classes - 4214

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	-	1.62	1.62
PART-TIME AND OVER-TIME FTEs	-	1.62	1.62
TOTAL PROGRAM FTEs	-	2.07	2.07

PARKS & RECREATION DEPARTMENT
Senior & Special Recreation Services - 4240

Manager: Avis Connolly

Program Summary

Program Outcome Statement

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

The Senior & Special Recreation Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	277,657	264,200	272,000	273,000
General Sources	393,790	430,257	568,715	588,579
TOTAL SOURCES	671,448	694,457	840,715	861,579

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	425,687	444,126	458,133	472,949
Operating Expenses	170,030	183,617	176,526	176,526
Internal Service Charges	75,730	66,714	206,057	212,104
TOTAL EXPENDITURES	671,448	694,457	840,715	861,579

The Senior & Special Recreation Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Aide	1.00	1.00	1.00
Recreation Program Coordinator	1.00	1.00	1.00
Recreation Program Manager	1.00	1.00	1.00
FULL-TIME FTEs	3.00	3.00	3.00

PARKS & RECREATION DEPARTMENT
Senior & Special Recreation Services - 4240

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	2.55	2.66	2.66
PART-TIME AND OVER-TIME FTEs	2.55	2.66	2.66
<hr/>			
TOTAL PROGRAM FTEs	5.55	5.66	5.66

PARKS & RECREATION DEPARTMENT

Sports & Events - 4220

Manager: Kathie Leavitt

Program Summary

Program Outcome Statement

To provide and facilitate youth and adult sports and events by offering multi-sport leagues, sport field rentals and tournament play while meeting or exceeding cost recovery goals.

The Sports & Events Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	404,010	406,493	397,220	400,395
General Sources	(109,033)	(39,111)	(36,926)	(27,064)
TOTAL SOURCES	294,977	367,382	360,294	373,331

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	97,061	118,648	156,802	166,728
Operating Expenses	187,301	237,617	194,507	197,507
Internal Service Charges	10,616	11,117	8,985	9,096
TOTAL EXPENDITURES	294,977	367,382	360,294	373,331

The Sports & Events Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	0.25	0.25	0.25
Recreation Program Manager	0.50	0.50	0.50
FULL-TIME FTEs	0.75	0.75	0.75

PARKS & RECREATION DEPARTMENT

Sports & Events - 4220

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	0.68	1.56	1.56
PART-TIME AND OVER-TIME FTEs	0.68	1.56	1.56
TOTAL PROGRAM FTEs	1.43	2.31	2.31

PARKS & RECREATION DEPARTMENT

Teen Programs - 4215

Manager: Christopher Roke

Program Summary

Program Outcome Statement

To provide a safe program for youth ages 11 to 14, where they experience challenging activities and weekly excursions that stimulate their minds, keep them active and promote the benefits of health and nutrition, diversity, cooperation and respect.

Teen Programs is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	37,500	38,000
General Sources	-	-	36,457	38,072
TOTAL SOURCES	-	-	73,957	76,072

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	59,447	61,562
Operating Expenses	-	-	14,510	14,510
TOTAL EXPENDITURES	-	-	73,957	76,072

Teen Programs has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	0.15	0.15
Recreation Program Manager	-	0.10	0.10
FULL-TIME FTEs	-	0.25	0.25

PARKS & RECREATION DEPARTMENT

Teen Programs - 4215

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	-	2.11	2.11
PART-TIME AND OVER-TIME FTEs	-	2.11	2.11
TOTAL PROGRAM FTEs	-	2.36	2.36

PARKS & RECREATION DEPARTMENT

Willow Pass Center - 4211

Manager: Kathie Leavitt

Program Summary

Program Outcome Statement

To create community and promote healthy lifestyles for youth and adults by providing and facilitating use of the Willow Pass Community Center.

The Willow Pass Center Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	92,000	94,000
General Sources	-	-	268,324	282,598
TOTAL SOURCES	-	-	360,324	376,598

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	177,579	189,084
Operating Expenses	-	-	89,170	91,170
Internal Service Charges	-	-	93,575	96,345
TOTAL EXPENDITURES	-	-	360,324	376,598

The Willow Pass Center Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	0.75	0.75
Recreation Program Manager	-	0.25	0.25
FULL-TIME FTEs	-	1.00	1.00

PARKS & RECREATION DEPARTMENT

Willow Pass Center - 4211

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Recreation Specialist	-	1.90	1.90
PART-TIME AND OVER-TIME FTEs	-	1.90	1.90
TOTAL PROGRAM FTEs	-	2.90	2.90

PARKS & RECREATION DEPARTMENT

Youth and Family Services - 4230

Manager: Joan Carrico

Program Summary

Program Outcome Statement

This program oversaw the Cares Afterschool Program. Beginning in FY 2014-15, the City of Concord transferred the administration of the Cares Afterschool Program to the Mt. Diablo United School District and Bay Area Community Resources.

The Cares Afterschool Program was funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	(114)	-	-	-
Other Revenues	4,000	-	-	-
General Sources	756	-	-	-
SUB-TOTAL	4,641	-	-	-
402 - Capital Projects- Reimbursable				
Other Revenues	803,811	-	-	-
General Sources	(44,398)	-	-	-
SUB-TOTAL	759,413	-	-	-
TOTAL SOURCES	764,054	-	-	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	729,435	-	-	-
Operating Expenses	34,619	-	-	-
TOTAL EXPENDITURES	764,054	-	-	-

PARKS & RECREATION DEPARTMENT

Youth Programs - 4216

Manager: Christopher Roke

Program Summary

Program Outcome Statement

To provide a fun, safe, organized and unique outdoor summer day camp experience, as well as to explore kid friendly attractions throughout the Bay Area for children in the 1st through 6th grades, while meeting or exceeding cost recovery goals.

Youth Programs is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
Charges for Services	-	-	110,000	114,000
General Sources	-	-	15,329	15,257
TOTAL SOURCES	-	-	125,329	129,257

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	-	-	92,540	96,468
Operating Expenses	-	-	32,789	32,789
TOTAL EXPENDITURES	-	-	125,329	129,257

Youth Programs has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Recreation Program Coordinator	-	0.15	0.15
Recreation Program Manager	-	0.10	0.10
FULL-TIME FTEs	-	0.25	0.25
TOTAL PROGRAM FTEs	-	0.25	0.25

This page intentionally left blank

Police

This page intentionally left blank

POLICE DEPARTMENT

Chief: Guy Swanger

Department Summary

The **Police Department** provides services through the following programs:

- Police Internal Affairs (IA) - 7110
- Police Parking - 7120
- Police Abatement - 7125
- Police Emergency Prepared - 7130
- Police Volunteer - 7135
- Police Administration - 7190
- Field Ops Patrol – 7310
- Field Ops K9 - 7315
- Field Ops Detentions – 7330
- Field Ops Reserves
- Field Operations Traffic – 7340
- Field Operations Special Events - 7345
- Field Operations Community Service Desk - 7360
- Field Operations Dispatch - 7370
- Field Operations Community Policing - 7380
- Field Operations Code Enforcement - 7385
- Field Operations Administration - 7390
- Support Special Victim Unit - 7420
- Support Crime Scene Investigations (CSI) - 7430
- Support Property - 7435
- Support Financial Crimes - 7440
- Violence Suppression Unit - 7445
- Support Special Investigations Bureau (SIB) - 7450
- Support Major Crimes - 7455
- Support Training – 7460
- SWAT - 7465
- Support Records – 7470
- Support Recruiting - 7480
- Support Administration - 7490

Major Accomplishments in FY 2014-15

- ✓ Established and opened the Central County Family Justice Center in downtown Concord to provide wrap around service for victims of domestic violence. A grand was held on March 19, 2015.
- ✓ Created a Community Service Desk Volunteer Program to augment the Police Department staff with trained volunteers who will serve as the first level of contact, or “greeters,” for customers.
- ✓ Selected a vendor to replace the Law Enforcement Records Management System (RMS).

Initiatives for FY 2015-16 & FY 2016-17

- Oversee implementation of a new Records Management System. 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 the obligatory reporting on Uniform Crime Reports.

POLICE DEPARTMENT

Department Summary

- Conduct 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.
- Work with the Community Oriented Government team to develop a long-term solution to the consistent problems at Markham Park.
- Develop strategic plan to address false alarm service and revenue, following the implementation of a new Records Management System.
- Improve staff development. Professional police careers are compressed into relatively short time frames, while diversity of experience and exposure has become more essential to provide professional service to the community at all ranks. The Administrative Services Section has embarked on a staff development program to enhance legacy learning, task expertise, personal ethics development, and diversity of context and experience for all ranks. Development pathways will be identified as well as administrative and testing processes to measure and monitor results of the program.

Significant Changes for FY 2015-16 & FY 2016-17

- Inclusion of a contract Forensic Specialist I position, which was approved by the City Council in November 2014.
- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

POLICE DEPARTMENT

Department Summary

The Police Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	1,414,359	1,341,800	1,461,574	1,461,574
Other Revenues	600,796	185,000	227,500	227,500
Sales Taxes	636,119	582,400	690,300	718,500
General Sources	41,277,958	44,078,129	47,778,892	50,191,196
SUB-TOTAL	43,929,232	46,187,329	50,158,266	52,598,770
220 - Vehicle Abatement				
Charges for Services	-	120,000	100,000	100,000
General Sources	-	(22,601)	888	2,957
SUB-TOTAL	-	97,399	100,888	102,957
254 - Comm. Develop. Block Grant				
General Sources	668	-	-	-
SUB-TOTAL	668	-	-	-
405-Federal Asset Forfeiture				
Other Revenues	49,363	-	-	-
Transfers In	16,285	-	-	-
General Sources	(58,648)	302,799	-	-
SUB-TOTAL	7,000	302,799	-	-
406-Local Asset Forfeiture				
Other Revenues	42,955	-	-	-
Transfers In	465,942	102,799	-	-
General Sources	(431,937)	(102,799)	200,000	-
SUB-TOTAL	76,959	-	200,000	-
TOTAL SOURCES	44,013,859	46,587,527	50,459,154	52,701,726

POLICE DEPARTMENT

Department Summary

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
7100 - Office of the Chief	626,411	-	-	-
7110 - Police IA	122,307	247,402	245,215	259,500
7120 - Police Parking	208,501	271,989	233,050	237,683
7125 - Police Abatement	54,657	97,399	100,888	102,957
7130 - PD Emergency Prepared	76,248	100,026	111,699	117,926
7135 - Police Volunteer	108,992	106,943	120,890	127,267
7190 - Police Administration	1,205,657	1,955,481	5,432,727	5,690,985
7200 - PD Admin Services	83,959	302,799	200,000	-
7300 - PD Field Operations	1,380,670	-	50,913	51,887
7310 - Field Ops Patrol	15,926,647	15,315,095	15,282,933	16,258,735
7315 - Field Ops K9	479	1,140,846	1,382,183	1,423,031
7320 - Field Ops SWAT	-	-	-	-
7330 - Field Ops Detentions	546,652	606,519	659,383	679,737
7335 - Field Ops Reserves	15,518	20,000	17,741	17,761
7340 - Field Ops Traffic	1,871,047	2,304,366	2,305,527	2,441,201
7345 - Field Ops Special Events	218,337	121,849	159,190	159,190
7350 - Field Ops SET	920,316	-	32,252	33,294
7360 - Field Ops Community Serv. Desk	309,359	355,335	383,309	407,881
7370 - Field Ops Dispatch	2,082,979	2,408,240	2,723,730	2,825,146
7380 - Field Ops Community Policing	443,030	1,027,367	1,852,201	1,937,692
7385 - Field Ops Code Enforcement	995,957	1,070,168	916,844	956,413
7390 - Field Ops Administration	4,613,051	6,176,414	5,280,990	5,409,808
7400 - PD Investigations	2,291,640	-	-	-
7410 - Support SRO	138,245	-	-	-
7420 - Support Special Victim Unit	1,447,096	1,477,856	1,747,799	1,806,341
7430 - Support CSI	1,227,209	1,516,532	1,763,302	1,812,381
7435 - Support Property	123,081	182,920	211,576	217,284
7440 - Support Financial Crimes	1,101,683	1,410,061	1,463,848	1,519,189
7445 - Violence Suppression Unit	759	1,060,357	1,073,132	1,110,734
7450 - Support SIB	1,504,691	1,512,617	1,460,968	1,584,594
7455 - Support Major Crimes	1,250,507	1,313,563	1,355,081	1,432,367
7460 - Support Training	793,899	544,184	545,090	651,448

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

POLICE DEPARTMENT

Department Summary

7465 - SWAT	316,162	195,497	144,787	132,425
7470 - Support Records	332,267	926,988	1,070,801	1,076,793
7480 - Support Recruiting	177,999	93,596	78,150	78,150
7490 - Support Administration	1,493,234	2,725,119	2,052,956	2,141,926
8720 - Neighborhood Preservation	4,613	-	-	-
7465 - SWAT	-	174,057	140,230	127,730
TOTAL EXPENDITURES	44,013,859	46,587,527	50,459,154	52,701,726

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	37,417,687	39,292,313	40,266,606	42,361,980
Operating Expenses	2,840,315	3,290,501	3,252,990	3,111,573
Internal Service Charges	3,755,857	3,901,914	6,939,558	7,228,174
Other Financing Uses	-	102,799	-	-
TOTAL EXPENDITURES	44,013,859	46,587,527	50,459,154	52,701,726

POLICE DEPARTMENT

Department Summary

The Police Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
7110 - Police Internal Affairs (IA)	1.00	1.00	1.00
7120 - Police Parking	2.00	2.00	2.00
7125 - Police Abatement	1.00	1.00	1.00
7130 - PD Emergency Prepared	0.50	0.50	0.50
7135 - Police Volunteer	0.50	0.50	0.50
7190 - Police Administration	7.00	7.00	7.00
7310 - Field Operations Patrol	80.00	77.00	77.00
7315 - Field Operations K9	6.00	7.00	7.00
7330 - Field Operations Detentions	6.00	5.00	5.00
7340 - Field Operations Traffic	11.00	10.00	10.00
7360 - Field Operations Community Service Desk	2.00	2.00	2.00
7370 - Field Operations Dispatch	18.00	18.00	18.00
7380 - Field Operations Community Policing	5.00	9.00	9.00
7385 - Field Operations Code Enforcement	7.00	6.00	6.00
7390 - Field Operations Administration	7.00	7.00	7.00
7420 - Support Special Victim Unit	7.00	9.00	9.00
7430 - Support Crime Scene Investigations (CSI)	5.00	6.00	6.00
7435 - Support Property	2.00	2.00	2.00
7440 - Support Financial Crimes	8.00	8.00	8.00
7445 - Violence Suppression Unit	5.00	5.00	5.00
7450 - Support Special Investigations Bureau (SIB)	7.00	7.00	7.00
7455 - Support Major Crimes	6.00	6.00	6.00
7460 - Support Training	1.00	1.00	1.00
7470 - Support Records	10.00	10.00	10.00
7490 - Support Administration	6.00	5.00	5.00
FULL-TIME FTEs	211.00	212.00	212.00

POLICE DEPARTMENT

Department Summary

PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
7110-Police IA	0.05	0.05	0.05
7120-Police Parking	1.50	1.51	1.50
7125-Police Abatement	0.50	0.51	0.50
7135-Police Volunteer	0.48	0.49	0.48
7190-Police Administration	0.50	0.50	0.50
7310-Field Ops Patrol	1.97	1.99	1.97
7330-Field Ops Detentions	1.75	1.77	1.75
7340-Field Ops Traffic	0.28	0.28	0.28
7345-Field Ops Special Events	0.72	0.73	0.72
7360-Field Ops Comm Serv Desk	1.55	1.57	1.55
7370-Field Ops Dispatch	3.09	3.12	3.09
7385-Field Ops Code Enforcement	0.01	0.01	0.01
7390-Field Ops Administration	1.07	1.08	1.07
7420-Support Special Victim Unit	1.81	1.83	1.81
7430-Support CSI	1.12	1.13	1.12
7435-Support Property	0.02	0.02	0.02
7440-Support Financial Crimes	0.22	0.22	0.22
7445-Violence Suppression Unit	0.47	0.47	0.47
7450-Support SIB	0.58	0.59	0.58
7455-Support Major Crimes	0.46	0.47	0.46
7460-Support Training	0.97	0.98	0.97
7465-SWAT	0.71	0.71	0.71
7470-Support Records	0.14	0.15	0.14
7480-Support Recruiting	0.06	0.06	0.06
PART-TIME AND OVER-TIME FTEs	20.03	20.23	20.03
TOTAL DEPARTMENTAL FTEs	231.03	232.23	232.03

POLICE DEPARTMENT
Police Abatement - 7125

Manager: Cheryl Owens

Program Summary

Program Outcome Statement

Abate inoperable and unregistered vehicles.

The Police Abatement Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	54,657	-	-	-
SUB-TOTAL	54,657	-	-	-
220 - Vehicle Abatement				
Charges for Services	-	120,000	100,000	100,000
General Sources	-	(22,601)	888	2,957
SUB-TOTAL	-	97,399	100,888	102,957
TOTAL SOURCES	54,657	97,399	100,888	102,957

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	53,302	94,076	97,565	99,634
Operating Expenses	1,355	2,500	2,500	2,500
Internal Service Charges	-	823	823	823
TOTAL EXPENDITURES	54,657	97,399	100,888	102,957

The Police Abatement Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Vehicle Abatement Officer	1.00	1.00	1.00
FULL-TIME FTEs	1.00	1.00	1.00

POLICE DEPARTMENT
Police Abatement - 7125

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	0.01	0.01	0.01
Limited Service -Public Safety Asst	0.49	0.50	0.49
PART-TIME AND OVER-TIME FTEs	0.50	0.51	0.50
<hr/>			
TOTAL PROGRAM FTEs	1.50	1.51	1.50

POLICE DEPARTMENT

Police Emergency Preparedness Summary- 7130

Manager: Margaret Romiti

Program Summary

Program Outcome Statement

Provide emergency preparedness training for city employees and the community.

The Police Emergency Preparedness Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	76,248	100,026	111,699	117,926
TOTAL SOURCES	76,248	100,026	111,699	117,926

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	55,925	71,904	80,893	87,046
Operating Expenses	19,938	27,710	27,710	27,710
Internal Service Charges	386	412	3,096	3,170
TOTAL EXPENDITURES	76,248	100,026	111,699	117,926

The Police Emergency Preparedness Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Program Manager	0.50	0.50	0.50
FULL-TIME FTEs	0.50	0.50	0.50
TOTAL PROGRAM FTEs	0.50	0.50	0.50

POLICE DEPARTMENT
Field Operations - 7300

Manager: Garrett Voerge

Program Summary

Program Outcome Statement

Support field operation services and programs.

The Field Operations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,380,670	-	50,913	51,887
TOTAL SOURCES	1,380,670	-	50,913	51,887

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,365,751	-	-	-
Operating Expenses	14,919	-	15,884	15,884
Internal Service Charges	-	-	35,029	36,003
TOTAL EXPENDITURES	1,380,670	-	50,913	51,887

POLICE DEPARTMENT
Field Operations Administration - 7390

Manager: Garrett Voerge

Program Summary

Program Outcome Statement

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

The Field Operations Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	4,613,051	6,176,414	5,280,990	5,409,808
TOTAL SOURCES	4,613,051	6,176,414	5,280,990	5,409,808

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,868,898	3,293,330	3,249,342	3,354,012
Operating Expenses	279,560	360,875	353,919	348,669
Internal Service Charges	2,464,593	2,522,209	1,677,729	1,707,126
TOTAL EXPENDITURES	4,613,051	6,176,414	5,280,990	5,409,808

The Field Operations Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Lieutenant	5.00	5.00	5.00
FULL-TIME FTEs	7.00	7.00	7.00

POLICE DEPARTMENT
Field Operations Administration - 7390

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	0.005	0.005	0.005
Police Captain	0.98	0.98	0.98
Police Sergeant	0.09	0.09	0.09
PART-TIME AND OVER-TIME FTEs	1.07	1.08	1.07
TOTAL PROGRAM FTEs	8.07	8.08	8.07

POLICE DEPARTMENT

Field Operations Code Enforcement - 7385

Manager: Robert Zywicki

Program Summary

Program Outcome Statement

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

The Field Operations Code Enforcement Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	995,957	1,070,168	916,844	956,413
TOTAL SOURCES	995,957	1,070,168	916,844	956,413

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	903,740	982,162	816,829	856,294
Operating Expenses	29,517	25,833	24,925	23,675
Internal Service Charges	62,701	62,173	75,090	76,445
TOTAL EXPENDITURES	995,957	1,070,168	916,844	956,413

The Field Operations Code Enforcement Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk III	1.00	1.00	1.00
Neighborhood Preservation Spec	4.00	-	-
Police Officer	1.00	-	-
Police Sergeant	1.00	1.00	1.00
Code Enforcement Officer	-	4.00	4.00
FULL-TIME FTEs	7.00	6.00	6.00

POLICE DEPARTMENT

Field Operations Code Enforcement - 7385

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Neighborhood Preservation Spec	0.01	0.01	0.01
PART-TIME AND OVER-TIME FTEs	0.01	0.01	0.01
TOTAL PROGRAM FTEs	7.01	6.01	6.01

POLICE DEPARTMENT

Field Operations Community Service Desk - 7360

Manager: Timothy Runyon

Program Summary

Program Outcome Statement

Provide public assistance at the Community Service Desk.

The Field Operations Community Service Desk Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	309,359	355,335	383,309	407,881
TOTAL SOURCES	309,359	355,335	383,309	407,881

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	301,804	347,688	360,692	384,847
Operating Expenses	5,393	6,000	6,000	6,000
Internal Service Charges	2,162	1,647	16,617	17,034
TOTAL EXPENDITURES	309,359	355,335	383,309	407,881

The Field Operations Community Service Desk Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	1.00	1.00	1.00
Police Officer	1.00	1.00	1.00
FULL-TIME FTEs	2.00	2.00	2.00

POLICE DEPARTMENT

Field Operations Community Service Desk - 7360

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	0.11	0.11	0.11
Limited Service – Public Safety Asst	1.44	1.46	1.44
PART-TIME AND OVER-TIME FTEs	1.55	1.57	1.55
TOTAL PROGRAM FTEs	3.55	3.57	3.55

POLICE DEPARTMENT

Field Operations Community Policing - 7380

Manager: Jeff Krieger

Program Summary

Program Outcome Statement

Promote crime prevention, community awareness and community partnerships.

The Field Operations Community Policing Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	443,030	1,027,367	1,852,201	1,937,692
TOTAL SOURCES	443,030	1,027,367	1,852,201	1,937,692

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	435,869	1,021,251	1,819,331	1,901,579
Operating Expenses	3,300	2,000	2,000	4,500
Internal Service Charges	3,861	4,116	30,870	31,614
TOTAL EXPENDITURES	443,030	1,027,367	1,852,201	1,937,692

The Field Operations Community Policing Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	3.00	7.00	7.00
Police Sergeant	2.00	2.00	2.00
FULL-TIME FTEs	5.00	9.00	9.00
TOTAL PROGRAM FTEs	5.00	9.00	9.00

POLICE DEPARTMENT
Field Operations Detention - 7330

Manager: Timothy Runyon

Program Summary

Program Outcome Statement

Provide detention services.

The Field Operations Detention Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	546,652	606,519	659,383	679,737
TOTAL SOURCES	546,652	606,519	659,383	679,737

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	495,855	548,479	578,888	598,617
Operating Expenses	47,555	53,100	53,100	53,100
Internal Service Charges	3,243	4,940	27,395	28,020
TOTAL EXPENDITURES	546,652	606,519	659,383	679,737

The Field Operations Detention Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	6.00	5.00	5.00
FULL-TIME FTEs	6.00	5.00	5.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer - Detention	0.76	0.76	0.76
Limited Service – Public Safety Asst	0.99	1.00	0.99
PART-TIME AND OVER-TIME FTEs	1.75	1.77	1.75

TOTAL PROGRAM FTEs	7.75	6.77	6.75
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT
Field Operations Dispatch - 7370

Manager: William Roche

Program Summary

Program Outcome Statement

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

The Field Operations Dispatch Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	2,082,979	2,408,240	2,723,730	2,825,146
TOTAL SOURCES	2,082,979	2,408,240	2,723,730	2,825,146

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	2,052,874	2,365,921	2,600,982	2,700,161
Operating Expenses	18,522	27,500	27,500	27,500
Internal Service Charges	11,583	14,819	95,248	97,485
TOTAL EXPENDITURES	2,082,979	2,408,240	2,723,730	2,825,146

The Field Operations Dispatch Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Lead Dispatcher	2.00	3.00	3.00
Police Dispatcher I	2.00	5.00	5.00
Police Dispatcher II	13.00	9.00	9.00
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	18.00	18.00	18.00

POLICE DEPARTMENT
Field Operations Dispatch - 7370

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Lead Dispatcher	0.96	0.97	0.96
Limited Service – Public Safety Asst	2.13	2.15	2.13
PART-TIME AND OVER-TIME FTEs	3.09	3.12	3.09
TOTAL PROGRAM FTEs	21.09	21.12	21.09

POLICE DEPARTMENT
Field Operations K9 - 7315

Manager:

Program Summary

Program Outcome Statement

Support K9 related law enforcement activities.

The Field Operations K9 Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	479	1,140,846	1,382,183	1,423,031
TOTAL SOURCES	479	1,140,846	1,382,183	1,423,031

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	479	1,115,846	1,315,183	1,370,031
Operating Expenses	-	25,000	67,000	53,000
TOTAL EXPENDITURES	479	1,140,846	1,382,183	1,423,031

The Field Operations K9 Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	6.00	7.00	7.00
FULL-TIME FTEs	6.00	7.00	7.00
TOTAL PROGRAM FTEs	6.00	7.00	7.00

POLICE DEPARTMENT
Field Operations Patrol - 7310

Manager: Garrett Voerge

Program Summary

Program Outcome Statement

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.

The Field Operations Patrol Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	15,926,647	15,315,095	15,282,933	16,258,735
TOTAL SOURCES	15,926,647	15,315,095	15,282,933	16,258,735

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	15,792,021	15,195,069	14,686,246	15,648,785
Operating Expenses	68,987	49,223	49,000	49,000
Internal Service Charges	65,639	70,803	547,687	560,951
TOTAL EXPENDITURES	15,926,647	15,315,095	15,282,933	16,258,735

The Field Operations Patrol Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Lieutenant	1.00	-	-
Police Officer	73.00	70.00	70.00
Police Sergeant	6.00	7.00	7.00
FULL-TIME FTEs	80.00	77.00	77.00

POLICE DEPARTMENT
Field Operations Patrol - 7310

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	1.53	1.54	1.53
Police Sergeant	0.44	0.45	0.44
PART-TIME AND OVER-TIME FTEs	1.97	1.99	1.97
TOTAL PROGRAM FTEs	81.97	78.99	78.97

POLICE DEPARTMENT
Field Operations Reserves - 7335

Manager: Timothy Runyon

Program Summary

Program Outcome Statement

Volunteer program of sworn officers used to augment police services.

The Field Operations Reserves Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	15,518	20,000	17,741	17,761
TOTAL SOURCES	15,518	20,000	17,741	17,761

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Operating Expenses	15,518	20,000	17,000	17,000
Internal Service Charges	-	-	741	761
TOTAL EXPENDITURES	15,518	20,000	17,741	17,761

POLICE DEPARTMENT
Field Operations SET - 7350

Manager:

Program Summary

Program Outcome Statement

Provide flexible teams of officers that are a resource to other work units to address community problems. Beginning in FY 2014-15, the operations of this program was spread to other programs within the department. The Internal Service charges are based upon the Cost Allocation Plan, which uses prior year budgets in order to allocate the costs.

The Field Operations SET Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	920,316	-	32,252	33,294
TOTAL SOURCES	920,316	-	32,252	33,294

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	906,081	-	-	-
Operating Expenses	8,829	-	-	-
Internal Service Charges	5,406	-	32,252	33,294
TOTAL EXPENDITURES	920,316	-	32,252	33,294

POLICE DEPARTMENT

Field Operations Special Events - 7345

Manager: William Roche

Program Summary

Program Outcome Statement

Sworn officers providing police services for community/private events.

The Field Operations Special Events Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	218,337	121,849	159,190	159,190
TOTAL SOURCES	218,337	121,849	159,190	159,190

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	218,184	120,349	157,690	157,690
Operating Expenses	152	1,500	1,500	1,500
TOTAL EXPENDITURES	218,337	121,849	159,190	159,190

The Field Operations Special Events Program has the following authorized positions:

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	0.05	0.05	0.05
Police Officer	0.56	0.57	0.56
Police Sergeant	0.11	0.11	0.11
PART-TIME AND OVER-TIME FTEs	0.72	0.73	0.72
TOTAL PROGRAM FTEs	0.72	0.73	0.72

POLICE DEPARTMENT
Field Operations Traffic - 7340

Manager: William Roche

Program Summary

Program Outcome Statement

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

The Field Operations Traffic Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,871,047	2,304,366	2,305,527	2,441,201
TOTAL SOURCES	1,871,047	2,304,366	2,305,527	2,441,201

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,699,178	2,122,259	2,025,962	2,155,452
Operating Expenses	163,375	108,399	128,772	132,772
Internal Service Charges	8,494	73,708	150,793	152,977
TOTAL EXPENDITURES	1,871,047	2,304,366	2,305,527	2,441,201

The Field Operations Traffic Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	10.00	9.00	9.00
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	11.00	10.00	10.00

POLICE DEPARTMENT
Field Operations Traffic - 7340

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.23	0.23	0.23
Police Sergeant	0.05	0.05	0.05
PART-TIME AND OVER-TIME FTEs	0.28	0.28	0.28
TOTAL PROGRAM FTEs	11.28	10.28	10.28

POLICE DEPARTMENT
Police Investigations - 7400

Manager:

Program Summary

Program Outcome Statement

Beginning in FY 2014-15, the operations of this program was spread amongst the other programs within the Investigations division.

The Police Investigations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	2,291,640	-	-	-
TOTAL SOURCES	2,291,640	-	-	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	2,227,150	-	-	-
Operating Expenses	64,490	-	-	-
TOTAL EXPENDITURES	2,291,640	-	-	-

POLICE DEPARTMENT
Neighborhood Preservation - 8720

Manager:

Program Summary

Program Outcome Statement

Beginning in FY 2014-15, the operations of this program was move to Program #7385, Foe;d Ops Code Enforcement.

The Neighborhood Preservation Summary Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	(175)	-	-	-
Other Revenues	(188)	-	-	-
General Sources	4,308	-	-	-
SUB-TOTAL	3,945	-	-	-
254 - Comm. Develop. Block Grant				
General Sources	668	-	-	-
SUB-TOTAL	668	-	-	-
TOTAL SOURCES	4,613	-	-	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	137,215	-	-	-
Operating Expenses	1,030	-	-	-
TOTAL EXPENDITURES	138,245	-	-	-

POLICE DEPARTMENT
Office of the Chief - 7100

Manager: Guy Swanger

Program Summary

Program Outcome Statement

Beginning in FY 2014-15, the Office of the Chief Program was transferred to the Police Administration Program (7190).

The Office of the Chief Program was funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	626,411	-	-	-
TOTAL SOURCES	626,411	-	-	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	617,438	-	-	-
Operating Expenses	8,973	-	-	-
TOTAL EXPENDITURES	626,411	-	-	-

POLICE DEPARTMENT

Police Parking - 7120

Manager: Cheryl Ownes

Program Summary

Program Outcome Statement

Enforcement of parking violations.

The Police Parking Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	208,501	271,989	233,050	237,683
TOTAL SOURCES	208,501	271,989	233,050	237,683

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	138,625	209,661	202,629	206,816
Operating Expenses	67,559	60,681	12,734	12,734
Internal Service Charges	2,317	1,647	17,687	18,133
TOTAL EXPENDITURES	208,501	271,989	233,050	237,683

The Police Parking Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Parking Services Officer	2.00	2.00	2.00
FULL-TIME FTEs	2.00	2.00	2.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	0.04	0.04	0.04
Limited Service -Public Safety Asst	1.46	1.48	1.46
PART-TIME AND OVER-TIME FTEs	1.50	1.51	1.50
TOTAL PROGRAM FTEs	3.50	3.51	3.50

POLICE DEPARTMENT
Police Administration - 7190

Manager: Guy Swanger

Program Summary

Program Outcome Statement

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.

The Police Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,205,657	1,955,481	5,432,727	5,690,985
TOTAL SOURCES	1,205,657	1,955,481	5,432,727	5,690,985

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	571,687	1,031,134	1,150,051	1,186,426
Operating Expenses	460,679	738,371	730,113	730,113
Internal Service Charges	173,291	185,976	3,552,563	3,774,446
TOTAL EXPENDITURES	1,205,657	1,955,481	5,432,727	5,690,985

The Police Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	2.00	2.00	2.00
Administrative Services Manager	1.00	1.00	1.00
Chief of Police	1.00	1.00	1.00
Community Service Officer	1.00	1.00	1.00
Exec. Secretary	1.00	-	-
Program Assistant	1.00	1.00	1.00
Executive Secretary	-	1.00	1.00
FULL-TIME FTEs	7.00	7.00	7.00

City of Concord
 Adopted Bi-Annual Budget
 FY 2015-16 & FY 2016-17

POLICE DEPARTMENT
Police Administration - 7190

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	0.005	0.005	0.005
Exec. Secretary	0.01	0.01	0.01
Limited Service - Public Safety Asst	0.48	0.49	0.48
PART-TIME AND OVER-TIME FTEs	0.50	0.50	0.50
TOTAL PROGRAM FTEs	7.50	7.50	7.50

POLICE DEPARTMENT
Police Administration Services - 7200

Manager: Cheryl Owens

Program Summary

Program Outcome Statement

This program is used for the tracking of Police Department revenue and Asset Forfeiture Funds.

The Police Administration Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	1,414,534	1,341,800	1,461,574	1,461,574
Other Revenues	600,985	185,000	227,500	227,500
Sales Taxes	636,119	582,400	690,300	718,500
General Sources	(2,651,638)	(2,109,200)	(2,379,374)	(2,407,574)
SUB-TOTAL	-	-	-	-
405-Federal Asset Forfeiture				
Other Revenues	49,363	-	-	-
Transfers In	16,285	-	-	-
General Sources	(58,648)	302,799	-	-
SUB-TOTAL	7,000	302,799	-	-
406-Local Asset Forfeiture				
Other Revenues	42,955	-	-	-
Transfers In	465,942	102,799	-	-
General Sources	(431,937)	(102,799)	200,000	-
SUB-TOTAL	76,959	-	200,000	-
TOTAL SOURCES	83,959	302,799	200,000	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Operating Expenses	83,993	200,000	200,000	-
Other Financing Uses	482,227	102,799	-	-
TOTAL EXPENDITURES	566,221	302,799	200,000	-

POLICE DEPARTMENT
Police Internal Affairs - 7110

Manager: Guy Swanger

Program Summary

Program Outcome Statement

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

The Police Internal Affairs Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	122,307	247,402	245,215	259,500
TOTAL SOURCES	122,307	247,402	245,215	259,500

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	120,299	244,079	236,545	250,681
Operating Expenses	1,236	2,500	2,500	2,500
Internal Service Charges	772	823	6,170	6,318
TOTAL EXPENDITURES	122,307	247,402	245,215	259,500

The Police Internal Affairs Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	1.00	1.00	1.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Sergeant	0.05	0.05	0.05
PART-TIME AND OVER-TIME FTEs	0.05	0.05	0.05

TOTAL PROGRAM FTEs	1.05	1.05	1.05
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT
Support Administration - 7490

Manager: Daniel Siri

Program Summary

Program Outcome Statement

Administrative support for Investigations Bureau.

The Support Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,493,234	2,725,119	2,052,956	2,141,926
TOTAL SOURCES	1,493,234	2,725,119	2,052,956	2,141,926

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	306,301	1,500,095	1,458,581	1,529,962
Operating Expenses	269,908	309,605	275,838	288,338
Internal Service Charges	917,025	915,419	318,536	323,627
TOTAL EXPENDITURES	1,493,234	2,725,119	2,052,956	2,141,926

The Support Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	1.00	-	-
Administrative Secretary	1.00	1.00	1.00
Police Captain	1.00	1.00	1.00
Police Lieutenant	3.00	3.00	3.00
FULL-TIME FTEs	6.00	5.00	5.00
TOTAL PROGRAM FTEs	6.00	5.00	5.00

POLICE DEPARTMENT

Support Crime Scene Investigations - 7430

Manager: David Hughes

Program Summary

Program Outcome Statement

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

The Support Crime Scene Investigations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,227,209	1,516,532	1,763,302	1,812,381
TOTAL SOURCES	1,227,209	1,516,532	1,763,302	1,812,381

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	662,059	794,424	935,986	975,530
Operating Expenses	562,061	717,992	750,027	757,413
Internal Service Charges	3,089	4,116	77,289	79,438
TOTAL EXPENDITURES	1,227,209	1,516,532	1,763,302	1,812,381

The Support Crime Scene Investigations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Forensic Specialist I	2.00	2.00	2.00
Forensic Specialist II	1.00	2.00	2.00
Police Officer	2.00	2.00	2.00
FULL-TIME FTEs	5.00	6.00	6.00

POLICE DEPARTMENT
Support Crime Scene Investigations - 7430

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Forensic Specialist I	0.19	0.19	0.19
Limited Service - Public Safety Asst	0.92	0.93	0.92
PART-TIME AND OVER-TIME FTEs	1.12	1.13	1.12
TOTAL PROGRAM FTEs	6.12	7.13	7.12

POLICE DEPARTMENT
Support Financial Crimes - 7440

Manager: David Hughes

Program Summary

Program Outcome Statement

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

The Support Financial Crimes Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,101,683	1,410,061	1,463,848	1,519,189
TOTAL SOURCES	1,101,683	1,410,061	1,463,848	1,519,189

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,083,106	1,384,975	1,401,315	1,455,615
Operating Expenses	13,171	18,500	18,500	18,500
Internal Service Charges	5,406	6,586	44,033	45,074
TOTAL EXPENDITURES	1,101,683	1,410,061	1,463,848	1,519,189

The Support Financial Crimes Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	1.00	1.00	1.00
Crime Analyst	1.00	-	-
Police Officer	5.00	5.00	5.00
Police Sergeant	1.00	1.00	1.00
Senior Crimes Analyst	-	1.00	1.00
FULL-TIME FTEs	8.00	8.00	8.00

POLICE DEPARTMENT
Support Financial Crimes - 7440

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.17	0.17	0.17
Police Sergeant	0.05	0.05	0.05
PART-TIME AND OVER-TIME FTEs	0.22	0.22	0.22
TOTAL PROGRAM FTEs	8.22	8.22	8.22

POLICE DEPARTMENT
Support Major Crimes - 7455

Manager: David Hughes

Program Summary

Program Outcome Statement

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

The Support Major Crimes Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,250,507	1,313,563	1,355,081	1,432,367
TOTAL SOURCES	1,250,507	1,313,563	1,355,081	1,432,367

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,233,549	1,304,673	1,314,091	1,390,484
Operating Expenses	12,325	3,950	3,950	3,950
Internal Service Charges	4,633	4,940	37,040	37,933
TOTAL EXPENDITURES	1,250,507	1,313,563	1,355,081	1,432,367

The Support Major Crimes Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	5.00	5.00	5.00
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	6.00	6.00	6.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.35	0.36	0.35
Police Sergeant	0.11	0.11	0.11
PART-TIME AND OVER-TIME FTEs	0.46	0.47	0.46

POLICE DEPARTMENT
Support Major Crimes - 7455

Program Summary

TOTAL PROGRAM FTEs	6.46	6.47	6.46
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT
Support Property - 7435

Manager: David Hughes

Program Summary

Program Outcome Statement

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

The Support Property Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	123,081	182,920	211,576	217,284
TOTAL SOURCES	123,081	182,920	211,576	217,284

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	97,776	167,273	185,236	190,646
Operating Expenses	23,761	14,000	14,000	14,000
Internal Service Charges	1,544	1,647	12,340	12,638
TOTAL EXPENDITURES	123,081	182,920	211,576	217,284

The Support Property Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	2.00	2.00	2.00
FULL-TIME FTEs	2.00	2.00	2.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Community Service Officer	0.02	0.02	0.02
PART-TIME AND OVER-TIME FTEs	0.02	0.02	0.02

TOTAL PROGRAM FTEs	2.02	2.02	2.02
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT
Support Records - 7470

Manager: Joseph Surges

Program Summary

Program Outcome Statement

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

The Support Records Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	332,267	926,988	1,070,801	1,076,793
TOTAL SOURCES	332,267	926,988	1,070,801	1,076,793

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	307,336	895,255	946,503	980,754
Operating Expenses	17,210	23,500	53,500	23,500
Internal Service Charges	7,722	8,233	70,798	72,538
TOTAL EXPENDITURES	332,267	926,988	1,070,801	1,076,793

The Support Records Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	6.00	6.00	6.00
Administrative Clerk III	3.00	3.00	3.00
Police Records Manager	1.00	1.00	1.00
FULL-TIME FTEs	10.00	10.00	10.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	0.14	0.15	0.14
PART-TIME AND OVER-TIME FTEs	0.14	0.15	0.14

POLICE DEPARTMENT
Support Records - 7470

Program Summary

TOTAL PROGRAM FTEs	10.14	10.15	10.14
---------------------------	--------------	--------------	--------------

POLICE DEPARTMENT
Support Recruiting - 7480

Manager: Robert Zywicki

Program Summary

Program Outcome Statement

Recruit and select new department employees.

The Support Recruiting Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	177,999	93,596	78,150	78,150
TOTAL SOURCES	177,999	93,596	78,150	78,150

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	73,852	9,442	12,650	12,650
Operating Expenses	104,147	84,154	65,500	65,500
TOTAL EXPENDITURES	177,999	93,596	78,150	78,150

The Support Recruiting Program has the following authorized positions:

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.06	0.06	0.06
PART-TIME AND OVER-TIME FTEs	0.06	0.06	0.06
TOTAL PROGRAM FTEs	0.06	0.06	0.06

POLICE DEPARTMENT

Support Special Investigations Bureau - 7450

Manager: Steven Dyer

Program Summary

Program Outcome Statement

Initiate and conduct drug and vice investigations.

The Support Special Investigations Bureau Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,504,691	1,512,617	1,460,968	1,584,594
TOTAL SOURCES	1,504,691	1,512,617	1,460,968	1,584,594

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,370,131	1,413,824	1,394,441	1,517,026
Operating Expenses	129,154	93,030	23,317	23,317
Internal Service Charges	5,406	5,763	43,210	44,251
TOTAL EXPENDITURES	1,504,691	1,512,617	1,460,968	1,584,594

The Support Special Investigations Bureau Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	6.00	6.00	6.00
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	7.00	7.00	7.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.44	0.44	0.44
Police Sergeant	0.14	0.15	0.14
PART-TIME AND OVER-TIME FTEs	0.58	0.59	0.58

POLICE DEPARTMENT
Support Special Investigations Bureau - 7450

Program Summary

TOTAL PROGRAM FTEs	7.58	7.59	7.58
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT

Support Special Victims Unit - 7420

Manager: David Hughes

Program Summary

Program Outcome Statement

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

The Support Special Victims Unit Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	1,447,096	1,477,856	1,747,799	1,806,341
TOTAL SOURCES	1,447,096	1,477,856	1,747,799	1,806,341

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,403,512	1,459,343	1,659,839	1,717,340
Operating Expenses	38,179	12,750	44,750	44,750
Internal Service Charges	5,406	5,763	43,210	44,251
TOTAL EXPENDITURES	1,447,096	1,477,856	1,747,799	1,806,341

The Support Special Victims Unit Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	-	1.00	1.00
Police Officer	6.00	6.00	6.00
Police Sergeant	1.00	1.00	1.00
Victim Advocate	-	1.00	1.00
FULL-TIME FTEs	7.00	9.00	9.00

POLICE DEPARTMENT
Support Special Victims Unit - 7420

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service - Public Safety Asst	1.56	1.58	1.56
Police Officer	0.19	0.19	0.19
Police Sergeant	0.06	0.06	0.06
PART-TIME AND OVER-TIME FTEs	1.81	1.83	1.81
TOTAL PROGRAM FTEs	8.81	10.83	10.81

POLICE DEPARTMENT

Support SRO - 7410

Manager:

Program Summary

Program Outcome Statement

Beginning in FY 2014-15, the operations of this program was spread amongst the other programs with in the department.

The Support SRO Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	138,245	-	-	-
TOTAL SOURCES	138,245	-	-	-

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	137,215	-	-	-
Operating Expenses	1,030	-	-	-
TOTAL EXPENDITURES	138,245	-	-	-

POLICE DEPARTMENT

Support Violence Suppression Unit - 7445

Manager: Steven Dyer

Program Summary

Program Outcome Statement

The Support Violence Suppression Unit Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	759	1,060,357	1,073,132	1,110,734
TOTAL SOURCES	759	1,060,357	1,073,132	1,110,734

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	759	1,043,441	1,063,016	1,100,618
Operating Expenses	-	12,800	6,000	6,000
Internal Service Charges	-	4,116	4,116	4,116
TOTAL EXPENDITURES	759	1,060,357	1,073,132	1,110,734

The Support Violence Suppression Unit Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	4.00	4.00	4.00
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	5.00	5.00	5.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.36	0.36	0.36
Police Sergeant	0.11	0.11	0.11
PART-TIME AND OVER-TIME FTEs	0.47	0.47	0.47

POLICE DEPARTMENT

Support Special Violence Suppression Unit - 7445

Program Summary

TOTAL PROGRAM FTEs	5.47	5.47	5.47
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT
Support Training - 7460

Manager: Robert Zywicki

Program Summary

Program Outcome Statement

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

The Support Training Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	793,899	544,184	545,090	651,448
TOTAL SOURCES	793,899	544,184	545,090	651,448

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	607,572	342,124	339,221	350,234
Operating Expenses	185,555	201,237	199,699	294,896
Internal Service Charges	772	823	6,170	6,318
TOTAL EXPENDITURES	793,899	544,184	545,090	651,448

The Support Training Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Sergeant	1.00	1.00	1.00
FULL-TIME FTEs	1.00	1.00	1.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Public Safety Asst	0.48	0.49	0.48
Police Officer	0.42	0.42	0.42
Police Sergeant	0.07	0.07	0.07
PART-TIME AND OVER-TIME FTEs	0.97	0.98	0.97

POLICE DEPARTMENT
Support Training - 7460

Program Summary

TOTAL PROGRAM FTEs	1.97	1.98	1.97
---------------------------	-------------	-------------	-------------

POLICE DEPARTMENT

SWAT - 7465

Manager: Steve Dyer

Program Summary

Program Outcome Statement

Respond to and handle SWAT/Tactical incidents.

The SWAT Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	316,162	195,497	144,787	132,425
TOTAL SOURCES	316,162	195,497	144,787	132,425

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	225,401	124,057	77,730	77,730
Operating Expenses	90,761	71,440	62,500	50,000
Internal Service Charges	-	-	4,557	4,695
TOTAL EXPENDITURES	316,162	195,497	144,787	132,425

The SWAT Program has the following authorized positions:

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Police Officer	0.55	0.56	0.55
Police Sergeant	0.15	0.16	0.15
PART-TIME AND OVER-TIME FTEs	0.71	0.71	0.71
TOTAL PROGRAM FTEs	0.71	0.71	0.71

POLICE DEPARTMENT
Police Volunteer Summary- 7135

Manager: Margaret Romiti

Program Summary

Program Outcome Statement

Provide citizen volunteer support to successfully augment police programs.

The Police Volunteer Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 – General Fund				
General Sources	108,992	106,943	120,890	127,267
TOTAL SOURCES	108,992	106,943	120,890	127,267

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	79,487	90,179	99,168	105,321
Operating Expenses	29,098	16,352	13,252	13,252
Internal Service Charges	408	412	8,470	8,694
TOTAL EXPENDITURES	108,992	106,943	120,890	127,267

The Police Volunteer Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Program Manager	0.50	0.50	0.50
FULL-TIME FTEs	0.50	0.50	0.50

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Limited Service -Public Safety Asst	0.48	0.49	0.48
PART-TIME AND OVER-TIME FTEs	0.48	0.49	0.48
TOTAL PROGRAM FTEs	0.98	0.99	0.98

This page intentionally left blank

Public Works

This page intentionally left blank

PUBLIC WORKS DEPARTMENT

Director: Justin Ezell

Department Summary

The **Public Works Department** provides services through the following programs:

- Public Works Administration - 5100
- Pump Station - 5200
- Sewer Operations - 5210
- Signs & Markings - 5320
- Traffic Signals Maintenance - 5340
- City-wide Street Light District - 5350
- Drainage Management - 5410
- Street Cleaning - 5420
- Fleet Management - 5500
- Street Maintenance - 5600
- Curbs, Gutters, and Sidewalk Maintenance - 5610
- Parks Maintenance Services - 5700
- City Maintained Medians, Trees, Open Space - 5710
- Landscape Maintenance - 5720
- Building Maintenance - 5730
- Custodial Services - 5740
- Graffiti Removal - 5750

Major Accomplishments in FY 2014-15

- ✓ Completed a Parks System Infrastructure Condition Assessment. The project included 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.
- ✓ Fully implemented the Council-approved Memorial and Commemorative Items Policy & Procedure number 169. Public Works now administers the application process using a consistent, customer-service-oriented approach. Full cost recovery is now achieved for any installation of memorial benches or trees in City parks or open space.
- ✓ Completed relocation of pesticide storage and program staff from the City's Pump Station to the Public Works Corporation Yard and achieved Department of Agriculture permitting requirements without interruption to Spray Crew program operations.
- ✓ Increased use of technology in the Parks Division by installing computer workstations in maintenance buildings, allowing staff full access to primary software systems such as timecard and email. All Parks Division employees now have the ability to complete electronic timecards and receive/assign work orders through email and other electronic means. The ability to check email and complete/enter timecards from field locations eliminated the need to drive to the Public Works Corporation Yard which increased efficiency for staff.
- ✓ Public Works partnered with the Information Technology Department to create GIS maps of all city-owned properties requiring weed abatement and v-ditch cleaning. The consolidation of information into the GIS database plays an integral role in succession planning. Doing so also increased staff efficiencies with the annual bidding and contractor selection process.
- ✓ Public Works placed a major emphasis on customer service. The department set a goal to answer 95% of incoming phone calls using a human voice. All phone calls and voicemails to

PUBLIC WORKS DEPARTMENT

Department Summary

the Public Works main lines were tracked for the year. The department exceeded its goal by answering nearly 99% of all phone calls made to the Public Works main lines during regular business using a live staff person.

- ✓ Partnered with the Information Technology Department to finalize the conversion of the sewer levy calculation and billing process to Accela Automation software. The previous software was outdated and no longer serviced by the vendor. Accela Automation is more efficient, requiring less staff time to produce the nearly 40,000 levies for the tax assessor.
- ✓ Completed removal of the unused modular classroom building at Sun Terrace Elementary School and restored area to MDUSD standards.
- ✓ Partnered with the Police Department to build and deploy the first Ford SUV Interceptors as Concord's next generation law enforcement vehicle in place of the Ford Crown Victoria sedans, which are no longer manufactured.
- ✓ Several staff members completed the Certified Playground Safety Inspector (CPSI) Certification program. The CPSI certification program provides comprehensive training on playground safety issues including hazard identification, equipment specifications, surfacing requirements and risk management methods. Having certified in-house staff, Concord positions itself as a leader and role model in public playground safety
- ✓ Initial Public Works reorganizational changes took effect:
 - Upgraded one Parks Program Manager position to Parks Manager and two Maintenance Team Leader positions to Public Works Supervisor and successfully completed promotional recruitments for all three positions. Doing so improved the span of control for managers and increased the level of supervision and accountability of daily field activities. Introduction of the classifications created new promotional opportunities for internal staff and allowed for better succession planning.
 - Reclassified one Lead Custodian and one Custodian to Maintenance Worker I, exchanged one (1) General Laborer for Maintenance Worker I, and eliminated seasonal full time equivalent positions assigned to the Facilities Maintenance Division. These changes allowed Public Works to backfill seasonal positions with permanent full time staff to focus on graffiti abatement and other facilities maintenance needs, while privatizing the remaining custodial work using the City's existing custodial contractor

Initiatives for FY 2015-16 & FY 2016-17

- Partner with the Contra Costa Water District to create water budgets for City medians, streetscapes and parks using domestic potable water sources. Water budgets are utilized by leading agencies as the best methodology for identifying and maximizing landscape irrigation efficiency. The budgets are created using site specific characteristics and real time weather conditions. Water budgets will assist the City in ensuring the most efficient and sustainable use of finite resources and will play an integral role during periods of drought related water use restrictions.
- Pursue additional funding sources for trash capture device purchases and installations to meet trash capture requirements while helping to prevent storm water pollution from used oil byproducts.
- 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

PUBLIC WORKS DEPARTMENT

Department Summary

irrigation in landscape medians in the Downtown Landscape Maintenance District Collector Median Zone.

- Continue the prioritization and replacement of regulatory, warning, and guide signs that do not meet the minimum California Manual on Uniform Traffic Control Devices standards for retro-reflectivity.
- Complete the Sidewalk Inspection and Repair Policy in collaboration with the City Attorney's Office.

Significant Changes for FY 2015-16 & FY 2016-17

- Assumed maintenance responsibility for the Monument Corridor Trail from Monument Boulevard to Market Street and collaborated with the community to address needs such as increased signage, dog waste stations and trash receptacles. Seasonal maintenance now includes annual weed abatement, which was previously a County responsibility.
- Implemented the use of a local temporary staffing agency to provide the majority of seasonal part-time staff necessary to maintain current service levels in City parks, open space, medians and streetscapes. This will increase efficiency by reducing work tasks associated with the recruitment and selection of new staff while reducing Workers Compensation and unemployment costs.
- Addition of a new Recreation Program Coordinator position. The creation of the position will improve service delivery and enhance the coordination of City special events. The position will focus primarily on: arranging Public Works support for special events (labor and materials); administering athletic field permits and scheduling athletic fields for youth sport programs; and coordinating volunteer activities and Adopt a Park programs in City parks and other maintenance areas. The addition of this position will allow Parks Division maintenance staff to better concentrate on parks maintenance activities. Additionally, this position will create additional capacity within the Parks function to support the Local Reuse Authority as it plans for and builds the park features on the former Concord Naval Weapons Station, and will aid in coordination with the East Bay Regional Parks District.
- For the FY 2015-16 Budget, the City of Concord implemented a new Cost Allocation Plan, which resulted in the redistribution of Internal Service Charges from the non-departmental program to other programs throughout the City. Consequently, individual department and programs may have a significant increase in their Internal Service Charge budget from FY 2015-14 to FY 2015-16. These are primarily offset by reductions in the non-departmental program.

PUBLIC WORKS DEPARTMENT

Department Summary

The Public Works Department is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	45,787	-	-	-
Other Revenues	45,327	-	-	-
General Sources	6,074,964	6,450,939	7,248,643	7,414,574
SUB-TOTAL	6,166,078	6,450,939	7,248,643	7,414,574
125 - Measure Q Fund				
General Sources	-	-	508,489	227,500
SUB-TOTAL	-	-	508,489	227,500
200 - Street Lighting Maint. Dis				
Other Revenues	22,064	20,000	18,416	18,416
Property Taxes	1,044,027	1,044,427	1,043,546	1,043,546
General Sources	(665,476)	(335,919)	(323,599)	(301,813)
SUB-TOTAL	400,615	728,508	738,363	760,149
210 - Downtown Maint. District				
Other Revenues	11,444	10,000	15,641	15,641
Property Taxes	352,821	360,004	360,004	360,004
Transfers In	0	343,384	343,384	343,384
General Sources	(215,473)	(117,900)	(188,545)	(183,882)
SUB-TOTAL	148,792	595,488	530,484	535,147
211 - Pinehollow Landscape Maint				
Other Revenues	5,906	5,000	5,018	5,018
Property Taxes	61,677	61,667	61,667	61,667
General Sources	(16,073)	11,300	15,460	15,490
SUB-TOTAL	51,510	77,967	82,145	82,175
212 - Kirkwood Landscape Maint.				
Other Revenues	1,765	2,000	1,651	1,651
Property Taxes	61,638	59,020	59,020	59,020
General Sources	(12,158)	5,272	9,657	9,657
SUB-TOTAL	51,245	66,292	70,328	70,328
213 - Ygnacio Woods Landscape Ma				
Other Revenues	394	320	430	430

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT

Department Summary

Property Taxes	7,544	9,104	9,286	9,471
General Sources	(5,731)	(1,860)	(2,152)	(2,337)
SUB-TOTAL	2,207	7,564	7,564	7,564
214 - Balhan Terrace Landscape M				
Other Revenues	137	125	133	133
Property Taxes	796	762	762	762
General Sources	(918)	(168)	(176)	(176)
SUB-TOTAL	15	719	719	719
215 - Valley Terrace Landscape M				
Other Revenues	1,448	1,400	1,395	1,395
Property Taxes	2,958	2,300	2,300	2,300
General Sources	(4,350)	(2,973)	(2,968)	(2,968)
SUB-TOTAL	55	727	727	727
260 - State Gas Tax				
Other Revenues	1,354,094	1,238,342	1,387,241	1,387,241
General Sources	(961,348)	(260,788)	(383,700)	(346,833)
SUB-TOTAL	392,746	977,554	1,003,541	1,040,408
261 - State Gas Tax - Prop. 111				
Other Revenues	856,651	614,666	728,091	728,091
General Sources	(227,700)	(109,810)	(252,103)	(252,103)
SUB-TOTAL	628,951	504,856	475,988	475,988
262 - State Gas Tax-Section 2103				
Other Revenues	1,761,632	1,330,748	570,110	456,088
General Sources	(204,245)	98,826	881,336	1,061,007
SUB-TOTAL	1,557,387	1,429,574	1,451,446	1,517,095
270 - Storm Water Management				
General Sources	618,184	741,911	614,959	621,681
SUB-TOTAL	618,184	741,911	614,959	621,681
475 - Measure J Local				
Other Revenues	1,639,886	-	1,378,642	1,500,000
General Sources	(1,618,748)	13,492	(1,365,150)	(1,486,508)
SUB-TOTAL	21,138	13,492	13,492	13,492
485 - Measure J 28(a)				
Other Revenues	-	889,866	266,590	286,748
General Sources	-	(689,866)	(266,590)	(286,748)

City of Concord
 Adopted Bi-Annual Budget
 FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT

Department Summary

	SUB-TOTAL	-	200,000	-	-
630 - Building Maintenance Fund					
Charges for Services	2,943,731	2,547,679	2,729,070	2,816,268	
Other Revenues	4,025,329	28,000	7,359	7,359	
Transfers In	200,000	145,000	-	-	
General Sources	(3,613,980)	63,256	(182,648)	(194,903)	
	SUB-TOTAL	3,555,080	2,783,935	2,553,781	2,628,724
633 - Fleet Maintenance Fund					
Charges for Services	2,888,358	3,258,819	3,508,471	3,569,709	
Other Revenues	214,503	68,215	54,831	54,831	
General Sources	(893,592)	564,170	(616,816)	(375,126)	
	SUB-TOTAL	2,209,267	3,891,204	2,946,486	3,249,414
710 - Sewer Operating					
Charges for Services	22,099,344	24,255,000	27,738,014	30,740,006	
Other Revenues	277,149	131,111	101,563	123,503	
Transfers In	-	141,383	141,383	141,383	
General Sources	(8,366,138)	(13,235,614)	(21,965,658)	(24,888,122)	
	SUB-TOTAL	14,010,355	11,291,880	6,015,301	6,116,771
	TOTAL SOURCES	29,813,623	29,762,610	24,262,457	24,762,457

These funds are budgeted to the following programs:

EXPENDITURES [By Program]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
5100 - Public Works Administration	1,545,013	584,159	1,026,945	1,053,824
5200 - Pump Station	5,086,361	1,610,063	1,612,052	1,609,335
5210 - Sewer Operations	8,923,994	9,681,817	4,403,249	4,507,436
5320 - Signs & Markings	660,950	805,414	740,907	768,548
5340 - Traffic Signals Maintenance	521,579	704,648	584,456	594,601
5350 - City-wide Street Light District	400,615	728,508	738,363	760,149
5410 - Drainage Management	121,051	200,853	168,500	166,039
5420 - Street Cleaning	497,133	541,058	446,458	455,642
5500 - Fleet Management	2,209,267	3,891,204	2,946,486	3,249,414
5600 - Street Maintenance	982,245	987,949	883,137	911,725
5610 - Curbs, Gutters, and Sidewalk Maintenance	59,381	116,006	258,008	272,264

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT

Department Summary

5700 - Parks Maintenance Services	3,589,760	3,984,968	4,341,889	4,436,295
5710 - City Maintained Medians, Trees, Open Space	2,022,967	1,996,531	1,922,538	1,964,799
5720 - Landscape Maintenance	253,824	748,757	691,967	696,660
5730 - Building Maintenance	1,974,337	2,125,670	2,636,538	2,414,925
5740 - Custodial Services	604,861	658,265	425,732	441,300
5750 - Graffiti Removal	360,285	396,740	435,231	459,500
TOTAL EXPENDITURES	29,813,623	29,762,610	24,262,457	24,762,457

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	8,799,093	9,110,954	9,288,221	9,693,918
Operating Expenses	18,029,501	16,114,466	10,161,416	10,213,630
Internal Service Charges	2,255,682	2,608,122	2,882,252	2,927,553
Other Financing Uses	52,093	343,384	343,384	343,384
Debt Service Payments	677,255	1,585,684	1,587,184	1,583,971
TOTAL EXPENDITURES	29,813,623	29,762,610	24,262,457	24,762,457

The Public Works Department has the following authorized positions by program:

FULL-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
5100 - Public Works Administration	3.05	2.40	2.40
5210 - Sewer Operations	17.40	15.25	15.25
5320 - Signs & Markings	4.00	5.00	5.00
5340 - Traffic Signals Maintenance	1.50	1.50	1.50
5350 - City-wide Street Light District	1.60	1.60	1.60
5410 - Drainage Management	1.70	1.20	1.20
5420 - Street Cleaning	2.40	2.40	2.40

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT

Department Summary

5500 - Fleet Management	4.95	4.95	4.95
5600 - Street Maintenance	4.00	4.50	4.50
5610 - Curbs, Gutters, and Sidewalk Maintenance	0.90	2.55	2.55
5700 - Parks Maintenance Services	14.80	17.00	17.00
5710 - City Maintained Medians, Trees, Open Space	9.40	8.65	8.65
5720 - Landscape Maintenance	0.80	0.80	0.80
5730 - Building Maintenance	5.90	7.64	7.64
5740 - Custodial Services	3.30	0.43	0.43
5750 - Graffiti Removal	2.80	2.93	2.93
FULL-TIME FTEs	78.50	78.80	78.80
PART-TIME AND OVER-TIME FTEs [By Program]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
5100-PW Administration	0.05	0.05	0.05
5210-Sewer Operations	0.41	0.41	0.41
5320-Signs & Markings	0.18	0.09	0.09
5340-Traffic Signals Maintenance	0.29	0.18	0.18
5410-Drainage Management	0.06	0.11	-
5420-Street Cleaning	0.05	-	-
5600-Street Maintenance	3.26	0.07	0.07
5700-Parks & Medians Services	2.76	2.37	2.37
5710-City Maintained Trees & Open Space	0.69	0.69	0.69
5720-Landscape Maintenance	0.13	0.13	0.13
5730-Building Maintenance	0.95	0.29	0.29
5740-Custodial Services	0.06	-	-
5750-Graffiti Removal	0.77	-	-
PART-TIME AND OVER-TIME FTEs	9.66	4.39	4.28
TOTAL DEPARTMENTAL FTEs	88.16	83.19	83.08

PUBLIC WORKS DEPARTMENT

Public Works Administration - 5100

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Public Works Administration Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Other Revenues	3,188	-	-	-
General Sources	565,944	584,159	1,026,945	1,053,824
SUB-TOTAL:	569,131	584,159	1,026,945	1,053,824
630 - Building Maintenance Fund				
Other Revenues	4,003,942	-	-	-
General Sources	(3,028,060)	-	-	-
SUB-TOTAL:	975,882	-	-	-
TOTAL SOURCES	1,545,013	584,159	1,026,945	1,053,824

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	424,366	447,427	373,691	384,015
Operating Expenses	1,037,227	47,741	47,741	47,741
Internal Service Charges	83,420	88,991	605,512	622,067
TOTAL EXPENDITURES	1,545,013	584,159	1,026,945	1,053,824

The Public Works Administration Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk III	1.20	1.20	1.20
Administrative Secretary	0.65	-	-
Dir. P.W.-Engineering Services	1.00	-	-

PUBLIC WORKS DEPARTMENT
Public Works Administration – 5100

Program Summary

Senior Administrative Analyst	0.20	0.20	0.20
Director of Public Works	-	1.00	1.00
FULL-TIME FTEs	3.05	2.40	2.40
PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Secretary	0.05	0.05	0.05
PART-TIME AND OVER-TIME FTEs	0.05	0.05	0.05
TOTAL PROGRAM FTEs	3.10	2.45	2.45

PUBLIC WORKS DEPARTMENT

Building Maintenance - 5730

Manager: Bob Hardie

Program Summary

Program Outcome Statement

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

The Building Maintenance Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
125 - Measure Q Fund				
General Sources	-	-	508,489	227,500
SUB-TOTAL:	-	-	508,489	227,500
630 - Building Maintenance Fund				
Charges for Services	2,943,731	2,547,679	2,729,070	2,816,268
Other Revenues	21,387	28,000	7,359	7,359
Transfers In	200,000	145,000	-	-
General Sources	(1,190,781)	(595,009)	(608,380)	(636,203)
SUB-TOTAL:	1,974,337	2,125,670	2,128,049	2,187,425
TOTAL SOURCES	1,974,337	2,125,670	2,636,538	2,414,925

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	883,921	817,995	958,286	1,000,337
Operating Expenses	980,912	1,188,672	1,467,495	1,199,506
Internal Service Charges	109,504	119,003	210,757	215,082
TOTAL EXPENDITURES	1,974,337	2,125,670	2,636,538	2,414,925

The Building Maintenance Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Facilities Maintenance Manager	0.80	0.80	0.80

PUBLIC WORKS DEPARTMENT

Building Maintenance – 5730

Program Summary

Facilities Maintenance Tech	1.00	1.00	1.00
Maintenance Electrician	1.00	1.00	1.00
Maintenance Painter	0.50	0.50	0.50
Maintenance Utility Mechanic	2.00	2.00	2.00
Maintenance Worker I	0.10	2.00	2.00
Senior Maintenance Team Leader	0.50	-	-
Public Works Supervisor	-	0.34	0.34
FULL-TIME FTEs	5.90	7.64	7.64

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Maint. Laborer	0.67	-	-
Maintenance Electrician	0.02	0.02	0.02
Maintenance Painter	0.09	0.09	0.09
Maintenance Utility Mechanic	0.09	0.09	0.09
Maintenance Worker I	0.09	0.09	0.09
PART-TIME AND OVER-TIME FTEs	0.95	0.29	0.29

TOTAL PROGRAM FTEs	6.85	7.93	7.93
---------------------------	-------------	-------------	-------------

PUBLIC WORKS DEPARTMENT

City Maintained Medians, Trees, Open Space - 5710

Manager: Steve Voorhies

Program Summary

Program Outcome Statement

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.

The City Maintained Medians, Trees, Open Spaces Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	1,241,504	888,401	883,715	891,714
SUB-TOTAL:	1,241,504	888,401	883,715	891,714
260 - State Gas Tax				
General Sources	321,451	845,865	780,322	814,585
SUB-TOTAL:	321,451	845,865	780,322	814,585
261 - State Gas Tax - Prop. 111				
General Sources	8,219	258,500	258,500	258,500
SUB-TOTAL:	8,219	258,500	258,500	258,500
262 - State Gas Tax-Section 2103				
General Sources	451,794	3,765	-	-
SUB-TOTAL:	451,794	3,765	-	-
TOTAL SOURCES	2,022,967	1,996,531	1,922,538	1,964,799

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,065,001	1,061,052	1,011,711	1,051,397
Operating Expenses	746,447	707,262	712,242	712,242
Internal Service Charges	211,519	228,217	198,585	201,160
TOTAL EXPENDITURES	2,022,967	1,996,531	1,922,538	1,964,799

The City Maintained Medians, Trees, Open Spaces Program has the following authorized positions:

PUBLIC WORKS DEPARTMENT

City Maintained Medians, Trees, Open Space – 5710

Program Summary

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Environmental Maintenance Tech	1.15	1.15	1.15
General Laborer	2.00	2.00	2.00
Heavy Equipment Operator I	0.05	0.05	0.05
Horticultural Advisor	0.50	-	-
Landscape Gardener	3.00	3.00	3.00
Maintenance Team Leader	0.50	0.50	0.50
Parks Program Manager	0.50	-	-
Senior Maintenance Team Leader	0.85	-	-
Tree Lead Worker	0.85	0.85	0.85
Parks Manager	-	0.25	0.25
Public Works Supervisor	-	0.85	0.85
FULL-TIME FTEs	9.40	8.65	8.65

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Environmental Maintenance Tech	0.24	0.24	0.24
General Laborer	0.01	0.01	0.01
Heavy Equipment Operator I	0.01	0.01	0.01
Landscape Gardener	0.01	0.01	0.01
Ltd Ser-Maint. Laborer	0.34	0.34	0.34
Maintenance Gardener	0.02	0.02	0.02
Maintenance Team Leader	0.05	0.05	0.05
Tree Lead Worker	0.01	0.01	0.01
PART-TIME AND OVER-TIME FTEs	0.69	0.69	0.69

TOTAL PROGRAM FTEs 10.09 9.34 9.34

PUBLIC WORKS DEPARTMENT
City-wide Street Light District - 5350

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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

The City-wide Street Light District Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
200 - Street Lighting Maint. Dis				
Other Revenues	22,064	20,000	18,416	18,416
Property Taxes	1,044,027	1,044,427	1,043,546	1,043,546
General Sources	(665,476)	(335,919)	(323,599)	(301,813)
SUB-TOTAL:	400,615	728,508	738,363	760,149
TOTAL SOURCES	400,615	728,508	738,363	760,149

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	112,398	162,618	200,338	214,613
Operating Expenses	247,742	521,891	514,500	522,000
Internal Service Charges	40,475	43,999	23,526	23,536
TOTAL EXPENDITURES	400,615	728,508	738,363	760,149

The City-wide Street Light District Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Senior Administrative Analyst	0.10	0.10	0.10
Senior Traffic Signal Tech	0.10	0.10	0.10
Traffic Signal Technician	0.40	1.40	1.40
Traffic Signal Trainee	1.00	-	-
FULL-TIME FTEs	1.60	1.60	1.60
TOTAL PROGRAM FTEs	1.60	1.60	1.60

PUBLIC WORKS DEPARTMENT

Curbs, Gutters, and Sidewalk Maintenance - 5610

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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

The Curbs, Gutters, and Sidewalk Maintenance Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
262 - State Gas Tax-Section 2103				
General Sources	59,381	116,006	258,008	272,264
SUB-TOTAL:	59,381	116,006	258,008	272,264
TOTAL SOURCES	59,381	116,006	258,008	272,264

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	31,252	86,977	228,979	243,235
Operating Expenses	27,434	28,288	28,288	28,288
Internal Service Charges	695	741	741	741
TOTAL EXPENDITURES	59,381	116,006	258,008	272,264

The Curbs, Gutters, and Sidewalk Maintenance Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Heavy Equipment Operator I	0.10	0.05	0.05
Heavy Equipment Operator II	0.05	0.05	0.05
Maintenance Worker I	-	2.00	2.00
Maintenance Worker II	0.65	0.35	0.35
Senior Maintenance Team Leader	0.10	-	-
Public Works Supervisor	-	0.10	0.10
FULL-TIME FTEs	0.90	2.55	2.55
TOTAL PROGRAM FTEs	0.90	2.55	2.55

PUBLIC WORKS DEPARTMENT

Custodial Services - 5740

Manager: Bob Hardie

Program Summary

Program Outcome Statement

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

The Custodial Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
630 - Building Maintenance Fund				
General Sources	604,861	658,265	425,732	441,300
SUB-TOTAL:	604,861	658,265	425,732	441,300
TOTAL SOURCES	604,861	658,265	425,732	441,300

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	295,348	316,019	69,747	74,856
Operating Expenses	285,115	315,764	335,784	345,784
Internal Service Charges	24,398	26,482	20,201	20,660
TOTAL EXPENDITURES	604,861	658,265	425,732	441,300

The Custodial Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Custodian	1.00	-	-
Facilities Maintenance Manager	0.10	0.10	0.10
Lead Custodian	2.00	-	-
Senior Maintenance Team Leader	0.20	-	-
Public Works Supervisor	-	0.33	0.33
FULL-TIME FTEs	3.30	0.43	0.43

PUBLIC WORKS DEPARTMENT

Custodial Services – 5740

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Custodian	0.02	-	-
Lead Custodian	0.04	-	-
PART-TIME AND OVER-TIME FTEs	0.06	-	-
TOTAL PROGRAM FTEs	3.36	0.43	0.43

PUBLIC WORKS DEPARTMENT

Drainage Management - 5410

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Drainage Management Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
270 - Storm Water Management				
General Sources	121,051	200,853	168,500	166,039
SUB-TOTAL:	121,051	200,853	168,500	166,039
TOTAL SOURCES	121,051	200,853	168,500	166,039

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	104,764	179,644	143,450	139,989
Operating Expenses	14,974	19,809	23,650	24,650
Internal Service Charges	1,313	1,400	1,400	1,400
TOTAL EXPENDITURES	121,051	200,853	168,500	166,039

The Drainage Management Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Heavy Equipment Operator I	0.60	0.40	0.40
Heavy Equipment Operator II	0.25	0.25	0.25
Maintenance Worker II	0.65	0.35	0.35
Senior Maintenance Team Leader	0.20	-	-
Public Works Supervisor	-	0.20	0.20
FULL-TIME FTEs	1.70	1.20	1.20

PUBLIC WORKS DEPARTMENT
Drainage Management – 5410

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Heavy Equipment Operator I	0.02	0.02	-
Maintenance Worker II	0.03	0.03	-
Senior Maintenance Team Leader	0.01	0.01	-
Sweeper Operator		0.05	-
PART-TIME AND OVER-TIME FTEs	0.06	0.11	-
TOTAL PROGRAM FTEs	1.76	1.31	1.20

PUBLIC WORKS DEPARTMENT

Fleet Management - 5500

Manager: Jeff Roubal

Program Summary

Program Outcome Statement

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

The Fleet Management Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
633 - Fleet Maintenance Fund				
Charges for Services	2,888,358	3,258,819	3,508,471	3,569,709
Other Revenues	214,503	68,215	54,831	54,831
General Sources	(893,592)	564,170	(616,816)	(375,126)
SUB-TOTAL:	2,209,267	3,891,204	2,946,486	3,249,414
TOTAL SOURCES	2,209,267	3,891,204	2,946,486	3,249,414

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	564,601	559,534	603,310	624,080
Operating Expenses	1,525,999	3,264,035	2,107,542	2,384,568
Internal Service Charges	118,668	67,635	235,634	240,766
TOTAL EXPENDITURES	2,209,267	3,891,204	2,946,486	3,249,414

The Fleet Management Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Automotive Parts Worker	1.00	1.00	1.00
Equipment Mechanic	3.00	3.00	3.00
Program Manager	0.95	0.95	0.95
FULL-TIME FTEs	4.95	4.95	4.95
TOTAL PROGRAM FTEs	4.95	4.95	4.95

PUBLIC WORKS DEPARTMENT

Graffiti Removal - 5750

Manager: Bob Hardie

Program Summary

Program Outcome Statement

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.

The Graffiti Removal Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	360,285	396,740	435,231	459,500
SUB-TOTAL:	360,285	396,740	435,231	459,500
TOTAL SOURCES	360,285	396,740	435,231	459,500

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	205,071	279,885	307,148	325,227
Operating Expenses	108,146	60,290	65,000	70,000
Internal Service Charges	47,068	56,565	63,083	64,273
TOTAL EXPENDITURES	360,285	396,740	435,231	459,500

The Graffiti Removal Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Facilities Maintenance Manager	0.10	0.10	0.10
Maintenance Painter	0.50	0.50	0.50
Maintenance Worker I	1.90	1.00	1.00
Maintenance Worker II	-	1.00	1.00
Senior Maintenance Team Leader	0.30	-	-
Public Works Supervisor	-	0.33	0.33
FULL-TIME FTEs	2.80	2.93	2.93

PUBLIC WORKS DEPARTMENT

Graffiti Removal – 5750

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Maint. Laborer	0.77	-	-
PART-TIME AND OVER-TIME FTEs	0.77	-	-
TOTAL PROGRAM FTEs	3.57	2.93	2.93

PUBLIC WORKS DEPARTMENT
Landscape Maintenance - 5720

Manager: Steve Voorhies

Program Summary

Program Outcome Statement

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

The Landscape Maintenance Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
210 - Downtown Maint. District				
Other Revenues	11,444	10,000	15,641	15,641
Property Taxes	352,821	360,004	360,004	360,004
Transfers In	-	343,384	343,384	343,384
General Sources	(215,473)	(117,900)	(188,545)	(183,882)
SUB-TOTAL:	148,792	595,488	530,484	535,147
211 - Pinehollow Landscape Maint				
Other Revenues	5,906	5,000	5,018	5,018
Property Taxes	61,677	61,667	61,667	61,667
General Sources	(16,073)	11,300	15,460	15,490
SUB-TOTAL:	51,510	77,967	82,145	82,175
212 - Kirkwood Landscape Maint.				
Other Revenues	1,765	2,000	1,651	1,651
Property Taxes	61,638	59,020	59,020	59,020
General Sources	(12,158)	5,272	9,657	9,657
SUB-TOTAL:	51,245	66,292	70,328	70,328
213 - Ygnacio Woods Landscape Ma				
Other Revenues	394	320	430	430
Property Taxes	7,544	9,104	9,286	9,471
General Sources	(5,731)	(1,860)	(2,152)	(2,337)
SUB-TOTAL:	2,207	7,564	7,564	7,564
214 - Balhan Terrace Landscape M				
Other Revenues	137	125	133	133
Property Taxes	796	762	762	762
General Sources	(918)	(168)	(176)	(176)
SUB-TOTAL:	15	719	719	719
215 - Valley Terrace Landscape M				

PUBLIC WORKS DEPARTMENT
Landscape Maintenance – 5720

Program Summary

Other Revenues	1,448	1,400	1,395	1,395
Property Taxes	2,958	2,300	2,300	2,300
General Sources	(4,350)	(2,973)	(2,968)	(2,968)
SUB-TOTAL:	55	727	727	727
TOTAL SOURCES	253,824	748,757	691,967	696,660

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	91,425	84,150	94,804	99,467
Operating Expenses	161,781	320,564	253,120	253,150
Internal Service Charges	618	659	659	659
Other Financing Uses	-	343,384	343,384	343,384
TOTAL EXPENDITURES	253,824	748,757	691,967	696,660

The Landscape Maintenance Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Landscape Gardener	0.70	0.70	0.70
Senior Maintenance Team Leader	0.10	-	-
Public Works Supervisor	-	0.10	0.10
FULL-TIME FTEs	0.80	0.80	0.80

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Maint. Laborer	0.13	0.13	0.13
PART-TIME AND OVER-TIME FTEs	0.13	0.13	0.13

TOTAL PROGRAM FTEs	0.93	0.93	0.93
---------------------------	-------------	-------------	-------------

PUBLIC WORKS DEPARTMENT
Parks Maintenance Services - 5700

Manager: Steve Voorhies

Program Summary

Program Outcome Statement

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

The Parks Maintenance Services Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services	27,985	-	-	-
Other Revenues	34,946	-	-	-
General Sources	3,526,830	3,984,968	4,341,889	4,436,295
SUB-TOTAL:	3,589,760	3,984,968	4,341,889	4,436,295
TOTAL SOURCES	3,589,760	3,984,968	4,341,889	4,436,295

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,912,878	1,758,013	2,091,374	2,178,165
Operating Expenses	1,239,591	1,746,818	1,711,578	1,711,578
Internal Service Charges	437,292	480,137	538,937	546,552
TOTAL EXPENDITURES	3,589,760	3,984,968	4,341,889	4,436,295

The Parks Maintenance Services Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	-	0.70	0.70
Environmental Maintenance Tech	0.85	0.85	0.85
General Laborer	2.00	2.00	2.00
Heavy Equipment Operator I	0.95	0.95	0.95
Horticultural Advisor	0.50	-	-
Landscape Gardener	3.30	4.30	4.30
Maintenance Gardener	2.00	1.00	1.00

City of Concord
 Adopted Bi-Annual Budget
 FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT
Parks Maintenance Services – 5700

Program Summary

Maintenance Team Leader	2.50	2.50	2.50
Parks Lead Worker	1.00	1.00	1.00
Parks Program Manager	0.50	-	-
Recreation Program Coordinator	-	1.00	1.00
Senior Maintenance Team Leader	1.05	1.00	1.00
Tree Lead Worker	0.15	0.15	0.15
Parks Manager	-	0.50	0.50
Public Works Supervisor	-	1.05	1.05
FULL-TIME FTEs	14.80	17.00	17.00

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Environmental Maintenance Tech	0.03	0.03	0.03
General Laborer	0.10	0.10	0.10
Heavy Equipment Operator I	0.04	0.04	0.04
Landscape Gardener	0.01	0.01	0.01
Ltd Ser-Maint. Laborer	1.81	1.81	1.81
Ltd Ser-Recreation Specialist	0.46	0.08	0.08
Maintenance Gardener	0.02	0.02	0.02
Maintenance Team Leader	0.08	0.08	0.08
Maintenance Worker I	0.02	0.02	0.02
Maintenance Worker II	0.02	0.02	0.02
Parks Lead Worker	0.01	0.01	0.01
Senior Maintenance Team Leader	0.14	0.14	0.14
Tree Lead Worker	0.01	0.01	0.01
PART-TIME AND OVER-TIME FTEs	2.76	2.37	2.37

TOTAL PROGRAM FTEs	17.56	19.37	19.37
---------------------------	--------------	--------------	--------------

PUBLIC WORKS DEPARTMENT

Pump Station - 5200

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Pump Station Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
710 - Sewer Operating				
Charges for Services, Licenses, and Permits	22,099,344	24,255,000	27,738,014	30,740,006
Other Revenues	277,149	131,111	101,563	123,503
Transfers In	-	141,383	141,383	141,383
General Sources	(17,290,131)	(22,917,431)	(26,368,907)	(29,395,557)
SUB-TOTAL:	5,086,361	1,610,063	1,612,052	1,609,335
TOTAL SOURCES	5,086,361	1,610,063	1,612,052	1,609,335

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	24,402	-	-	-
Operating Expenses	4,384,705	24,379	24,868	25,364
Debt Service Payments	677,255	1,585,684	1,587,184	1,583,971
TOTAL EXPENDITURES	5,086,361	1,610,063	1,612,052	1,609,335

PUBLIC WORKS DEPARTMENT

Sewer Operations - 5210

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Sewer Operations Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
710 - Sewer Operating				
General Sources	8,923,994	9,681,817	4,403,249	4,507,436
SUB-TOTAL:	8,923,994	9,681,817	4,403,249	4,507,436
TOTAL SOURCES	8,923,994	9,681,817	4,403,249	4,507,436

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	1,694,402	1,924,182	1,752,984	1,840,497
Operating Expenses	6,712,404	7,035,508	2,328,785	2,342,936
Internal Service Charges	465,095	722,127	321,480	324,002
Other Financing Uses	52,093	-	-	-
TOTAL EXPENDITURES	8,923,994	9,681,817	4,403,249	4,507,436

The Sewer Operations Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Administrative Clerk II	0.30	0.50	0.50
Administrative Clerk III	0.80	0.80	0.80
Administrative Secretary	0.35	-	-
City Engineer	0.35	0.35	0.35
Confidential Secretary	0.05	0.20	0.20
Construction Inspection Sprvsr	0.10	0.20	0.20
Construction Inspector	1.30	0.60	0.60
Heavy Equipment Operator I	0.05	0.05	0.05

City of Concord
Adopted Bi-Annual Budget
FY 2015-16 & FY 2016-17

PUBLIC WORKS DEPARTMENT

Sewer Operations – 5210

Program Summary

Heavy Equipment Operator II	0.35	0.35	0.35
Maintenance Worker I	3.00	1.00	1.00
Maintenance Worker II	6.65	7.00	7.00
Manager-Infrastructure Maint.	1.00	-	-
Permit Center Technician III	0.25	0.25	0.25
Public Works Engineer II	0.15	-	-
Public Works Lead Wkr-Infra Mn	1.00	-	-
Senior Administrative Analyst	0.70	0.70	0.70
Senior Civil Engineer	-	0.10	0.10
Senior Maintenance Team Leader	1.00	-	-
Junior Engineer	-	0.15	0.15
Infrastructure Maint. Manager	-	1.00	1.00
Public Works Supervisor	-	1.00	1.00
Public Works Lead Wkr	-	1.00	1.00
FULL-TIME FTEs	17.40	15.25	15.25
PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Maintenance Worker II	0.32	0.32	0.32
Public Works Lead Wkr-Infra Mn	0.05	0.05	0.05
Senior Maintenance Team Leader	0.04	0.04	0.04
PART-TIME AND OVER-TIME FTEs	0.41	0.41	0.41
TOTAL PROGRAM FTEs	17.81	15.66	15.66

PUBLIC WORKS DEPARTMENT

Signs & Markings - 5320

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Signs & Markings Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
General Sources	102,695	218,379	191,407	193,640
 SUB-TOTAL:	102,695	218,379	191,407	193,640
261 - State Gas Tax - Prop. 111				
General Sources	395,859	-	500	500
 SUB-TOTAL:	395,859	-	500	500
262 - State Gas Tax-Section 2103				
General Sources	162,396	467,035	549,000	574,408
 SUB-TOTAL:	162,396	467,035	549,000	574,408
485 - Measure J 28(a)				
General Sources	-	120,000	-	-
 SUB-TOTAL:	-	120,000	-	-
TOTAL SOURCES	660,950	805,414	740,907	768,548

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	416,787	430,273	535,890	557,760
Operating Expenses	162,178	276,994	149,600	154,600
Internal Service Charges	81,986	98,147	55,417	56,189
TOTAL EXPENDITURES	660,950	805,414	740,907	768,548

The Signs & Markings Program has the following authorized positions:

PUBLIC WORKS DEPARTMENT

Signs & Markings – 5320

Program Summary

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Maintenance Worker II	2.00	3.00	3.00
Public Works Lead Worker	1.00	1.00	1.00
Senior Maintenance Team Leader	1.00	1.00	1.00
FULL-TIME FTEs	4.00	5.00	5.00
PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Ltd Ser-Maint. Laborer	0.09	-	-
Public Works Lead Worker	0.09	0.09	0.09
PART-TIME AND OVER-TIME FTEs	0.18	0.09	0.09
TOTAL PROGRAM FTEs	4.18	5.09	5.09

PUBLIC WORKS DEPARTMENT

Street Cleaning - 5420

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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.

The Street Cleaning Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
270 - Storm Water Management				
General Sources	497,133	541,058	446,458	455,642
SUB-TOTAL:	497,133	541,058	446,458	455,642
TOTAL SOURCES	497,133	541,058	446,458	455,642

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	235,183	259,548	263,609	272,039
Operating Expenses	24,532	22,645	22,930	22,930
Internal Service Charges	237,418	258,865	159,919	160,673
TOTAL EXPENDITURES	497,133	541,058	446,458	455,642

The Street Cleaning Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Maintenance Worker II	0.30	0.30	0.30
Recreation Program Manager	0.05	-	-
Senior Maintenance Team Leader	0.05	-	-
Sweeper Operator	2.00	2.00	2.00
Program Manager	-	0.05	0.05
Public Works Supervisor	-	0.05	0.05
FULL-TIME FTEs	2.40	2.40	2.40

PUBLIC WORKS DEPARTMENT

Street Cleaning – 5420

Program Summary

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Sweeper Operator	0.05	-	-
PART-TIME AND OVER-TIME FTEs	0.05	-	-
TOTAL PROGRAM FTEs	2.45	2.40	2.40

PUBLIC WORKS DEPARTMENT

Street Maintenance - 5600

Manager: Justin Ezell

Program Summary

Program Outcome Statement

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

The Street Maintenance Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
260 - State Gas Tax				
General Sources	63,427	131,689	223,219	225,823
SUB-TOTAL:	63,427	131,689	223,219	225,823
261 - State Gas Tax - Prop. 111				
General Sources	13,866	-	1,988	1,988
SUB-TOTAL:	13,866	-	1,988	1,988
262 - State Gas Tax-Section 2103				
General Sources	883,815	842,768	644,439	670,422
SUB-TOTAL:	883,815	842,768	644,439	670,422
475 - Measure J Local				
General Sources	21,138	13,492	13,492	13,492
SUB-TOTAL:	21,138	13,492	13,492	13,492
TOTAL SOURCES	982,245	987,949	883,137	911,725

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	531,107	514,665	417,683	443,666
Operating Expenses	85,349	75,173	63,065	63,065
Internal Service Charges	365,790	398,111	402,390	404,994
TOTAL EXPENDITURES	982,245	987,949	883,137	911,725

The Street Maintenance Program has the following authorized positions:

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget

PUBLIC WORKS DEPARTMENT

Street Maintenance – 5600

Program Summary

Heavy Equipment Operator I	1.25	0.50	0.50
Heavy Equipment Operator II	0.35	0.35	0.35
Maintenance Worker I	-	1.00	1.00
Maintenance Worker II	1.75	2.00	2.00
Senior Maintenance Team Leader	0.65	-	-
Public Works Supervisor	-	0.65	0.65
FULL-TIME FTEs	4.00	4.50	4.50

PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Heavy Equipment Operator II	0.05	-	-
Ltd Ser-Maint. Laborer	3.04	-	-
Maintenance Worker I	0.03	-	-
Maintenance Worker II	0.11	0.07	0.07
Senior Maintenance Team Leader	0.03	-	-
PART-TIME AND OVER-TIME FTEs	3.26	0.07	0.07

TOTAL PROGRAM FTEs	7.26	4.57	4.57
---------------------------	-------------	-------------	-------------

PUBLIC WORKS DEPARTMENT
Traffic Signals Maintenance - 5340

Manager: Justin Ezell

Program Summary

Program Outcome Statement

Provide preventative maintenance of all traffic signals on a regular basis and perform timely troubleshooting of reported signal malfunctions.

The Traffic Signals Maintenance Program is funded from the following sources:

SOURCES	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
100 - General Fund				
Charges for Services, Licenses, and Permits	17,802	-	-	-
Other Revenues	7,194	-	-	-
General Sources	277,707	378,292	369,456	379,601
SUB-TOTAL:	302,703	378,292	369,456	379,601
260 - State Gas Tax				
General Sources	7,868	-	-	-
SUB-TOTAL:	7,868	-	-	-
261 - State Gas Tax - Prop. 111				
General Sources	211,008	246,356	215,000	215,000
SUB-TOTAL:	211,008	246,356	215,000	215,000
485 - Measure J 28(a)				
General Sources	-	80,000	-	-
SUB-TOTAL:	-	80,000	-	-
TOTAL SOURCES	521,579	704,648	584,456	594,601

These funds are distributed to the following expenditure categories:

EXPENDITURES [By Category]	FY 2013-14 Actual	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Salaries & Benefits	206,188	228,972	235,215	244,575
Operating Expenses	284,966	458,633	305,228	305,228
Internal Service Charges	30,425	17,043	44,013	44,799
TOTAL EXPENDITURES	521,579	704,648	584,456	594,601

The Traffic Signals Maintenance Program has the following authorized positions:

PUBLIC WORKS DEPARTMENT
Traffic Signals Maintenance – 5340

Program Summary

FULL-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Senior Traffic Signal Tech	0.90	0.90	0.90
Traffic Signal Technician	0.60	0.60	0.60
FULL-TIME FTEs	1.50	1.50	1.50
PART-TIME AND OVER-TIME FTEs [By Position]	FY 2014-15 Adjusted Budget	FY 2015-16 Adopted Budget	FY 2016-17 Adopted Budget
Senior Traffic Signal Tech	0.12	0.08	0.08
Traffic Signal Technician	0.17	0.10	0.10
PART-TIME AND OVER-TIME FTEs	0.29	0.18	0.18
TOTAL PROGRAM FTEs	1.79	1.68	1.68