

### **DEPARTMENT SERVICES**

**The City Attorney Department Provides Service Through the Following Programs.**

- City Attorney

### **INITIATIVES FOR 2012-13**

- 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.
- Provide legal advice and assistance to Planning Division relating to Development Code update.
- Continue to seek improved efficiencies in the provision of legal services by the City Attorney's Office as necessitated by reduced staff resources due to budget cutbacks.
- Provide ongoing legal advice regarding City of Concord's Successor Agency obligations, compliance with RDA dissolution requirements under AB 1X 26, and interaction with Oversight Board
- Provide ongoing legal advice to Human Resources Department regarding implementation of newly adopted performance evaluation protocols.
- Provide ongoing legal advice regarding Concord's application to establish the Mount Diablo Health Care District (MDHCD) as a subsidiary District of the City of Concord, and renegotiation of the Community Benefit Agreement between John Muir Medical Center and the MDHCD.

### **SIGNIFICANT CHANGES FOR 2012-13**

- None anticipated at this time.

**The City Attorney Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,075,645	100%
Total Funding	1,075,645	

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

<u>Program</u>	<u>Total Budget</u>
City Attorney	1,075,645
Total Program Budget	1,075,645

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$779,720	\$767,150	\$773,769
Operating Expenses	\$235,329	\$336,098	\$286,286
Internal Service Charges		\$44,993	\$15,590
Other Financing Uses	\$-174,723	\$-178,217	
Total Expenditures	\$840,326	\$970,024	\$1,075,645

**The City Attorney Department has the following Authorized Positions By Program**

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
City Attorney	4.00	4.00			4.00	4.00
	4.00	4.00			4.00	4.00

**Program Outcome**

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

**Program Objectives**

- 1A Provide legal advice and assistance for City programs and projects.
- 1B Represent the City in litigation and administrative proceedings.
- 1Z Administrative support for program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,075,645	100%
Total Funding	1,075,645	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$779,720	\$767,150	\$773,769
Operating Expenses	\$235,329	\$336,098	\$286,286
Internal Service Charges	\$92,079	\$44,993	\$15,590
Other Financing Uses	\$-174,723	\$-178,217	
Total Expenditures	\$932,405	\$970,024	\$1,075,645

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
City Attorney	1.00	1.00			1.00	1.00
Deputy City Attorney	1.00	1.00			1.00	1.00
Paralegal	1.00	1.00			1.00	1.00
Senior Assistant City Attorney	1.00	1.00			1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>          </u>	<u>          </u>	<u>4.00</u>	<u>4.00</u>

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### **DEPARTMENT SERVICES**

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

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

### **MAJOR ACCOMPLISHMENTS**

- Prepared and processed amendments to the Inclusionary Housing Ordinance.
- Secured approval of downtown Concord BART Station PDA as Priority Development Area to ABAG/MTC, making the City eligible for grant funding.
- Secured CDBG funding for Housing Loan and Rehabilitation Programs, receiving \$138,132 for Housing Conservation Program and \$50,000 for Revolving Loan Fund.
- Facilitated opening of the JFK University Business Accelerator Center, entrepreneurial program for small businesses, in downtown Concord in September 2011.
- Facilitated the attraction of Microbiology & Quality Associates, Inc. (MQA), an independent laboratory and professional consulting company located on Stanwell Drive.
- Conducted the Business Retention Program visiting 27 targeted businesses, hosting two business seminars, publishing an electronic business newsletter monthly to more than 1,100 businesses and honoring businesses through the Business Recognition Program.
- Proactively addressed the loss of special event Redevelopment funding by raising approximately \$10,000 through event attendance donations and \$39,000 through partnerships and corporate sponsorship and creatively booked a 2012 special events season.
- Completed the formation of a redevelopment project area for the Concord Community Reuse Project Area after more than two years of planning effort.
- Coordinated the City's transition into the Successor Agency of the Former Redevelopment Agency of the City of Concord and accepted the former Redevelopment Agency's housing program assets and obligations.

**MAJOR ACCOMPLISHMENTS Cont'd**

- Coordinated and staffed the Oversight Board of the City of Concord, including preparation of the Recognized Obligation Payment Schedule (ROPS.)
- Provided Permit Center response to over 4,000 phone calls for service and assisted 1,200 customers.
- Completed and processed approximately 50 land use applications, including 41 Administrative Approvals.
- Processed the Secondary Living Units Municipal Code Amendment.
- Completed or currently processing development review of approximately 24 residential units including Pine Street Townhouses and Grant Street Apartments.
- Implemented new Zoning provisions for Home Based Businesses (home occupations) and issued 209 HBB permits.
- Issued 2,578 building permits (80% being completed over-the-counter), with an additional 206 permits issued online for a total one year permit valuation of \$56,934,259, and performed 11,574 building inspections.
- Implemented and reviewed improvements to the Multi-Family Inspection Program with the participation of the California Apartment Association, while over 180 properties and more than 5,500 units were self-certified from March 15, 2011 to March 15, 2012.
- Implemented traffic safety mitigation measures in response to the closure of Holbrook Elementary and Glenbrook Middle schools and relocation of students to other schools in Concord.
- Continued to play a leadership role in the region to advocate for long term planning and development of capacity improvement projects on SR-4 in the Concord/West Pittsburg area.
- Provided support to CCTA on the Project Development Study for the SR-242/Clayton Road Ramps Project and chaired the CCTA Technical Coordinating Committee.
- Completed the Downtown Parking Demand Study in February 2012.
- Installed an advance signal ahead warning sign on northbound Port Chicago Highway on approach to Sunset Avenue, in coordination with Public Works.
- Initiated a Traffic Signal Master Plan study and a traffic safety study on Mt. Diablo Street near the BART station and downtown.
- Successfully competed for the following grants: Measure J TLC \$2.55 million for Downtown Improvements; CDBG \$340,000 for Citywide ADA improvements; TDA Grant \$114,500 for Chalomar Road sidewalk; P-Tap Grant \$60,000 to provide pavement condition assessment; Lifeline Transportation Program \$311,704 for Monument Neighborhood Shuttle.
- Completed 18 total Capital Improvement Projects.
- Designed and completed construction of the Baldwin Off-Leash Dog Park project within eight months of starting date, opening November 2011.
- Achieved certification of seven Engineering staff as Qualified Stormwater Pollution Prevention Developers (QSD) and PRACTITIONERS (QSP) to meet Regional Water Quality Control Board regulations.
- Facilitated relocation of the Engineering Division Capital Improvement group to rehabilitated offices in the corporation yard and relocation of approximately 38 employees citywide to new offices.
- Coordinated with the Navy to remove 343 railcars from the Reuse property and relocated to a disassembling plant in Pittsburg.

**MAJOR ACCOMPLISHMENTS Cont'd**

- Prepared five-year updates for the City's Local Hazard Mitigation Plan, Sanitary Sewer Maintenance Plans, and the Federal Emergency Management Agency's (FEMA's) Community Rating System (CRS) recertification.
- Completed a Draft Development Code with input from 16 Planning Commission and/or City Council study sessions and updates, conducted public outreach, implemented a project website, and prepared a Draft Environmental Impact Report that is ready for public hearing and adoption, including General Plan map and text amendments, and a new Citywide Zoning map that is consistent with the 2030 General Plan.

**INITIATIVES FOR 2012-13**

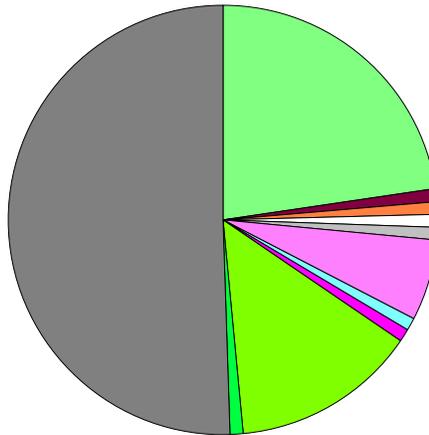
- Initiated cross-training of the Permit Center staff to improve customer service and provide internal efficiencies.
- Revised and reconfigured existing programs that were funded by Redevelopment monies, including: Special Events, Affordable Housing, and Economic Development so the City continues to have meaningful programs to offer the community.
- Coordinated and outreached to key downtown property owners to gain support and funding toward establishment of a Property Based Improvement District.
- Implemented a sponsorship campaign program to generate support for downtown events previously funded through Redevelopment.
- Complete the City's 2010 and 2011 Growth Management Program Compliance Checklist to certify compliance with Measure J during this two-year period, and obtain approval of the CCTA Board.
- Initiated work with CCTA, Caltrans, and Concord Reuse Project staff to secure the ultimate right of way from the Navy for future SR-4 widening improvements.
- Applied for \$480,000 in grant funds for preparation of a Specific Plan and associated environmental impact report for the downtown Concord BART Station Priority Development Area, allowing the City to continue significant long range planning efforts.
- Implement the new Development Code including training, public outreach, and preparation of new forms and handouts to implement new procedures.

**SIGNIFICANT CHANGES FOR 2012-13**

- Created the Community and Economic Development Department through reorganization to incorporate the Engineering Division and relocate the Code Enforcement Division to the Police Department.
- State legislative action (effective February 1, 2012) resulted in the dissolution of the Redevelopment Agency and the loss of redevelopment funding, creating a significant financial gap for existing programs.

**The Community and Economic Development Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	4,423,303	23.66%
245-Concord Housing Fund	169,472	.91%
251-Housing Inclusionary Fees	54,503	.29%
252-Housing Conservation	418	.00%
260-State Gas Tax	12,523	.07%
270-Storm Water Management	1,187,728	6.35%
280-Traffic Systems Management	49,529	.26%
475-Measure J Local	144,165	.77%
500-Rda Successor Agency	2,726,138	14.58%
506-Rda Art In Public Places	78,847	.42%
710-Sewer Operating	9,852,000	52.69%
<b>Total Funding</b>	<b>18,698,626</b>	

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

<u>Program</u>	<u>Total Budget</u>
Engineering Administration	309,925
Administration	604,119
Successor Agency	2,726,138
Engineering Current Development	515,294
Planning	1,015,361
Capital Improvement Program	211,633
Economic Development	320,851
Housing	224,393
Transportation Planning & Administration	503,659
Traffic Operations	98,014

Central Contra Costa Sanitary District

9,852,000

**These Funds are Budgeted to the Following Programs cont'd**

Storm Water Administration	1,187,728
Building	1,118,580
CIP/TIP Engineering Support	-167,485
Multi-Family Housing Inspection Program	178,416
Total Program Budget	<u>18,698,626</u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$4,710,371	\$4,852,318	\$4,319,299
Operating Expenses	\$11,966,494	\$13,668,405	\$13,739,422
Internal Service Charges	\$1,576,124	\$497,358	\$451,958
Other Financing Uses	\$12,798,580	\$12,669,705	\$187,947
Total Expenditures	<u>\$31,051,569</u>	<u>\$31,687,786</u>	<u>\$18,698,626</u>

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

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Engineering Administration	1.70	1.00			1.70	1.00
Administration	0.50	1.80		0.02	0.50	1.82
Successor Agency		1.15				1.15
Engineering Current Development	3.28	3.54	0.77	0.99	4.05	4.53
Planning	6.90	6.50	0.96		7.86	6.50
Capital Improvement Program	1.28	1.14			1.28	1.14
Econ. Dev., Redev. & Housing Admin. (800	2.00		0.51		2.51	
Economic Development	1.10	1.75	0.02		1.12	1.75
Redevelopment (800308320)	1.90		0.72		2.62	
Housing	2.00	0.80			2.00	0.80
Transportation Planning & Administration	1.30	1.50	0.01		1.31	1.50
Traffic Operations	0.61	0.50			0.61	0.50
Storm Water Administration	1.08	1.63			1.08	1.63
Building	6.75	6.75	0.98	0.98	7.73	7.73
CIP/TIP Engineering Support	1.85	1.69	1.92	0.96	3.77	2.65
Multi-Family Housing Inspection Program	1.25	1.25			1.25	1.25
	<u>33.50</u>	<u>31.00</u>	<u>5.89</u>	<u>2.95</u>	<u>39.39</u>	<u>33.95</u>

**Program Outcome**

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

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	309,925	100%
Total Funding	<u>309,925</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$3,379	\$295,168	\$128,705
Operating Expenses	\$2,054	\$25,000	\$163,440
Internal Service Charges			\$17,780
Total Expenditures	<u>\$5,433</u>	<u>\$320,168</u>	<u>\$309,925</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Clerk II	0.35	0.35			0.35	0.35
City Engineer	1.00	0.30			1.00	0.30
Confidential Secretary	0.35	0.35			0.35	0.35
	<u>1.70</u>	<u>1.00</u>			<u>1.70</u>	<u>1.00</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	525,272	86.95%
506-Rda Art In Public Places	78,847	13.05%
Total Funding	604,119	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$163,464	\$109,793	\$309,235
Operating Expenses	\$635	\$5,747	\$84,747
Internal Service Charges	\$31,819	\$63,127	\$210,137
Total Expenditures	\$195,918	\$178,667	\$604,119

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Assistant		0.50		0.02		0.52
Dir. Of Community/Econ Dev Svc	0.50	0.80			0.50	0.80
Program Manager		0.50				0.50
	0.50	1.80		0.02	0.50	1.82

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
500-Rda & Successor Agency	2,726,138	100%
Total Funding	<u>2,726,138</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	* 2010-11 <u>Actual</u>	* 2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	N/A	N/A	\$192,586
Operating Expenses			\$2,399,046
Other Financing Uses			\$134,506
Total Expenditures			<u>\$2,726,138</u>

*\*Program Reconfigured-No Comparable Data*

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	* <u>2011-12</u>	<u>2012-13</u>	* <u>2011-12</u>	<u>2012-13</u>	* <u>2011-12</u>	<u>2012-13</u>
Administrative Assistant	N/A	0.45	N/A		N/A	0.45
Dir. Of Community/Econ Dev Svc		0.20				0.20
Redevelopment/Housing Manager		0.50				0.50
		<u>1.15</u>				<u>1.15</u>

*\*Program Reconfigured-No Comparable Data*

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	515,294	100%
Total Funding	<u>515,294</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$513,417	\$430,899	\$456,052
Operating Expenses	\$143,994	\$29,210	\$29,210
Internal Service Charges	\$276,823	\$36,588	\$30,032
<b>Total Expenditures</b>	<b>\$934,234</b>	<b>\$496,697</b>	<b>\$515,294</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Associate Civil Engineer	0.10	0.05			0.10	0.05
Construction Inspection Sprvsr	0.40	0.25			0.40	0.25
Construction Inspector		1.54	0.04	0.03	0.04	1.57
Ltd Ser-Admin Support			0.13		0.13	
Ltd Ser-Technician			0.60	0.96	0.60	0.96
Permit Center Technician II	0.70				0.70	
Permit Center Technician III	1.47	1.20			1.47	1.20
Senior Civil Engineer	0.61	0.50			0.61	0.50
	<u>3.28</u>	<u>3.54</u>	<u>0.77</u>	<u>0.99</u>	<u>4.05</u>	<u>4.53</u>

**Program Outcome**

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

**Program Objectives**

- 1A Provide professional planning review of applications so the City Council, the Planning Commission, the Design Review Board, and the Zoning Administrator are provided high quality information and advice upon which they can make decisions for the betterment of the community within established time frames. Achieve a customer service rating of excellent or good in 90% of customer service surveys.
- 1B Provide public information, education and technical assistance within the established time frames 90% of the time. Achieve a customer service rating of excellent or good in 90% of customer service surveys.
- 1C Maintain consistency with the General Plan, both internally and with other planning documents, to ensure that all plans and policies that are developed by the City of Concord as well as by other responsible agencies, preserve and enhance the built environment, open space amenities, improve the residential and economic vitality of the community, and comply with State mandated General Plan policies and objectives, 100% of the time.
- 1Z Administrative support for program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,015,361	100%
Total Funding	<u>1,015,361</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$874,161	\$1,035,303	\$870,120
Operating Expenses	\$43,612	\$440,995	\$125,115
Internal Service Charges	\$253,837	\$40,910	\$20,126
Other Financing Uses	\$-200,843	\$-204,860	
<b>Total Expenditures</b>	<b>\$970,767</b>	<b>\$1,312,348</b>	<b>\$1,015,361</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Coordinator	1.00	1.00	0.01		1.01	1.00
Assistant Planner	1.00		0.01		1.01	
Associate Planner		1.00				1.00
Ltd Ser-Admin Support			0.21		0.21	
Ltd Ser-Professional			0.67		0.67	
Planning Manager	1.00	1.00			1.00	1.00
Principal Planner	1.90	1.00			1.90	1.00
Senior Planner	2.00	2.50	0.06		2.06	2.50
	<u>6.90</u>	<u>6.50</u>	<u>0.96</u>		<u>7.86</u>	<u>6.50</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	211,633	100%
Total Funding	211,633	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$100,619	\$184,799	\$167,892
Operating Expenses	\$27,818	\$21,362	\$21,362
Internal Service Charges	\$18,158	\$14,472	\$22,379
Total Expenditures	\$146,595	\$220,633	\$211,633

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Associate Civil Engineer	0.82	0.68			0.82	0.68
Construction Inspection Sprvsr	0.22	0.22			0.22	0.22
Senior Civil Engineer	0.24	0.24			0.24	0.24
	1.28	1.14			1.28	1.14

**Program Outcome**

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

**Program Objectives**

- 1A Implement the attraction, retention and expansion element of the Economic Development Strategy such that 80% of the businesses assisted are satisfied with services provided by Economic Development staff..
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	320,851	100%
<b>Total Funding</b>	<b>320,851</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$140,095	\$145,896	\$245,541
Operating Expenses	\$59,482	\$160,399	\$75,310
Internal Service Charges	\$23,117		
<b>Total Expenditures</b>	<b>\$222,694</b>	<b>\$306,295</b>	<b>\$320,851</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Economic/Redevelopment Spec	0.90	1.00	0.02		0.92	1.00
Program Manager		0.50				0.50
Redevelopment/Housing Manager	0.20	0.25			0.20	0.25
	<b>1.10</b>	<b>1.75</b>	<b>0.02</b>		<b>1.12</b>	<b>1.75</b>

**Program Outcome**

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

**Program Objectives**

- 1A Provide loans and grants so that the supply of safe and affordable housing in the City is improved, increased and/or enhanced by annually approving single family loans (single family and mobile home), and emergency, accessibility, weatherization and lead based paint grants and rebates.
- 1B Provide grants and rebates so that the supply of safe and affordable housing in the City is improved, increased and enhanced by approving emergency, accessibility, weatherization and lead based paint grants.
- 1D Provide loans to qualified low and moderate income first time homebuyers. Assist first-time homebuyers by hosting monthly first time homebuyer classes.
- 1H Provide loans for multi-family acquisition/rehabilitation, and new multi-family construction so that the supply of safe and affordable housing in the City is increased and enhanced by approving multi-family rehabilitation loans.
- 1Z Administrative support for program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
245-Concord Sa Housing Fund	169,472	75.52%
251-Housing Inclusionary Fees	54,503	24.29%
252-Housing Conservation	418	.19%
Total Funding	<u>224,393</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$236,613	\$222,225	\$124,435
Operating Expenses	\$357,632	\$2,169,248	\$99,540
Internal Service Charges	\$147,542	\$11,817	\$418
Other Financing Uses	\$608,318	\$610,008	
Total Expenditures	\$1,350,105	\$3,013,298	\$224,393

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Assistant		0.05				0.05
Administrative Secretary	1.00				1.00	
Redevelopment/Housing Manager		0.25				0.25
Senior Planner	1.00	0.50			1.00	0.50
	<u>2.00</u>	<u>0.80</u>			<u>2.00</u>	<u>0.80</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	297,442	59.06%
260-State Gas Tax	12,523	2.49%
280-Traffic Systems Management	49,529	9.83%
475-Measure J Local	144,165	28.62%
<b>Total Funding</b>	<b>503,659</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$322,279	\$245,925	\$293,473
Operating Expenses	\$69,290	\$129,784	\$129,784
Internal Service Charges	\$109,270	\$100,920	\$69,902
Other Financing Uses	\$573		\$10,500
<b>Total Expenditures</b>	<b>\$501,412</b>	<b>\$476,629</b>	<b>\$503,659</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Assistant Engineer	0.30		0.01		0.31	
Transportation Manager	1.00	1.00			1.00	1.00
Transportation Program Mgr. II		0.50				0.50
	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
	1.30	1.50	0.01		1.31	1.50

**Program Outcome**

Provide efficient and effective traffic signal systems within the City.

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	98,014	100%
<b>Total Funding</b>	<b>98,014</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$106,703	\$108,139	\$91,415
Operating Expenses	\$8,094	\$15,215	\$6,205
Internal Service Charges	\$22,907	\$48,449	\$394
<b>Total Expenditures</b>	<b>\$137,704</b>	<b>\$171,803</b>	<b>\$98,014</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Transportation Program Mgr. II	0.61	0.50			0.61	0.50
	<b>0.61</b>	<b>0.50</b>			<b>0.61</b>	<b>0.50</b>

**Program Outcome**

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 expenses.

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
710-Sewer Operating	9,852,000	100%
Total Funding	<u>9,852,000</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Operating Expenses	\$9,224,952	\$8,560,000	\$9,852,000
Total Expenditures	\$9,224,952	\$8,560,000	\$9,852,000

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
No Staff Assigned						

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	1,187,728	100%
Total Funding	<u>1,187,728</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$61,381	\$140,435	\$239,466
Operating Expenses	\$446,027	\$457,050	\$507,050
Internal Service Charges	\$42,602	\$24,680	\$1,286
Other Financing Uses	\$422,843	\$431,300	\$439,926
Total Expenditures	<u>\$972,853</u>	<u>\$1,053,465</u>	<u>\$1,187,728</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
City Engineer		0.35				0.35
Construction Inspector		0.20				0.20
Permit Center Technician II	0.20				0.20	
Permit Center Technician III	0.20	0.40			0.20	0.40
Program Manager	0.28	0.28			0.28	0.28
Senior Civil Engineer	0.40	0.40			0.40	0.40
	<u>1.08</u>	<u>1.63</u>			<u>1.08</u>	<u>1.63</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,118,580	100%
Total Funding	<u><u>1,118,580</u></u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$891,746	\$831,326	\$801,821
Operating Expenses	\$224,575	\$239,574	\$239,574
Internal Service Charges	\$330,816	\$80,685	\$77,185
<b>Total Expenditures</b>	<b>\$1,447,137</b>	<b>\$1,151,585</b>	<b>\$1,118,580</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Building Inspector	3.00	3.00	0.01	0.01	3.01	3.01
Chief Building Official	0.75	0.75			0.75	0.75
Ltd Ser-Admin Support			0.48	0.48	0.48	0.48
Ltd Ser-Professional			0.48	0.48	0.48	0.48
Permit Center Technician I	1.00	1.00			1.00	1.00
Permit Center Technician III	2.00	2.00	0.01	0.01	2.01	2.01
	<u>6.75</u>	<u>6.75</u>	<u>0.98</u>	<u>0.98</u>	<u>7.73</u>	<u>7.73</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	-167,485	100%
Total Funding	<u>-167,485</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$357,345	\$384,693	\$227,023
Operating Expenses	\$24,762	\$1,144	\$1,144
Internal Service Charges	\$1,051		\$1,333
Other Financing Uses	\$-502,300	\$-577,422	\$-396,985
Total Expenditures	<u>\$-119,142</u>	<u>\$-191,585</u>	<u>\$-167,485</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Clerk II	0.35	0.60			0.35	0.60
Associate Civil Engineer	0.62	0.24			0.62	0.24
Confidential Secretary	0.50	0.60			0.50	0.60
Construction Inspection Sprvsr	0.38	0.25			0.38	0.25
Ltd Ser-Admin Support			0.96	0.48	0.96	0.48
Ltd Ser-Professional			0.48		0.48	
Ltd Ser-Technician			0.48	0.48	0.48	0.48
	<u>1.85</u>	<u>1.69</u>	<u>1.92</u>	<u>0.96</u>	<u>3.77</u>	<u>2.65</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	178,416	100%
<b>Total Funding</b>	<b>178,416</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$175,966	\$159,900	\$171,535
Operating Expenses	\$1,570	\$10,895	\$5,895
Internal Service Charges	\$47,427	\$4,576	\$986
<b>Total Expenditures</b>	<b>\$224,963</b>	<b>\$175,371</b>	<b>\$178,416</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Building Inspector	1.00	1.00			1.00	1.00
Chief Building Official	0.25	0.25			0.25	0.25
	<b>1.25</b>	<b>1.25</b>			<b>1.25</b>	<b>1.25</b>

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### **DEPARTMENT SERVICES**

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

- Administration
- Camp Concord
- Facility Operations Program
- Sports & Events
- Youth and Family Services
- Senior & Special Recreation Services
- Community Services
- Diablo Creek - Administration

### **MAJOR ACCOMPLISHMENTS**

- In partnership with the Police Department's VIPS program, developed guidelines, training and implemented a Park Steward Patrol.
- Implemented social networking and new media marketing strategies in compliance with the City's social media policy.
- Implemented a new program model for Camp Concord focusing on delivery of high quality family camping programs and group rentals resulting in 100% of customers rating their experience as good or excellent.
- Installed assistive equipment in the Senior Center restroom facilities in coordination with the Senior Citizen's Club and the Senior Citizen's Advisory Board.
- Guided the Community Services Commission through the grant review process resulting in funding recommendations for fiscal year 2012-13 with reduced CDBG funding and the elimination of general funds for public service grants.
- Over 100 senior citizens received gifts through the "Be a Santa to a Senior" program in partnership with the Commission on Aging, CVS Stores and Home Instead Senior Care.
- Through restructuring of the Senior Center staffing, the Center was able to revive the Healthy Lifestyle and Resource Fair and the Older American's Month-90 & Better Birthday Party programs.
- Trained four new Community Services Commission members on the CDBG grant process.
- Collaborated with the Terrapins Swim Team to secure a \$5,000 grant from Pacific Swimming Pool Improvement Grant Program to purchase new long-course lane lines for Concord Community Pool.
- Updated and streamlined the main department customer service phone tree resulting in enhanced efficiencies and improved customer service. Created and implemented a new adult softball league phone tree enabling customers to obtain more detailed program information 24 hours a day.
- Despite the loss of field lights on two of the four ball diamonds at Willow Pass Park, the Adult Softball Program was able to maintain the cost recovery level through creative scheduling of the fields.
- A part of the overall City reorganization, completed transition of the department name change to Parks & Recreation.

**MAJOR ACCOMPLISHMENTS Cont'd**

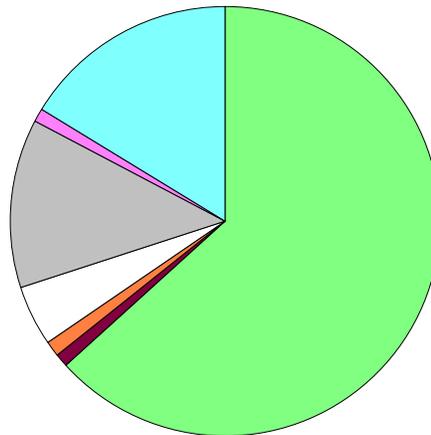
- Completed several maintenance projects at Centre Concord in cooperation with Facilities Maintenance Division which included thorough painting of the interior and exterior walls, replacement of exterior awnings, and refinished interior cabinets.
- Department Head is serving as the Executive Sponsor for the Community Oriented Government Adaptive Change Initiative Team.
- Collaborated with several community organizations on events such as the Gold Star Memorial, and the grand opening of the Baldwin Dog Park and Baldwin Bocce Courts.

**INITIATIVES FOR 2012-13**

- Develop a plan for social media use to market special events and volunteer opportunities at the Concord Senior Center.
- Prepare for transition of oversight of housing grant programs and development of a grant process from dissolution of the Mt. Diablo Health Care District.
- Develop a strategic marketing plan to increase rentals at Willow Pass Community Center.
- In collaboration with Pleasant Hill Recreation & Park District, expand the aquatics safety appraisal program to include the cities of Martinez and Walnut Creek.
- Complete an inspection and thorough review of Centre Concord's short and long-term building and small equipment replacement needs. (carry over)
- Investigate potential uses for the Markham Nature Science Center building during the school year.
- Determine alternative operational strategies for Camp Concord.

**The Parks and Recreation Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	4,143,914	64.22%
120-Pavilion	5,341	.08%
252-Housing Conservation	76,899	1.19%
254-Community Dev Block Grant	298,097	4.62%
402-Capital Projects- Reimburs	833,125	12.91%
460-Childcare	30,000	.46%
700-Golf Course	1,065,647	16.52%
<b>Total Funding</b>	<b>6,453,023</b>	



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

<u>Program</u>	<u>Total Budget</u>
Administration	405,230
Camp Concord	425,365
Facility Operations Program	2,348,564
Sports & Events	352,786
Youth and Family Services	833,125
Senior & Special Recreation Services	672,908
Community Services	404,996
400704810	5,341
Diablo Creek - Administration	1,004,708
<b>Total Program Budget</b>	<b>6,453,023</b>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$3,249,548	\$3,308,081	\$3,268,117
Operating Expenses	\$3,217,600	\$2,931,506	\$2,541,483
Internal Service Charges	\$1,834,352	\$1,328,225	\$643,423
Capital Outlay	\$-2,450	\$32,500	
Other Financing Uses	\$595,896	\$17,258	
<b>Total Expenditures</b>	<b>\$8,894,946</b>	<b>\$7,617,570</b>	<b>\$6,453,023</b>

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

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administration	1.00	1.00			1.00	1.00
Camp Concord	2.35	2.10	4.73	4.81	7.08	6.91
Facility Operations Program	6.05	6.05	20.84	21.30	26.89	27.35
Sports & Events	0.60	0.85	0.61	0.61	1.21	1.46
Youth and Family Services	1.00	1.00	27.23	27.72	28.23	28.72
Senior & Special Recreation Services	3.00	2.00	4.27	4.25	7.27	6.25
Community Services	1.00	1.00	0.48	0.41	1.48	1.41
	<u>15.00</u>	<u>14.00</u>	<u>58.16</u>	<u>59.10</u>	<u>73.16</u>	<u>73.10</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	344,291	84.96%
700-Golf Course	60,939	15.04%
Total Funding	<u>405,230</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$158,337	\$225,545	\$178,097
Operating Expenses	\$118,336	\$136,603	\$100,603
Internal Service Charges	\$148,032	\$163,041	\$126,530
Total Expenditures	<u>\$424,705</u>	<u>\$525,189</u>	<u>\$405,230</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Dir Community/Recreation Svcs	1.00	1.00			1.00	1.00
	<u>1.00</u>	<u>1.00</u>			<u>1.00</u>	<u>1.00</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	425,365	100%
Total Funding	425,365	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$232,361	\$241,738	\$235,783
Operating Expenses	\$259,053	\$168,301	\$108,913
Internal Service Charges	\$138,698	\$83,678	\$80,669
Other Financing Uses		\$-108,603	
Total Expenditures	\$630,112	\$385,114	\$425,365

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Camp Director	1.00	1.00			1.00	1.00
Camp Facility Specialist	1.00	1.00			1.00	1.00
Ltd Ser-Camp Specialist			4.73	4.81	4.73	4.81
Recreation Program Coordinator	0.25				0.25	
Senior Recreation Program Mgr	0.10	0.10			0.10	0.10
	<u>2.35</u>	<u>2.10</u>	<u>4.73</u>	<u>4.81</u>	<u>7.08</u>	<u>6.91</u>

**Program Outcome**

Program Objectives

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,348,564	100%
Total Funding	<u>2,348,564</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$763,626	\$1,308,287	\$1,353,300
Operating Expenses	\$383,190	\$661,068	\$667,912
Internal Service Charges	\$698,076	\$578,280	\$327,352
Other Financing Uses	\$97,747	\$100,122	
Total Expenditures	<u>\$1,942,639</u>	<u>\$2,647,757</u>	<u>\$2,348,564</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Recreation Specialist			20.84	21.30	20.84	21.30
Program Manager	1.50	1.50			1.50	1.50
Recreation Program Coordinator	3.75	3.75			3.75	3.75
Senior Recreation Program Mgr	0.80	0.80			0.80	0.80
	<u>6.05</u>	<u>6.05</u>	<u>20.84</u>	<u>21.30</u>	<u>26.89</u>	<u>27.35</u>

**Program Outcome**

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

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	352,786	100%
Total Funding	<u>352,786</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$102,587	\$104,200	\$135,645
Operating Expenses	\$205,447	\$204,178	\$204,178
Internal Service Charges	\$12,387	\$4,232	\$12,963
Total Expenditures	<u>\$320,421</u>	<u>\$312,610</u>	<u>\$352,786</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Recreation Specialist			0.61	0.61	0.61	0.61
Program Manager	0.50	0.50			0.50	0.50
Recreation Program Coordinator		0.25				0.25
Senior Recreation Program Mgr	0.10	0.10			0.10	0.10
	<u>0.60</u>	<u>0.85</u>	<u>0.61</u>	<u>0.61</u>	<u>1.21</u>	<u>1.46</u>

**Program Outcome**

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
402-Capital Projects- Reimburs	833,125	100%
<b>Total Funding</b>	<b>833,125</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$752,876	\$809,418	\$808,815
Operating Expenses	\$397,163	\$24,310	\$24,310
Internal Service Charges	\$557,536	\$286,850	
<b>Total Expenditures</b>	<b>\$1,707,575</b>	<b>\$1,120,578</b>	<b>\$833,125</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Recreation Specialist			27.23	27.72	27.23	27.72
Program Coordinator	1.00	1.00			1.00	1.00
	<b>1.00</b>	<b>1.00</b>	<b>27.23</b>	<b>27.72</b>	<b>28.23</b>	<b>28.72</b>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	672,908	100%
Total Funding	<u>672,908</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$357,187	\$462,027	\$400,996
Operating Expenses	\$160,045	\$196,935	\$198,435
Internal Service Charges	\$224,639	\$199,591	\$73,477
Total Expenditures	<u>\$741,871</u>	<u>\$858,553</u>	<u>\$672,908</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Recreation Specialist			4.27	4.25	4.27	4.25
Program Manager	1.00	1.00			1.00	1.00
Recreation Program Aide	1.00				1.00	
Recreation Program Coordinator	1.00	1.00			1.00	1.00
	<u>3.00</u>	<u>2.00</u>	<u>4.27</u>	<u>4.25</u>	<u>7.27</u>	<u>6.25</u>

**Program Outcome**

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

**Program Objectives**

- 1A Develop an annual Community Service program that meets all HUD regulations, annually expends all eligible funds, and achieves a customer service rating of excellent or good, 90% of the time, from agencies and customers served.
- 1Z Administrative support for program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
252-Housing Conservation	76,899	18.99%
254-Community Dev Block Grant	298,097	73.60%
460-Childcare	30,000	7.41%
<b>Total Funding</b>	<b>404,996</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$180,446	\$156,866	\$155,481
Operating Expenses	\$334,893	\$295,468	\$248,726
Internal Service Charges	\$17,569	\$319	\$789
Other Financing Uses	\$498,149	\$25,739	
<b>Total Expenditures</b>	<b>\$1,031,057</b>	<b>\$478,392</b>	<b>\$404,996</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Admin Support			0.48		0.48	
Ltd Ser-Recreation Specialist				0.41		0.41
Program Manager	1.00	1.00			1.00	1.00
	<u>1.00</u>	<u>1.00</u>	<u>0.48</u>	<u>0.41</u>	<u>1.48</u>	<u>1.41</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
700-Golf Course	1,004,708	100%
Total Funding	<u>1,004,708</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$61,264		
Operating Expenses	\$968,150	\$1,244,643	\$988,406
Internal Service Charges	\$37,415	\$12,234	\$16,302
Capital Outlay	\$-2,450	\$32,500	
Total Expenditures	<u>\$1,064,379</u>	<u>\$1,289,377</u>	<u>\$1,004,708</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
No Staff Assigned	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

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### **DEPARTMENT SERVICES**

#### **The Finance Department Provides Service Through the Following Programs.**

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

### **MAJOR ACCOMPLISHMENTS**

- Completed the review and revision of the City Municipal Code regarding the purchasing process and the City's purchasing policy instructions.
- Provided training to City staff on the changes to the City Municipal Code regarding the purchasing process and the City's purchasing policy instructions.
- Implemented a web-based Accounts Payable solution which allows the City to pay vendors online, reducing the need for mailing checks to vendors while earning revenue
- Instituted Image Depositing with Bank of America eliminating the need for armored transport services or daily trips to the bank
- Hired a new Financial Operations Manager
- Successfully coordinated efforts with various departments to implement the Successor Agency to the Redevelopment Agency.
- Reviewed Internal Service Charges to allocate appropriately citywide to departments utilizing services.

### **INITIATIVES FOR 2012-13**

- Review electronic and other methods for surplus property disposal which will allow for timely disposal with minimum staff time.
- Review electronic and other methods for purchasing record storage while complying with records management requirements.
- Provide additional training to accounts payable staff to enhance skills and knowledge of accounting principles.
- Develop efficient workflows for accounting processes and accounts payable processes.
- Work with the Information Technology Department to develop a new system for budget presentation.
- Together with I.T. assist in the design and implementation between Accela and the Accounts Receivable integration
- Cross-train Revenue Generation staff on Treasury Function

**The Finance Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,429,102	 100%
Total Funding	<u>2,429,102</u>	

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

<u>Program</u>	<u>Total Budget</u>
Finance Administration	304,823
Financial Analysis & Reporting	606,267
Disbursements	543,299
Budget & Financial Planning	282,192
Purchasing	169,379
City Treasury	210,455
Revenue Generation	312,687
Total Program Budget	<u>2,429,102</u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$1,946,354	\$2,152,495	\$2,184,637
Operating Expenses	\$378,267	\$194,969	\$141,692
Internal Service Charges	\$763,704	\$169,291	\$102,773
Other Financing Uses	\$-48,239	\$-49,204	
Total Expenditures	<u>\$3,040,086</u>	<u>\$2,467,551</u>	<u>\$2,429,102</u>

**The Finance Department has the following Authorized Positions By Program**

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Finance Administration	2.00	2.00			2.00	2.00
Financial Analysis & Reporting	3.60	3.60			3.60	3.60
Disbursements	4.40	4.40		0.31	4.40	4.71
Budget & Financial Planning	2.00	2.00			2.00	2.00
Purchasing	1.00	1.00			1.00	1.00
City Treasury	2.50	2.50			2.50	2.50
Revenue Generation	2.50	2.50	0.60	0.87	3.10	3.37
	<u>18.00</u>	<u>18.00</u>	<u>0.60</u>	<u>1.18</u>	<u>18.60</u>	<u>19.18</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	304,823	100%
Total Funding	304,823	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$246,214	\$287,087	\$233,921
Operating Expenses	\$22,143	\$6,607	\$6,607
Internal Service Charges	\$73,377	\$32,217	\$64,295
Total Expenditures	\$341,734	\$325,911	\$304,823

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Central Storekeeper	1.00	1.00			1.00	1.00
Director Of Finance	1.00	1.00			1.00	1.00
	2.00	2.00			2.00	2.00

**Program Outcome**

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

**Program Objectives**

- 1A Monitor, audit and record the City's financial transactions following the guidelines of the adopted budget and Federal and State regulations for financial reporting.
- 1C Administer all grants, mandated costs and other outside funds, submitting applications, accounting and reports so full payments will be received by the City and no audit findings will be reported.
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	606,267	100%
Total Funding	606,267	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$400,749	\$461,060	\$469,549
Operating Expenses	\$221,463	\$127,798	\$128,060
Internal Service Charges	\$123,198	\$9,116	\$8,658
Total Expenditures	\$745,410	\$597,974	\$606,267

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Accountant II	2.80	2.80			2.80	2.80
Financial Operations Manager	0.80	0.80			0.80	0.80
	<u>3.60</u>	<u>3.60</u>			<u>3.60</u>	<u>3.60</u>

**Program Outcome**

To provide payment for all the City bills.

**Program Objectives**

- 1A Administer bi-weekly payroll so that all City employees are paid by the pay dates, 98% of the time. All reporting of gross pay and benefits shall meet the requirements of Federal and State regulations, PERS's and City MOU's, 100% of the time.
- 1B Administer accounts payable so that 95% of all bills are paid according to the City's Policy & Procedures and on time, taking discounts whenever possible.
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	543,299	100%
Total Funding	<u>543,299</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$369,685	\$493,582	\$523,799
Operating Expenses	\$55,976	\$8,921	\$8,921
Internal Service Charges	\$157,859	\$15,628	\$10,579
Total Expenditures	<u>\$583,520</u>	<u>\$518,131</u>	<u>\$543,299</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Account Clerk III	2.00	2.00			2.00	2.00
Accountant II	0.20	0.20			0.20	0.20
Financial Operations Manager	0.20	0.20			0.20	0.20
Ltd Ser-Admin Support				0.31		0.31
Payroll Specialist	1.00	1.00			1.00	1.00
Payroll Technician	1.00	1.00			1.00	1.00
	<u>4.40</u>	<u>4.40</u>	<u>          </u>	<u>0.31</u>	<u>4.40</u>	<u>4.71</u>

**Program Outcome**

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

**Program Objectives**

- 1A Present a budget for adoption under the direction of the City Manager. Record changes in the budget throughout the fiscal year as directed by the City Council or designee.
- 1B Prepare the Construction Improvement Plan (CIP)/Transportation Improvement Plan (TIP) document in conjunction with direction given by the City Manager and the CIP committee. Record changes in the CIP/TIP throughout the fiscal year as directed by the City Council.
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	282,192	100%
Total Funding	282,192	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$259,035	\$306,711	\$318,467
Operating Expenses	\$1,399	\$9,103	\$-41,085
Internal Service Charges	\$50,001	\$3,907	\$4,810
Other Financing Uses	\$-48,239	\$-49,204	
Total Expenditures	\$262,196	\$270,517	\$282,192

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Accountant II	1.00	1.00			1.00	1.00
Budget Officer	1.00	1.00			1.00	1.00
	<u>2.00</u>	<u>2.00</u>			<u>2.00</u>	<u>2.00</u>

**Program Outcome**

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

**Program Objectives**

- 1A Issue or amend a minimum of 90% of all purchase orders within 10 working days of their receipt, complete with all documentation, and 75% of all bids within 4 weeks of their receipt so that products and services are delivered when required at a reasonable price.
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	169,379	100%
<b>Total Funding</b>	<b>169,379</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$225,932	\$156,538	\$162,714
Operating Expenses	\$6,843	\$5,122	\$4,260
Internal Service Charges	\$189,305	\$95,074	\$2,405
<b>Total Expenditures</b>	<b>\$422,080</b>	<b>\$256,734</b>	<b>\$169,379</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Purchasing Agent	1.00	1.00			1.00	1.00
	<b>1.00</b>	<b>1.00</b>			<b>1.00</b>	<b>1.00</b>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	210,455	100%
Total Funding	<u>210,455</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$253,838	\$180,789	\$188,713
Operating Expenses	\$16,583	\$18,218	\$15,729
Internal Service Charges	\$83,899	\$8,140	\$6,013
Total Expenditures	<u>\$354,320</u>	<u>\$207,147</u>	<u>\$210,455</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
City Treasurer	1.00	1.00			1.00	1.00
Treasury Manager	0.50	0.50			0.50	0.50
Treasury Technician	1.00	1.00			1.00	1.00
	<u>2.50</u>	<u>2.50</u>			<u>2.50</u>	<u>2.50</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	312,687	100%
Total Funding	<u>312,687</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$190,900	\$266,728	\$287,474
Operating Expenses	\$53,860	\$19,200	\$19,200
Internal Service Charges	\$86,065	\$5,209	\$6,013
Total Expenditures	<u>\$330,825</u>	<u>\$291,137</u>	<u>\$312,687</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Account Clerk III	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.60	0.87	0.60	0.87
Revenue Generation Team Leader	1.00	1.00			1.00	1.00
Treasury Manager	0.50	0.50			0.50	0.50
	<u>2.50</u>	<u>2.50</u>	<u>0.60</u>	<u>0.87</u>	<u>3.10</u>	<u>3.37</u>

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### **DEPARTMENT SERVICES**

**The Human Resources Department Provides Service Through the Following Programs.**

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

### **MAJOR ACCOMPLISHMENTS**

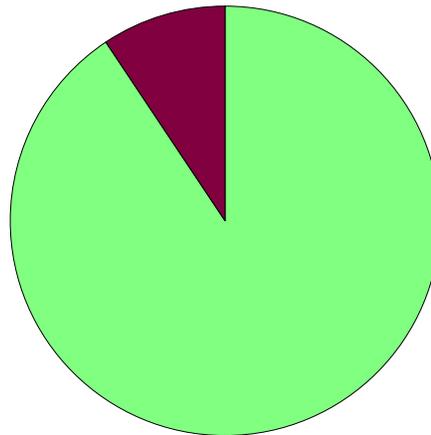
- Implemented NeoGov, a full service on-line employment application process that has enhanced the City's image as an innovative organization emphasizing customer service and minimized Human Resources staff paper processing.
- Successfully recruited for a new Director of Public Works.
- Successfully recruited for a new City Attorney.
- Implemented an online new hire orientation process for part-time employees that has streamlined the hiring process for departments.
- Implemented a City-wide Wellness Program designed to create a culture of wellness among employees and increase presenteeism.

### **INITIATIVES FOR 2012-13**

- Successfully recruit for and hire a new City Manager.
- Successfully recruit for and hire a new Director of Public Works Maintenance Services.
- Implement a job analysis program to improve job specifications for all currently active positions.

**The Human Resources Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,201,704	90.65%
610-Workers' Compensation	123,913	9.35%
<b>Total Funding</b>	<b>1,325,617</b>	



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

<u>Program</u>	<u>Total Budget</u>
Human Resources Administration	476,238
Labor Relations	156,223
Recruitment and Selection	223,135
Workers' Compensation	123,913
Benefits Administration	71,828
Organizational Training and Development	107,168
Classification & Compensation	167,112
<b>Total Program Budget</b>	<b>1,325,617</b>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$750,182	\$847,615	\$846,520
Operating Expenses	\$244,813	\$458,169	\$462,169
Internal Service Charges	\$170,790	\$34,982	\$16,928
Total Expenditures	\$1,165,785	\$1,340,766	\$1,325,617

**The Human Resources Department has the following Authorized Positions By Program**

<u>Program</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Human Resources Administration	1.31	1.31	1.00	0.69	2.31	2.00
Labor Relations	0.43	0.43			0.43	0.43
Recruitment and Selection	1.32	1.32			1.32	1.32
Workers' Compensation	0.90	0.90			0.90	0.90
Benefits Administration	0.28	0.28			0.28	0.28
Organizational Training and Development	0.32	0.32			0.32	0.32
Classification & Compensation	1.44	1.44			1.44	1.44
	<u>6.00</u>	<u>6.00</u>	<u>1.00</u>	<u>0.69</u>	<u>7.00</u>	<u>6.69</u>

**Program Outcome**

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

**Program Objectives**

- 1D Provide general consulting services to Management, confidential employees and individuals to create and maintain an organizational structure and a climate to provide all employees and the organization the guidance needed to maximize all aspects of MVV, COG and PBB .
- 1Z Provide administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	476,238	100%
Total Funding	<u>476,238</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$248,509	\$271,391	\$229,998
Operating Expenses	\$57,947	\$233,011	\$233,011
Internal Service Charges	\$61,237	\$34,982	\$13,229
Total Expenditures	<u>\$367,693</u>	<u>\$539,384</u>	<u>\$476,238</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.42	0.42			0.42	0.42
Human Resources Analyst I		0.15				0.15
Human Resources Specialist	0.15				0.15	
Human Resources Technician II	0.45	0.45			0.45	0.45
Ltd Ser-Admin Support			0.50	0.50	0.50	0.50
Ltd Ser-Professional			0.50	0.19	0.50	0.19
Senior Human Resources Analyst	0.29	0.29			0.29	0.29
	<u>1.31</u>	<u>1.31</u>	<u>1.00</u>	<u>0.69</u>	<u>2.31</u>	<u>2.00</u>

**Program Outcome**

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

**Program Objectives**

- 1A Provide managers and employees with accurate interpretations of the various MOUs and general City Policies and Procedures to assure consistent, fair and equitable treatment of all employees, and to assist departments in addressing their employee relations needs.
- 1B Provide advice and support to management regarding discipline, disciplinary appeals, and grievance appeals arising under various MOUs and Personnel Rules to assure appropriate, equitable, and consistent treatment of the work force.
- 1Z Provide administrative support for program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	156,223	100%
Total Funding	156,223	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$17,422	\$92,094	\$95,884
Operating Expenses	\$31,052	\$60,000	\$60,000
Internal Service Charges			\$339
Total Expenditures	\$48,474	\$152,094	\$156,223

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.34	0.34			0.34	0.34
Senior Human Resources Analyst	0.09	0.09			0.09	0.09
	<u>0.43</u>	<u>0.43</u>			<u>0.43</u>	<u>0.43</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	223,135	100%
Total Funding	223,135	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$79,272	\$148,947	\$164,970
Operating Expenses	\$98,950	\$53,124	\$57,124
Internal Service Charges	\$26,028		\$1,041
Total Expenditures	\$204,250	\$202,071	\$223,135

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.02	0.02			0.02	0.02
Human Resources Analyst I		0.80				0.80
Human Resources Specialist	0.80				0.80	
Senior Human Resources Analyst	0.50	0.50			0.50	0.50
	<u>1.32</u>	<u>1.32</u>			<u>1.32</u>	<u>1.32</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
610-Workers' Compensation	123,913	100%
<b>Total Funding</b>	<b>123,913</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$101,197	\$118,348	\$123,203
Operating Expenses	\$11,793		
Internal Service Charges	\$25,542		\$710
<b>Total Expenditures</b>	<b>\$138,532</b>	<b>\$118,348</b>	<b>\$123,913</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Technician II	0.05	0.05			0.05	0.05
Senior Human Resources Analyst	0.80	0.80			0.80	0.80
	<u>0.90</u>	<u>0.90</u>			<u>0.90</u>	<u>0.90</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	71,828	100%
Total Funding	71,828	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$108,706	\$32,262	\$33,850
Operating Expenses	\$34,839	\$37,757	\$37,757
Internal Service Charges	\$30,016		\$221
Total Expenditures	\$173,561	\$70,019	\$71,828

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Technician II	0.23	0.23			0.23	0.23
	0.28	0.28			0.28	0.28

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	107,168	100%
Total Funding	107,168	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$12,808	\$41,058	\$43,676
Operating Expenses	\$8,907	\$63,240	\$63,240
Internal Service Charges	\$9,322		\$252
Total Expenditures	\$31,037	\$104,298	\$107,168

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.05	0.05			0.05	0.05
Human Resources Analyst I		0.05				0.05
Human Resources Specialist	0.05				0.05	
Human Resources Technician II	0.10	0.10			0.10	0.10
Senior Human Resources Analyst	0.12	0.12			0.12	0.12
	<u>0.32</u>	<u>0.32</u>			<u>0.32</u>	<u>0.32</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	167,112	100%
Total Funding	<u>167,112</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$182,267	\$143,515	\$154,939
Operating Expenses	\$1,324	\$11,037	\$11,037
Internal Service Charges	\$18,645		\$1,136
Total Expenditures	<u>\$202,236</u>	<u>\$154,552</u>	<u>\$167,112</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Human Resources	0.07	0.07			0.07	0.07
Human Resources Technician II	1.17	1.17			1.17	1.17
Senior Human Resources Analyst	0.20	0.20			0.20	0.20
	<u>1.44</u>	<u>1.44</u>			<u>1.44</u>	<u>1.44</u>

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### **DEPARTMENT SERVICES**

**The Information Technology Department Provides Service Through the Following Programs.**

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

### **MAJOR ACCOMPLISHMENTS**

- Mobile Radio Replacement for Police Department
- Mobile Digital Computer Replacement for Police Department.
- Compliance with new PERS pay & benefits reporting package for Human Resources.
- Automated accounts payable - Revenue of ~\$20K for Finance.
- Environmental controls - HVAC.
- Physical Security at Civic Center - Card Keys, Panic Buttons, Cameras.
- Provide infrastructure for JFK Business Accelerator Program.
- Achieved goal of "No successful hacking attempts".
- 911 and Emergency call recording system replacement for Police.
- WEB: CRDS Brand Campaign (Parks Make Life Better).
- WEB: Neighborhood Services website redesign.
- WEB: ConcordCode.org support.
- Completed telephone system replacement.
- Sewer Levy: Assisted Public Works with sewer Levy process.
- PD surveillance video retrieval for major crimes, special victims, and financial crimes bureaus.
- Supported General Plan amendment.
- Supported zoning ordinance update.
- Permit system replacement.
- FEMA flood zone updates & support.
- Completed 2010 Census Phase II.
- Pilot LTE wireless for Police cars/Cornerstone
- Online recruiting system for Human Resources.
- Police Interview Rooms recording equipment replacement.
- Windows 7 and Microsoft Office 2010 upgrades

### **INITIATIVES FOR 2012-13**

- Automated agenda processing.

**INITIATIVES FOR 2012-13 Cont'd**

- Police records system - CIP
- Timecard System replacement.
- Sewer truck integration with Sanitary and Storm Water Sewer Management System.
- Alarm permit study.
- Paperless paychecks for City Employees.
- Communications Van: 1) Volunteers 2) Tactical Negotiations Team 3) Command Vehicle.
- Desktop Computer Virtualization.
- California State DOJ security compliance in PD vehicles.
- Traffic signal server replacement.
- Concord website redesign.
- MS Office 2010 - Rollout citywide.
- Create new GIS tools for PD field use.
- Provide maps and graphics in support of the Reuse Project in conjunction with ARUP.
- Publish layer naming conventions for electronic final map submission to City Engineering and Public Works Departments.
- EBRCS Radio System go live.
- Library support
- Inet - Replacement Plan Completed.

**The Information Technology Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	5,385,808	 100%
Total Funding	<u>5,385,808</u>	

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

<u>Program</u>	<u>Total Budget</u>
Administration	617,297
Project Management Office	1,386,260
Operations	1,869,510
Customer Service	1,247,885
Geographic Information Services	264,856
Total Program Budget	<u>5,385,808</u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$1,690,432	\$1,725,513	\$1,751,370
Operating Expenses	\$2,335,564	\$3,203,615	\$3,607,984
Internal Service Charges	\$53,267	\$62,495	\$26,454
Capital Outlay	\$348,254	\$320,899	
Total Expenditures	<u>\$4,427,517</u>	<u>\$5,312,522</u>	<u>\$5,385,808</u>

**The Information Technology Department has the following Authorized Positions By Program**

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administration	1.00	1.00			1.00	1.00
Project Management Office	4.00	4.00		0.90	4.00	4.90
Operations	1.00	1.00			1.00	1.00
Customer Service	3.00	3.00	1.27	0.36	4.27	3.36
Geographic Information Services	2.00	2.00			2.00	2.00
	<u>11.00</u>	<u>11.00</u>	<u>1.27</u>	<u>1.26</u>	<u>12.27</u>	<u>12.26</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	617,297	100%
<b>Total Funding</b>	<b>617,297</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$305,476	\$357,885	\$330,506
Operating Expenses	\$174,853	\$330,224	\$268,224
Internal Service Charges	\$53,267	\$62,495	\$18,567
Capital Outlay	\$348,254	\$320,899	
<b>Total Expenditures</b>	<b>\$881,850</b>	<b>\$1,071,503</b>	<b>\$617,297</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Director Of Info. Technology	1.00	1.00			1.00	1.00
	1.00	1.00			1.00	1.00

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,386,260	100%
Total Funding	<u>1,386,260</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$512,614	\$492,241	\$625,854
Operating Expenses	\$602,915	\$815,744	\$757,251
Internal Service Charges			\$3,155
Total Expenditures	<u>\$1,115,529</u>	<u>\$1,307,985</u>	<u>\$1,386,260</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Information Technology Manager	1.00	1.00			1.00	1.00
Ltd Ser-Professional				0.78		0.78
Microcomputer Coordinator	1.00	1.00		0.10	1.00	1.10
Senior Programmer Analyst	1.00	1.00		0.02	1.00	1.02
Systems & Programming Manager	1.00	1.00			1.00	1.00
	<u>4.00</u>	<u>4.00</u>	<u>          </u>	<u>0.90</u>	<u>4.00</u>	<u>4.90</u>

**Program Outcome**

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

**Program Objectives**

- 1A Conduct systems operations to deliver continuously available business support systems.
- 1Z Administrative support for the program's objectives and resources.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,869,510	100%
<b>Total Funding</b>	<b>1,869,510</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$256,176	\$160,998	\$167,576
Operating Expenses	\$1,051,519	\$1,384,587	\$1,701,145
Internal Service Charges			\$789
<b>Total Expenditures</b>	<b>\$1,307,695</b>	<b>\$1,545,585</b>	<b>\$1,869,510</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Information Technology Manager	1.00	1.00			1.00	1.00
	<b>1.00</b>	<b>1.00</b>			<b>1.00</b>	<b>1.00</b>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	1,247,885	100%
Total Funding	<u>1,247,885</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$400,727	\$501,370	\$405,702
Operating Expenses	\$471,785	\$616,513	\$839,817
Internal Service Charges			\$2,366
Total Expenditures	<u>\$872,512</u>	<u>\$1,117,883</u>	<u>\$1,247,885</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Information Technology Manager	1.00	1.00			1.00	1.00
Ltd Ser-Professional			0.97	0.18	0.97	0.18
Microcomputer Coordinator			0.10		0.10	
Programmer	1.00	1.00	0.12	0.12	1.12	1.12
Senior Programmer Analyst			0.02		0.02	
Web Coordinator	1.00	1.00	0.06	0.06	1.06	1.06
	<u>3.00</u>	<u>3.00</u>	<u>1.27</u>	<u>0.36</u>	<u>4.27</u>	<u>3.36</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
634-Computer Replacement Fund	264,856	100%
<b>Total Funding</b>	<b>264,856</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$215,439	\$213,019	\$221,732
Operating Expenses	\$34,492	\$56,547	\$41,547
Internal Service Charges			\$1,577
<b>Total Expenditures</b>	<b>\$249,931</b>	<b>\$269,566</b>	<b>\$264,856</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Gis Technician	1.00	1.00			1.00	1.00
Program Manager	1.00	1.00			1.00	1.00
	<b>2.00</b>	<b>2.00</b>			<b>2.00</b>	<b>2.00</b>

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### **DEPARTMENT SERVICES**

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

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

### **MAJOR ACCOMPLISHMENTS**

- With the departure of City Manager in the second half of FY 11-12, facilitated a transition for the Assistant City Manager to assume the City Manager's duties on an interim basis and engaged services of a retired executive to assume key Assistant City Manager duties
- Implemented additional organizational restructuring changes in Public Works, Parks and Recreation and Community and Economic Development to enhance operational efficiencies and to accommodate the loss of redevelopment agency programmatic funds
- Completed the initial year's participation in the International City Management Association (ICMA) Center for Performance Measurement Project and facilitated completion of the companion Community and Employee Surveys
- Guided the development of a new ten-year financial plan, budget development and labor negotiations processes; provided support to the Measure Q Oversight Committee
- Developed a comprehensive internal process for recruitment, training and selection of a new City Clerk as a professional development opportunity and to ensure a smooth transition
- Provided year-round public communication and outreach support to special projects such as Helen Putnam award booth for "Penny for Your Thoughts" at League of California Cities, "Save Our Series" benefit for downtown events, ESCO energy efficiency projects, etc.
- Maintained communication with employees, residents and businesses by distributing 3 issues of City News, Annual Report, 12 eNewsletters and 12 electronic versions of City Talk, the employee newsletter
- Launched first City Council-supported Employee Thank You Luncheon held at Centre Concord in November 2011
- Participated in the City's Leadership and Community Oriented Government pilot teams, as well as Wellness Committee
- Printing Services generated over \$135,000 in revenues from outside government agencies and partnered with the Mt. Diablo Unified School District's Workability Program that trained students in print production

**MAJOR ACCOMPLISHMENTS Cont'd**

- City Council approved the 11th amendment of a franchise agreement with Concord Disposal Services (CDS) on February 7, 2012 for a 15-year period that would renew automatically each year. The annual renewing process provides CDS with the ability to demonstrate to financial institutions a contract term sufficient to pay off any funds that it may borrow in order to respond to new State mandates. CDS provided a one-time \$50,000 community benefit donation as a consideration for the Council's approval of the 11th Amendment

**INITIATIVES FOR 2012-13**

- Continue to identify opportunities for additional organizational streamlining and efficiency measures
- Lead second year participation in ICMA's Center for Performance Measurement; continue to explore a supplemental or new performance measurement tool that is more tailored to measure Concord's delivery of core services
- Successfully transition to a new City Clerk
- Design and implement an automated Council agenda system
- Increase Printing Services revenue by 3% to \$139,000
- Continue to provide communication and outreach to the community and to employees through a variety of media
- Continue to lead and participate in Leadership and Community Oriented Government (COG) team projects, including COG completion of Hillcrest Park homeless initiative and launch of NextDoor, a web-based neighborhood communication tool

**SIGNIFICANT CHANGES FOR 2012-13**

- None anticipated at this time

**The Office of the City Manager Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,665,859	 100%
Total Funding	<u>2,665,859</u>	

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

<u>Program</u>	<u>Total Budget</u>
City Council Services	341,358
City Management	890,188
Community Relations	273,915
Administrative Services & City Clerk	566,918
Elections	130,000
Printing Services	367,437
Franchise Management	96,043
Total Program Budget	<u>2,665,859</u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$1,635,829	\$1,782,794	\$1,797,841
Operating Expenses	\$547,994	\$580,371	\$662,945
Internal Service Charges	\$590,320	\$183,814	\$205,073
Other Financing Uses	\$-120,829		
Total Expenditures	<u>\$2,653,314</u>	<u>\$2,546,979</u>	<u>\$2,665,859</u>

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

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
City Council Services	5.71	5.71			5.71	5.71
City Management	3.13	3.13	0.09	0.09	3.22	3.22
Community Relations	1.06	1.06	0.54	0.54	1.60	1.60
Administrative Services & City Clerk	4.00	4.00	0.57	0.57	4.57	4.57
Printing Services	2.00	2.00	0.13	0.13	2.13	2.13
Franchise Management	0.20	0.10			0.20	0.10
	<u>16.10</u>	<u>16.00</u>	<u>1.33</u>	<u>1.33</u>	<u>17.43</u>	<u>17.33</u>

**Program Outcome**

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

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	341,358	100%
Total Funding	341,358	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$222,617	\$224,169	\$240,503
Operating Expenses	\$81,442	\$67,533	\$67,533
Internal Service Charges	\$61,192	\$31,643	\$33,322
Total Expenditures	\$365,251	\$323,345	\$341,358

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Confidential Secretary	0.15	0.15			0.15	0.15
Council Member	3.00	3.00			3.00	3.00
Exec.assistant - Council/Mgr.	0.56	0.56			0.56	0.56
Mayor	1.00	1.00			1.00	1.00
Vice Mayor	1.00	1.00			1.00	1.00
	5.71	5.71			5.71	5.71

**Program Outcome**

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

**Program Objectives**

- 1A Assist and support the City Council in developing and implementing its policy decisions and other related functions, so that 95% of Council policy and action items can be accomplished as initially scheduled, and so that 90% of City Manager recommended actions are approved by the City Council.
- 1Z Administrative support for the program to provide responsive follow-up to citizen contacts and accountability of City services.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	890,188	100%
Total Funding	<u>890,188</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$579,451	\$713,351	\$700,066
Operating Expenses	\$114,188	\$94,616	\$94,616
Internal Service Charges	\$53,504	\$47,082	\$95,506
Other Financing Uses	\$-120,829		
Total Expenditures	<u>\$626,314</u>	<u>\$855,049</u>	<u>\$890,188</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Assistant City Manager	1.00	1.00			1.00	1.00
City Manager	1.00	1.00			1.00	1.00
Confidential Secretary	0.69	0.69			0.69	0.69
Exec.assistant - Council/Mgr.	0.44	0.44			0.44	0.44
Ltd Ser-Admin Support			0.09	0.09	0.09	0.09
	<u>3.13</u>	<u>3.13</u>	<u>0.09</u>	<u>0.09</u>	<u>3.22</u>	<u>3.22</u>

**Program Outcome**

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

**Program Objectives**

- 1A Provide information to the public to maintain the City's image as a community of the highest quality so that 50% of citizens surveyed recognize City publications and other informational programming.
- 1Z Administrative support for the program.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	273,915	100%
<b>Total Funding</b>	<b>273,915</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$176,980	\$192,937	\$199,176
Operating Expenses	\$51,658	\$106,329	\$73,903
Internal Service Charges	\$9,808		\$836
<b>Total Expenditures</b>	<b>\$238,446</b>	<b>\$299,266</b>	<b>\$273,915</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Relations Manager	1.00	1.00			1.00	1.00
Confidential Secretary	0.06	0.06			0.06	0.06
Ltd Ser-Technician			0.54	0.54	0.54	0.54
	<b>1.06</b>	<b>1.06</b>	<b>0.54</b>	<b>0.54</b>	<b>1.60</b>	<b>1.60</b>

**Program Outcome**

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

**Program Objectives**

- 1A Respond to research requests from the City's internal and external customers by providing public information in a timely manner for overall customer satisfaction 90% of the time.
- 1B To ensure that all processes and support activities are completed to effectively create, preserve, access, and maintain the public record and official City documents in conjunction with City Clerk guidelines 95% of the time, and with legal requirements as established by State, Federal and local laws, 100% of the time.
- 1H To administer a records management system that includes the analysis, retention, preservation, storage, destruction and retrieval of City-wide records that complies with State, Federal and local laws and meets the internal customer's needs for storage and retrieval at least 85% of the time.
- 1Z Administrative support for the program.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	566,918	100%
Total Funding	566,918	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$433,955	\$425,374	\$441,337
Operating Expenses	\$57,695	\$127,303	\$107,303
Internal Service Charges	\$306,936	\$40,369	\$18,278
<b>Total Expenditures</b>	<b>\$798,586</b>	<b>\$593,046</b>	<b>\$566,918</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Assistant	1.00	1.00			1.00	1.00
Administrative Clerk II	1.00	1.00			1.00	1.00
Administrative Secretary	1.00	1.00			1.00	1.00
City Clerk	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.57	0.57	0.57	0.57
	<u>4.00</u>	<u>4.00</u>	<u>0.57</u>	<u>0.57</u>	<u>4.57</u>	<u>4.57</u>

**Program Outcome**

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

**Program Objectives**

- 1A To effectively conduct bi-annual municipal elections and ensure processes are completed according to schedule and as prescribed by State and local laws 100% of the time. The activities in this objective include ordinances, legal publications, oaths of office; legal filings for statements of economic interests, municipal election nominations, candidate statements, campaign filings, petitions, and initiatives. Oversee other activities performed by the County Elections Office for consolidated elections.
- 1Z Administrative support for the program.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	130,000	100%
Total Funding	130,000	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$3,135		
Operating Expenses	\$82,899		\$130,000
Internal Service Charges	\$5,445		
Total Expenditures	\$91,479		\$130,000

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
No Staff Assigned	_____	_____	_____	_____	_____	_____

**Program Outcome**

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

**Program Objectives**

- 1A To provide graphic design, printing and bindery services, user consultation for composition and materials, and brokering services for outsourced printing to the customer's satisfaction, at least 85% of the time.
- 1Z Administrative support for the program.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	367,437	100%
<b>Total Funding</b>	<b>367,437</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$206,585	\$201,296	\$207,008
Operating Expenses	\$136,513	\$98,456	\$103,456
Internal Service Charges	\$151,245	\$64,720	\$56,973
<b>Total Expenditures</b>	<b>\$494,343</b>	<b>\$364,472</b>	<b>\$367,437</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Graphic Designer	1.00	1.00			1.00	1.00
Ltd Ser-Admin Support			0.13	0.13	0.13	0.13
Printing Services Supervisor	1.00	1.00			1.00	1.00
	<b>2.00</b>	<b>2.00</b>	<b>0.13</b>	<b>0.13</b>	<b>2.13</b>	<b>2.13</b>

**Program Outcome**

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

Program Objectives

1Z Administrative support for the program.

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	96,043	100%
Total Funding	96,043	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$13,107	\$25,667	\$9,751
Operating Expenses	\$23,599	\$86,134	\$86,134
Internal Service Charges	\$2,190		\$158
Total Expenditures	\$38,896	\$111,801	\$96,043

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Confidential Secretary	0.10	0.10			0.10	0.10
Principal Planner	0.10				0.10	
	0.20	0.10			0.20	0.10

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### **DEPARTMENT SERVICES**

#### **The Police Department Provides Service Through the Following Programs.**

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

### **MAJOR ACCOMPLISHMENTS**

- Development of an intelligence sharing model for the Patrol and Investigations Divisions that not only streamlines the flow of information regarding criminals and criminal activity, but ensures more positive results through directed enforcement.
- Operation Aflac culminated in the successful identification and arrest of the responsible in a series of highly publicized animal cruelty cases in a week's time, despite the lack of known suspects.

**MAJOR ACCOMPLISHMENTS Cont'd**

- Successful planning for, and management of "Occupy Concord", which included a full activation of the Emergency Operation Center, and resulted in a perfect "end state", to include no injuries to officers, occupiers, or the public, no property damage, no arrests, and no complaints.
- Provision of division-wide training in the proper handling of intoxicated subjects, after an internal audit demonstrated potential non-compliance issues which could have resulted in liability to the Department and the City. A post-training audit has confirmed the success of this training.
- The Department of Corrections completed its Biennial Inspection of the Jail. The inspection covered 106 compliance areas, with the Jail receiving a 100% compliance rating.
- Addition of the telephone tree at the Community Service Desk to better manage incoming calls and enhance customer service, while relieving some of the workload demand from Dispatch and CSD personnel.
- Participation in two National Prescription Drug Take-Back programs, yielding a combined total of approximately 1000 pounds of dangerous drugs.
- Despite losing several members, reducing the number to 9, the Reserve Police Officer Program's 2011 Report announced the highest number of hours recorded (6,177), since 2006, when the program was 22-strong. The Reserve hours represent a cost-savings of approximately \$236,023 to the City of Concord.
- The Traffic Bureau obtained two grants totaling \$519,219. The grants supported DUI checkpoints and saturation patrols, stakeouts and court sting operations that resulted in 246 arrests, 352 citations and 195 vehicles impounded.
- Acquired four police vehicles for free up-front cost. This included an armored personnel vehicle, twenty-two foot bus outfitted as a Mobile Command Post, a Tactical Negotiation Team van, and a twenty-two foot transport bus for personnel.
- The Adopt A Street program has 11 active groups participating in the program. One Saturday each month, the clean-up involved 220 volunteers and removed over 2300 pounds of litter from the City's main thoroughfares.
- Catholic Charities and Community Violence Solutions have collocated victim advocates to the Police Department to better serve their clients.
- The Daytime Curfew Ordinance is fully operational.
- Increased hours of the Community Service Desk from 5 p.m. to 8 p.m. on weekdays and Saturdays from 10 a.m. to 2 p.m., to enhance internal/external customer service, and to reduce the workload on Patrol, Dispatch and the Records Bureau.
- Modified the Taxi Municipal Code which had not been modified since the 1960s. Better oversight was added to the process and fees were adjusted downward to reflect the efficiencies that were added to the permitting process.
- Police Department Budget management was modified to improve tracking and managing fiscal accountability by splitting the department's budget into programs.
- Transitioned the maintenance and acquisition of all police motorcycles from Fleet Services to Police Department oversight. This includes managing repairs and purchasing new bikes.

**MAJOR ACCOMPLISHMENTS Cont'd**

- Implemented the use of new handheld ticket writers in the Parking Services Unit. The new units allow for photos to be taken for each citation.
- Local Hazard Mitigation Plan was adopted by the City Council on March 13, 2012.
- The volunteer program continues to accommodate 86 active volunteer members. In FY 2011 the volunteers contributed 16,119 hours for a service delivery totaling \$378,635 in manpower savings. Our volunteers consistently devote 1000 - 2000 hours of service a month to the city.
- Over 100 citizens were trained in CERT this past year. A total of over 500 citizens are now CERT trained. Twelve (12) Community Emergency Response Team (CERT) neighborhoods in conjunction with the Concord Auxiliary Radio Emergency Service (CARES) group held Concord's first neighborhood drill in November of 2011 where CERT volunteers scanned over 70 homes in the Bishop Estates complex to hone their search and rescue skills. This drill will now be held bi-annually throughout different neighborhoods in Concord.

**INITIATIVES FOR 2012-13**

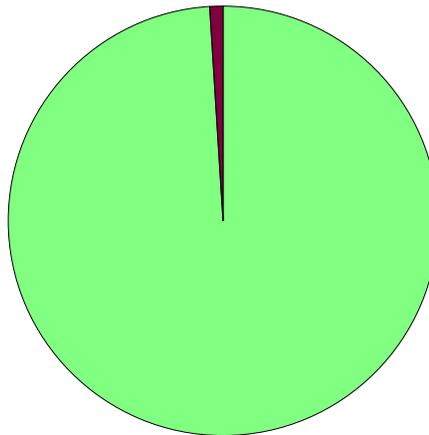
- Hosting of "Law Enforcement Leadership Training" to supervisors and managers, resulting in improved ability to deal with problems impacting individuals, teams, and/or the department as a whole.
- Provision of Ipads to the Field Operations Staff officers for enhanced field management capabilities, and remote access productivity.
- Expansion of the Police Reserve Program from nine officers to eighteen, for improved response to organizational needs, and to create an internal candidate pool for Police Officer.
- Fully implemented SWAT Team Physician program with the addition of two John Muir doctors.
- Jointly applied for a UASI grant, requesting two CBRN robots capable of being used by SWAT.
- The Community Oriented Government Team was created in 2011 to address citywide problems. First project was Hillcrest Park and will expand to possibly coordinating citywide neighborhood organizational efforts.
- A nine point recruitment and hiring plan will be implemented which reaches diversity hiring standards, maintains a high emphasis on education, and meets attrition needs to calendar 2015.
- Implementation of franchise fee for rotational tow operators. In summary, the franchise fee program will memorialize an agreement between the City of Concord and its rotation tow providers, mandating each company pay the city a fee to compensate the City for its cost.
- The Police Department will be implementing the use of Tow Management Software which will allow better management of towed vehicles. This web based software will not require any city resources (neither personnel nor hardware) to use.
- Working with the City Attorney's Office to modify the False Alarm Municipal Code to allow for re-permitting every two years. This will allow the Police Department to better manage false alarm response.
- Working with the City Attorney's Office to create a municipal code section regarding fraudulent handicap placard usage. The new municipal code will allow non-sworn staff to issue citations for individuals that fraudulently use a handicap placard.

**INITIATIVES FOR 2012-13 Cont'd**

- Development of an undercover car program for sworn staff that allows for rotation of un-marked non-city vehicles.
- Conduct Emergency Preparedness outreach to 197 State licensed facilities in Concord that provide services to people with disabilities, the elderly, children and people with functional access needs.
- Implement the Park Stewardship program. Park Stewards maintain a presence in Concord Parks for the purpose of public outreach and public education to improve the Park experience for all Concord citizens. Park Stewards support legitimate use of the Parks, and they also identify and report non-legitimate use.

**The Police Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	41,505,669	99.80%
254-Community Dev Block Grant	84,029	.20%
<b>Total Funding</b>	<b>41,589,698</b>	



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

<u>Program</u>	<u>Total Budget</u>
Police IA	237,012
Police Parking	275,727
Police Abatement	116,716
PD Emergency Prepared	89,106
Police Volunteer	70,852
Police Administration	1,693,287
Field Ops Patrol	13,931,348
Field Ops SWAT	198,359
Field Ops Detentions	439,797
Field Ops Reserves	24,000
Field Ops Traffic	2,148,409
Field Ops Special Events	200,158
Field Ops SET	1,340,852
Field Ops Comm Serv Desk	497,822
Field Ops Dispatch	1,818,430
Field Ops Community Policing	646,335
Field Ops Code Enforcement	760,265
Field Ops Administration	5,625,300
Support SRO	624,788
Support Special Victim Unit	1,492,932

**These Funds are Budgeted to the Following Programs cont'd**

Support CSI	1,239,313
Support Property	95,468
Support Financial Crimes	1,335,317
Support SIB	1,508,452
Support Major Crimes	1,293,317
Support Training	503,534
Support Records	863,412
Support Recruiting	73,441
Support Administration	2,445,949
Total Program Budget	<u>41,589,698</u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$34,578,183	\$36,479,722	\$35,292,192
Operating Expenses	\$2,055,029	\$2,933,369	\$2,562,071
Internal Service Charges	\$4,382,576	\$3,206,034	\$3,585,435
Capital Outlay	\$10,849		\$150,000
Other Financing Uses	\$25,631		
Total Expenditures	<u>\$41,052,268</u>	<u>\$42,619,125</u>	<u>\$41,589,698</u>

**The Police Department has the following Authorized Positions By Program**

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Office of the Chief of Police (700107100)	9.10		3.18		12.28	
Police IA		1.00		0.08		1.08
Police Parking		3.00		1.06		4.06
Police Abatement				3.09		3.09
PD Emergency Prepared		0.50				0.50
Police Volunteer		0.50				0.50
Police Administration		6.00		0.77		6.77
Field Operations (700307300)	134.95		10.60		145.55	
Field Ops Patrol		82.00		1.29		83.29
Field Ops SWAT				0.70		0.70
Field Ops Detentions		4.00		0.67		4.67
Field Ops Traffic		11.00		0.28		11.28
Field Ops Special Events		1.00		0.72		1.72
Field Ops SET		7.00		0.30		7.30
Field Ops Comm Serv Desk		4.00		1.31		5.31
Field Ops Dispatch		14.00		3.09		17.09
Field Ops Community Policing		3.00				3.00
Field Ops Code Enforcement		5.00		0.49		5.49
Field Ops Administration		8.00		1.02		9.02
Neighborhood Preservation (700308720)	5.00		0.49		5.49	
Investigations & Administrative Services	55.95		4.91		60.86	
Support SRO		4.00		0.05		4.05
Support Special Victim Unit		8.00		0.31		8.31
Support CSI		4.00		0.90		4.90
Support Property		1.00		0.02		1.02
Support Financial Crimes		7.00		0.31		7.31
Support SIB		7.00		0.45		7.45
Support Major Crimes		6.00		0.61		6.61
Support Training		1.00		3.85		4.85
Support Records		10.00		1.10		11.10
Support Recruiting				0.06		0.06
Support Administration		7.00				7.00
	<u>205.00</u>	<u>205.00</u>	<u>19.18</u>	<u>22.53</u>	<u>224.18</u>	<u>227.53</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	237,012	100%
Total Funding	<u>237,012</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$231,223
Operating Expenses			\$5,000
Internal Service Charges			\$789
Total Expenditures			<u>\$237,012</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Sergeant		1.00		0.08		1.08
		<u>1.00</u>		<u>0.08</u>		<u>1.08</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	275,727	100%
Total Funding	<u>275,727</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$265,861
Operating Expenses			\$7,500
Internal Service Charges			\$2,366
Total Expenditures			<u>\$275,727</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer		1.00		0.04		1.04
Ltd Ser-Public Safety Asst				1.02		1.02
Parking Services Officer		2.00				2.00
		<u>3.00</u>		<u>1.06</u>		<u>4.06</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	116,716	100%
Total Funding	<u>116,716</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$114,216
Operating Expenses			\$2,500
Total Expenditures			<u>\$116,716</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer				0.01		0.01
Ltd Ser-Public Safety Asst				3.08		3.08
				<u>3.09</u>		<u>3.09</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	89,106	100%
Total Funding	<u>89,106</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$61,602
Operating Expenses			\$27,110
Internal Service Charges			\$394
Total Expenditures			<u>\$89,106</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Program Manager		0.50				0.50
		<u>0.50</u>				<u>0.50</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	70,852	100%
Total Funding	<u>70,852</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$61,606
Operating Expenses			\$8,852
Internal Service Charges			\$394
Total Expenditures			<u>\$70,852</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Program Manager		0.50				0.50
		<u>0.50</u>				<u>0.50</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,693,287	100%
Total Funding	<u>1,693,287</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$929,948
Operating Expenses			\$600,319
Internal Service Charges			\$163,020
Total Expenditures			<u>\$1,693,287</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Secretary		2.00				2.00
Administrative Svcs Manager		1.00				1.00
Chief Of Police		1.00				1.00
Community Service Officer		1.00				1.00
Exec Secretary - Confidential		1.00		0.01		1.01
Police Officer				0.64		0.64
Police Sergeant				0.12		0.12
		<u>6.00</u>		<u>0.77</u>		<u>6.77</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	13,931,348	100%
Total Funding	<u>13,931,348</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$13,800,672
Operating Expenses			\$66,000
Internal Service Charges			\$64,676
Total Expenditures			<u>\$13,931,348</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer	74.00		0.93		74.93	
Police Sergeant	8.00		0.36		8.36	
	<u>82.00</u>		<u>1.29</u>		<u>83.29</u>	

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	198,359	100%
Total Funding	<u>198,359</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$125,359
Operating Expenses			\$73,000
Total Expenditures			<u>\$198,359</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer				0.55		0.55
Police Sergeant				0.15		0.15
				<u>0.70</u>		<u>0.70</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	439,797	100%
Total Funding	<u>439,797</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$349,542
Operating Expenses			\$87,100
Internal Service Charges			\$3,155
Total Expenditures			<u>\$439,797</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer		4.00				4.00
Community Service Officer-Det				0.19		0.19
Ltd Ser-Public Safety Asst				0.48		0.48
		<u>4.00</u>		<u>0.67</u>		<u>4.67</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	24,000	100%
Total Funding	<u>24,000</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Operating Expenses			\$24,000
Total Expenditures			\$24,000

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
No Staff Assigned						

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,148,409	100%
Total Funding	<u>2,148,409</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$2,119,733
Operating Expenses			\$20,000
Internal Service Charges			\$8,676
Total Expenditures			<u>\$2,148,409</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer	10.00		0.23		10.23	
Police Sergeant		1.00	0.05			1.05
	<u>11.00</u>		<u>0.28</u>		<u>11.28</u>	

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	200,158	100%
Total Funding	<u>200,158</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$197,369
Operating Expenses			\$2,000
Internal Service Charges			\$789
Total Expenditures			<u>\$200,158</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer		1.00		0.05		1.05
Police Officer				0.56		0.56
Police Sergeant				0.11		0.11
		<u>1.00</u>		<u>0.72</u>		<u>1.72</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,340,852	100%
Total Funding	<u>1,340,852</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,325,831
Operating Expenses			\$9,500
Internal Service Charges			\$5,521
Total Expenditures			<u>\$1,340,852</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer	6.00		0.24		6.24	
Police Sergeant	1.00		0.06		1.06	
	<u>7.00</u>		<u>0.30</u>		<u>7.30</u>	

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	497,822	100%
Total Funding	<u>497,822</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$487,167
Operating Expenses			\$7,500
Internal Service Charges			\$3,155
Total Expenditures			<u>\$497,822</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer		3.00		0.11		3.11
Ltd Ser-Public Safety Asst				1.20		1.20
Police Officer		1.00				1.00
		<u>4.00</u>		<u>1.31</u>		<u>5.31</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,818,430	100%
Total Funding	<u>1,818,430</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,769,888
Operating Expenses			\$37,500
Internal Service Charges			\$11,042
Total Expenditures			<u>\$1,818,430</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Lead Dispatcher		2.00		0.96		2.96
Ltd Ser-Public Safety Asst				2.13		2.13
Police Dispatcher I		2.00				2.00
Police Dispatcher II		9.00				9.00
Police Sergeant		1.00				1.00
		<u>14.00</u>		<u>3.09</u>		<u>17.09</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	646,335	100%
Total Funding	<u>646,335</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$638,969
Operating Expenses			\$5,000
Internal Service Charges			\$2,366
Total Expenditures			<u>\$646,335</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer		1.00				1.00
Police Sergeant		2.00				2.00
		<u>3.00</u>				<u>3.00</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	676,236	88.95%
254-Community Dev Block Grant	84,029	11.05%
Total Funding	760,265	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$650,014
Operating Expenses			\$104,585
Internal Service Charges			\$5,666
Total Expenditures			\$760,265

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Public Safety Asst				0.48		0.48
Neighborhood Services Spec		4.00		0.01		4.01
Police Officer		1.00				1.00
		5.00		0.49		5.49

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	5,625,300	100%
Total Funding	<u>5,625,300</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$2,759,464
Operating Expenses			\$300,755
Internal Service Charges			\$2,415,081
Capital Outlay			\$150,000
Total Expenditures			<u>\$5,625,300</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Clerk III		1.00				1.00
Administrative Secretary		1.00				1.00
Police Captain		1.00				1.00
Police Lieutenant		5.00				5.00
Police Officer				0.93		0.93
Police Sergeant				0.09		0.09
		<u>8.00</u>		<u>1.02</u>		<u>9.02</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	624,788	100%
Total Funding	<u>624,788</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$617,133
Operating Expenses			\$4,500
Internal Service Charges			\$3,155
Total Expenditures			<u>\$624,788</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer		4.00		0.05		4.05
		<u>4.00</u>		<u>0.05</u>		<u>4.05</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,492,932	100%
Total Funding	1,492,932	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,470,622
Operating Expenses			\$16,000
Internal Service Charges			\$6,310
Total Expenditures			\$1,492,932

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer	7.00		0.24		7.24	
Police Sergeant		1.00	0.07		1.07	
	8.00		0.31		8.31	

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,239,313	100%
Total Funding	<u>1,239,313</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$520,858
Operating Expenses			\$715,300
Internal Service Charges			\$3,155
Total Expenditures			<u>\$1,239,313</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Forensic Specialist I		1.00		0.19		1.19
Forensic Specialist II		2.00				2.00
Ltd Ser-Public Safety Asst				0.71		0.71
Police Officer		1.00				1.00
		<u>4.00</u>		<u>0.90</u>		<u>4.90</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	95,468	100%
Total Funding	<u>95,468</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$75,179
Operating Expenses			\$19,500
Internal Service Charges			\$789
Total Expenditures			<u>\$95,468</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Community Service Officer		1.00		0.02		1.02
		<u>1.00</u>		<u>0.02</u>		<u>1.02</u>

**Program Outcome**

Program Objectives

1Z01

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,335,317	100%
Total Funding	<u>1,335,317</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,314,546
Operating Expenses			\$15,250
Internal Service Charges			\$5,521
Total Expenditures			<u>\$1,335,317</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer	6.00		0.24		6.24	
Police Sergeant	1.00		0.07		1.07	
	<u>7.00</u>		<u>0.31</u>		<u>7.31</u>	

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,508,452	100%
Total Funding	<u>1,508,452</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,410,781
Operating Expenses			\$92,150
Internal Service Charges			\$5,521
Total Expenditures			<u>\$1,508,452</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer		6.00		0.34		6.34
Police Sergeant		1.00		0.11		1.11
		<u>7.00</u>		<u>0.45</u>		<u>7.45</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,293,317	100%
Total Funding	<u>1,293,317</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,284,335
Operating Expenses			\$4,250
Internal Service Charges			\$4,732
Total Expenditures			<u>\$1,293,317</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer		5.00		0.47		5.47
Police Sergeant		1.00		0.14		1.14
		<u>6.00</u>		<u>0.61</u>		<u>6.61</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	503,534	100%
Total Funding	<u>503,534</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$453,245
Operating Expenses			\$49,500
Internal Service Charges			\$789
Total Expenditures			<u>\$503,534</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Public Safety Asst				3.48		3.48
Police Officer				0.32		0.32
Police Sergeant		1.00		0.05		1.05
		<u>1.00</u>		<u>3.85</u>		<u>4.85</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	863,412	100%
Total Funding	<u>863,412</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$832,025
Operating Expenses			\$23,500
Internal Service Charges			\$7,887
Total Expenditures			<u>\$863,412</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Clerk II		6.00		0.14		6.14
Administrative Clerk III		3.00				3.00
Ltd Ser-Public Safety Asst				0.96		0.96
Police Records Manager		1.00				1.00
		<u>10.00</u>		<u>1.10</u>		<u>11.10</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	73,441	100%
Total Funding	<u>73,441</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$9,541
Operating Expenses			\$63,900
Total Expenditures			<u>\$73,441</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Police Officer				0.06		0.06
				<u>0.06</u>		<u>0.06</u>

**Program Outcome**

Program Objectives

1Z

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	2,445,949	100%
Total Funding	<u>2,445,949</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits			\$1,415,463
Operating Expenses			\$170,000
Internal Service Charges			\$860,486
Total Expenditures			<u>\$2,445,949</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Clerk II		2.00				2.00
Administrative Secretary		1.00				1.00
Police Captain		1.00				1.00
Police Lieutenant		3.00				3.00
		<u>7.00</u>				<u>7.00</u>

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### **DEPARTMENT SERVICES**

**The Public Works Department Provides Service Through the Following Programs.**

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

### **MAJOR ACCOMPLISHMENTS**

- FY 2010-11 - The Graffiti Program removed a total of 347,016 square feet of graffiti from the City of Concord which is a monthly average of 28,918 square feet. FY 2011-12 as of January 2012 the Graffiti Program has removed 311,852 square feet with a monthly average of 44,550 square feet. Graffiti is on the increase while the budget has remained constant.
- Implemented the conversion to cloud web-based software for handling Maintenance Work Orders and Preventative Maintenance for routine work.
- Supported the ESCO Chevron energy projects.
- Completed Willow Pass and Todos Santos Plaza light pole corrosion survey and removed six poles from Willow Pass Park. Supported installation of new light poles for Willow Pass Park Field #1.
- Supported the Spray Park Project at Meadow Homes Park.
- Supported the Concord Community Pool equipment upgrade along with interior painting.
- Supported the Police Department IT Server room upgrades.
- Achieved total compliance with all regulatory agency inspections of City Underground Storage Fuel Tanks, Emergency Generators, Hazardous Materials and Life Safety Systems.
- The Arbor Day Foundation designated Concord as a TREE CITY USA for a superior urban forest and with the Growth Award to recognize environmental improvement and high levels of tree care. This award is designed not only to recognize achievement, but also to communicate new ideas and help the leaders of all TREE CITY USAs plan for improving community tree care.

**MAJOR ACCOMPLISHMENTS Cont'd**

- Completed irrigation system upgrades at Cambridge Park and Clayton Road/Market Street decorative green space areas. New central computer based irrigation controls are automated based on current weather conditions resulting in water savings and increased staff efficiency by reducing the need for on-site manual calibration. When resources are available, system wide upgrades will provide similar benefits.
- The Traffic Signal Division has started to install the new red LED's. The existing ones have been in for close to ten years and are ready for replacement. To date, 400 new LED's have been installed.
- Implemented a new random drug testing program for Class A & Class B truck drivers.
- Secured grant funds to buy 100 streetlight pole banners promoting used motor oil recycling.
- Replaced eleven law enforcement patrol and four investigations sedans that had reached the end of their useful life.
- Replaced twenty one year old dump truck with new, fuel efficient, low-emissions dump truck.
- Replaced a 2002 Tymco regenerative air street sweeper that was no longer serviceable with a new 2013 sweeper that meets or exceeds all the latest state-mandated air quality standards.
- Integrated the Phoenix Fuel Management System and the FASTER Vehicle Management System to better track vehicle performance and improve fuel utilization.
- Supported joint Cape Seal project with Engineering (713,000 sq. ft.).
- Supported joint Patch Paving project with Engineering (76,000 sq. ft.).
- Repaired/filled approximately 500 potholes on City streets.
- Repaired 3,059 sidewalk areas with tripping hazards by either ramping, grinding or brick replacement.
- Removed 236 yards of debris from three major creeks (Mt. Diablo, Galindo & Holbrook Channel).
- Hydro cleaned 149 miles of sewer lines.
- Closed Circuit TV (CCTV) on 41 miles of sewer lines.
- Completed 130 Fats, Oils and Grease (FOG) inspections with 15 enforcement actions taken.
- Updated Sewer System Management Plan (SSMP) to meet Bay Area Clean Water Act (BACWA) Standards.
- Several joint projects with Engineering including downtown sewer project.

**INITIATIVES FOR 2012-13**

- Interdepartmental cross training due to reductions.
- Maintain City Assets.
- Meet individually with staff in each division to survey vehicle needs and wants. Also assess thoughts on customer service, ways to improve fleet services, ideas for saving money, alternative transportation, etc.
- Ordering and installation of 30 - 60"x18" Auto Row Signs and 30 - 60"x18" Street Name Signs.
- Layout, map out, order and install Spray Park Signs.
- Support joint 1,200,000 sq. ft. Cape Seal Project.
- Continue proactive and reactive mitigation of trip hazards.

**INITIATIVES FOR 2012-13 Cont'd**

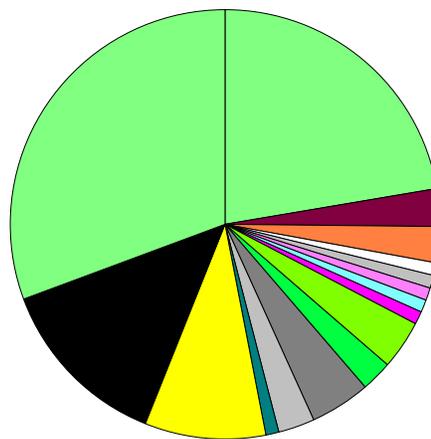
- Continue pothole eradication.
- Continue creek maintenance of three major creeks in Concord.
- Goal for the next year is to increase the number of miles of lines that we hydro-clean and CCTV.

**SIGNIFICANT CHANGES FOR 2012-13**

- None - due to cost savings and reductions.

**The Public Works Department Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	5,512,841	23.39%
200-Street Lighting Maintenc	696,809	2.96%
210-Downtown Maintenance Distr	671,029	2.85%
211-Pinehollow Landscape Maint	84,947	.36%
212-Kirkwood Landscape Mainten	67,252	.29%
213-Ygnacio Woods Landscape Ma	10,357	.04%
214-Balhan Terrace Landscape M	719	.00%
215-Valley Terrace Landscape M	727	.00%
260-State Gas Tax	908,650	3.86%
261-State Gas Tax - Prop. 111	580,121	2.46%
262-State Gas Tax-Section 2103	1,117,175	4.74%
270-Storm Water Management	678,009	2.88%
475-Measure J Local	150,724	.64%
630-Building Maintenance Fund	2,251,372	9.55%
633-Fleet Maintenance Fund	3,275,775	13.90%
710-Sewer Operating	7,561,713	32.08%
<b>Total Funding</b>	<b>23,568,220</b>	



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

<u>Program</u>	<u>Total Budget</u>
Administration	446,444
Traffic Signals Maintenance	590,291
City-wide Street Light District	696,809
Sewer Operations	7,561,713

Sewer Operations  
Signs & Markings

7,560,213  
628,820

**These Funds are Budgeted to the Following Programs cont'd**

Drainage Management	183,650
Street Cleaning	494,359
Street Maintenance	863,639
Curbs, Gutters, and Sidewalk Maintenance	108,504
Fleet Management	3,275,775
Parks and Medians Services	3,125,912
City Maintained Trees and Open Space	2,265,321
Landscape Maintenance	835,031
Building Maintenance	1,698,155
Custodial Services	553,217
Graffiti Removal	240,580
Total Program Budget	<u><u>23,568,220</u></u>

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$8,302,945	\$8,586,507	\$8,648,387
Operating Expenses	\$11,526,920	\$11,081,488	\$10,254,040
Internal Service Charges	\$2,426,476	\$2,064,515	\$2,148,306
Capital Outlay	\$664,209	\$2,493,355	\$2,180,992
Other Financing Uses	\$235,076	\$1,812,886	\$336,495
Total Expenditures	<u>\$23,155,626</u>	<u>\$26,038,751</u>	<u>\$23,568,220</u>

**The Public Works Department has the following Authorized Positions By Program**

<u>Program</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administration	3.05	3.05	0.05	0.05	3.10	3.10
Traffic Signals Maintenance	1.70	1.52	0.29	0.29	1.99	1.81
City-wide Street Light District	1.67	1.58			1.67	1.58
Sewer Operations	14.06	15.09	1.14	1.14	15.20	16.23
Signs & Markings	4.12	4.00	0.94	0.86	5.06	4.86
Drainage Management	2.30	1.70	0.11	0.11	2.41	1.81
Street Cleaning	2.46	2.37			2.46	2.37
Street Maintenance	5.89	5.03	3.26	3.26	9.15	8.29
Curbs, Gutters, and Sidewalk Maintenance	1.19	0.94			1.19	0.94
Fleet Management	4.70	4.70			4.70	4.70
Parks and Medians Services	14.78	14.30	20.15	14.66	34.93	28.96
City Maintained Trees and Open Space	10.10	10.58	0.23	6.49	10.33	17.07
Landscape Maintenance	1.12	1.12	3.64	3.64	4.76	4.76
Building Maintenance	8.00	6.39	1.70	0.93	9.70	7.32
Custodial Services	3.00	3.04	0.06	0.02	3.06	3.06
Graffiti Removal		1.61		0.77		2.38
	<u>78.14</u>	<u>77.02</u>	<u>31.57</u>	<u>32.22</u>	<u>109.71</u>	<u>109.24</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	446,444	100%
<b>Total Funding</b>	<b>446,444</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$346,923	\$406,680	\$334,386
Operating Expenses	\$234,781	\$47,741	\$47,741
Internal Service Charges	\$206,253	\$151,957	\$64,317
<b>Total Expenditures</b>	<b>\$787,957</b>	<b>\$606,378</b>	<b>\$446,444</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Analyst	0.20				0.20	
Administrative Clerk III	1.20	1.20			1.20	1.20
Administrative Secretary	0.65	0.65	0.05	0.05	0.70	0.70
Dir. Of Public Works	1.00	1.00			1.00	1.00
Senior Administrative Analyst		0.20				0.20
	<b>3.05</b>	<b>3.05</b>	<b>0.05</b>	<b>0.05</b>	<b>3.10</b>	<b>3.10</b>

60-Public Works  
5340-Traffic Signals Maintenance  
Manager: Michael Miller

Performance Based  
Budget Summary  
For Council  
2012-13

**Program Outcome**

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	374,149	63.38%
260-State Gas Tax	127,389	21.58%
261-State Gas Tax - Prop. 111	88,753	15.04%
Total Funding	590,291	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$256,692	\$260,756	\$217,620
Operating Expenses	\$193,525	\$283,089	\$344,289
Internal Service Charges	\$50,425	\$45,404	\$28,382
Total Expenditures	\$500,642	\$589,249	\$590,291

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Senior Traffic Signal Tech	0.92	0.92	0.12	0.12	1.04	1.04
Traffic Signal Technician	0.60	0.60	0.17	0.17	0.77	0.77
Transportation Program Mgr. II	0.18				0.18	
	1.70	1.52	0.29	0.29	1.99	1.81

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
200-Street Lighting Maintenananc	696,809	100%
Total Funding	<u>696,809</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$81,828	\$188,383	\$164,049
Operating Expenses	\$678,306	\$606,731	\$498,520
Internal Service Charges	\$19,932	\$1,170	\$34,240
Total Expenditures	<u>\$780,066</u>	<u>\$796,284</u>	<u>\$696,809</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Analyst	0.10				0.10	
Senior Administrative Analyst		0.10				0.10
Senior Traffic Signal Tech	0.08	0.08			0.08	0.08
Traffic Signal Technician	1.40	1.40			1.40	1.40
Transportation Program Mgr. II	0.09				0.09	
	<u>1.67</u>	<u>1.58</u>			<u>1.67</u>	<u>1.58</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
710-Sewer Operating	7,560,213	100%
Total Funding	7,560,213	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$1,097,450	\$1,316,307	\$1,546,997
Operating Expenses	\$6,054,384	\$5,798,873	\$5,238,513
Internal Service Charges	\$219,277	\$345,206	\$519,165
Capital Outlay	\$10,649	\$230,647	\$255,538
Other Financing Uses	\$19,296		
Total Expenditures	\$7,401,056	\$7,691,033	\$7,560,213

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Administrative Analyst	0.70				0.70	
Administrative Clerk II	0.30	0.05			0.30	0.05
Administrative Clerk III	0.80	0.80			0.80	0.80
Administrative Secretary	0.35	0.35			0.35	0.35
City Engineer		0.35				0.35
Confidential Secretary	0.15	0.05			0.15	0.05
Construction Inspector		0.26				0.26
Heavy Equipment Operator II	0.33	0.33			0.33	0.33
Infrastructure Maint. Manager		1.00				1.00
Ltd Ser-Maint. Laborer			0.73	0.73	0.73	0.73
Maintenance Worker I	1.00	2.00			1.00	2.00
Maintenance Worker II	7.65	6.65	0.32	0.32	7.97	6.97
Permit Center Technician II	0.10				0.10	
Permit Center Technician III	0.33	0.40			0.33	0.40
Pw Lead Worker-Infra Maint.	1.00	1.00	0.05	0.05	1.05	1.05
Senior Administrative Analyst		0.70				0.70
Senior Civil Engineer	0.15	0.15			0.15	0.15
Senior Maintenance Team Leader	1.20	1.00	0.04	0.04	1.24	1.04
	<u>14.06</u>	<u>15.09</u>	<u>1.14</u>	<u>1.14</u>	<u>15.20</u>	<u>16.23</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	177,610	28.24%
261-State Gas Tax - Prop. 111	451,210	71.76%
Total Funding	<u>628,820</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$434,691	\$423,940	\$405,245
Operating Expenses	\$125,511	\$141,128	\$141,128
Internal Service Charges	\$108,399	\$101,416	\$82,447
Total Expenditures	<u>\$668,601</u>	<u>\$666,484</u>	<u>\$628,820</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Ltd Ser-Maint. Laborer			0.77	0.77	0.77	0.77
Maintenance Worker II	2.00	2.00	0.08		2.08	2.00
Public Works Lead Worker	2.00	1.00	0.09	0.09	2.09	1.09
Senior Maintenance Team Leader		1.00				1.00
Transportation Program Mgr. II	0.12				0.12	
	<u>4.12</u>	<u>4.00</u>	<u>0.94</u>	<u>0.86</u>	<u>5.06</u>	<u>4.86</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	183,650	100%
Total Funding	<u>183,650</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$177,971	\$230,111	\$162,635
Operating Expenses	\$18,119	\$19,509	\$19,509
Internal Service Charges	\$54,771		\$1,506
Total Expenditures	<u>\$250,861</u>	<u>\$249,620</u>	<u>\$183,650</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Heavy Equipment Operator I	0.64	0.64	0.02	0.02	0.66	0.66
Heavy Equipment Operator II	0.23	0.23			0.23	0.23
Maintenance Worker I		0.18				0.18
Maintenance Worker II	0.81	0.42	0.03	0.03	0.84	0.45
Senior Maintenance Team Leader	0.62	0.23	0.01	0.01	0.63	0.24
Sweeper Operator			0.05	0.05	0.05	0.05
	<u>2.30</u>	<u>1.70</u>	<u>0.11</u>	<u>0.11</u>	<u>2.41</u>	<u>1.81</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
270-Storm Water Management	494,359	100%
Total Funding	<u>494,359</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$224,898	\$222,884	\$224,443
Operating Expenses	\$30,727	\$22,645	\$22,645
Internal Service Charges	\$136,947	\$177,842	\$247,271
Total Expenditures	<u>\$392,572</u>	<u>\$423,371</u>	<u>\$494,359</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Heavy Equipment Operator I	0.02	0.02			0.02	0.02
Maintenance Worker I		0.08				0.08
Maintenance Worker II	0.40	0.23			0.40	0.23
Program Manager	0.02	0.02			0.02	0.02
Senior Maintenance Team Leader	0.02	0.02			0.02	0.02
Sweeper Operator	2.00	2.00			2.00	2.00
	<u>2.46</u>	<u>2.37</u>			<u>2.46</u>	<u>2.37</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
260-State Gas Tax	672,757	77.90%
261-State Gas Tax - Prop. 111	40,158	4.65%
475-Measure J Local	150,724	17.45%
Total Funding	<u>863,639</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$660,243	\$611,445	\$536,768
Operating Expenses	\$887,607	\$57,314	\$67,154
Internal Service Charges	\$294,359	\$288,257	\$259,717
Total Expenditures	<u>\$1,842,209</u>	<u>\$957,016</u>	<u>\$863,639</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Heavy Equipment Operator I	1.25	1.25			1.25	1.25
Heavy Equipment Operator II	0.37	0.37	0.05	0.05	0.42	0.42
Ltd Ser-Maint. Laborer			3.04	3.04	3.04	3.04
Maintenance Worker I	1.00	1.54	0.03	0.03	1.03	1.57
Maintenance Worker II	2.26	1.22	0.11	0.11	2.37	1.33
Senior Maintenance Team Leader	1.01	0.65	0.03	0.03	1.04	0.68
	<u>5.89</u>	<u>5.03</u>	<u>3.26</u>	<u>3.26</u>	<u>9.15</u>	<u>8.29</u>

60-Public Works  
 5610-Curbs, Gutters, and Sidewalk Maintenance  
 Manager: Michael Miller

Performance Based  
 Budget Summary  
 For Council  
 2012-13

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
260-State Gas Tax	108,504	100%
Total Funding	108,504	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$78,897	\$114,307	\$79,317
Operating Expenses	\$416	\$28,288	\$28,288
Internal Service Charges	\$6,898		\$899
Total Expenditures	\$86,211	\$142,595	\$108,504

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Heavy Equipment Operator I	0.09	0.09			0.09	0.09
Heavy Equipment Operator II	0.07	0.07			0.07	0.07
Maintenance Worker I		0.20				0.20
Maintenance Worker II	0.88	0.48			0.88	0.48
Senior Maintenance Team Leader	0.15	0.10			0.15	0.10
	1.19	0.94			1.19	0.94

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
633-Fleet Maintenance Fund	3,275,775	100%
Total Funding	<u>3,275,775</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$578,585	\$478,794	\$476,740
Operating Expenses	\$990,984	\$989,346	\$1,045,634
Internal Service Charges	\$224,715	\$149,978	\$56,884
Capital Outlay	\$362,031	\$1,450,400	\$1,696,517
Other Financing Uses		\$600,000	
Total Expenditures	<u>\$2,156,315</u>	<u>\$3,668,518</u>	<u>\$3,275,775</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Automotive Parts Worker	1.00	1.00			1.00	1.00
Equipment Mechanic	3.00	3.00			3.00	3.00
Program Manager	0.70	0.70			0.70	0.70
	<u>4.70</u>	<u>4.70</u>	<u>          </u>	<u>          </u>	<u>4.70</u>	<u>4.70</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	3,125,912	100%
Total Funding	<u>3,125,912</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$1,758,147	\$1,948,735	\$1,862,234
Operating Expenses	\$693,422	\$839,270	\$826,717
Internal Service Charges	\$635,589	\$485,698	\$436,961
Total Expenditures	<u>\$3,087,158</u>	<u>\$3,273,703</u>	<u>\$3,125,912</u>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Environmental Maintenance Tech	0.85	0.85	0.06	0.06	0.91	0.91
General Laborer	4.00	3.00	0.16	0.16	4.16	3.16
Heavy Equipment Operator I	0.98	0.98			0.98	0.98
Horticultural Advisor	0.50	0.50			0.50	0.50
Landscape Gardener	1.00	1.00			1.00	1.00
Ltd Ser-Maint. Laborer			19.55	13.60	19.55	13.60
Ltd Ser-Recreation Specialist				0.46		0.46
Maintenance Gardener	2.00	2.27	0.09	0.09	2.09	2.36
Maintenance Team Leader	2.70	2.50	0.08	0.08	2.78	2.58
Maintenance Worker I			0.02	0.02	0.02	0.02
Maintenance Worker II	0.27		0.02	0.02	0.29	0.02
Parks Lead Worker	1.00	1.00			1.00	1.00
Parks Program Manager		0.50				0.50
Senior Maintenance Team Leader	1.00	1.00	0.17	0.17	1.17	1.17
Tree Lead Worker	0.48	0.70			0.48	0.70
	<u>14.78</u>	<u>14.30</u>	<u>20.15</u>	<u>14.66</u>	<u>34.93</u>	<u>28.96</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	1,148,146	50.68%
262-State Gas Tax-Section 2103	1,117,175	49.32%
Total Funding	2,265,321	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$1,059,074	\$922,002	\$1,218,683
Operating Expenses	\$535,862	\$895,281	\$819,929
Internal Service Charges	\$228,885	\$179,520	\$226,709
Total Expenditures	\$1,823,821	\$1,996,803	\$2,265,321

60-Public Works  
5710-City Maintained Trees and Open Space

Performance Based  
Budget Summary  
For Council  
2012-13

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Environmental Maintenance Tech	1.15	1.15	0.05	0.05	1.20	1.20
General Laborer	2.00	2.00	0.07	0.05	2.07	2.05
Heavy Equipment Operator I	0.02	0.02			0.02	0.02
Horticultural Advisor	0.50	0.50			0.50	0.50
Landscape Gardener	4.00	4.00			4.00	4.00
Ltd Ser-Maint. Laborer				6.26		6.26
Maintenance Gardener		0.73		0.02		0.75
Maintenance Team Leader	0.30	0.50	0.09	0.09	0.39	0.59
Maintenance Worker II	0.73				0.73	
Parks Lead Worker			0.02	0.02	0.02	0.02
Parks Program Manager		0.50				0.50
Senior Maintenance Team Leader	0.88	0.88			0.88	0.88
Tree Lead Worker	0.52	0.30			0.52	0.30
	10.10	10.58	0.23	6.49	10.33	17.07

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
210-Downtown Maintenance Distr	671,029	80.36%
211-Pinehollow Landscape Maint	84,947	10.17%
212-Kirkwood Landscape Mainten	67,252	8.05%
213-Ygnacio Woods Landscape Ma	10,357	1.24%
214-Balhan Terrace Landscape M	719	.09%
215-Valley Terrace Landscape M	727	.09%
<b>Total Funding</b>	<b>835,031</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$101,769	\$220,464	\$223,959
Operating Expenses	\$128,741	\$223,632	\$223,632
Internal Service Charges	\$15,736		\$32,675
Capital Outlay		\$18,270	\$18,270
Other Financing Uses	\$215,780	\$312,886	\$336,495
<b>Total Expenditures</b>	<b>\$462,026</b>	<b>\$775,252</b>	<b>\$835,031</b>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Landscape Gardener	1.00	1.00			1.00	1.00
Ltd Ser-Maint. Laborer			3.64	3.64	3.64	3.64
Senior Maintenance Team Leader	0.12	0.12			0.12	0.12
	<u>1.12</u>	<u>1.12</u>	<u>3.64</u>	<u>3.64</u>	<u>4.76</u>	<u>4.76</u>

**Program Outcome**

Deliver building maintenance services to 69 buildings and 373,539 square feet of building area which preserve and protect the City's investment in public facilities and meet the needs of internal and external customers for safe, functional, and presentable public facilities.

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
630-Building Maintenance Fund	1,698,155	100%
<b>Total Funding</b>	<b>1,698,155</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$888,742	\$957,137	\$789,700
Operating Expenses	\$569,559	\$744,435	\$588,435
Internal Service Charges	\$150,273	\$103,804	\$109,353
Capital Outlay	\$291,529	\$794,038	\$210,667
Other Financing Uses		\$719,002	
<b>Total Expenditures</b>	<b>\$1,900,103</b>	<b>\$3,318,416</b>	<b>\$1,698,155</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Facilities Maintenance Manager	1.00	0.97			1.00	0.97
Facilities Maintenance Tech	1.00	1.00			1.00	1.00
Ltd Ser-Maint. Laborer			1.20	0.43	1.20	0.43
Ltd Ser-Technician			0.24	0.24	0.24	0.24
Maintenance Electrician	1.00	1.00		0.02	1.00	1.02
Maintenance Painter	1.00	0.50	0.09	0.09	1.09	0.59
Maintenance Utility Mechanic	2.00	2.00	0.09	0.09	2.09	2.09
Maintenance Worker I	1.00	0.24			1.00	0.24
Maintenance Worker II			0.08	0.06	0.08	0.06
Senior Maintenance Team Leader	1.00	0.68			1.00	0.68
	<u>8.00</u>	<u>6.39</u>	<u>1.70</u>	<u>0.93</u>	<u>9.70</u>	<u>7.32</u>

**Program Outcome**

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

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
630-Building Maintenance Fund	553,217	100%
<b>Total Funding</b>	<b>553,217</b>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	<u>2010-11 Actual</u>	<u>2011-12 Budgeted</u>	<u>2012-13 Proposed</u>
Salaries and Benefits	\$359,807	\$284,562	\$230,253
Operating Expenses	\$322,859	\$353,087	\$302,087
Internal Service Charges	\$47,024	\$8,115	\$20,877
<b>Total Expenditures</b>	<b>\$729,690</b>	<b>\$645,764</b>	<b>\$553,217</b>

**Position Authorization By Classification**

<u>Classification</u>	<u>Full-Time Number of Positions</u>		<u>Part-Time &amp; Overtime Full-Time Equivalent</u>		<u>Total Number of Positions</u>	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Custodian	1.00	1.00	0.06	0.02	1.06	1.02
Lead Custodian	2.00	2.04			2.00	2.04
	<b>3.00</b>	<b>3.04</b>	<b>0.06</b>	<b>0.02</b>	<b>3.06</b>	<b>3.06</b>

**Program Outcome**

Provide an environment of zero tolerance for graffiti to illustrate Concord's uniqueness and define Concord as California's premier community.

**Program Objectives**

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

**The Program Is Funded As Follows**

<u>Funding Source</u>	<u>Amount</u>	<u>Percentage of Funding Source</u>
100-General Fund	240,580	100%
Total Funding	<u>240,580</u>	

**These Funds are Distributed to the Following Expenditure Categories**

<u>Expenditure Category</u>	2010-11 <u>Actual</u>	2011-12 <u>Budgeted</u>	2012-13 <u>Proposed</u>
Salaries and Benefits	\$194,274		\$175,358
Operating Expenses	\$46,198	\$31,119	\$38,319
Internal Service Charges	\$26,993	\$26,148	\$26,903
Other Financing Uses		\$180,998	
Total Expenditures	<u>\$267,465</u>	<u>\$238,265</u>	<u>\$240,580</u>

**Position Authorization By Classification**

<u>Classification</u>	Full-Time Number of Positions		Part-Time & Overtime Full-Time Equivalent		Total Number of Positions	
	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>	<u>2011-12</u>	<u>2012-13</u>
Facilities Maintenance Manager		0.03				0.03
Ltd Ser-Maint. Laborer				0.77		0.77
Maintenance Painter		0.50				0.50
Maintenance Worker I		0.76				0.76
Senior Maintenance Team Leader		0.32				0.32
		<u>1.61</u>		<u>0.77</u>		<u>2.38</u>